



*Department
of Social Work*

**MSW Student Handbook
2018 – 2019**

TABLE OF CONTENTS^[WCJ1]

PURPOSE OF THE MSW STUDENT HANDBOOK	1
DEPARTMENT DIRECTORY	2
HISTORY OF WINTHROP UNIVERSITY	3
DEPARTMENT OF SOCIAL WORK	3
DEPARTMENT MISSION STATEMENT	3
MSW PROGRAM	4
MSW PROGRAM GOALS	4
MSW PROGRAM ACCREDITATION	5
ADMISSION REQUIREMENTS	5
MSW DEGREE OPTIONS	6
Full Time Traditional MSW Program	7
Weekend Traditional MSW Program	8
Full-Time Advanced Standing MSW Program	9
Weekend Advanced Standing MSW Program	11
LIFE AND WORK EXPERIENCE CREDIT	13
COURSE SEQUENCING REQUIREMENT	13
TIME LIMIT FOR COMPLETING THE DEGREE	13
TRANSFER CREDIT	13
CHANGE OF PROGRAM REQUESTS	14
FIELD INTERNSHIPS	14
Full-Time Program	15
Weekend Programs	15
Employment-based Internships	Error! Bookmark not defined.
Distance Limits for Internship Locations	Error! Bookmark not defined.
STUDENT ADVISING	15
ACADEMIC PROBATION	15
NONDISCRIMINATION POLICY	16
DISABILITY ACCOMMODATIONS	16
HEALTH AND COUNSELING SERVICES	17
CAREER SERVICES	17
SOCIAL WORK ETHICS AND VALUES	17
SEXUAL HARASSMENT	17

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INCLEMENT WEATHER	18
STUDENTS RIGHTS AND RESPONSIBILITIES	18
TERMINATION POLICY	19
APPEAL AND GRIEVANCE PROCEDURES	20
STUDENT ORGANIZATIONS	21
MSW Student Association.....	21
AWARDS	21
Linda M. Ashley Scholarship	21
Virginia W. and Elizabeth C. Mortimer Scholarship.....	21
BSW Field Excellence Award.....	Error! Bookmark not defined.
MSW Field Excellence Award.....	22
BSW Academic Excellence Award.....	Error! Bookmark not defined.
MSW Academic Excellence Award.....	22
Phi Alpha	22
APPENDIX A: Core Competencies with Foundation and Concentration Practice Behaviors	23
APPENDIX B: Change of Program Request	29

PURPOSE OF THE MSW STUDENT HANDBOOK

The purpose of the MSW Student Handbook is to provide information about the Social Work Department and MSW degree requirements. The Handbook should be used as a supplement to the Winthrop University Graduate Catalog which may be accessed through the Winthrop Graduate School website. Students are encouraged to use this Handbook as a reference and guide throughout their time as an MSW student at Winthrop University.

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HISTORY OF WINTHROP UNIVERSITY

The history of Winthrop University dates back to 1886 when 21 students gathered in a borrowed one-room building in Columbia, South Carolina. David Bancroft Johnson, a dedicated and gifted superintendent of schools, headed up the fledgling institution whose mission was the education of teachers. Winthrop has changed dramatically since moving to its permanent Rock Hill home in 1895, growing from a single classroom to a comprehensive university of distinction. Winthrop's historic campus is a setting of exceptional beauty, as is its recreational area known as The Farm.

Winthrop is a comprehensive public university granting baccalaureate and master degrees with an enrollment of over 6,000 students. Nationally recognized for its quality and value, Winthrop is a learning community that embodies the characteristics essential to being one of the best universities of its kind: a carefully selected student body of high academic achievement and cultural diversity; a national caliber curriculum of the arts, sciences, and professions; an educational experience emphasizing personal identity and close relationships; and values that emphasize critical thinking, student learning, and public service. Winthrop students have the opportunity to develop their individual capacities to become leaders in their professions and communities through a variety of personalized, engaging, and progressively developmental academic and co-curricular programs predicated on national standards of excellence. The Winthrop Experience is one that prepares students to live, learn, and lead for a lifetime.

Winthrop is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor, master, and specialist degrees. Additionally, the university is one of the few in the region that has achieved 100 percent national, specialized accreditation in all eligible programs.

DEPARTMENT OF SOCIAL WORK

The Department of Social Work at Winthrop University has existed since the 1970s. The BSW degree program was first approved by the Council on Social Work Education (CSWE) in 1970 when the Council began to approve undergraduate social work programs. The BSW Program was first accredited in 1974. The MSW Program was initiated in 2006 and accreditation by the Council on Social Work Education was granted effective for 2006. Both the BSW and MSW programs have remained continuously accredited by CSWE. Graduates of both programs are eligible to apply for state licensure at their respective educational degree levels – state licensure requirements vary.^[WCJ2]

DEPARTMENT MISSION STATEMENT

The mission of the Winthrop University Department of Social Work is to educate students to become competent generalist practice (BSW level) and advanced^[WCJ3] practice (MSW level) social workers. This mission is grounded in the purpose of the social work profession, which is to promote human and community well-being, and guided by an empowerment perspective that affirms the strengths and capabilities of people, values human diversity, and promotes social and

economic justice.

As a student-centered learning community, the Department follows the established core social work values of service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, and competence. The mission is carried forth in an integrated learning context that values knowledge based on scientific inquiry, emerging information technology, and a commitment to evidence-based practice. Members of the Department apply their scholarship and professional expertise through leadership, collaboration, and service at local, state, national, and international levels.

