

MSW Student Handbook 2019-2020

[Student Responsibility](#)

In accepting admission, the student assumes responsibility for knowing and complying with the regulations and procedures set forth in this Student Handbook and subsequent ones, as appropriate.

This handbook is neither a contract nor an offer of a contract. The information it contains was accurate at the time of publication. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this publication may change without notice. Any changes made to the content of this handbook will be sent to students through email notification.

[University Accreditation](#)

The University of Connecticut is accredited by the New England Association of Schools and Colleges.

[School of Social Work Accreditation](#)

The University of Connecticut School of Social Work has been accredited by the Council on Social Work Education since 1949. The Council on Social Work Education Educational Policy and Accreditation Standards that govern the School of Social Work can be accessed at <https://www.cswe.org/>.

In October 2013, the University of Connecticut School of Social Work Master of Social Work degree program was reaffirmed by the Council on Social Work Education for the full eight-year cycle until 2021.

[Non-Discrimination Policy](#)

The University of Connecticut complies with all applicable federal and state laws regarding non-discrimination, equal opportunity and affirmative action, including the provision of reasonable accommodations for persons with disabilities. UConn does not discriminate on the basis of race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability, veteran status, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or political beliefs in its programs and activities. Employees, students, visitors, and applicants with disabilities may request reasonable accommodations to address limitations resulting from a disability. For questions or more information, please contact the Associate Vice President, Office of Institutional Equity, 241 Glenbrook Road, Unit 4175, Storrs, CT 06269-4175; Phone: (860) 486-2943; Email: equity@uconn.edu; Website: <http://www.equity.uconn.edu>. (*University of Connecticut, Office of Institutional Equity – Non-Discrimination Policy Statements for Publications, Effective June 13, 2017*)

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MISSION STATEMENT OF UCONN SCHOOL OF SOCIAL WORK

The mission of the University of Connecticut School of Social Work is to provide professional master, doctoral and continuing professional social work education which will promote social and economic justice, and the improvement of human well-being. This mission derives from the University's commitment to excellence in teaching, research and scholarship, service and outreach, an expanding international role, and commitment to public service. The School is committed to helping students become professional social workers by developing professional values and ethics, judgment and skills that equip them for life-long critical analysis of their practice, of social welfare services and of the context of society's social, economic and political structures. The School is also committed to teaching advanced, research-informed practice methods, focusing on strengths of individuals and families, groups, communities, and organizations, and the practice of social policy. Graduates are prepared to lead in contexts that shape practice by valuing human diversity, working for human rights and against oppression and discrimination, preventing and alleviating the effects of violence and poverty, particularly in urban centers, and advocating for improved social policies and services, locally and globally.

MESSAGE FROM THE DEAN

I am delighted to welcome you all to the 2019-2020 academic year at the UConn Social Work School located in the bustling Front Street district of downtown Hartford. We are a vibrant and welcoming community where talented students join engaged faculty, scholars, mentors and dedicated staff to prepare for exciting and satisfying careers in social work. Our location, just behind City Hall, adjacent to the Hartford Public Library, and a short walk to Bushnell Park and the state capitol building, provides enhanced opportunities for civic engagement and service.

UConn is the oldest social work program in the state and the only one to offer the BSW, MSW and PhD degrees. We are the highest ranked school in the state and among the top 25 percent nationally. We are also an affordable public option and provide opportunities for both part time and full time enrollment in our MSW program. Our world class faculty are doing cutting edge research and offer enhanced opportunities for learning, from the people who “wrote the books.”

Each of you has charted your own personal and professional course to your choice of a career in social work. Those diverse experiences help to create a learning environment that will encourage you to learn from each other and both challenge and deepen your own perspectives and knowledge about human rights, social justice and individual and community well-being. In classes, you will learn from faculty experts in many areas of social work; in your field placements, you will have individual mentoring by practicing social workers who have a commitment to the training of the next generation of social workers.

In addition to the academic work, the SSW offers a stunning array of opportunities to enhance your learning. Faculty and students often partner through various projects and academic units to present lectures, forums and workshops that enhance our understanding and commitment to contemporary social problems and challenges. Student government often takes a lead role in identifying student needs and recommending and contributing to school programming. We encourage you to reach out to your student colleagues and identify where you might share your own energy and talents.

