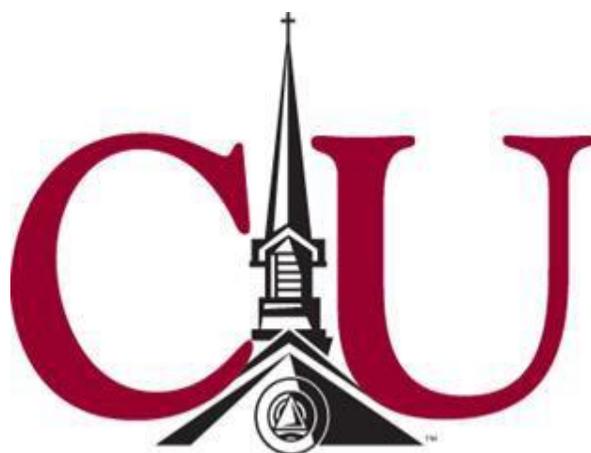


The Carver School of Social Work

Master of Social Work



GRADUATE PROGRAM HANDBOOK

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Welcome Message to Students

MSW Candidates and Students:

Thank you for your interest into the MSW Program at Campbellsville University! The faculty of the Carver School of Social Work welcome you. We are pleased to present a phenomenal, advanced generalist social work curriculum, designed to prepare you for a successful start into the social work profession. We have a top-notch faculty who really care about and engage openly with students.

The Carver School of Social Work MSW Program views generalist social work education as a foundation for graduates who are able to take the theoretical knowledge base, interpret that base with assistance from instructors, critically analyze social system and services needs on micro, mezzo and macro levels, and then implement assistance and services using an empowerment and social justice framework. Our Advanced Standing program prepares graduates to become servant-leaders in the social work profession and seek opportunities for leadership through employment and volunteer service, using anti-racist and anti-oppressive language and practice, and through a trauma informed lens. It is our sincere desire that this prepares you for your goals as you work through the degree toward becoming a social work practitioner.

You are receiving this Handbook to acquaint you with the MSW Program Policies and Procedures. It is important that you become familiar with this Handbook, the University catalog, and the University Student Handbook as tools to aid in your educational success.

Please know that the Carver School faculty, staff, and advisors work together with you as you progress toward your MSW degree. We are eager to engage with students, so do not hesitate to ask questions or reach out for assistance. We welcome your comments, ideas, and suggestions regarding the MSW Program. We know there will be times that you feel challenged, as education sometimes is, but we are in this with you.

Thank you for choosing the MSW Program here in the Carver School at Campbellsville University as your educational home. It is our goal to prepare quality master's level social workers who serve clients just like you would want for your own family members when in need. God bless you and thank you for your willingness to learn and serve.

Sincerely,

Dr. Dianna Cooper-Bolinsky, LCSW(IN), LCAC(IN)

MSW Program Director and Associate Professor

Historical Overview

Campbellsville University

Campbellsville University (CU) is a comprehensive co-educational institution offering certificates, and associate, bachelor, master, and doctoral degrees in a variety of subjects and disciplines. CU is committed to providing a quality educational experience within the Baptist tradition and in keeping with a strong Christian emphasis. Under the Lordship of Christ, the institution affirms historic Baptist principles including the priesthood of the believer, the authority of Scripture, freedom of conscience, integration of faith and learning, pursuit of truth in an academically challenging environment, student involvement in servant ministry, and affirmation of others in a spirit of grace and love. While CU continues to maintain very close ties to Baptist Churches and bodies, the institution exists to provide Christ-centered higher educational opportunities to a diverse student population.

Campbellsville University, while Baptist in affiliation and Christ-based in practice, is neither a church nor an ecclesiastical authority. Since 1906, the institution has existed to provide higher educational opportunities to men and women in a positive and academically challenging Christian environment. In that same spirit, we affirm the challenges and opportunities of Baptist higher education in the 21st Century.

In compliance with federal law, including provisions of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, CU does not illegally discriminate on the basis of race, gender, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; admission policies; or employment. Under Federal and Kentucky law, the University may make certain policy and employment decisions based on part on its religious beliefs in order to fulfill its purpose as a Christian institution. These policies and procedures are the basis for the mission and activities of all campus organizations and use of all CU facilities.

As God extended His love for all human beings through his Son Jesus Christ and as an institution that affirms the “whosoever will gospel of Jesus Christ” (John 3:16), CU extends love for mankind through a commitment to the Great Commission (Matthew 28:16-20; Acts 1:8) and in the spirit of the Great Commandment (Matthew 22:36-40). Therefore, CU implements the development and administration of all policies and procedures in the recognition of the diversity of God’s creation and His infinite grace toward all people.

CU is located in south central Kentucky. The population of Campbellsville is estimated to be about 11,482 as of 2019. Campbellsville is the county seat of Taylor County, which has a population of approximately 25,769 as of 2019.

CU was founded in 1906 by the Russell Creek Baptist Association as the Russell Creek Academy. The Academy grew and expanded with the improvements both in curriculum and facilities. In 1924, the institution was renamed Campbellsville College and in 1933 joined the Kentucky Association of Colleges and Secondary Schools. In 1949, the College was accredited by the Southern Association of Secondary Schools and Colleges as a junior college. In December 1963, the College received membership in the Southern Association of Colleges and Schools as an accredited liberal arts college. In 1996, Campbellsville College advanced to University status. CU currently awards certificates, and associate, baccalaureate, master, and doctoral degrees.

The [National Association of Schools of Music](#) (NASM) accredits the CU Music program. The teacher preparation program is approved by the [Education Professional Standards Board](#) (EPSB) for teacher education and certification and is accredited by the [National Council for Accreditation for Teacher Education](#) (NCATE). The NASDTEC Interstate Contract provides opportunity for graduates to earn teaching certificates in other states, although there may be applicable conditions. The Baccalaureate Social Work (BSW) and Master of Social Work (MSW) programs are accredited by the [Council on Social Work Education](#) (CSWE). The Master of

Marriage and Family Therapy program is accredited by the Commission on Academics for Marriage and Family Therapy Education (COAMFTE). The RN to BSN Nursing Program is accredited by the [Accrediting Commission for Education in Nursing](#) (ACEN).

CU is a member of the American Council on Education (ACE), the Association of Independent Kentucky Colleges and Universities (AIKCU), the Association of Southern Baptist Colleges and Schools (ASBCS), the Coalition for Christian Colleges and Universities (CCCU), the Cooperative Services International Education Consortium (CSIEC), the Council for the Advancement for Small Colleges (CASC), the Kentucky Independent College Fund (KICF), the National Association of Independent Colleges and Universities (NAICU), and the Council on Social Work Education (CSWE).

CU continually develops programs to meet the needs of the Central Kentucky community. Social work students contribute by organizing and participating in a variety of community service activities. The social work club serves the community by helping people and organizations fulfill unmet needs.

CU is recognized for community outreach with music, art, drama, and religious education. Drama, musical concerts, and noted speakers are offered to the community frequently at minimal or no cost. The Campbellsville community and surrounding counties have been very supportive of the university and its mission.

CU is supported financially by tuition, fees, and donations. The alumni, faculty, and staff of the University are also faithful financial contributors to the institution.

Master of Social Work Overview

In 2008, the Carver School MSW Program was accepted into candidacy. CSWE awarded initial accreditation to CU in 2012, retroactive to 2008. Accreditation was reaffirmed for the MSW in 2016; the program seeks reaffirmation in 2024.

The Carver School MSW Program at CU views social work as a helping profession

sanctioned by society to assist in the elimination of human suffering. Human societies are not perfect. Problems emerge that require solutions and human needs arise that must be met. Social work evolved from natural helping networks into a profession designed to systematically address social problems and human needs. In order to achieve this purpose, the profession takes two approaches: (1) To work to change social institutions, organizations and communities to better meet the needs of people and (2) To help people identify and utilize their own strengths and to connect them with the resources which they lack. When resources are not available, social workers advocate and work to establish programs to enhance the well-being of humans and alleviate the suffering brought about by various psycho-social-behavioral issues.

CU has a distinguished history with the Coalition of Independent Colleges and Schools (CICS), the Appalachian College Association (ACA) and the Council for Christian Colleges and Universities (CCCU). Our commitment and uniqueness are in the CU mission.

CU Mission

Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by linking discovery research to knowledge at the doctoral level, and active participation in a diverse, global society.

Carver School of Social Work Mission

The Carver School of Social Work's mission, which includes the BSW and MSW program, complements the university mission.

Campbellsville University's Carver School of Social Work promotes academic excellence, leadership and personal growth in the spirit of Christian service. The BSW and MSW programs are grounded in the liberal arts and guided by the person-in-environment framework and global perspective. The purpose of the programs is to develop competent social workers with a strong sense of integrity, respect for human diversity, and commitment to the profession's values. Carver School of Social Work values the dignity and worth of a person, human relationships and the pursuit for social and economic justice. Students learn a range of prevention and intervention skills based on scientific inquiry that guide

their practice with diverse individuals, families, groups, organizations and communities. Through the application of ethical principles and critical thinking, the programs' curricula encourages students to advance diversity, equity and inclusion, build resiliency and advocate for human rights at the micro, mezzo and macro levels.

The MSW Program provides an advanced level professional degree for social workers, whose mission is to broaden career opportunities for social workers to serve as leaders and administrators in an ever-changing world, speaks to the core of the University and the Carver School of Social Work mission.

The MSW Program emphasizes the need for lifelong learning and encourages students to participate in continuing education opportunities. This can be accomplished through graduate studies and/or attendance and participation in local, regional, state, and national meetings, conferences and workshops. One goal of the MSW Program is to prepare graduates to work in a variety of settings with a variety of client types and systems. The Program emphasizes empowerment; social justice; Anti-racist, diversity, equity, and inclusion (ADEI); Christ-centered service and strength perspectives are infused throughout the educational experience. Using these models within a Christian/ social work value base, students are prepared to engage, assess, plan, intervene, and evaluate with individuals, families, groups, communities, and organizations in various forms of professional service.

MSW Program Goals and Competencies

Program Goals

Guided by the mission of this MSW Program and influenced by the mission of CU, the social work profession and the needs of the local, regional, state and international communities, the MSW Program strives to attain the following goals:

1. To prepare competent and effective advanced generalist graduate level social work professionals to empower, lead and serve as practitioners, service coordinators, service administrators, policy analysts' and program developers;
2. To equip graduates with advanced generalist graduate level social work knowledge, values, and skills in preparation for service with diverse, at-risk, marginalized, oppressed populations which exist in rural, urban, national and international locations;
3. To prepare advanced generalist graduate level social workers who are skilled in evaluating and linking empirical knowledge, social work practice wisdom, social research and practice outcomes; and
4. To stimulate a desire within graduates for the pursuit of life-long-learning and Christ-centered service.

These program goals build on a foundation of generalist content and expand toward the preparation of advanced level social workers. As such, a foundation curriculum, similar to undergraduate social work education, is provided in the first year of this MSW Program; however, the foundation graduate year incorporates graduate level rigor in research activities and learning assignments.

The MSW Foundation Program uses CSWE's defined competencies and behaviors. These are obtained in the first 30 hours of the MSW Program and are as follows:

Foundation Competencies and Behaviors

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. Social workers:

- 1.1 Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- 1.2 Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- 1.3 Demonstrate professional demeanor in behavior, appearance; and oral, written, and electronic communication;
- 1.4 Use technology ethically and appropriately to facilitate practice outcomes; and
- 1.5 Use Supervision and consultation to guide professional judgment and behavior.