The mission of the Department of Social Work is integrated with the larger Winthrop University mission. Winthrop University is South Carolina's distinctive public comprehensive university. The University provides personalized and challenging undergraduate, graduate, and continuing professional education programs of national caliber and is committed to being among the very best institutions of its kind in the nation. In keeping with the University mission, social work graduates are prepared to professionally serve the broadly diverse geographic regions and the richly unique citizens within those regions of the Carolinas and beyond.

MSW PROGRAM

The mission of the MSW Program is to educate students to become competent advanced practice social workers. This mission is fulfilled through the program concentration in **empowerment practice**. Empowerment practice utilizes critical thinking skills to assess the influence of multiple and interlocking personal, structural, and societal systems of power on vulnerable and oppressed populations. It incorporates the use of advanced social work theories and methodologies for culturally relevant assessment, intervention, and evaluation at multiple levels of complexity and across systems in order to promote human and social well-being. Empowerment practice affirms the strengths and capabilities of people, values human diversity, and promotes social justice.

MSW PROGRAM GOALS

Graduates of the MSW Program are prepared to:

1. Engage in advanced practice that is constructed from a professional foundation of social work knowledge, skills, and values.
2. Use empowerment practice principles as a guiding framework for selecting, applying, and evaluating evidence-based advanced theories and methods in ways that promote human and social well-being.
3. Provide leadership in influencing societal systems of power to become more responsive and culturally relevant toward helping people improve their current situations and quality of life.

MSW PROGRAM ACCREDITATION

The Winthrop University MSW Program has been continuously accredited by the Council on Social Work Education (CSWE) since its inception in 2006. The MSW Program meets all social work education standards as promulgated by CSWE. For review of the CSWE Educational Policy and Accreditation Standards, please visit the CSWE website at www.cswe.org. The Winthrop University Department of Social Work Core Competencies with Foundation and Concentration Practice Behaviors is included in Appendix A of this Handbook.

ADMISSION REQUIREMENTS

Cohorts in the Campus Based Full-Time Traditional Program, the Weekend Traditional Program, and the Weekend Advanced Standing Program are enrolled in August. Cohorts for the Campus Based Full-Time Advanced Standing Program are enrolled in May. Online Traditional and Online^[WCJ4] Advanced Standing are enrolled in August, January, and May. Review of applications for Campus Based MSW Programs begins February 1 of each year. Review of Online MSW Programs is rolling. Admission is competitive and only applicants with fully completed application packets will be reviewed. Applications for admission are made through the Graduate School website. For admission to the MSW degree program, an applicant must:

1. Submit a Winthrop University Graduate School Application including the following:
 - Three professional recommendations. You will be asked to provide names and email addresses of three individuals who can complete a recommendation form on your behalf. These three people will then receive and email asking them to complete the recommendation form.
 - A professional resume.
 - A personal narrative statement (2-3 pages) addressing the following: your reasons for pursuing the MSW degree, your career goals upon completing the degree, and any previous human services-related paid or volunteer experiences you have had.
2. Hold a baccalaureate degree from a regionally accredited college or university (Advanced Standing applicants must hold a baccalaureate degree from a Council on Social Work Education accredited college or university).
3. Submit official transcripts from all colleges and universities attended. Transcripts should reflect background in liberal arts content.
4. Have an overall undergraduate grade point average of 3.0 on a 4.0 scale for the Advanced Standing Programs. For the Traditional programs, a 3.0 on a 4.0 scale is required on the last 60 hours.
5. Submit an official test score for either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). Scores will be considered within the context of the entire application. *Applicants with an overall undergraduate GPA of 3.5 or above or those who hold graduate degrees from an accredited regional institution may qualify for a GRE/MAT waiver.*

MSW DEGREE OPTIONS

The MSW can be earned in one of six ways. The **Campus Based Full-Time Traditional Program** offers a 60 credit hour, two year format taken over four semesters. The **Campus Based Weekend Traditional Program** also requires 60 credit hours of coursework but classes are completed during three years in an intensive weekend format. The **Online Traditional Program** also requires 60 credit hours of coursework but classes are completed during three years in an online format. The campus based **Full-Time Advanced Standing Program** requires 39 credit hours of coursework across one calendar year. The **Weekend Advanced Standing Program** also requires 39 credit hours, but classes are taken over two years in an intensive weekend format. The **Online Advanced Standing Program** also requires 39 credit hours, but classes are taken over two years in an online format.

The weekend and online programs are designed to meet the needs of working professionals and individuals who prefer to pursue their course work in a weekend or online format. Weekend program classes meet one weekend per month. Each course in the weekend program is offered on a Friday, Saturday, and Sunday one month and then on a Saturday and Sunday the following month. Assignments are completed prior to the first weekend, between weekends, and following the final weekend. Online program courses run for 7 week terms, two terms per semester.

The Full-Time, Weekend, and Online Traditional programs are available to applicants who have a baccalaureate degree in any field. The Full-Time Advanced Standing, Weekend Advanced Standing, and Online Advanced Standing programs are available only to applicants who have a bachelor of social work degree from a CSWE accredited program.

Campus Based Full Time Traditional MSW Program

Schedule of Courses (60 credits)

This program requires two years of study. The entry point for new students is August.