The SSW maintains a strong and evolving commitment to diversity and inclusion and there will be many opportunities within and outside the classroom to address these issues. Throughout the year, we will have all-school lectures and presentations that help us to identify and challenge our beliefs, struggles and skills, with issues of diversity and structural impediments to justice and equality. We encourage you to become involved; these issues have never been more important.

You had many options for where you would pursue your advanced degree in social work. You were chosen for admission to UConn from a competitive pool because of your excellent academic record and your commitment to social work values. You demonstrated this through prior work, volunteer experiences and life experiences. We hope that you will thrive here professionally and personally as so many before you have.

Throughout your time here you will learn and practice your developing social work knowledge, skills and values. Whether you are practicing with individuals, groups, families or communities, or influencing policy or conducting research, you will be guided by the Code of Ethics of the National Association of Social Workers (NASW). Please study this code carefully along with the NASW Cultural Competence Standards and Indicators. Both documents are critical resources for your professional development.

I wish each of you and our entire school community of dedicated faculty and staff a wonderful year in which we come together to advance our intellectual development and common goals of advancing change and increasing opportunity and well-being for our most underserved populations. In so doing, you will all make lasting relationships with each other, which will sustain you throughout your careers. Welcome to your academic and professional home at the UConn School of Social Work!

Nina Rovinelli Heller, PhD, Dean and Zachs Chair of Social Work

SCHOOL OF SOCIAL WORK OFFICES

[Office of Dean & Associate Dean for Academic Affairs](#) – Room 305

Phone Number: (959) 200-3649, Fax Number: (860) 244-2234

- *Nina Heller, Dean, Co-Director of PhD Program, and Zachs Professor*
- *Scott Harding, Associate Dean for Academic Affairs, Co-Director of PhD Program*
- *Marvy Duncan, Assistant to the Deans*
- *Tessa Cugno, Program Assistant*

The Dean and the Associate Dean for Academic Affairs are available by appointment.

[Office of MSW Program Director](#) – Room 307

Phone Number: (959) 200-3635

- *Brenda Kurz, MSW Program Director*

The MSW Program Director is available by appointment and will meet with students as needed.

[Office of PhD Program Co-Director](#) – Room 301

Phone Number: (959) 200-3628

- *Scott Harding, Associate Dean for Academic Affairs, Co-Director of PhD Program*

[Office of BSW Program Director](#) – Room 311

Phone Number: (959) 200-3654

- *Lisa Werkmeister Rozas, BSW Program Director*

[Office of Research & Scholarship](#) – Room 206

Phone Number: (959) 200-3616

- *Michael Fendrich, Associate Dean for Research*

[Office of Student & Academic Services](#) – Room 106

Phone Number: (959) 200-3687, Fax Number: (860) 244-2266

- *Milagros Marrero-Johnson, Director of Student & Academic Services*
- *Kathy Birnie, Program Assistant*
- *Natalie O'Connor, Program Assistant*

The Office of Student & Academic Services (OSAS) mission is to support Non-Degree, BSW, MSW and PhD students during their academic program. OSAS is also a resource liaison in connecting students to appropriate services.

[Office of Field Education](#) – Room 112

Phone Number: (959) 200-3636, Fax Number: (860) 244-2240

- *S. Megan Berthold, Director of Field Education*
- *Cheryl Jackson Morris, Associate Director of Field Education*
- *Marilyn Cardone, Assistant Director of Field Education*
- *Gina DeVivo Brassaw, Field Education Coordinator*
- *Nancy Urcinas, Administrative Services Specialist*

Coordinates field practicum, field agencies, field instructors and the Seminar in Field Instruction, and faculty advisors.

[Office of Finance](#) – **Room 206**

Phone Number: (959) 200-3624, Fax Number: (860) 244-2248

- *Bruce Parkhurst, Director of Finance & Administration*
- *Iris Strong, Financial Assistant*

Oversees and maintains all School of Social Work budgets, personnel functions, and building facilities.

[Office of Outreach](#) – **Room 206**

Phone Number: (959) 200-3617, Fax Number: (860) 244-2248

- *Reesa Olins, Executive Program Director of Outreach*
- *Beth Sharkey, Associate Director of Outreach*
- *Carmen Feliciano-Ragland, Financial Assistant*

The School's outreach, public engagement, continuing education, alumni relations and special events are coordinated and administered through this office. The Outreach Office also handles the marketing and public relations functions for the School.