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. Social workers:

- 2.1 Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- 2.2 Present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- 2.3 Apply self-awareness and self-regulations to manage the influence of personal biases and values in working with diverse clients and constituencies.

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. Social workers:

- 3.1 Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- 3.2 Engage in practices that advance social, economic, and environmental justice.

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. Social workers:

- 4.1 Use practice experience and theory to inform scientific inquiry and research;
- 4.2 Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- 4.3 Use and translate research evidence to inform and improve practice, policy, and service delivery.

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. Social workers:

- 5.1 Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- 5.2 Assess how social welfare and economic policies impact the delivery of and access to social services;
- 5.3 Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

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. Social workers:

- 6.1 Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary frameworks to engage with clients and constituencies; and
- 6.2 Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

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. Social workers:

- 7.1 Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- 7.2 Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- 7.3 Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- 7.4 Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

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. Social workers:

- 8.1 Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- 8.2 Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- 8.3 Use inter-professional collaboration as appropriate to achieve beneficial

- practice outcomes;
- 8.4 Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies;
- 8.5 Facilitate effective transitions and endings that advance mutually agreed-on goals.

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. Social workers:

- 9.1 Select and use appropriate methods for evaluation of outcomes;
- 9.2 Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- 9.3 Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- 9.4 Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Advanced Generalist Competencies and Behaviors

The Advanced Generalist curriculum builds on the BSW and MSW foundation and uses the following competencies and behaviors:

Competency 1: Demonstrate Ethical and Professional Behavior

Advanced generalist social workers understand the values and ethics of the social work profession and are proficient in using ethical decision-making frameworks. They critically analyze situations and use ethics to influence conduct at all levels of practice. They also use self-reflection and self-care practices to avoid secondary trauma. Advanced generalist social workers apply ethics and values in engagement, assessment, planning, intervention, and evaluation when working with individuals, families, groups, organizations, and communities looking through a trauma informed lens. Advanced generalist social workers:

- A1.1 Engage with clients and colleagues conveying a strength-based demeanor and attitude;
- A1.2 Demonstrate professional and ethical social work conduct in all levels of practice;
- A1.3 Demonstrate the ability to critically analyze cases and articulate how to manage ethical issues in practice scenarios;
- A1.4 Demonstrate the ability to apply social work ethics and values to the evaluation of social intervention; and
- A1.5 Engage in self-reflection and self-care practices which may include reflective trauma responsive supervision to prevent and address secondary trauma in self and organization.

Competency 2: Engage Diversity and Difference in Practice

Advanced generalist social workers understand how racism and oppression shape human and traumatic experiences and influence practice, policy, and research at the micro, mezzo and/or macro levels. Advanced generalist social workers understand the pervasive impact of White privilege and supremacy and use their knowledge, awareness of biases, and skills to engage in anti-racist practice. Advanced generalist social workers understand how diversity and intersectionality shape human experiences and identity development which affect equity and inclusion. The breadth of diversity is understood as the convergence of factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, and gender identity. Advanced generalist social workers understand intersectionality to mean that a person's life experiences may include oppression, trauma, marginalization, poverty, alienation as well as privilege and power. Advanced generalist social workers understand the historical roots of social and racial injustices and recognize the extent to which a culture's structures and values systematically oppress, traumatize, marginalize, and alienate. Advanced generalist social workers:

- A2.1 Demonstrate culturally centered practice that recognizes the impact of diversity factors, to include trauma experiences and responses at the micro, mezzo and/or macro levels; and
- A2.2 Apply self-awareness to manage the influence of personal biases and values in working with diverse individuals, families, groups, organizations, communities and/or constituencies.

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

Advanced generalist social workers must understand how social problems are violations of human rights and be able to advocate for all people, regardless of their position in society. They must recognize the impact of social problems which may result in inequalities, racism, and societal

injustices and advocate to overcome traumatic barriers. Advanced generalist social workers must use a framework of intersectionality for individuals or groups which may include oppression, poverty, marginalization, and alienation to challenge privilege and power. They utilize trauma-informed strategies to eliminate oppressive structural barriers to ensure social rights and responsibilities are distributed equitably. Furthermore, advanced generalist social workers understand the need to protect and promote human rights, including civil, political, environmental, economic, social, and cultural. Advanced generalist social workers:

- A3.1 Demonstrate effective and diplomatic skills in advocacy;
- A3.2 Deconstruct situations (culture, social, political, economic, etc.) where human rights are being violated;
- A3.3 Compare how social, economic, cultural, and political frameworks can oppress and violate human rights; and
- A3.4 Recognize and seek to redress human rights, social, economic and/or environmental injustices resulting from or perpetuating trauma.

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

Advanced generalist social workers are proficient in understanding and using various methods of program evaluation. They collect and organize data, apply critical thinking, interpret information, and use results to improve practice that influences individuals, families, groups, organizations, and communities. Advanced generalist social workers are proficient at identifying bias and determining provisions to reduce impact on clients and constituents. They use evidence-based methods of program evaluation and advocate for strategies to reduce trauma in practice.

Advanced generalist social workers:

- A4.1 Appraise, evaluate, and propose various methods of program evaluation;
- A4.2 Collect and organize data, and apply critical thinking to interpret information from individuals, families, groups, organizations, communities, and/or constituencies;
- A4.3 Evaluate how personal values and biases impact research-informed practice and practice-informed research; and
- A4.4 Advocate for strategies to improve practice-informed research and/or research informed practice in trauma care.

Competency 5: Engage in Policy Practice

Advanced generalist social workers understand and engage in trauma-informed human rights-based policies advancing social, economic, racial, and environmental justice. They should recognize and use a trauma-informed lens to view the historical, social, racial, cultural, economic, organizational, environmental, and global influences that affect social policies at the local, state, federal, and global level. This affects well-being, human rights and justice, and service delivery, and access to social services. Advanced generalist social workers must understand their role in policy formation, analysis, implementation and evaluation with individuals, families, groups, organizations, communities, and on a global level to engage in and advocate for policies that do not retraumatize. Advanced generalist social workers:

- A5.1 Apply analytical knowledge to assess the impact of policies; to engage in the policy proposal process and/or to amend policies that are counter to the principles of trauma informed practice or that re-traumatize, victimize, or oppress;
- A5.2 Evaluate the impact (intended and unintended) of global policies and regulations; and
- A5.3 Interpret societal trends in order to develop and promote the empowerment of vulnerable populations within social work practice.

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

Advanced generalist social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of individuals, families, groups, organizations, and communities. They establish relationships that encourage others to be equal participants and are proficient at using relationships to achieve positive outcomes. Advanced generalist social workers know and implement interprofessional conceptual frameworks and engagement strategies. They use self-reflection and intrapersonal skills to effectively engage others and integrate a trauma perspective at all levels of practice. Advanced generalist social workers:

- A6.1 Establish a relationally based process that encourages individuals, families, groups, organizations, and communities to be equal participants in the establishment of expected outcomes;
- A6.2 Implement appropriate engagement strategies to engage individuals, families, groups, organizations, and/or communities within a particular theoretical model;
- A6.3 Utilize self-reflective and intrapersonal skills to effectively engage diverse individuals, families, groups, organizations, communities, and/or constituencies; and
- A6.4 Integrating trauma-informed principles of engagement with practices at the micro, mezzo and/or macro levels that are responsive to those underrepresented and oppressed in society.

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

Advanced generalist social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work and trauma-informed practice. They understand theories of human behavior and person-in-environment, as well as, the importance of trauma, the consequences and emphasis on healing, and recovery. Advanced generalist social workers critically evaluate and apply this knowledge in culturally responsive and trauma-informed assessment with clients and constituencies, including individuals, families, groups, organizations, communities, and at the global level. Assessment involves a collaborative process of defining presenting issues and identifying strengths and resiliency with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Advanced generalist social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration to provide safety and focus on healing. They are self-reflective and understand how bias, power, privilege and their personal values, and experiences may affect their assessment and decision making. Advanced generalist social workers:

- A7.1 Articulate and demonstrate the influence theory has on assessment process;
- A7.2 Apply an assessment strategy to assess individuals, families, groups, organizations, and/or communities within a complimentary theoretical model; and
- A7.3 Design and conduct trauma informed assessment and planning strategies that include risk and protective factors that empower service recipients.

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

Advanced generalist social workers understand ongoing assessment and intervention are critical components of the dynamic and interactive process of social work practice. They understand the intersectionality of theories of human behavior, person-in-environment, strengths perspective, and other interprofessional theoretical frameworks. Advanced generalist social workers critically evaluate and apply this knowledge in selecting culturally responsive interventions with all clients, including individuals, families, groups, organizations, communities, and at the global level.

Understanding methods of identifying, analyzing, and implementing interprofessional theoretical framework interventions to achieve client and constituency goals is an integral part of advanced generalist social worker practice. They also understand the need to assist clients and constituents develop flexible and adaptive responses to trauma effects and develop maximally adaptive personal narratives in the wake of traumatic experiences. Advanced generalist social workers recognize the value of interdisciplinary collaboration in maximizing their effectiveness with clients. Advanced generalist social workers:

- A8.1 Utilize effective leadership skills to promote sustainable changes in service delivery and practice to improve the quality of interventions;
- A8.2 Implement effective intervention strategies to work with individuals, families, groups, organizations, and/or communities within a particular theoretical model;
- A8.3 Implement the strategies that empower individuals, families, groups, organizations, and/or communities in various contexts of practice; and
- A8.4 Critically select and implement trauma-informed evidence-based interventions to address the adverse consequences of trauma.

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

Advanced generalist social workers evaluate practice through measuring change when working with individuals, families, groups, organizations, communities, and at the global level. They are proficient with distinguishing many types of information from multiple sources to evaluate target practice and outcomes. Advanced generalist social workers conduct evaluation utilizing interprofessional conceptual framework models that include trauma, cultural, and ethical components in their practice. Advanced generalist social workers:

- A9.1 Discern evaluation methods to measure the extent of change to individuals, families, groups, organizations, and/or communities;
- A9.2 Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge and practice wisdom to achieve target outcome;
- A9.3 Critique evaluation practices informed from a particular theoretical model; and
- A9.4 Systematically use evaluation to include historical or current trauma, intergenerational trauma, trauma reactions, and/or risk and resilience factors.

MSW Program Outcomes Assessment

The MSW Program uses the following measures to examine overall effectiveness of the program: field learning contract at the completion of the foundation and advanced field and embedded rubrics in each course in the advanced curriculum.

Outcomes Administration Schedule

INSTRUMENT	AUGUST ENTRY	JANUARY ENTRY	SUMMER ENTRY
Foundation			
Field Learning Contract (foundation)	May	August	December
Embedded Rubric	October, December, March and May	March, May, July, August	July, August, October, December
Advanced Generalist			
Field Learning Contract (advanced generalist)	May	August	December
Embedded Rubric	October, December, March and May	March, May, July, August	July, August, October, December

Field Learning Contract

Field education uses learning contracts for each level of the curriculum (i.e., foundation and advanced generalist). The learning contracts utilize a 5-point rating scale whereby the field site supervisor measures student achievement of all competencies and behaviors within the field placement.