Year One

Fall Semester

SCWK 601	Human Behavior in the Social Environment	3 credits
SCWK 602	Social Welfare Policy I	3 credits
SCWK 603	Social Work Research	3 credits
SCWK 604	Generalist Social Work Practice I	3 credits
SCWK 605	Interpersonal Helping Skills	3 credits

Spring Semester

SCWK 615	Empowerment Practice Concepts	3 credits
SCWK 610	Generalist Social Work Practice II	3 credits
SCWK 611	Generalist Social Work Practice III	3 credits
SCWK 612	Field Instruction I	3 credits
SCWK 614	Social Welfare Policy II	3 credits

Year Two

Fall Semester

SCWK 620	Advanced Practice: Micro Systems	3 credits
SCWK 623	Psychopathology & Empowerment Practice	3 credits
SCWK 631	Advanced Practice: Macro Systems	3 credits
SCWK 622	Field Instruction II	6 credits

Spring Semester

SCWK 621	Leadership & Empowerment Practice	3 credits
SCWK 633	Advanced Social Work Research	3 credits
SCWK 640	Advanced Practice: Capstone	3 credits
SCWK 632	Field Instruction III	6 credits

Campus Based Weekend Traditional MSW Program

Schedule of Courses (60 credits)

This program requires three years of study. The entry point for new students is August.

Year One		
Fall Semester		
August/September	SCWK 601	Human Behavior in the Social Environment (3 cr)
October/November	SCWK 602	Social Welfare Policy I (3 cr)
Spring Semester		
January/ February	SCWK 604	Generalist Social Work Practice I (3 cr)
March/April	SCWK 605	Interpersonal Helping Skills (3 cr)
January-June	SCWK 612	Field Instruction I (3 cr) [12 internship hrs per week]
Summer Session		
May/June	SCWK 603	Social Work Research (3 cr)
July/August	SCWK 610	Generalist Social Work Practice II (3 cr)
Year Two		
Fall Semester		
August/September	SCWK 611	Generalist Social Work Practice III (3 cr)
October/November	SCWK 614	Social Welfare Policy II (3 cr)
August – December	SCWK 622A	Field Instruction II (3 cr) [12 internship hrs per week]
Spring Semester		
January/February	SCWK 615	Empowerment Practice Concepts (3 cr)
March/April	SCWK 623	Psychopathology & Emp Pract. (3cr)
December - May	SCWK 622B	Field Instruction II (3 cr) [12 internship hrs per week]
Summer Session		
May/June	SCWK 633	Advanced Social Work Research (3 cr)
July/August	SCWK 624	Psychodiagnostics & Social Work Practice (3 cr) [Optional]
Year Three		
Fall Semester		
August/ September	SCWK 620	Advanced Practice: Micro Systems (3 cr)
October/November	SCWK 631	Advanced Practice: Macro Systems (3 cr)
August – December	SCWK 632A	Field Instruction III (3 cr) [12 internship hrs per week]
Spring Semester		
January/February	SCWK 621	Leadership & Empowerment Practice (3 cr)
March/April	SCWK 640	Advanced Practice: Capstone (3 cr)
January – May	SCWK 632B	Field Instruction III (3 cr) [12 internship hrs per week]

Online Traditional MSW Program

Schedule of Courses (60 credits)

This program requires three years of study. The entry point for new students is August, January, or May. Students take 2 courses per semester in 7 week terms (A and B) unless otherwise noted.

Year One		
Semester 1		
Term A	SCWK 601	Human Behavior in the Social Environment (3 cr)
Term B	SCWK 602	Social Welfare Policy I (3 cr)
Semester 2		
Term A	SCWK 604	Generalist Social Work Practice I (3 cr)
Term B	SCWK 605	Interpersonal Helping Skills (3 cr)
Semester 3		
Term A	SCWK 603	Social Work Research (3 cr)
Term B	SCWK 610	Generalist Social Work Practice II (3 cr)
Term A and B	SCWK 612c	Field Instruction I (3 cr) [15 internship hrs per week]
Year Two		
Semester 4		
Term A	SCWK 611	Generalist Social Work Practice III (3 cr)
Term B	SCWK 614	Social Welfare Policy II (3 cr)
Semester 5		
Term A	SCWK 615	Empowerment Practice Concepts (3 cr)
Term B	SCWK 623	Psychopathology & Emp Pract. (3cr)
Semester 6		
Term A	SCWK 633	Advanced Social Work Research (3 cr)
Term B	SCWK 620	Advanced Practice: Micro Systems (3 cr)
Year Three		
Term 7		
Term A and B	SCWK 631	Advanced Practice: Macro Systems (3 cr)
Term A and B	SCWK 622c	Field Instruction II (3 cr) [17 internship hrs per week]
Term 8		
Term A and B	SCWK 621	Leadership & Empowerment Practice (3 cr)
Term A and B	SCWK 632c	Field Instruction III (3 cr) [17 internship hrs per week]
Term 9		
Term A and B	SCWK 640	Advanced Practice: Capstone (3 cr)
Term A and B	SCWK 632d	Field Instruction III (3 cr) [17 internship hrs per week]
Term 10 (optional)		
Term A	SCWK 624	Psychodiagnostics & Social Work Practice (3 cr)

Campus Based Advanced Standing MSW Program

Schedule of Courses (39 credits)

This program requires one full calendar year of study. The entry point for new students is May.