HARTFORD CAMPUS RESOURCES

Office of Student Services

Hartford Times Building, Room 106

Hours of Operation: Monday – Friday: 8:30 am through 4:30 pm

Phone Number: (959) 200-3743

This office houses Bursar and Registrar services and handles the processing of One Cards.

Staff Contact Information

- Nicole Ariyavatkul, Campus Scheduler
 - Phone: (959)-200-3833; Email: nicole.ariyavatkul@uconn.edu
- Thelma Morris, Records and Enrollment Services Specialist
 - Phone: (959) 200-3776; Email: thelma.morris@uconn.edu
- Nicole Williams, Client Services, Bursar
 - Phone: (959) 200-3832; Email: nicole.williams@uconn.edu

Center for Students with Disabilities

Hartford Times Building, Student Services Suite (Room 106)

Phone: 959-200-3872

Email: hartford.disabilityservices@uconn.edu

Website: <http://csd.uconn.edu/>

The Center for Students with Disabilities (CSD) engages in an interactive process with each student and determines accommodations on an individualized, case-by-case, course-by-course basis. Depending on the nature and functional limitations of a student's disability, they may be eligible for reasonable and appropriate accommodations. Accommodations and services are available to students attending Storrs and all of the regional campuses including Avery Point, Hartford, Stamford, Waterbury and the School of Social Work. Please find more information on the Center for Students with Disabilities at <http://csd.uconn.edu/regional-campus-students/>. Students are able to begin the interactive process and request accommodations through MyAccess on this page.

Hartford Information Technology Services

School of Social Work Building, Lower Level, Room G02

Phone Number: 959-200-3666

Email: helpcenter@uconn.edu

Self Help: <https://serviceit.uconn.edu/>

Hartford ITS provides local technology services in collaboration with University Information Technology Services (UITS) in Storrs. HITS services, hours of operation, announcements, and IT systems changes can be found here at <http://hits.hartford.uconn.edu/>.

For help with items such as email configuration, accounts, applications, and hardware specific problems etc., please feel free to walk in, call, or send e-mail to set up an appointment.

Mental Health Resource Center

Hartford Times Building, Room 113

Hours of Operation: Monday – Friday: 9:00 am – 4:30 pm

Phone Number: 959-200-3869

Email: bryan.hall@uconn.edu

The Mental Health Resource Center provides students with the space to feel comfortable speaking with a Case Manager. The Case Manager provides wellness information and assists in accessing community mental health resources in your area to help you be a successful student and healthy person. The service is both **free** and **confidential**.

The Mental Health Resource Center provides students with support stemming from common issues such as:

- Academic Stress
- Decision making
- Feelings of loneliness, anxiety, depression
- Family/Friends/Relationships
- Lack of Motivation
- Self-Esteem
- Stress Management
- Substance Abuse
- Transitions/Adjustments

[UConn Bookstore](#)

18 Front Street, Hartford, CT 06103

Hours of Operation: Monday – Friday: 8 am – 8 pm; Saturday: 10 am – 8 pm; Sunday: 11 am – 6 pm

- Hours vary at the beginning of each semester, during intersessions, holidays, summer session, and semester break. Please call to confirm.

Phone Number: (860) 263-2260

In addition to textbooks and student supplies, the Bookstore also sells reference materials, imprinted UConn clothing and gift items, including those specific to the School of Social Work. Computer and software products are available through the Bookstore's technology department at Storrs.

[UConn Library at Hartford Public Library](#)

500 Main Street, Hartford, CT 06103

Phone Number: (959) 200-3466

Janice Mathews, Social Work Librarian: Phone Number: (959) 200-3461; Email: janice.mathews@uconn.edu

UConn Library at Hartford Public Library supports graduate programs in social work, public policy, education, and business, as well as undergraduate programs at the University of Connecticut Hartford Campus. The Library provides access to collections, resources, databases for articles, books, data, and media, and laptops. As part of the UConn Library System, users can request materials from any UConn Library and digital resources are available both on and off campus via your NetID. UConn members with a [valid UConn ID](#) can also check out physical materials from the Hartford Public Library.