Foundation Competency Rubric

The MSW Program uses embedded rubrics in each of the core courses in the foundation curriculum. The embedded rubrics are linked to key assignments in the courses and delineate the associated behaviors across a 5-point rating scale. Each behavior is measured at least once using this assessment instrument. The rubrics provide direct feedback to students at the course level, but also contribute to the overall MSW Program assessment.

Advanced Competency Rubric

The MSW Program uses embedded rubrics in each of the core courses in the advanced generalist curriculum. The embedded rubrics are linked to a key assignment in the courses and delineate the associated behaviors across a 5-point rating scale. Each behavior is measured at least once using this assessment instrument. The rubrics provide direct feedback to students at the course level, but also contribute to the overall MSW Program assessment.

State Licensure Examination

The MSW Program collects data on graduates' results on state licensure examinations, including: pass/fail and number of attempts. These data are kept in an MSW Program database. Students are entered into the database during enrollment along with personal email (university email is terminated after graduation) and FACEBOOK address. Students are also encouraged to share licensure through social media and/or email to faculty/staff. Through the alumni survey, students are encouraged to report licensure status to our Assessment Coordinator and/or faculty. Results inform the MSW Program about success in preparing students to achieve licensure. ASWB provides aggregate data to indicate areas (HBSE, Practice, etc.) of strengths and/or weaknesses of the Program graduates.

Exit Survey

An online exit survey is sent to every student leaving the program, whether through graduation, dismissal or withdrawal. In addition to measuring program outcomes, the exit survey assesses how the program and institution may improve academic and support services to students. The exit survey is used as an indirect measure of the MSW Program. The survey assesses the academic service environment in which the student participated, evaluates the student's perception of the learning environment and explores each student's plans to conduct mission or volunteer activities in their future. The exit survey is sent out prior to graduation and

then again at three months to the non- responders.

Alumni Survey

The alumni survey is sent to graduates six months post-graduation with follow-up requests to non- responders at nine and 12-month increments. All alumni are asked to inform the MSW Program of new jobs and home addresses. The alumni survey also gathers data regarding licensure and employment to assess graduate involvement in the social work profession.

Leadership Positions / Employment

Through the alumni survey, graduates are asked to share their current employment status and leadership positions with the social work profession. Students also share this information through social media and/or email with the Assessment Coordinator and/or faculty.

Master of Social Work Curriculum

Program Content

The Carver School of Social Work at CU is committed to providing a comprehensive social work education to all who meet eligibility requirements. Those admitted to the MSW Program follow the course sequence outlined in this Handbook.

Once accepted into the MSW Program, each student registers for courses as soon as possible. If there are any questions or concerns about registration, the student consults with their academic advisor. Students are notified of their academic advisor in their acceptance letter. Students are advised to abide by one selected course sequence plan, outlined below. If any student has issues requiring an alternate sequence, they must seek counsel from their advisor prior to enrolling or dropping a course; otherwise the student may be financially responsible for a course they did not intend to take and this could also result in a delay in graduation. Any student wanting to change their curriculum plan must consult their advisor and discuss their desire to change curriculum plans, even if the student wishes to make a change mid-curricular.

Course Sequence

The full 2-year Master of Social Work Program uses a 60 credit-hour structured curriculum, with 30 credit hours of 500 level foundation courses (including field), and 30 credit hours of 600 level advance standing courses (including advanced field). The MSW Program requires students to take three elective courses during the advanced year. This provides students an opportunity to explore one or more topics of interest to complement and expand the advance generalist concentration. The selection of elective courses occurs in consultation with faculty and the academic advisor.

The full 2-year MSW 60 credit-hour curriculum is structured as follows:

Foundation Course #	Course Title	Credit hr.
SWK 510	Foundation Practicum I	3
SWK 511	Foundation Practicum II	3
SWK 520	Human Development	3
SWK 530	Research	3
SWK 545	Practice Foundation I-Individuals	3
SWK 546	Practice Foundation II-Families	3
SWK 547	Practice Foundation III-Communities	3
SWK 548	Practice Foundation IV - Groups	3
SWK 570	Cultural Competency	3
SWK 575	Policy & Practice	3
Total hours for foundation	30	
Advanced Generalist		
SWK 610	Advanced Practicum I	3
SWK 611	Advanced Practicum II	3
SWK 660	Psychopathology	3
SWK 615	World Problems & Advocacy	3
SWK 655	Program Evaluation	3
SWK 626	Family Therapy and Group Work Practice	3
SWK 665	Leadership and Supervision in Social Work	3
SWK	Elective	3
SWK	Elective	3
SWK	Elective	3
		30 hours
Clinical Area of Focus (can be taken as electives)		
SWK 650	Change Theory	3
SWK 661	Clinical Diagnosis and Psychopharmacology	3
SWK 692	Theories for Social Work Practice	3
Substance Use Disorder Treatment Area of Focus (can be taken as electives)		
SWK 650	Change Theory	3
SWK 661	Clinical Diagnosis and Psychopharmacology	3
SWK 681	Substance Use Disorder Treatment	3
Faith-Based Area of Focus (can be taken as electives)		
SWK 630	Experiential Learning	3
SWK 685	Managing Non-Profit Organizations	3
SWK 601	Integrating Spirituality and Practice	3
Other Electives		
SWK 680	Special Topics	3
SWK 686	School Social Work	3
SWK 682	Human Trafficking Interventions	3
SWK 687	Medical Social Work	3

Foundation Curriculum (30 credit hours)

The foundation year (first year) of the MSW Program provides fundamental knowledge of social work to students who have not completed an undergraduate degree in social work from a CSWE-accredited program but have completed a baccalaureate degree. The foundation curriculum is offered in an online format and requires one academic year of full-time study to complete. The foundation year emphasizes history, practice, values and ethics, research, assessment, advocacy, diversity, policy analysis, evaluation and development. The foundation curriculum consists of 24 credit hours in specific 500 level courses taught by social work educators, and 6 credit hours of practicum experience (450 clock hours). Full-time students complete the foundation curriculum in one academic year. Part-time students complete the foundation curriculum in two academic years. The MSW Program offers three entry points into the foundation year, August, January and May.

The foundation curricula offers six different options for students based on the entry date (August, January, or May) and field status (delayed or part time).

- Option 1: Foundation August entry with delayed field
- Option 2: Foundation August entry part time
- Option 3: Foundation January entry with delayed field
- Option 4: Foundation January entry part time
- Option 5: Foundation May entry with delayed field
- Option 6: Foundation May entry part time

Option 1 (Appendix A) is for students admitted into the foundation program starting in August. Students begin course work in August and begin field placement in January.

Option 2 (Appendix B) is for students admitted into the foundation program starting in August as part-time students.

Option 3 Appendix C) is for students admitted into the foundation program starting in January. Students begin course work in January and begin field placement in May.

Option 4 (Appendix D) is for students admitted into the foundation program starting in

January as part-time students.

Option 5 (Appendix E) is for students admitted into the foundation program starting in May. Students begin course work in May and begin field placement in August.

Option 6 (Appendix F) is for students admitted into the foundation program starting in May as part-time students.

In order to enroll in the foundation field practicum, students must have successfully completed at least 12 credit hours of core foundation classes, have earned at least a C in all attempted course work, and have a minimum GPA of 3.0 the 4.0 scale. Students not meeting these criteria must retake courses to improve their academic standing before enrolling in the foundation field practicum.

Advanced Generalist Curriculum (30 credit hours)

The advanced generalist curriculum (the second year) of the MSW Program is for students who have successfully completed the foundation year curriculum or who have completed a baccalaureate degree in social work from a CSWE-accredited program. Students who want to cross from foundation to advanced curriculum must complete all foundation courses, have earned at least a C in all course work, and have a minimum GPA of 3.0 the 4.0 scale. Students not meeting these criteria must retake courses to improve their academic standing before crossing into the advanced curriculum.

The advanced generalist curriculum is offered online and requires one year of continuous study to complete. The curriculum consists of 24 credit hours of specific 600 level courses taught by social work educators, and six credit hours of practicum experience (450 clock hours). The advanced generalist curriculum provides a balance of micro and macro level skill development. Students complete the advanced generalist curriculum within one to two years, depending on the curriculum plan selected. There are three entry points to the advanced generalist curriculum of the program, August, January and May.

The advanced curriculum offers nine options for students based on entry date (August, January or May), enrollment status (part time or full time) and field status.

- Option 7: Advanced Generalist August entry full time
- Option 8: Advanced Generalist August entry with delayed field
- Option 9: Advanced Generalist August entry part time
- Option 10: Advanced Generalist January entry full time
- Option 11: Advanced Generalist January entry with delayed field.
- Option 12: Advanced Generalist January entry part time.
- Option 13: Advanced Generalist May entry full time
- Option 14: Advanced Generalist May entry with delayed field
- Option 15: Advanced Generalist May entry part time

Option 7 (Appendix G) is for students admitted into the advanced generalist track starting in August as a full-time student.

Option 8 (Appendix H) is for students admitted into the advanced generalist track, starting in August, and delaying their field placement to January.

Option 9 (Appendix I) is for students admitted into the advanced generalist track starting in August as a part-time student.

Option 10 (Appendix J) is for students admitted into the advanced generalist track starting in January as a full-time student.

Option 11 (Appendix K) is for students admitted into the advanced generalist track starting in January and delaying their field placement to May.

Option 12 (Appendix L) is for students admitted into the advanced generalist track starting in January as a part-time student.

Option 13 (Appendix M) is for students admitted into the advanced generalist track starting in May as a full-time student.

Option 14 (Appendix N) is for students admitted into the advanced generalist track starting in May and delaying their field until August.

Option 15 (Appendix O) is for students admitted into the advanced standing generalist track starting in May as a part-time student.

In order to enroll in the advanced field practicum, the student must have earned at least have earned at least a C, or Satisfactory for S/U courses, in all course work, and have a minimum GPA of 3.0 the 4.0 scale. Students not meeting these criteria must retake courses to improve their academic standing before earning eligibility to enroll in advanced practicum.

Areas of Focus

Students may select an Area of Focus (AoF) in which to take their elective courses. The MSW Program currently offers three AoF, clinical, substance use disorders, and faith base. Students are not required to select and declare an AoF. Students are permitted to take any of the courses within the AoF without committing to the AoF. Students may select any electives offered by the program to fulfill the three elective course requirements.

Clinical. The Clinical AoF builds clinical skills by requiring students to complete three courses: SWK 650 Change Theory, SWK 661 Clinical Diagnosis and Psychopharmacology and SWK 692 Social Work Theories. Students then complete their advanced practicum in a clinical setting.

Substance Use Disorders. The Substance Use Disorders AoF builds skill by requiring students to complete three courses: SWK 650 Change Theory, SWK 661 Clinical Diagnosis and Psychopharmacology and SWK 681 Substance Use Disorder Treatment. Student then complete their advanced practicum in a substance use disorder treatment setting.

Faith Based. The Faith Based AoF prepares students to lead a faith based and/or non-profit organization by completing the following courses: SWK 601 Integrating Spirituality and Practice, SWK 685 Managing Non-Profit Organizations, and SWK 630 Experiential Learning. Students then complete their practicum in a nonprofit organization, program, or project clearly identifying as faith based in the name or mission statement.