Summer

SCWK 615	Empowerment Practice Concepts	3 credits
SCWK 606	Social Work Foundation Review	3 credits
SCWK 614	Social Welfare Policy II	3 credits

Fall Semester

SCWK 620	Advanced Practice: Micro Systems	3 credits
SCWK 623	Psychopathology & Empowerment Practice	3 credits
SCWK 631	Advanced Practice: Macro Systems	3 credits
SCWK 622	Field Instruction II	6 credits

Spring Semester

SCWK 621	Leadership & Empowerment Practice	3 credits
SCWK 633	Advanced Social Work Research	3 credits
SCWK 640	Advanced Practice: Capstone	3 credits
SCWK 632	Field Instruction III	6 credits

Campus Based Weekend Advanced Standing MSW Program

Schedule of Courses (39 credits)

This program requires two years of study. The entry point for new students is August.

Year One	
Fall Semester	
August/September	SCWK 606 Social Work Foundation Review (3 credits)
October/November	SCWK 614 Social Welfare Policy II (3 cr)
August - December	SCWK 622A Field Instruction II (3 cr) [12 internship hrs per week]
Spring Semester	
January/February	SCWK 615 Empowerment Practice Concepts (3 cr)
March/April	SCWK 623 Psychopathology & Empowerment Practice (3 cr)
January - May	SCWK 622B Field Instruction II (3 cr) [12 internship hours per week]
Summer Session	
May/June	SCWK 633 Advanced Social Work Research (3 cr)
July/August	SCWK 624 Psychodiagnostics & Social Work Practice (3 cr) [Optional]
Year Two	
Fall Semester	
August/ September	SCWK 620 Advanced Practice: Micro Systems (3 cr)
October/November	SCWK 631 Advanced Practice: Macro Systems (3 cr)
August - December	SCWK 632A Field Instruction III (3 cr) [12 internship hrs per week]
Spring Semester	
January/February	SCWK 621 Leadership & Empowerment Practice (3 cr)
March/April	SCWK 640 Advanced Practice: Capstone (3 cr)
January - May	SCWK 632B Field Instruction III (3 cr) [12 internship hrs per week]

Online Advanced Standing MSW Program

Schedule of Courses (60 credits)

This program requires two years of study. Beginning January 2019, the entry point for new students is August, January, or May. Students take 2 courses per semester in 7 week terms (A and B) unless otherwise noted.

Year One		
Semester 1		
Term A	SCWK 606	Social Work Foundation Review (3 cr)
Term B	SCWK 614	Social Welfare Policy II (3 cr)
Semester 2		
Term A	SCWK 615	Empowerment Practice Concepts (3 cr)
Term B	SCWK 623	Psychopathology & Emp Pract. (3cr)
Semester 3		
Term A	SCWK 633	Advanced Social Work Research (3 cr)
Term B	SCWK 620	Advanced Practice: Micro Systems (3 cr)
Year Two		
Term 4		
Term A and B	SCWK 631	Advanced Practice: Macro Systems (3 cr)
Term A and B	SCWK 622c	Field Instruction II (3 cr) [17 internship hrs per week]
Term 5		
Term A and B	SCWK 621	Leadership & Empowerment Practice (3 cr)
Term A and B	SCWK 632c	Field Instruction III (3 cr) [17 internship hrs per week]
Term 6		
Term A and B	SCWK 640	Advanced Practice: Capstone (3 cr)
Term A and B	SCWK 632d	Field Instruction III (3 cr) [17 internship hrs per week]
Term 7 (optional)		
Term A	SCWK 624	Psychodiagnostics & Social Work Practice (3 cr)

LIFE AND WORK EXPERIENCE CREDIT

In compliance with CSWE standards, the MSW Program does not accept life or work experience as academic credit toward the MSW degree.

COURSE SEQUENCING REQUIREMENT

The courses in the curriculum for each MSW degree option are sequenced such that each course builds upon prior courses in content and knowledge development. Therefore, courses must be taken in sequence in accordance with the curriculum layout for the particular program in which a student is enrolled. Exceptions are considered in the case of extenuating circumstances and must receive Department Chair and Graduate Program Director approval. [WCJ7][HAJ8]

TIME LIMIT FOR COMPLETING THE DEGREE

All work to be counted toward the MSW degree, including transfer credits if applicable, must be completed within the six-year period immediately prior to the conferring of the degree.

TRANSFER CREDIT

The Department of Social Work may grant up to 12 credits toward the MSW degree. Transfer credit is considered only from graduate work obtained from another CSWE accredited graduate institution and upon recommendation of the Department Chair and Graduate Program Director. Transfer of credit must be approved by the Graduate Program Director or Department Chair and signified on the student's official Program of Study. Students requesting consideration of transfer credit must supply the Graduate Program Director with the following information:

1. An official transcript that includes the course number, title, and earned grade for the courses to be considered for transfer credit; and,
2. A copy of the original syllabus of the actual course taken (must match with transcript year and semester for the course) and/or copy of the course catalog course description for the course taken (must match with transcript year and semester for the course).

Only those courses with an earned grade of B (or S) or higher will be considered for transfer credit. Courses approved for transfer credit must be substantially equivalent to Winthrop MSW courses. A graduate student may not transfer credit taken at another institution while he or she is on academic probation at Winthrop or is ineligible to return to Winthrop.