UConn Library at Hartford Public Library has librarians and staff available to assist students with all aspects of the research process. The Library offers hands-on workshops related to digital scholarship, data discovery, data visualization, and the research process and provides individual, collaborative, and quiet study spaces. For more information on the UConn Library at Hartford Public Library, including hours, visit: <http://lib.uconn.edu/libraries/hartford-campus-library/>

Veterans' Oasis

Hartford Times Building, Room 207

Phone: (959) 200-3904

Peter Tribuzio, Hartford Campus Veterans' Benefits Point of Contact

Hartford Times Building, Room 116

Phone: (959) 200-3803, Email: peter.tribuzio@uconn.edu

Students seeking VA benefits are encouraged to make an appointment for general inquiries regarding veterans' benefits; verification of your original DD214 when applying for CT Combat Veterans Tuition Waiver; and Chapter benefit information. Any applicable Chapter benefit forms such as the "certification of eligibility" will be accepted and forwarded to Storrs for processing.

Note: All students seeking VA benefits must complete the online Form D located at: <http://veterans.uconn.edu/>. This website will also provide additional benefit information and programming events offered throughout the academic year. All veterans are welcome to attend any programs scheduled at any UConn campus.

Writing Center

Hartford Times Building, Room 218

Hours of Operation: Monday – Thursday: 10 am – 4 pm; Friday: 10 am – 1 pm

Email: hartfordwriting@gmail.com

Website: <https://wcenter.hartford.uconn.edu/>

The Writing Center offers a peaceful study environment where undergraduate and graduate students can work independently or with writing consultants who take a collaborative, student-directed approach to learning.

OTHER RESOURCES

[Academic Calendar](#)

The 2019-2020 Academic and Field Education Calendar can be found at <https://ssw.uconn.edu/calendars-and-schedules/>.

[Career Services & Resources](#)

The School of Social Work is dedicated to providing career resources and services held during the fall and spring semesters for students. Students are encouraged to visit the Career Services webpage at <http://ssw.uconn.edu/students/career-services/>.

Personalized assistance is available from the UConn Hartford Center for Career Development. Students can go to <https://career.hartford.uconn.edu/> to make an appointment and view resources.

[Faculty/Staff Mailboxes](#)

All faculty and staff mailboxes are located on the first floor in the mailroom located right outside of HSSW 104. Students should have any faculty mail addressed by name and in an envelope before inserting through the door slot.

[Google Apps@UConn Email](#)

The official UConn student email system is Google Apps@UConn. Email communications to students will be sent via Google Apps@UConn email. It is essential that students check their account frequently to ensure they are aware of important information. Instructions on how to set up your account can be found at: <http://g.uconn.edu/>.

[Housing](#)

Students are encouraged to utilize the UConn Off-Campus Housing to identify housing in the area. This can be found at <https://offcampushousing.uconn.edu/property/search?campus%5B%5D=236>. Please be sure to select "Housing" and then "Hartford Campus," to ensure you will be searching for housing located in the School of Social Work area.

[Husky One Card](#)

The Husky One Card has many different functions. It is used as identification on campus for various functions and events, as a university library card, for copying and printing, and for discounts. You can take your photo for the Husky One Card anytime throughout the semesters. All students are urged to obtain a photo ID card. You may find additional information at <http://onecard.uconn.edu/>.

[International Student & Scholar Services](#)

ISSS at UConn Hartford serves the advising needs of international students and scholars on F and J visas at the UConn Hartford campus, School of Social Work and Graduate Business Learning Center.

As International Advisor, Neena Kapoor advises students and scholars on immigration and cultural transition matters, processes immigration applications and serves a resource for UConn faculty and staff throughout the Hartford area.

Neena's office is located in the Graduate Business Learning Center at 100 Constitution Plaza, Hartford, CT 06103, Room 415.

[Parking](#)

Hartford campus student parking is available the CT Convention Center and Science Center garages. The North Front Street garage will be available for students with mobility issues. On-street metered parking will be available surrounding UConn Hartford. For details, visit <https://park.uconn.edu/hartford-campus/>.

[Public Transportation](#)

Shuttle Service

A weeknight shuttle runs between the Hartford Times Building and the Convention Center garage, with multiple stops included. Please see the route map posted on the [Parking Services website](#) for more specific details.

CTtransit's free circulator bus, the [dash bus](#), runs between 7:00 am and 7:00 pm every weekday throughout downtown Hartford with stops at the campus and parking garages.

UPass

Once registered in the UPass program, all full-time UConn Hartford students are eligible to ride any CT public transit route for free, including the CT Fastrak system. CT public transit offers local services in Hartford, Waterbury, Stamford, and many more locations including our direct express route between Hartford and Storrs. Students can find the UPass application [here](#).