Required Course Descriptions

SWK 510 Foundation Practicum I

3 credit hours

Foundation Practicum 510 is the first 16-week capstone course for the MSW Foundation program. Students will be introduced to the foundation level of social work practice at an agency setting. The online course includes a practicum internship consisting of approximately 15 hours a week of observation, shadowing and building competence of the social work practitioner at the foundation level. In addition to course assignments, students must also complete 225 clock hours by the end of the semester. Pre-requisite: Field placement application approval.

SWK 511 Foundation Practicum II

3 credit hours

Foundation Practicum 511 is the second 16-week term course for the MSW Foundation program. Students will continue to focus on the development of foundation level of social work practice at an agency setting. The online course includes a practicum internship consisting of approximately 15 hours a week of observation, shadowing practicing and building competence of the social work skills and behaviors at the foundation level. In addition to course assignments, students must complete 225 clocks hours by the end of the semester. Pre-requisite: Successful completion of SWK 510 Foundation Practicum I.

SWK 520 Human Development

3 credit hours

This course presents a thorough survey of the life cycle from early childhood to death. Topics include life-cycle theories of development, developmental tasks, normal-abnormal behavior, models of moral, intellectual, social and physical development and learning theories. Strategies resulting from theory and treatment models for specific concerns in the life cycle will be emphasized.

SWK 530 Research Methods

3 credit hours

The purpose of this course is to provide an overview of research design. This overview consists of understanding the preliminary considerations that go into selecting a qualitative, quantitative,

or mixed methods research design. These include knowing the definition for these different approaches, considering philosophical worldviews, reviewing the literature, understanding the use of theory, anticipating ethical issues, and developing writing strategies. This course provides students with the basic skills to critically evaluate and analyze scientific research and conduct computer literature searches and reviews.

SWK 545 Practice Foundation I

3 credit hours

This course the social work professional as well as an introduction to basic skills necessary to perform generalist social work practice with individuals from differing social, cultural, racial, religious, spiritual, and class backgrounds with an emphasis on empowerment and social justice. The problem solving process is introduced and practiced using a strengths/empowerment model as the foundation for intervention. This course explores all system levels but primarily focuses practice on individual. Student will gain skills in exploring, assessment, planning, developing case plans, evaluation and termination.

SWK 546 Practice Foundation II

3 credit hours

This social work foundation course builds upon Foundation Practice I by continuing with the development of foundation social work skills, but within families. This course prepares students with knowledge and skills in developing, conducting and evaluating interventions with families within social work practice with an empowerment emphasis. Specifically, this course will prepare students to engage and interact with families within a therapeutic setting Students will demonstrate the ability to evaluate and intervene at the family level ethically and competently.

SWK 547 Foundation Practice III

3 credit hours

This social work foundation course prepares students with the knowledge and skills to assess, develop, and implement interventions within macro systems from an empowerment perspective. This course prepares the graduate to explore macro systems, develop a service, program to address a system of need within an organization or a community. This transition is a building

process that progresses from program feasibility to service delivery to evaluation of the service in an effort to determine the impact of the service on the population in need.

SWK 548 Foundation Practice IV

3 credit hours

This social work foundation course builds upon Foundation Practice I and II by continuing with the development of foundation social work skills, but within group settings. This course prepares students with knowledge and skills in developing, conducting and evaluating interventions with groups within social work practice with an empowerment emphasis. Specifically, this course will prepare students to develop, conduct, lead and evaluate various types of groups within social work practice. Students will demonstrate the ability to evaluate and intervene at the group ethically and competently.

SWK 570 Cultural Competency

3 credit hours

The course is designed to address societal changes, influences and trends, human roles, societal subgroups, social mores, and diversity of life-styles. Other course content includes social change and individual/societal responses, multi-cultural issues, religion, racial issues, ethnicity, gender issues, sexual orientation, aging issues, subgroup cultural communication patterns, and methods of addressing the provision of services for these diverse groups.

SWK 575 Policy & Practice

3 credit hours

This interactive course will examine current social welfare policy and explore how social workers can become agents of change at the local, state, national, and international level. Historical and current patterns of the social service delivery system will be analyzed to gain insight about the relationship between social policy and social work practice. Social work roles that lead to empowerment will be highlighted.

SWK 610 Advanced Practicum I

3 credit hours

This course is the first 16-week capstone course for the MSW Advanced program. Students are introduced to the advanced level of social work practice at an agency setting. The online

course includes a practicum internship consisting of approximately 15 hours a week of observation, shadowing and building competence of the social work practitioner at the advanced level. In addition to course assignments, students must also complete 225 clock hours by the end of the semester. Pre-requisite: Students must be advanced standing and have practicum placement application approved by field director.

SWK 611 Advanced Practicum II

3 credit hours

This course is the second 16-week term course for the MSW Advanced program. Students continue to focus on the development of the advanced level of social work practice at an agency setting. The online course includes a practicum internship consisting of approximately 15 hours a week of observation, shadowing practicing and building competence of the social work skills and behaviors at the advanced level. In addition to course assignments, students will also complete 225 hours by the end of the semester. Pre-requisite: Successful completion of SWK 610 Advanced Practicum I.

SWK 615 World Problems & Advocacy

3 credit hours

Students assess global problems and examine the various dimensions of globalization; including, global concerns within the social welfare arena and how to advocate within. Through a social justice lens, students critically evaluate the efficacy with which the social work profession lives up to its social justice mandate within the global context. The goal is to equip students with the tools necessary to identify, critically think, and address current global social issues and identify their roles and responsibilities as a global citizen and a Christian servant.

SWK 626 Family Therapy and Group Work Practice

3 credit hours

Theories and treatment planning in family therapy and group work are the focus of this course. Emphasis is placed on relevant theories, philosophical frameworks and family and group structures. Students are introduced to theory-specific case conceptualization, integration, writing treatment plans and designing interventions for families and groups.

SWK 655 Program Evaluation**3 credit hours**

This advanced standing core course explores the four key program evaluations, i.e. needs assessment, process evaluation, outcome evaluation and efficiency evaluation. Students learn the key steps to implementing each one of these evaluations as well as the ability to evaluate the quality of these type of program evaluations. Key ethical and cultural components in planning and implementing the evaluation of social work programs will also be addressed. The course also includes a review of the research methods (designs, measurement, data collection and analysis) specific to the planning, conducting and reporting the results of a program evaluation.

SWK 660 Psychopathology**3 credit hours**

This course provides students an intensive focus on the types of mental disorders that are prevalent in inpatient and outpatient settings and the likely etiology of these disorders. This course also includes consideration of culture/worldviews in diagnosis and conceptualization, as well as anticipating ethical issues related to diagnosis and treatment. Finally, students are exposed to various treatments, particularly Empirically Supported Treatments, which lead to symptom decrease and/or remission of various disorders.

SWK 665 Leadership and Supervision in Social Work**3 credit hours**

This course provides an overview of practice models and skills used in social work supervision, consultation, and leadership from international and domestic theoretical perspectives. Although the course emphasizes principles and practices of first-line supervision, it also introduces leadership concepts and skills for supervisors and program managers engaged in team building, program or organizational innovation, group decision-making, and mediating intra-staff conflict as well as conflict between staff and administration.

Elective Course Descriptions**SWK 601 Integrating Spirituality and Practice****3 credit hours**

Students develop skills in integrating faith and practice through a Christian Worldview that honors the NASW Code of Ethics. Students will connect spirituality, social welfare, social justice, and ethical decision-making to honor the dignity and worth of all people and to make a positive impact on the world. Through a broad spiritual lens, students will explore engagement, assessments, micro and macro interventions, and evaluations.

SWK 630 Experiential Learning

3 credit hours

This course is designed for students who have an interest in human rights, cultural awareness, service, domestic and international travel. The initial premise of this course recognizes that, in an increasingly globalized world, competent social work practice cannot occur without understanding the global dimensions of various social problems. Social workers play a key role in addressing such social problems and challenges, nationally and internationally. This course attempts to provide students with an opportunity for experiential learning with clients from diverse socio-cultural backgrounds. Open to Non-majors

SWK 650 Change Theory

3 credit hours

This advanced social work course teaches Cognitive Behavioral Theory and Solution-Focused Treatment from theory to practice. Specifically, students learn about the theoretical underpinnings of these therapies and their linkage to other therapies such as Narrative Therapy. Students learn skills specific to each of these therapies and learn to apply these skills within a therapeutic setting. Although there is an exploration of the theoretical concepts related to these therapies, the primary focus is on the student's acquisitions of the skills specific to Cognitive Behavioral Theory and Solution-Focused Treatment.

SWK 661 Clinical Diagnosis and Psychopharmacology

3 credit hours

This course enhances student skills in complex clinical and diagnostic interviewing, assessment, diagnosis and psychopharmacology by exploring the interaction of the psychological, social, and biological experience, and utilizing this understanding as a guide to case formulation, clinical

intervention and treatment planning. In particular, we examine many forms or dimensions of clinical interviewing, including the intake interview, suicide assessment interviewing, and mental status examination. This course also includes consideration of multicultural orientation/worldviews in diagnosis and conceptualization, as well as anticipating ethical issues related to diagnosis, treatment and the counseling relationship within in the context of social work values. Finally, students are exposed to various interventions, particularly empirically supported treatments and psychopharmacology which lead to symptom decrease and/or remission of various disorders.

Successful completion of SWK 660 Psychopathology is required for enrollment in the course.

SWK 681 Substance Use Disorder Treatment **3 credit hours**

The aim of this course is to provide an overview of cutting-edge treatment techniques from a clinical social work perspective. The course explores evidence-based interventions and best practices addressing diverse populations and culturally specific treatment. Additionally, students will learn to manage ethical dilemmas and examine the impact of federal policies on resources, treatment and accessibility related to substance use disorders.

SWK 682 Human Trafficking Interventions **3 credit hours**

Human Trafficking Interventions is a special topics course that focuses on assessments, interventions, and recovery for trafficked victims. Human Trafficking victims have needs specific to their bondage and culture, which are different from other client groups. This course will prepare students to be able to assess and intervene for and with trafficked victims and develop comprehensive case management plans. Client services and interventions examined: medical, mental health, emergency services, spirituality, transitional housing, reunification, mainstreaming, job training/employment, child victims, and victim outreach.

SWK 685 Managing Non-Profit Organizations **3 credit hours**

This course seeks to deepen and expand the student's knowledge and understanding of non-profit

organizations and economic development. Students will receive grounding in the factors underlying servant leadership, managing financial resources, principles of philanthropy, , grant writing, and stewardship/accountability requirements. The course also introduces leadership concepts and skills for program managers engaged in team building, program or organizational innovation, group decision-making, working with a board of directors, mediating intra-staff conflict and mediating conflict between staff, administration, and community.

SWK 686 Social Work in the School Setting

3 credit hours

This course provides the foundation knowledge and skills necessary to effective school social work practice. Topics range from understanding the social worker's role, legal and ethical complexities, policy practice, needs assessment, mental health and case management as it relates to the school setting. Emphasis is placed on educational mandates, family-centered services/practice, cross-cultural practices, and collaboration with the child welfare system, crisis intervention, group planning, attendance, bullying /harassment, and developing interventions for the desired school community.

SWK 692 Theories for Social Work Practice

3 credit hours

This advanced practice clinical course teaches theories of social work practice. Specifically, students learn about the theoretical underpinnings and their linkages to direct practice. Students learn the focus on the theory, main concepts, the specific theorists, practice applications and practice interventions. Students learn the importance of understanding the theories that drive direct practice with various clients.