CHANGE OF PROGRAM REQUESTS

Students are admitted to a specific program cohort. Students wishing to change from one program cohort to another may formally request to do so by completing and submitting to the Graduate Program Director the Change of Program Request form included in Appendix B of this Handbook. Students are urged to be cautious in pursuing a change from one program cohort to another as changing to a different cohort typically results in additional time toward completing the MSW degree due to course sequencing problems that commonly occur upon changing programs^[WCJ9]. This applies to campus based programs. At this time, students are unable to transfer out of or into online programs.^[WCJ10]

FIELD EDUCATION

All students are required to complete field instruction courses per their program's schedule of courses. Field instruction requires students to be placed in community agencies for an internship where they are afforded the opportunity to apply MSW knowledge, values, skills, and cognitive and affective processes. CSWE has designated field education as social work's signature pedagogy stating:

Signature pedagogies are elements of instruction and of socialization that teach future practitioners the fundamental dimensions of professional work in their discipline—to think, to perform, and to act ethically and with integrity. Field education is the signature pedagogy for social work. The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the social work competencies.

All students should expect to complete their required field hours during regular work day business hours (i.e., between 8:00 a.m. and 5:00 p.m. Monday through Friday). Agencies with evening and weekend hours available for field are extremely limited and cannot be guaranteed for any student. Students who are employed during the time they complete their graduate studies will need flexibility with work hours in order to be able to successfully complete the field internship portion of the MSW program. If students cannot complete their required field hours during regular business hours, and a suitable field placement (one that meets all of Winthrop's field educational requirements) with evening/weekend hours is not found, they may be advised to withdraw from the MSW program. For details regarding field internship requirements and specific hours, please see the [MSW Field Manual](#) located on the Department of Social Work [website](#).^[MJC11]

Full-Time Program

Students in the Full-Time Advanced Standing Program are required to complete one specialized internship of 24 hours per week during fall and spring semesters. Students in the Full-Time Traditional Program are required to complete two internships—a generalist internship at 16 hours per week during spring semester of year one, and a specialized internship at 24 hours per week during fall and spring semesters of year two.

Weekend Programs

Students in the Weekend Advanced Standing Program and Weekend Traditional Program must be available to complete 12 hours per week of field internship under the supervision of an approved MSW degreed field instructor. Field internship hours typically occur during regular work day business hours (i.e., between 8:00 a.m. and 5:00 p.m. Monday through Friday). Thus, flexibility with one's employment is imperative to being able to successfully complete the field portion of the Weekend MSW Program.

Online Programs

Students in the Online Advanced Standing Program are required to complete one specialized internship of 17 hours per week across six terms. Students in the Online Traditional Program are required to complete two internships—a generalist internship at 15 hours per week across two terms during year one, and a specialized internship at 17 hours per week across six terms during year three.

[WCJ12]

STUDENT ADVISING

Upon matriculation students will be assigned a faculty advisor. The role of the faculty advisor is to assist students in progressing through their academic program of study. Advisors are also available to meet with students for professional advising and to assist students in addressing academic issues that impact their progress in the Program. Students are responsible for contacting their advisor as needed during their course of study at Winthrop.

ACADEMIC PROBATION

A student whose cumulative grade point average falls below 2.85 during the first 18 hours of coursework is placed on academic probation. A student who has earned more than 18 hours and who fails to maintain a grade point average of 3.0 is placed on probation. Because of the sequential structure of the MSW Program, MSW students placed on academic probation are allowed to enroll in the subsequent semester of course work to restore their overall grade-point average to 3.0 or higher (2.85 or higher during the first 18 hours of coursework).

In cases where students have earned a grade of F in a course(s), their progress in the Program will

be suspended until they successfully repeat the course(s). If they successfully repeat the course(s), and their grade-point average is restored to 3.0 or higher (2.85 or higher during the first 18 hours of coursework), they are then returned to good academic standing. If they successfully repeat the course(s), but their grade-point average remains below 3.0 (2.85 or higher during the first 18 hours of coursework), they may then enroll in one subsequent semester of course work to restore their overall grade-point average to 3.0 or higher (2.85 or higher during the first 18 hours of coursework). Failure to do so will result in dismissal from the Program.

No more than two courses with a grade of C or F may be repeated; a given course may be repeated only once. A graduate student may not transfer credit taken at another institution while he or she is on academic probation at Winthrop or is ineligible to return to Winthrop. Students who have been dismissed because of academic ineligibility may again apply for graduate admission once at least one year has passed. One year is defined as two semesters or one semester and one summer session. During this period, dismissed students are ineligible for admission to any program at Winthrop University. Applications for admission may be found on the Graduate School website www.winthrop.edu/graduateschool

NONDISCRIMINATION POLICY

The Department of Social Work shall be conducted with respect to the multiple dimensions of diversity as delineated in the 2015 CSWE Educational Policy and Accreditation Standards including 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 sovereignty status. We seek to conduct all Department activities without discrimination. To the degree that the Department has decision making authority, this policy shall apply to all aspects of the program including making continuous efforts to ensure equity to faculty and staff (including class, field, research, and other faculty, administrative personnel and support staff) in the recruitment, retention, promotion, tenure, assignment, and remuneration of program personnel; and to students through student recruitment, admission, retention, and financial aid policies and procedures. In addition the Department will exercise influence in advocating for the application of the aforementioned policies in specific situations where another administrative unit of the University holds decision-making authority affecting social work students or personnel.