Admissions Requirements For The MSW Program

1. Applicant must submit a completed CU Graduate Application form.
2. Applicant must submit a completed Carver School MSW Graduate Program application form. (Appendix P)
3. Applicant must have completed a **Baccalaureate** degree from a college or university accredited by a recognized regional accrediting association, with a minimum of 15 credit hours of liberal arts education confirming a minimum overall grade point average (GPA) of 3.0 on a 4.0 scale.
4. Applicant who does not have a minimum GPA of 3.0, can write a brief statement explaining 1) What prevented him/her from achieving a 3.0 GPA, 2) What steps he/she will take to ensure success in the MSW program.
5. Applicant must submit official transcripts from all colleges/universities attended (undergraduate and graduate).
6. Applicant seeking advanced standing must have completed a Baccalaureate Social Work Degree from a CSWE-accredited program and have a GPA of at least 3.0 on a 4.0 scale.
 - a. An advanced standing applicant not meeting the GPA requirement may submit proof BSW licensure for additional consideration.
7. Applicant must submit three professional recommendations using the standardized social work program recommendation form in the MSW Program application packet. These letters of recommendation cannot be from current or previous family members. These references need to speak to professionalism, work ethic, and academic capabilities.
8. Applicant must submit a signed statement of understanding and affirming their support for the contents of the Social Work Professional and Technical Standards (Appendix Q).

Admission Notification

Applicants receive notification of admission decision once all admission requirements are met and approved. Applicants are advised to monitor the progress toward the completion of their application materials (letters of recommendation, transcripts, and so forth) prior to receiving official notification of status. Applicants who do not submit all required application materials by the established due date are deferred to the next entry point. Admission acceptance letters are sent via email. Admission denial letters are sent via email and are discussed by phone with the enrollment counselor.

Advanced Program Qualifications

Applicants who graduated from a college or university accredited by a recognized regional accrediting association, with a social work degree from a CSWE-accredited baccalaureate program (or BSW program in CSWE candidacy) may seek enrollment in the advanced (30 credit hour) MSW Program.

Foundation Program Qualifications

Applicants who graduated from a college or university accredited by a recognized regional accrediting association, with a baccalaureate degree other than social work are not considered for advanced standing status. Applicants holding all liberal arts undergraduate degrees are considered suitable for the MSW Foundation Program (60 credit hour).

Students who have completed the entire foundation year (500 level coursework) at another CSWE-accredited graduate school of social work may request to transfer in the coursework if it is equivalent to the foundation year of the CU MSW Program curriculum. For consideration, the student must submit their final field evaluation from their foundation year and an official graduate transcript of courses completed to the MSW Program Director, Dianna Cooper-Bolinsky, at drcooper@campbellsville.edu.

Student Advising

1. Students continue to work with their enrollment counselor until two weeks after course work begins. Students are assigned an academic advisor.
2. Students are required to register for the courses in their selected curriculum from the MSW Student Handbook. If there are questions regarding registration, students should contact their advisor prior to course registration.

Field Practicum Information

Upon acceptance to the MSW program, students receive a detailed email from the field department outlining the steps to secure a field placement. These steps include viewing the MSW Field Education website (<https://www.campbellsville.edu/academics/programs/social-work/degrees/msw-field-practicum/>), setting up their account in Internal Placement Tracking (IPT), submitting the Student Field Placement Agreement, meeting application deadlines, and providing contact information to their assigned Field Placement Coordinator. The Field Placement Coordinator serves as the central contact for students to assist and guide them through the process of securing a practicum placement.

Locating a placement is a cooperative effort between the student and Field Placement Coordinator. Each student is responsible for researching, identifying, interviewing, and selecting an agency that best meets their career goals and lifestyle needs. The student then communicates the final choice with our Field Placement Coordinator. The Coordinator may provide direction, ideas, and a list of agencies where internship agreements exist.

Transfer Credit

Once accepted into the MSW Program, students may request to transfer in previously completed graduate credit hours. Students may not transfer in graduate courses completed after they begin their coursework at the Carver School or courses already used to complete a graduate degree elsewhere.

60 Hour Program. Students in the 60-hour program may transfer up to a maximum of 12 hours of master's level courses when compatible with this curriculum. Only courses with grades of "B" or better are considered. For consideration of a transfer course, the student must submit the following information to the MSW Program Director, Dr. Dianna Cooper-Bolinskey, at drcooper@campbellsville.edu:

1. An official graduate transcript showing courses completed

2. The course syllabus for the course you have taken and are seeking transfer credit.

If the syllabus is not available, submit the catalog description of the course as printed on the university website or university catalog.

3. Provide the following required information in the University Transfer Credit form:

Student name, Student ID, Full address, and Phone number.

30 Hour Program. Students in the 30-hour program may apply for transfer of a maximum six (6) credit hours of graduate level social work courses toward the CU MSW degree. For course transfer consideration, students must submit the following information to the MSW Program Director, Dr. Dianna Cooper-Bolinskey, at drcooper@campbellsville.edu:

1. An official graduate transcript showing courses completed
2. The course syllabus for the course you have taken previous and are seeking transfer. If the syllabus is not available, submit the catalog description of the course as printed on the university website or catalog.
3. Provide the following required information in the University Transfer Credit form:
Student name, Student ID, Full address, and Phone number.

Life Experience Credit

No credit is given for life experiences or previous work experience to social work students as substitutions for curriculum or field requirements.

Special Student Admission

Special student admission is considered for non-degree seeking students who want to complete up to two classes in the MSW Program. These are usually electives or clinical courses. Once completed, these students terminate enrollment with the MSW Program.

Applicants must complete a CU Graduate application, the MSW application, and provide official transcripts from their regular enrollment institution. Decision about special student admission is made in consultation between the admissions counselor, the admissions committee

as needed, and the MSW Program Director.

Visiting Student Admission

Visiting student admission is considered for students seeking a degree at another college or university and want to take a CU MSW course as a visiting student from their degree-seeking institution. These students most often will be transferring credit back toward their degree. Once completed, these students terminate enrollment with the MSW Program.

Applicants must complete a CU Graduate application, the MSW application, and provide a letter from the Registrar's office where the student is degree-seeking indicating that the applicant is in good academic standing and giving permission to take a specific course as a visiting student. Decision about visiting student admission is made in consultation between the admissions counselor, the admissions committee as needed, and the MSW Program Director.

MSW Program Policies and Standards

Academic Policies and Procedures

Policies and procedures outlined in this section relate to coursework, or any action or behavior affecting coursework.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism, unacceptable collaboration, falsification of records or documents, and aiding and abetting dishonesty.

(a) Cheating is a violation of classroom rules of honesty with respect to examinations and assignments. Any student helping another student cheat is as guilty as the student assisted. Instructors reserve the right to grant failure for the assignment or the course, and report cheating to the Dean of the Carver School of Social Work.

(b) Plagiarism is representing or repeating the words or ideas of someone else as one's own in any circumstance. Therefore, all work must be one's own and must be exclusively for the purpose it is asked and intended, unless the instructor grants permission otherwise. Pay special attention to the accuracy of the quotations, paraphrases, summaries, and documentation practices used in assignments. When in doubt, ask the instructor. Instructors reserve the right to grant failure for the assignment or the course, and report plagiarism to the Dean of the Carver School of Social Work.

(c) Falsification of records or documents occurs by fabricating data such as statistics or responses, altering academic records or documents, misrepresenting academic status for the purpose of personal benefit, or misrepresenting the authorization of another on academic documents such as grade reports, absence reports, recommendation letters, etc.

(d) Aiding and abetting dishonesty involves intentionally providing course material or information to another student which allows for these materials or information to be used improperly. This includes inadvertent actions. An example is posting course materials on

CourseHero.

Attendance in Online Courses

Each social work module builds on previous material, which requires a student to follow the course expectation and assignment submissions as defined in the course syllabus. Social work is a professional degree and this MSW Program is designed to prepare graduates as professionals for the workplace. Thus, it is important for students to practice a work ethic in the online classroom that is essential for employment and administration. Online students must participate weekly as defined by the instructor in the syllabus. After 1 week (12.5%, 1/8th of the scheduled classes) without logging into the course, an official warning is issued. After the second week (25%, 1/4th of the scheduled class) without logging into the course, the student fails the course, and a WA is recorded.

Communication

Students are required to set up, utilize, and check daily their CU student email account. This email address is linked to Tiger Net and all online courses and is used by faculty and staff to communicate with students. Students experiencing difficulty with accessing student email must contact the CU IT department at 270-789-5012 or cuihelpdesk@campbellsville.edu.

Continuous Enrollment

Students are expected to maintain continuous enrollment from start to degree completion. If issues interfere with maintaining continuous enrollment, each student should discuss these issues with their advisor and get approval from the MSW Program Director, who works with the student to create a custom educational plan.

Field Education

Students must complete field practica as part of the MSW degree requirements. Students must work directly with the MSW Field Education Director and the Field Course Instructor to plan for and fulfill these requirements. Students must also comply with behavioral and academic

requirements outlined in the MSW Field Education Manual. Field related questions may be directed to the MSW Field Education Director.

Graduation Requirements

1. No more than two C grades are accepted in the conveyance of the MSW degree.
2. Students may not have D or F as the final grade in any course in the MSW curriculum.
3. Students must have a minimum overall GPA of 3.0 to graduate from this MSW Program.

Academic Grievance and Appeals

Students may file an academic grievance for a final course grade the student feels he/she received unjustly by using the following process:

Steps for process:

1. File a letter of appeal with the faculty of the respective course in which the grade is disputed within 5 days of grade receipt. Send a copy of the letter to the MSW Program Director.
2. Schedule an appointment with the instructor and meet face to face or through technology (i.e. Zoom, telephone).
3. If satisfactory resolution is not reached between the student and instructor, the student then notifies the MSW Program Director within 5 days after the meeting between the student and instructor. The student is responsible for written confirmation that the MSW Program Director is aware of the appeal; the student is to keep all documentation related to the appeal.
4. The MSW Program Director reviews the appeal and works to find a satisfactory resolution. If the student is not satisfied with the resolution, the appeal is forwarded to the Dean of Carver School.
5. The Dean of Carver School reviews the appeal and works to resolve the matter.
6. Students may appeal the final decision of the MSW Program Director and Dean, to the

Vice President for Academic Affairs within 5 days of the Dean's notification about the appeal decision. The Vice President for Academic Affairs reviews the matter and determines if the matter will be heard by the University Academic Council. If a hearing is necessary, the University Academic Council will hear the appeal. The decision of the University Academic Council is final.

Incomplete Grades

Students may request an incomplete grade from their instructor when the course requirements are not completed due to illness, accident, death in the immediate family, or other verifiable, extenuating circumstances. The student must have potential to pass the course at the time the incomplete is requested. The student and instructor complete the Incomplete Course Agreement outlining the reason for the request, specific course requirements to be completed and time allowable for each requirement. All requirements must be completed within the agreed upon time. A student who does not complete the required assignments by the due date receives a failing grade (F) for the course. See Appendix R for the Incomplete Course Agreement. Once the form is completed, it is sent to the MSW Director for signature. A copy of the signed form is provided to the student, instructor, and placed in the student's academic file. The instructor is responsible for monitoring the student's progress and ensuring accurate grade entry.

Late Work

Students are required to submit all course work, including assignments, discussions, and quizzes, by the due dates assigned by the instructor. Late work is not accepted or awarded points. Students who experience a documented EMERGENCY (i.e., death of an immediate family member or personal debilitating hospitalization) may contact the instructor to seek an exception to this policy. Exceptions are at the discretion of the instructor.

Behavior Policies and Procedures

Students are expected to demonstrate professional behavior both inside and outside of the

classroom. Inappropriate behavior within the classroom or field (i.e. plagiarism) are managed within the academic setting where performance affects grades. Non-academic behavior is equally as important in the MSW Program.

Non-Academic Behavior

MSW students, at minimum, are expected to follow the University behavioral conduct code (see University Student Handbook, Philosophy of Behavior). In addition, MSW students are expected to adhere to the NASW Code of Ethics. Students accused or suspected of violating the University Code or the NASW Code of Ethics are referred to the Carver Student Review Committee and possibly to the University Judicial Council for review. Determination of referral is based on the severity of behavior demonstrated. Sanctions may range from a verbal reprimand to University dismissal, dependent upon the severity of the violation.

The following constitutes examples for which termination from the program are seriously considered:

- 1) Violation of the intent/spirit of the NASW Code of Ethics and professional social work values. Examples include (this list is not all inclusive):
 - a) failure to respect peers, faculty, colleagues, or clients
 - b) breach of confidentiality
 - c) professional relationship boundary violation
 - d) breach of honesty
- 2) Impaired performance secondary to alcohol, substance misuse, and/or other mental health concerns.
- 3) Criminal charges or conviction of a student while enrolled in this program

If the Carver Student Review Committee identifies issues of concern related to student performance as described above, the student is notified in writing of the concern and invited to present his/her views to the committee, depending upon the nature of the issue. Decisions of the

committee may include:

1. Continuance in the program
2. Provisional continuance in the program; continuance permitted provided specific criteria are met within a specific time. The criteria are specified in writing and a follow-up meeting is held to consider whether the criteria have been met.
3. Termination from the MSW Program.
4. Recommendation to the University Judicial Council for termination from the University.

Behavior Reporting

Student behavior violations (self or another student) are to be reported to the MSW Program Director. As needed, the Director will call the Carver Student Review Committee together to conduct the review.

Non-academic Behavior Appeals

Students may appeal the decision made by the Carver Student Review Committee. The student files a written grievance with the MSW Program Director. The MSW Program Director and Dean review the committee's decision. If the student is not satisfied with the joint decision of the MSW Director and Dean, the student may be referred to the University Judicial Council.

Advising

The MSW Program utilizes two processes for academic advising and professional advising.

Academic Advising. Students communicate regularly with their academic advisor. These communications involving questions about scheduling, issues that interfere with academic performance, resources to promote success, academic timelines, and so on. Academic advisors are not faculty but facilitate communication through the program and work with faculty.

Professional Advising. Carver School faculty meet with students monthly to discuss topics of interest. These meetings are open to all Carver School students and are announced each semester. Topics may include career options, licensure, research, client populations, or open sessions. Each session opens with a brief introduction of the topic and a few key points about the topic, but the main purpose of these

sessions is dialogue and open discussion.

Students Rights and Responsibilities

All students entering the MSW Program at CU have the right:

1. To be treated with dignity and respect;
2. To fair and impartial treatment relative to issues of admission, continuance and termination in the social work program;
3. To be included in the decision-making process related to curriculum and program issues through the student representative to the division; and
4. To participate in the social work student organization.

All Social work students have the following responsibilities:

1. To uphold the NASW Code of Ethics;
2. To be knowledgeable of the Curriculum Policy Statement of CSWE;
3. To uphold the course policies as described in Academic Policies and Standards found in the MSW Student Handbook and the Graduate Online Policy Manual;
4. To be an active participant in the learning process and the development of the professional self which includes values, attitudes, self-awareness and professional skills; and
5. To support student inclusion in decision-making processes related to curriculum and program issues by sharing ideas and concerns with representatives of the Student Advisory Council or the MSW Program Director, or serve as representative of the Student Advisory Council if selected.

Terminating Student Enrollment

Students may be dismissed from the program for the following reasons:

1. Obtaining a D, F or U in two graduate terms.
2. Overall GPA falling below 2.0.

3. Violation of professional social work ethical behavior (governed by NASW Code of Ethics and enforced by the Carver Student Review Committee and the MSW faculty).
4. Violation of honesty (plagiarism, cheating on examinations, submitting others work as their own, deceptive practices, etc.).
5. Absence of enrollment in two or more consecutive terms.

Student Clubs, Organizations, and Awards

CSSW Social Work Club

The student organization, known as the Social Work Club, meets periodically. This club, comprised of social work students, was established to provide social work students with peer interaction, extracurricular education and activity, and an opportunity to participate in community service and mission opportunities.

The club is comprised of both BSW and MSW students. Local students attend in the Carver School Classroom buildings and online students can attend via Zoom.

Officers are elected and are expected to serve for one year. Officers of the social work club are expected to attend the meetings, participate in committee service, assist in fund raising and participate in service projects. Each meeting typically includes a business meeting with discussion of various topics, planning fund raising or volunteer events, and socialization. All social work students are highly encouraged to join and participate in the social work club. To learn about current activities, log into www.facebook.com and add CU Switch as a friend.

Phi Alpha Honor Society—XI Omega Phi Alpha

According to Phi Alpha, *The purpose of XI Omega Phi Alpha is to provide a closer bond among students of social work and to promote humanitarian goals and ideals. Phi alpha fosters high standards of education for social workers and invites into its membership, those who have attained excellence in scholarship and achievement in social work.*

A graduate student is eligible for membership after achieving the following national requirements.

1. Students are considered for induction into Phi Alpha at the completion of their degree.
2. Achieved a minimum grade point average of 3.75 (based on a 4.0 scale)

Carver School Advisory Board

The Carver School of Social Work functions with the assistance of an advisory board. The board is composed of social service professionals, students, the social work faculty, and the Dean of the Carver School of Social Work. The purpose of the advisory board is to guide the

Social Work Program toward continued improvements in curriculum development, student education, and mission fulfillment.

Student Advisory Council

The Student Advisory Council is comprised of six student leaders who consult with various groups within the Carver School and serve as the voice of students in policy and practice. Their purpose is to represent the voice of students as decisions and policies are reviewed and revised and to represent the diverse interest of students. The SAC is supported by a faculty sponsor and is encouraged to meet with the study body regularly to serve as a conduit of communication among students.

National Association of Social Workers (NASW)

“The National Association of Social Workers (NASW) enhances social work careers from the classroom through retirement. We provide volunteer leadership positions, award programs, publications, networking events, quality professional education and respected industry standards... NASW has more than 100,000 members in 55 chapters” (<https://www.socialworkers.org/News/Facts/NASW-Publications>, 2019).

In addition to the many benefits of NASW membership, students enrolled in practicum are required to carry malpractice insurance coverage. For an additional fee, this coverage is available to student members at a reduced cost through the NASW Assurance Company.

MSW Overcomer Award

An award given annually to one MSW student who achieves educational success while overcoming life obstacles. The student receives a plaque and is recognized at the pinning ceremony.

MSW Servant Leadership Award

An award given annually to one MSW student who demonstrates outstanding servant leadership skills. The student receives a plaque and is recognized at the pinning ceremony.

Outstanding MSW Graduate

Recognition of the MSW student graduating with the highest grade point average.

Zareyah N. Sartin Award

Two scholarships are awarded annually to Carver School Social Work students of color at the annual pinning ceremony. Students may self nominate or nominate others by completing the form in the student resource room.

Substance Use Disorder Area of Focus Scholarship

The Carver School of Social Work continues with a commitment to this area of practice through our scholarship to support students in the Substance Use Disorder Area of Focus. We continue funding for scholarships for eligible students in this area of study. The scholarships are funded by the grant and by specific area of giving through the Campbellsville University Development Office.

Student Resources

Bookstore

The CU Bookstore, Barnes and Noble, offer students support with textbook information, purchasing textbooks, and CU merchandise. <https://campbellsville.bncollege.com/>

Career Services

CU Career Services offer career fairs, resume preparation, job posting boards, internship advice, occupational outlook job data, and many other career related services.

<https://www.campbellsville.edu/campus-life/student-services/career-services/>

Carver School Student Resource Room

Currently enrolled Carver School students are enrolled in the Carver School Student Resource Room. Students access the resource room in Moodle, and have easy access to current information and resources. It is an easy-access, one-stop shop for students to access resources.

<https://courses.campbellsville.edu/course/view.php?id=2380>

Disability Services

The Office of Disability Services works with students who have a disability to facilitate accommodations.

<https://www.campbellsville.edu/academics/academic-affairs/academic-support/disability-services/>

Email

CU provides all students with an email address. Students are expected to use it as an official means of communication related to education.

Financial Aid

CU's Office of Financial Aid assists students with understanding financial aid eligibility, FAFSA completion, loan requirements, scholarships, and specific individual needs.

<https://online.campbellsville.edu/tuition-aid/financial-aid/>

Information Technology

Students at CU are provided with several sources for technology support. The CU IT team helps with general issues like login failure, access to email, and general resource. Moodle

Technical support is available to students to help with the learning management system, access to coursework, submission problems, etc. Voicethread support is available for students who experience problems with using the program. All IT information is available to students in Moodle.

Montgomery Library

The Montgomery Library provides students with access to books, journals, lib guides, and many other written materials. The Library also has staff available for chat, courseroom instruction, and consult with students about their resource needs.

<https://www.campbellsville.edu/academics/academic-affairs/montgomery-library/>

Veteran Services

CU is a military friendly school and offers benefits to active duty military and veteran students and spouses.

<https://www.campbellsville.edu/admission-and-aid/military-veteran-admissions/>

Writing Support

Beginning in the fall of 2022, the Carver School MSW Program is piloting a new model of writing support for graduate students. Students should begin using the writing support folder in each courseroom in Moodle, and ask the instructor to facilitate additional writing support as needed.

Non-discrimination

The Master of Social Work Program at CU is committed to Affirmative Action and providing equal educational opportunities without regard to race, ethnicity, nationality, color, gender, age, creed, disability, religion, political affiliation, or sexual orientation. The MSW Program does not discriminate on the basis of any of the aforementioned characteristics in policies relating to student admissions or any academic endeavor relevant to the pursuit of the MSW degree.

Campbellsville University Notice of Non-Discrimination

Campbellsville University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including applicants for admission and employment. The following persons have been designated to handle inquiries regarding the University's non-discrimination policies:

Title IX Coordinator
Administration Building, Office 7C
1 University Drive, UPO 944
Campbellsville, KY 42718
TitleIXCoordinator@campbellsville.edu
(270) 789-5092

OR

Director of Personnel Services
Administration Building, Office 7B
1 University Drive, UPO 944
Campbellsville, KY 42718
HRQuestions@campbellsville.edu
(270) 789-5016

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

CU has developed grievance procedures for investigating complaints of sexual misconduct, including sexual harassment and sex discrimination. The Sexual Misconduct Policy can be found at: <https://www.campbellsville.edu/policy/title-ix-policy-procedure/>.

To file a report or complaint of sexual misconduct, contact the **Title IX Coordinator**, whose contact information is listed above, or use this link to complete an online reporting form:

https://cm.maxient.com/reportingform.php?CampbellsvilleUniv&layout_id=2

CU's Title IX website also contains a list of resources and events designed to enhance education around sexual violence prevention and awareness, risk reduction, and bystander intervention.