ACCESIBILITY ACCOMMODATIONS

It is the practice of the Social Work Department to accommodate students with disabilities pursuant to federal and state law. Students who have a condition which may adversely impact their ability to access academics and/or campus life, and who require accommodations to complete their course work, may contact the Office of Accessibility at 803-323-3290 or accessibility@winthrop.edu. Once students have received their notice of accommodations from the Office of Accessibility, they should inform their course instructors as early as possible in the semester/term in order for reasonable accommodations to be enacted. Additional information may be found at www.winthrop.edu/accessibility.

HEALTH AND COUNSELING SERVICES

Health and counseling services are available to all graduate students enrolled in nine or more credits per semester. Services are rendered in full compliance with privacy and confidentiality laws. Services are located at Crawford Health Services^[WC13]. Health services may be accessed by phone at 803-323-2206 and counseling services may be accessed by phone at 803-323-2233. Additional information may be found at www.winthrop.edu/hcs.

CAREER SERVICES

Career services are available in 129 Crawford Building and may be accessed by phone at 803-323-2141. Services include career testing, assistance with resume development, interviewing skills, and job search support. Additional information may be found at www.winthrop.edu/cce.

SOCIAL WORK ETHICS AND VALUES

The Social Work Program mission and goals are consistent with the ethics and values of the social work profession in that students are encouraged to examine their values, acquire the necessary knowledge and develop needed skills to become effective advanced social work practitioners.

The professional responsibility of the social worker is discussed and examined across the curriculum. The National Association of Social Workers Code of Ethics is used as the basis for social work values and ethics learning throughout the social work curriculum. Students are expected to know and abide by the Code in their conduct as emerging social work professionals. A copy of the NASW Code of Ethics may be downloaded free of charge through the National Association of Social Workers website at www.socialworkers.org.

SEXUAL HARASSMENT

It is the policy of Winthrop University that sexual harassment by its employees or students against other employees or students shall not be condoned. The University is committed to maintaining a workplace and a campus environment that are free of such harassment and will enforce federal guidelines as they relate to sexual harassment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as hugging, patting, pinching or brushing against another’s body.

With respect to employment, unwelcome sexual advances, requests for sexual favors, and other offensive physical, verbal, or visual conduct based on sex constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the

purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

A student who believes she or he has been subject to harassment by an employee should immediately contact either the Dean of Students in 218 Dinkins, ext. 4503 or the Associate Vice President for Human Resources in 303 Tillman, ext. 2273. Every effort will be made to maintain confidentiality about complaints and terms of resolution; however, confidentiality cannot be guaranteed. Additional information may be found at www.winthrop.edu/titleIX

INCLEMENT WEATHER

In the event of inclement weather, Department of Social Work faculty and staff will make every effort to hold classes in accordance with the official University posting which may be found on the University's Emergency Information web site at www.winthrop.edu/emergency. Postings will also be sent to Winthrop e-mail accounts by University officials. Notices are also posted on the campus alert line at 803-323-2222 and through local media outlets. Students may also register for WU Alerts for critical emergency updates for voice or phone texts (information on how to register may be found on the University Emergency Information website).

The Department of Social Work has discretion on whether to delay or cancel weekend classes due to inclement weather, other than in instances where the University has made an official weekend announcement. Should weekend classes be delayed or cancelled, notices will be posted on the weekend student listserv and also directly to class email lists. In circumstances where cancellation exceeds more than one equivalent day of class, the missed time will be rescheduled and make up days will be announced through the weekend student listserv and class email lists.

Online students who experience inclement weather in their immediate area which impacts their ability to participate or complete course work should contact their instructor and the Online Program Coordinator as soon as possible. [WCJ14]

STUDENTS RIGHTS AND RESPONSIBILITIES

In keeping with the philosophy and purpose of Winthrop University, each student in the MSW program has the right to a quality education that prepares him or her for the advanced practice of the social work profession, and has the right to be treated fairly and respectfully by members of the social work faculty and staff.

Social Work students have the right to consult with their faculty adviser or course instructor concerning their educational process. In keeping with the expectation of a quality education, students have a right to have classes start on time and to have appropriate notification of the absence of an instructor. Students have a right to course syllabi that clearly state learning outcomes upon which respective courses and grades are based. Each course syllabus is viewed as an individual course contract to be fulfilled by the instructor and the student, both having specific responsibilities and obligations. Also, students have a right to teaching competence and course

quality for achieving the goal of the stated learning outcomes. Instructors have a co-equal right to have students complete all assignments both in quantity and quality. Students have a right to a fair grade based on evaluations relevant to content and purpose of the course and to be informed regarding the quality of their work. Students have the right and responsibility to evaluate both the course and instructor through end-of-semester course evaluations.

TERMINATION POLICY

Admission to the MSW or BSW Program does not guarantee continuance as a Social Work student. A student's participation in the Social Work Program may be terminated when there is reason to believe the student's academic and professional performance represents non-compatibility with the social work profession. Some of the reasons for which termination may be considered include the following:

1. Failure to maintain the required grade point average for the Program.
2. Inadequate communication skills suitable to the practice of social work.
3. Inadequate writing skills suitable to the practice of social work.
4. Lying, cheating, or plagiarizing in course work or field work.
5. Persistent inadequate performance of assigned field activities.
6. Excessive tardiness or absenteeism.
7. Persistent inability to meet deadline dates on assignments, projects, and field reporting.

Evidence of poor 'professional fit' for social work involves lack of adherence to professional social work values and/or the NASW Code of Ethics. Examples include the following:

1. Personal values consistently interfere with upholding the values of the social work profession.
2. Disrespect toward faculty, field instructors, clients, and professional staff and colleagues.
3. Lack of cultural competence and appreciation for social diversity with respect to race, ethnicity, gender, sexual orientation, socioeconomic class, age, disability, and religion.
4. Sexual/romantic involvement with persons served professionally.
5. Confidentiality violations.