Campbellsville University Disability Statement

Campbellsville University is committed to reasonable accommodations for students who have documented learning and physical disabilities, as well as, medical and emotional conditions. If you have a documented disability or condition of this nature, you may be eligible for disability services. Documentation must be from a licensed professional and current in terms of assessment. Please contact the Coordinator of Disability Services at 270-789-5450 to inquire about services.

Campbellsville University Title IX Statement

CU and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires all responsible employees, which includes faculty members, to report incidents of sexual misconduct shared by students to the University's Title IX Coordinator.

Title IX Coordinator
Campbellsville University UPO 944
titleixcoordinator@campbellsville.edu
(270) 789-5092

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: www.campbellsville.edu/titleIX

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Appendix A – Foundation August Entry Delayed Field

Option 1		
Foundation August Entry Delayed Field		
Course Credits	Course Number	MSW Program- Courses Titles
Fall Semester		
3	SWK520	Human Development (1 st bi-term)
3	SWK545	Foundation Practice I (1 st bi-term)
3	SWK570	Cultural Competency (2 nd bi-term)
3	SWK546	Foundation Practice II (2 nd bi-term)
Spring Semester		
3	SWK510	Foundation Practicum I (full semester)
3	SWK575	Policy & Practice (1 st bi-term)
3	SWK548	Foundation Practice IV (1 st bi-term)
3	SWK547	Foundation Practice III (2 nd bi-term)
3	SWK530	Research Methods (2 nd bi-term)
Summer Semester		
3	SWK511	Foundation Practicum II (full summer)

Appendix B – Foundation August Entry PT

Option 2 Foundation August Entry Part Time		
Course Credits	Course Number	MSW Program- Courses Titles
Fall Semester		
3	SWK520	Human Development (1 st bi-term)
3	SWK570	Cultural Competency (2 nd bi-term)
Spring Semester		
3	SWK575	Policy & Practice (1 st bi-term)
3	SWK530	Research (2 nd bi-term)
Summer Semester		
3	SWK510	Foundation Practicum I (full summer)
3	SWK545	Foundation Practice I (1 st biterm)
3	SWK546	Foundation Practice II (2 nd biterm)
Fall Semester		
3	SWK511	Foundation Practicum II (full semester)
3	SWK548	Foundation Practice IV (1 st bi-term)
3	SWK547	Foundation Practice III (2 nd bi-term)

Appendix C – Foundation January Entry Delayed Field

Option 3		
Foundation January Full Time with Delayed Field		
Course Credits	Course Number	MSW Program- Courses Titles
Spring Semester		
3	SWK520	Human Development (1 st bi-term)
3	SWK545	Foundation Practice I (1 st bi-term)
3	SWK570	Cultural Competency (2 nd bi-term)
3	SWK546	Foundation Practice II (2 nd bi-term)
Summer Semester		
3	SWK510	Foundation Practicum I (full summer)
3	SWK575	Policy & Practice (1 st biterm)
3	SWK548	Foundation Practice IV (1 st biterm)
3	SWK547	Foundation Practice III (2 nd biterm)
3	SWK530	Research Methods (2 nd biterm)
Fall Semester		
3	SWK511	Foundation Practicum II (full semester)

Appendix D – Foundation January Entry PT

Option 4		
Foundation January Entry Part Time		
Course Credits	Course Number	MSW Program- Courses Titles
Spring Semester		
3	SWK520	Human Development (1 st bi-term)
3	SWK570	Cultural Competency (2 nd bi-term)
Summer Semester		
3	SWK575	Policy & Practice (1 st biterm)
3	SWK530	Research Methods (2 nd biterm)
Fall Semester		
3	SWK510	Foundation Practicum I (full semester)
3	SWK545	Foundation Practice I (1 st bi-term)
3	SWK546	Foundation Practice II (2 nd bi-term)
Spring Semester		
3	SWK511	Foundation Practicum II (full semester)
3	SWK548	Foundation Practice IV (1 st bi-term)
3	SWK547	Foundation Practice III (2 nd bi-term)

Appendix E – Foundation May Entry Delayed Field

Option 5		
Foundation May Full Time with Delayed Field		
Course Credits	Course Number	MSW Program- Courses Titles
Summer Semester		
3	SWK520	Human Development (1 st biterm)
3	SWK545	Foundation Practice I (Individuals) (1 st biterm)
3	SWK570	Cultural Competency (2 nd biterm)
3	SWK546	Foundation Practice II (Families) (2 nd biterm)
Fall Semester		
3	SWK510	Foundation Practicum I (full semester)
3	SWK575	Policy & Practice (1 st bi-term)
3	SWK548	Foundation Practice IV (1 st bi-term)
3	SWK547	Foundation Practice III (2 nd bi-term)
3	SWK530	Research Methods (2 nd bi-term)
Spring Semester		
3	SWK511	Foundation Practicum II (full semester)

Appendix F – Foundation May Entry PT

Option 6		
Foundation May Entry Part Time		
Course Credits	Course Number	MSW Program- Courses Titles
Summer Semester		
3	SWK520	Human Development (1 st biterm)
3	SWK570	Cultural Competency (2 nd biterm)
Fall Semester		
3	SWK575	Policy & Practice (1 st bi-term)
3	SWK530	Research Methods (2 nd bi-term)
Spring Semester		
3	SWK510	Foundation Practicum I (full semester)
3	SWK545	Foundation Practice I (1 st bi-term)
3	SWK546	Foundation Practice II (2 nd bi-term)
Summer Semester		
3	SWK511	Foundation Practicum II (full semester)
3	SWK548	Foundation Practice IV (1 st biterm)
3	SWK547	Foundation Practice III (2 nd biterm)

Appendix G – Advanced August Entry

Option 7 Advanced Generalist August Entry Full Time		
Course Credits	Course Number	MSW Program- Courses Titles
Fall Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK615	World Problems and Advocacy (1 st bi-term)
3	SWK660	Psychopathology (1 st bi-term)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
3	SWK665	Leadership & Supervision in Social Work (2 nd bi-term)
Spring Semester		
3	SWK611	Advanced Practicum II (full semester)
3	SWK655	Program Evaluation (1 st bi-term)
3	SWK	Elective (1 st bi-term)
3	SWK	Elective (2 nd bi-term)
3	SWK	Elective (2 nd bi-term)

Appendix H – Advanced August Entry Delayed Field

Option 8 Advanced Generalist August Entry with Delayed Field		
Course Credits	Course Number	MSW Program- Courses Titles
Fall Semester		
3	SWK615	World Problems and Advocacy (1 st bi-term)
3	SWK660	Psychopathology (1 st bi-term)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
3	SWK665	Leadership & Supervision in Social Work (2 nd bi-term)
Spring Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK655	Program Evaluation (1 st bi-term)
3	SWK	Elective 1 st (bi-term)
3	SWK	Elective 2 nd (bi-term)
3	SWK	Elective 2 nd (bi-term)
Summer Semester		
3	SWK611	Advanced Practicum II (full semester)

Appendix I – Advanced August Entry PT

Option 9		
Advanced Generalist August Entry Part Time		
Course Credits	Course Number	MSW Program- Course Titles
Fall Semester		
3	SWK615	World Problems & Advocacy (1 st bi-term)
3	SWK665	Leadership & Supervision in Social Work (2 nd bi-term)
Spring Semester		
3	SWK655	Program Evaluation (1 st bi-term)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
Summer Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK660	Psychopathology (1 st biterm)
3	SWK	Elective (2 nd biterm)
Fall Semester		
3	SWK611	Advanced Practicum II (full semester)
3	SWK	Elective (1 st bi-term)
3	SWK	Elective (2 nd bi-term)

Appendix J – Advanced January Entry

Option 10 Advanced Generalist January Entry Full Time		
Course Credits	Course Number	MSW Program- Courses Titles
Spring Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK615	World Problems and Advocacy (1 st bi-term)
3	SWK660	Psychopathology (1 st bi-term)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
3	SWK665	Leadership & Supervision in Social Work (2 nd bi-term)
Summer Semester		
3	SWK611	Advanced Practicum II (full semester)
3	SWK655	Program Evaluation (1 st biterm)
3	SWK	Elective (1 st biterm)
3	SWK	Elective (2 nd biterm)
3	SWK	Elective (2 nd biterm)

Appendix K – Advanced January Entry Delayed Field

Option 11		
Advanced Generalist January Entry with Delayed Field		
Course Credits	Course Number	MSW Program- Courses Titles
Spring Semester		
3	SWK615	World Problems and Advocacy (1 st bi-term)
3	SWK660	Psychopathology (1 st bi-term)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
3	SWK665	Leadership & Supervision in Social Work (2 nd bi-term)
Summer Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK655	Program Evaluation (1 st biterm)
3	SWK	Elective (1 st biterm)
3	SWK	Elective (2 nd biterm)
3	SWK	Elective (2 nd biterm)
Fall Semester		
3	SWK611	Advanced Practicum II (full semester)

Appendix L – Advanced January Entry PT

Option 12 Advanced Generalist January Entry Part Time		
Course Credits	Course Number	MSW Program- Course Titles
Spring Semester		
3	SWK615	World Problems & Advocacy (1 st bi-term)
3	SWK665	Leadership & Supervision in Social Work (2 nd bi-term)
Summer Semester		
3	SWK655	Program Evaluation (1 st biterm)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
Fall Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK660	Psychopathology (1 st bi-term)
3	SWK	Elective (2 nd bi-term)
Spring Semester		
3	SWK611	Advanced Practicum II (full semester)
3	SWK	Elective (1 st bi-term)
3	SWK	Elective (2 nd bi-term)

Appendix M – Advanced May Entry

Option 13 Advanced Generalist May Entry Full Time		
Course Credits	Course Number	MSW Program- Courses Titles
Summer Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK615	World Problems and Advocacy (1 st biterm)
3	SWK660	Psychopathology (1 st biterm)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
3	SWK665	Leadership & Supervision in Social Work (2 nd biterm)
Fall Semester		
3	SWK611	Advanced Practicum II (full semester)
3	SWK655	Program Evaluation (1 st bi-term)
3	SWK	Elective (1 st bi-term)
3	SWK	Elective (2 nd bi-term)
3	SWK	Elective (2 nd bi-term)

Appendix N – Advanced May Entry Delayed Field

Option 14		
Advanced Generalist May Entry with Delayed Field		
Course Credits	Course Number	MSW Program- Courses Titles
Summer Semester		
3	SWK615	World Problems and Advocacy (1 st biterm)
3	SWK660	Psychopathology (1 st biterm)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
3	SWK665	Leadership & Supervision in Social Work (2 nd biterm)
Fall Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK655	Program Evaluation (1 st bi-term)
3	SWK	Elective (1 st bi-term)
3	SWK	Elective (2 nd bi-term)
	SWK	Elective (2 nd bi-term)
Spring Semester		
3	SWK611	Advanced Practicum II (full semester)

Appendix O – Advanced May Entry PT

Option 15		
Advanced Generalist May Entry Part Time		
Course Credits	Course Number	MSW Program- Course Titles
Summer Semester		
3	SWK615	World Problems & Advocacy (1 st biterm)
3	SWK665	Leadership & Supervision in Social Work (2 nd biterm)
Fall Semester		
3	SWK655	Program Evaluation (1 st biterm)
3	SWK626	Family Therapy & Group Practice (2 nd bi-term)
Spring Semester		
3	SWK610	Advanced Practicum I (full semester)
3	SWK660	Psychopathology (1 st bi-term)
3	SWK	Elective (2 nd biterm)
Summer Semester		
3	SWK611	Advanced Practicum II (full semester)
3	SWK	Elective (1 st biterm)
3	SWK	Elective (2 nd biterm)

CARVER SCHOOL OF SOCIAL WORK



MSW ADMISSION APPLICATION PACKET

Contents:

- Application for Admission to the Master of Social Work Program
- Reference Forms
- Social Work Professional and Technical Standards
- Admission Requirements

CARVER SCHOOL OF SOCIAL WORK
Campbellsville University



Application for Admission to the Master of Social Work Program

Submit application materials:
Campbellsville University
Carver School of Social Work
1 University Drive
UPO 855
Campbellsville, KY 42718-2799

Applications for August entry are accepted through June 15th, January entry through November 15th, and May entry through March 15th.