6. Unresolved personal issues which impair performance or safety in the classroom or in the field.
7. Substance misuse or abuse.
8. Criminal conviction (students are expected to inform the Program Director of any criminal convictions).

Conferences may be held with the student as needed to address and resolve academic and professional competence problems. Initial concerns are addressed whenever appropriate at the student-instructor level. Continuing concerns are then addressed at the Program Director level. If academic and professional competence problems remain unresolved, or are severe in nature, the student may, upon recommendation of the Program Director and approval by the Department Chair, be terminated from the program.

APPEAL AND GRIEVANCE PROCEDURES

In cases in which a student believes that his or her rights have been disallowed or violated, he or she may pursue the following steps.

1. Request a meeting with the appropriate faculty member to discuss the issue and to seek resolution.
2. If the student believes that resolution at the first level was in error, or if the student believes addressing the issue individually with the faculty member would pose a risk, he or she may appeal the matter in writing to the Program Director for resolution. The Program Director may request a meeting with the persons involved. At the student's request, his or her academic advisor may also participate in the meeting. The Program Director will then formulate a written disposition to the student. Note: If the Program Director is the person against whom the grievance is being brought, the student may proceed directly to the next level. At the graduate level, the Department Chair is also the Program Director.
3. If the student believes the resolution at the Program Director level was in error, he or she may appeal the matter in writing to the Department Chair who will then review the case and formulate a written disposition to the student. Note: If the Department Chair is the person against whom the grievance is being brought, the student may proceed directly to the next level.
4. If the student believes the resolution at the Department Chair level was in error, he or she may appeal the matter in writing to the Office of the Dean of the College of Arts and Sciences. Decisions at this level shall be considered final.

STUDENT ORGANIZATIONS

MSW Student Association

The MSW Student Association provides social work students opportunities to organize activities related to the profession. The Association provides a forum through which social work students can have a collective voice in their educational experience. The Student Association is also a vehicle for helping students connect with the professional practice community and with the National Association of Social Workers at both the state and national levels. Membership in the Association is open to all MSW students.

AWARDS

The Department of Social Work recognizes student excellence at both the undergraduate and graduate levels through a variety of scholarships and awards, including the following:

Linda M. Ashley Scholarship

The Linda M. Ashley Scholarship is a competitive award made to a nontraditional age student (age 30 or older) in social work. BSW and MSW students are eligible to apply. Applicants should submit a Department of Social Work Graduate Scholarship Application, a resume, and a personal statement. The one-to-two page statement should address their interest in social work as a career, their journey as a nontraditional age student, and their academic and professional achievements. Applications should be submitted in electronic format to the Scholarship Committee at socialwork@winthrop.edu.

Virginia W. and Elizabeth C. Mortimer Scholarship

The Mortimer Scholarship is a competitive scholarship award made to MSW students who demonstrate a career interest in either affordable housing or emergency services, including services in the medical arena. Applicants should submit a Department of Social Work Graduate Scholarship Application, a resume, and a personal statement. The one-to-two page statement should address their interest in a social work career in either affordable housing or emergency services/medical arena services and their academic and professional achievements. Applications should be submitted in electronic format to the Scholarship Committee at socialwork@winthrop.edu.

Ernestine C. Player Scholarship

The Ernestine C. Player Scholarship fund provides scholarships and/or discretionary funds to benefit MSW students who demonstrate potential for academic excellence. Applicants should submit a Department of Social Work Graduate Scholarship Application, a resume, and a personal statement. The one-page statement and all application materials should be submitted in electronic format to the Scholarship Committee at socialwork@winthrop.edu.

MSW Field Excellence Award

This award represents exemplary achievement by a graduating student in MSW field education including excellence in the performance of field internship duties and distinction in upholding the high standards of the social work profession. Nominations should be submitted in electronic format by March 10 to the Awards Committee at socialwork@winthrop.edu.

MSW Academic Excellence Award

This award represents exemplary academic achievement by a graduating student in the MSW Program, including superiority in academic performance, excellence as an engaged participant within the social work learning community, and distinction in upholding the high standards of the social work profession. Nominations should be submitted in electronic format by March 10 to the Awards Committee at socialwork@winthrop.edu.

Phi Alpha

The National Social Work Honor Society, Phi Alpha, is an honor society for social work students who have achieved academic excellence. Winthrop University is home to the Epsilon Alpha Chapter of Phi Alpha. MSW students may be invited to join Phi Alpha after completing at least 50% of courses and achieving a cumulative GPA of 3.75 or higher.