The required packet of application materials includes the following:

- Application for Graduate admissions.
- Application for Admission to the Master of Social Work Program
- Signed Social Work Professional and Technical Standards
- Official transcripts sent directly from other colleges/universities attended (Applicants must have completed a baccalaureate degree with a minimum of 15 hours of liberal arts education and an undergraduate GPA of 3.0 on a 4-point scale. If the student does not have the required 3.0 undergraduate GPA they may still apply but must submit a written of 1) What prevented them from achieving a 3.0 GPA, 2) What steps will they take to ensure they are successful in the MSW program.
- Three letters of recommendation (1 from someone who particularly knows your academic background and suitability of graduate study; 1 who is very familiar with your values and moral character; and 1 who particularly knows your potential as a social worker.) Your references **cannot** be from relatives (current or previous).
- Additional information may be requested by the Admissions Committee

*The MSW program does not accept or award college credit for life experiences.

Campbellsville University
Carver School of Social Work
Application for Admission to the Masters of Social Work Program

Applicant Contact Information:

Name _____
Last First M.I./Maiden

Address _____
Street City State Zip

Telephone Number and Area Code _____
Home Work/School

Cell phone _____ Personal email address: _____

Date of Birth _____ Age _____ Sex/Gender: Female Male
month / day / year circle applicable

Ethnic background:

- | | |
|--|--|
| <input type="checkbox"/> White/Non-Hispanic | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Black/African-American | <input type="checkbox"/> Other |

Marital Status:

- | | | | |
|---|--|------------------------------------|----------------------------------|
| <input type="checkbox"/> Single/Never married | <input type="checkbox"/> Divorced | <input type="checkbox"/> Separated | <input type="checkbox"/> Widowed |
| <input type="checkbox"/> Married | <input type="checkbox"/> Cohabitate with a partner | | |

Citizenship:

Country of birth: _____

Country of citizenship: _____ City of birth: _____

Country of legal permanent residency: _____

If not a U.S. citizen, your immigrant status or visa type? _____

Work history:

1. _____
Employer Job title Employment Dates

Description of job duties

2. _____
Previous Employer Job title Employment Dates

Description of job duties:

3.

Current Employer

Job title

Date hired

Description of job duties:

Colleges and Universities Attended:

Undergraduate GPA: _____

List in chronological order ALL colleges attended or attending.

Denote * for any university you are currently attending.

Name of University conferring undergraduate degree:

What was your major/area of study? _____

If you graduated with a Bachelor of Social Work (BSW), how many hours of field practicum did you complete: _____

Month and year degree conferred: _____

(If more than 1)

What was your major/area of study? _____

Month and year degree conferred: _____

Do you have a bachelor level social work license? Yes No

Did you complete the ASWB Bachelor exam as a license requirement? Yes No

If so, which state you are currently licensed? _____

What is your license number _____

Have you previously applied to CU? Yes No

If yes, when? _____

(Specify dates and program)

Do you already have a graduate degree or have graduate hours? Yes No

If so please provide the name of the university, degree received, and/or number of hours obtained. Denote * for any university you are currently attending.

NOTE: Please review the transfer credit policy in the MSW Student Handbook if you want to transfer in previous graduate credit.

Disclosures

1. Have you ever been convicted of violating any law or have any pending criminal charges (omit minor traffic violations)? If yes, please list conviction(s)/pending charges, date(s), place(s) and an explanation.

YES _____ NO _____

If yes, please explain. _____

2. Have you ever been identified as a substantiated perpetrator of child or adult abuse or neglect? Yes _____ NO _____

If yes, please explain. _____

Acknowledgements

I, _____ (student printed name) on _____ (date) hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement or a lack of disclosure regarding pertinent information impairing your ability to function in a practicum may disqualify you for the MSW/BSW Program at Campbellsville University.

This information is for the purpose of:

- Protecting clients and the practicum student
- Ensuring that you may be able to acquire personal liability insurance
- Enabling the Field Education Program to respond to certain agency requirements for persons working in that agency (most agencies require specific background checks, drug screening, etc.)

Answering in the affirmative to the disclosure statement does not automatically in and of itself prevent you from completing your practicum requirement. However, it may limit the type of practicum or practicum population that you will be able to work with. The Field Director will discuss your individual situation with you in order to help determine the type of practicum situation that might be most appropriate for both you and the practicum setting. It should also be noted that there may be certain types of criminal convictions or personal problems that could make it extremely hard or impossible to place you in a practicum setting. There may also be certain issues that would prohibit you from being able to obtain personal liability insurance which is required for practicum placement. If you have new information related to legal issues or personal problems that you have failed to inform anyone in the program since your initial acceptance, it cannot be guaranteed that you will be able to complete this program requirement for the MSW degree.

No final arrangements for a field placement are made prior to completion of this statement and its submission to the MSW Director of Field Education.

Field deadlines:

Fall Start: July 1

Spring Start: December 1

Summer Start: April 1

CARVER SCHOOL OF SOCIAL WORK
Campbellsville University



Reference for Admission to the Master of Social Work Program

To be completed by applicant:

Name _____

The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. This law also permits the student to sign a waiver relinquishing the right to read this reference. Please indicate your choice.

I waive my right to read this reference. _____
Signature Date

I do not waive my right to read this reference. _____
Signature Date

CARVER SCHOOL OF SOCIAL WORK
Campbellsville University



Reference for Admission to the Master of Social Work Program

To be completed by reference:

Name _____ Date _____

Occupation or Title _____

Name of Applicant _____

What is your relationship to the applicant? _____

Address _____

City _____ State _____ ZIP _____

Please rate the applicant on the following qualities. Circle the appropriate number. 5=excellent, 4=above average, 3=average, 2=below average, 1=poor and #=No Knowledge.

Assumes responsibility for own behavior and learning	5	4	3	2	1	#
Intellectual curiosity	5	4	3	2	1	#
Written communication skills	5	4	3	2	1	#
Responsibility/dependability	5	4	3	2	1	#
Ability to work collaboratively	5	4	3	2	1	#
Ability to succeed in graduate studies	5	4	3	2	1	#
Values and moral character	5	4	3	2	1	#
Potential to practice advanced social work	5	4	3	2	1	#

Please respond to the following items:

Please comment as to the graduate program applicant's ability to succeed in graduate level studies.

Briefly describe this applicant's strengths and weaknesses as a potential social worker.

Please comment on the values and moral character of the applicant.

How long have you know this applicant and in what setting?

Additional comments

Recommendation:

- Recommend highly
- Recommend with reservations
- Recommend
- Do not recommend

Printed Name of Respondent _____ Title _____
Signature of Respondent _____ Date _____

Please return to:
Campbellsville University
Graduate Studies Admissions
Masters of Social Work Program
1 University Drive
Campbellsville, KY 42718-2799

Appendix Q – SW Standards

Social Work Professional and Technical Standards MASTER AND BACHELOR DEGREE PROGRAMS

The technical standards outlined below are required for completion of programs from the Carver School of Social Work at Campbellsville University. These standards, describe the physical, cognitive, emotional and behavioral requirements of social work students. They are designed to provide an overview of non-academic criteria required for students to fully participate in all aspects of coursework and the field practicum.

1. **Observation:** Students must be able to:

- Accurately observe clients to effectively assess their situations.
- Have the sensory and motor abilities to carry out effectively the necessary assessment activities.

2. **Communication:** Students must be able to:

- Communicate effectively with other students, faculty, staff, clients and other professionals, and exemplify a willingness and ability to listen to others.
- Demonstrate effective communication in presentations, written assignments, small group settings, and through electronic means.
- Perceive and interpret nonverbal communication.
- Use spoken and written English to understand the content presented in the program.
- Comprehend reading assignments and search and evaluate the literature.
- Demonstrate competency in writing skills.

3. **Sensory and Motor Functions:** Students must have sufficient sensory and motor abilities to:

- Attend/participate in class and complete the required number of hours during their field practicum.
- Attend and perform safely and satisfactorily in the classroom/online setting and in social work agency settings.

4. **Intellectual, Conceptual, Integrative and Quantitative Functions:** Students must have the

ability to:

- Think critically, analyze and interpret objective and subjective data, and apply effective problem-solving skills. These skills allow students to make proper assessments, use sound judgment, appropriately prioritize therapeutic interventions, and measure and report client outcomes.
- Demonstrate cognitive ability to effectively use and apply program's knowledge/skills.

5. **Self-Awareness:** Students must exhibit:

- Knowledge and openness to learning how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior and relationships.
- Willingness to examine and change their behavior when appropriate and work effectively with others in subordinate positions as well as with those in authority.

6. **Emotional and Mental Stability:** Students must demonstrate the ability to:

- Deal with current life stressors through the use of appropriate coping mechanisms effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others.
- Effectively use help for medical or emotional problems that interfere with academic and clinical performance.

Professional Performance Standards

The Carver School of Social Work recognizes that preparation for professional practice requires more than scholastic achievement. The MSW Program expects students to exhibit behaviors that are consistent with professional performance. Such behavior is expected not only in the classroom but throughout the University and the larger community. Some specific examples of professional performance standards are outlined below.

Students must demonstrate:

- A commitment to the goals of social work and to the ethical standards of the profession,

as specified in the NASW Code of Ethics.

- The essential values of social work including the respect for the dignity and worth of every individual and his/her right to a just share of society's resources (social justice).
- Behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community.
- Responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.
- A commitment to serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system.

I have read, understand and acknowledge receipt of the Social Work Professional and Technical Standards.

Signature of Applicant _____ (Typed signature accepted) Date _____

Technical Standards may be met with, or without, accommodations. The University complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Requests for accommodations should be directed to the Office for Disability Accommodations (ODA) and follow established university policies and procedures. For more information, contact ODA at 270-789-5450 or visit <https://www.campbellsville.edu/academics/academic-affairs/academic-support/disability-services/>.

Based on Mississippi State University document

Appendix R – Incomplete Grade Agreement

**Campbellsville University
Carver School of Social Work
INCOMPLETE GRADE AGREEMENT**

Student Name: _____

Instructor: _____

Year and Term: _____

Course Number: _____ Course Name: _____

Reason for incomplete grade request:

Course Requirements to be Fulfilled: _____

Date requirements must be complete: _____

Student Signature Date

Instructor Signature/Field Liaison Date

MSW Program Director Date

Agency Field Supervisor (if applicable) Date

Field Director (if applicable) Date