APPENDIX A: Core Competencies with Foundation and Concentration Practice Behaviors
 Winthrop University Department of Social Work

MSW-Generalist Practice Curriculum Map

Competency	Generalist Behaviors	601	602	603	604	605	610	611	612
1- Demonstrate Ethical and Professional Behavior	a) Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, and additional codes of ethics as appropriate to context;								X
	b) Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;	X				X			X
	c) Demonstrate professional demeanor in behavior; appearance; and oral, written and electronic communication;					X			X
	d) Use technology ethically and appropriately to facilitate practice outcomes;			X					X
	e) Use supervision and consultation to guide professional judgment and behavior;								X
2- Engage Diversity and Difference in Practice	a) Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice;	X							X
	b) Present themselves as learners and engage client systems as experts of their own experiences in practice;								X
	c) Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse client systems.								X
3- Advance Human Rights and Social, Economic, and Environmental Justice	a) Apply their understanding of social and economic justice to advocate for human rights; and								X
	b) Engage in practices that advance social and economic justice.								X
4- Engage in Practice-informed Research and	a) Use practice experience to inform scientific inquiry and research;			X					X

research-Informed Practice	b) Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and;			X					X
	c) Use/ translate research findings to inform/improve practice, policy, and service delivery	X		X					X
5- Engage in Policy Practice	a) Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;								X
	b) Assess how social welfare and economic policies impact the delivery of and access to social services		X						X
	c) Apply critical thinking to analyze, formulate, advocate for policies that advance human rights and social, economic, and environmental justice.		X						X
6- Engage with Individuals, families, Groups, Organizations, and Communities <i>6- Engage with Individuals, families, Groups, Organizations, and Communities (Continued)</i>	a) Apply knowledge of human behavior, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and	X			X			X	X
	b) Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.					X	X		X
7- Assess Individuals, Families, Groups, Organizations, and Communities	a) Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;			X		X	X		X
	b) 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;	X			X			X	X
	c) Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and				X	X	X		X

	d) Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.				X			X	X
8- Intervene with Individuals, Families, Groups, Organizations, and Communities <i>8- Intervene with individuals, Families, Groups, Organizations, and Communities (continued)</i>	a) Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;				X				X
	b) Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;				X			X	X
	c) Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;							X	X
	d) Negotiate, mediate, and advocate on behalf of diverse clients and constituencies; and		X					X	X
	e) Facilitate effective transitions and endings that advance mutually agreed-on goals.						X		X
9- Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities	a) Select and use appropriate methods for evaluation of outcomes;				X		X		X
	b) Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;								X
	c) Critically analyze, monitor, and evaluate intervention processes and outcomes; and								X
	d) Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.					X	X	X	X

MSW: Empowerment Specialization Curriculum Map

Competency	Empowerment-Based Specialization Behaviors	606	614	615	620	621	622	623	631	632	633	640
1- Demonstrate Ethical and Professional Behavior	f) Incorporate empowerment perspectives—including attention to personal, structural, and societal systems of power—when engaging ethical decision-making skills.			X			X			X		
	g) Integrate the values and principles of ethical social work practice, including the ability to independently assess and resolve ethical dilemmas, consistent with the NASW Code of Ethics.	X				X	X			X		
	h) Understand relevant social work credentialing and engage in lifelong learning to remain current with evidence-informed practice.					X				X		
2- Engage Diversity and Difference in Practice	d) Select and apply strategies that promote client and constituency empowerment by addressing inequalities and disparities shaped by cultural structures, institutional systems, and societal values.								X	X		
	e) Analyze and compare different social constructions of privilege, oppression, and empowerment and their implications.			X			X			X		
3- Advance Human Rights and Social, Economic, and	c) Recognize, analyze, and address the interconnections of oppression and discrimination and use		X							X		

Environmental Justice	social change and leadership skills to promote human and civil rights.											
	d) Select and apply integrated empowerment practice approaches that promote social, economic, and environmental justice.	X		X							X	
4- Engage in Practice-informed Research and Research-Informed Practice	d) Select and apply evidence-based theories and methods that are congruent with empowerment practice; and					X					X	
	e) Work collaboratively with community-based systems to assess intervention effectiveness.										X	X
5- Engage in Policy Practice	d) Apply empowerment-based policy practice skills across systems to influence and facilitate social welfare and economic policies that promote human rights and advance social and economic justice.			X							X	
6- Engage with Individuals, families, Groups, Organizations, and Communities 6- Engage with Individuals, families, Groups, Organizations, and Communities (continued)	c) Understand theories and methods of engagement and apply engagement methods that support empowerment principles of identifying and building client strengths and capabilities.					X					X	
	d) Apply engagement methods across systems in ways that alleviate oppression and							X		X	X	

	discrimination and promote social, economic, and environmental justice.													
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APPENDIX B: Change of Campus Based Program Request

Winthrop University Department of Social Work—MSW Program

Students who wish to change their enrollment from one Winthrop MSW Program to another are required to complete the Change of Program Request. Please complete this form and submit it electronically, along with a statement of your rationale (one page limit) for seeking to change programs, and a current copy of your MSW transcript to the Admissions Committee at socialwork@winthrop.edu.

Name: _____ WU ID#: _____

Address _____

Winthrop Email: _____ Phone: _____

Undergraduate Degree/Year Awarded/School: _____

Current MSW Program in which you are enrolled:

Full-Time Traditional
 Full-Time Advanced Standing
 Weekend Traditional
 Weekend Advanced Standing

MSW Program in which you want to enroll:

Full-Time Traditional
 Full-Time Advanced Standing
 Weekend Traditional
 Weekend Advanced Standing

Please list all Winthrop courses you have taken and all courses in which you are presently enrolled:

Course	Semester/ Year	Grade	Instructor

Please list your current Winthrop GPA: _____

_____ Student's Signature _____ Date

Academic Advisor Comments:

_____ Advisor's Signature _____ Date

Required Attachments:

- _____ Student's Statement of Rationale for Change of Program (typed, one page limit)
- _____ Current Winthrop Transcript (unofficial copy acceptable)

Committee Action: Approved _____ Not Approved _____ Date _____