[SSW Community Area](#)

Located on the Ground Level of the School of Social Work is the SSW Community Room, which includes the following amenities available to students:

- Microwave
- Refrigerator
- Sink
- Vending and soda machines
- Lounge furniture and working stations
- Computers
- Restrooms
- Wellness Room

[Study Spaces](#)

There are a number of different study spaces on and around the campus. For a list, please click [here](#).

[UConnALERT](#)

UConnALERT is the official emergency alerting system for the University of Connecticut and is the definitive source of information regarding emergency information, campus operating status, and major alterations to University schedules.

All students are auto-enrolled in UConnALERT, using email addresses and phone numbers pulled from the Student Administration system. Thus, all students are expected to keep their contact information up to date in this system.

ACADEMIC REGULATIONS

Registration

Applicants admitted on the basis of an expected baccalaureate or graduate degree must have completed all requirements for that degree prior to the start of classes. University of Connecticut seniors must have completed the baccalaureate prior to the start of classes. Otherwise they must continue to register as undergraduates, even though admitted to The Graduate School and registering for graduate courses.

Advance registration and fee payments are accepted on the assumption that students will remain eligible to continue, having met the scholastic standards of the Graduate School and by having complied with its regulations.

Continuous Registration

All matriculated students must register for and complete at least two courses, within each semester. All degree students must begin their programs with two courses and, thereafter, must maintain matriculation each semester (excluding summer sessions) either by taking course work for credit and paying the usual fees, or by registering for continuous registration and paying the matriculation fee, infrastructure fee, and technology fee. A student may register for continuous registration for two consecutive semesters, with prior approval by the Office of Student & Academic Services Director, should they need to maintain their status while pursuing a UConn Joint Degree or for academic reasons.

Registration Deadlines

All graduate students registering with the University must have their initial registration in place no later than the close of business of the first (1st) day of classes each semester. Additions to and deletions from a student's class schedule may occur freely throughout the first (1st) ten (10) business days of the term. Students who do not complete an initial registration by the close of business of the first (1st) day of classes are subject to a late registration fee.

Course Loads

The number of credits a student registers for is a matter the student should discuss with their advisor. A normal credit load for a student completing the program in 2 years is usually 15-17 credits per semester. The maximum amount of credits per semester is 20. Students who wish to exceed 20 credits must seek approval from their faculty advisor by having the Exception to Curriculum form completed and signed. Regardless of the number of credits, all matriculated students must register for at least two courses each semester in order to maintain matriculated status. If a student cannot maintain two courses, they should contact the Director of the Office of Student and Academic Services.

Auditing Courses

Students who do not wish to register for credit may be permitted to register as auditors under the following conditions: (1) they pay the appropriate tuition and fees for courses; (2) they obtain the consent of the instructor; (3) they audit only courses for which there are adequate classroom or laboratory facilities; and (4) in the case of students in degree programs, they obtain consent from their major advisors. Courses audited are entered on the student's permanent record, but such courses cannot be used toward fulfilling requirements for a graduate degree at the University.

The privileges of an auditor in a course are limited specifically to attending and listening. Auditors must attend class regularly. The auditor assumes no obligation to do any of the work required of the course and is not expected to take any of the instructor's time. In addition, the auditor does not submit any work, and is neither eligible to take

any tests or examinations nor able to receive grades on all or any part of the course. Students should not “sit-in” on classes for which they do not register as auditors.

Matriculated students must file a properly completed and signed Course Audit Form. Please obtain the Course Audit Form at <https://registrar.uconn.edu/forms/> and submit it to the Office of Student and Academic Services for processing in conjunction with the Office of the Registrar. No audit enrollment request will be approved after the ninth week of the semester.

Repeating Courses

Any student who is regularly registered for courses and who satisfies the requirements shall receive credit except that no student shall receive credit for the same course twice, unless repeating the course is specifically authorized in the Graduate Catalog, as in a variable content course. Courses with the same number that cover the same course content cannot be counted more than once for credit. The parenthetical phrases (“Formerly offered as...”) and (“Also offered as...”) included in a course description as a cross reference indicate that a student may not take both the course and the cross-referenced course. A student is regularly registered for a course only if that student has conformed to all university or college regulations or requirements when applying to register.

A student may repeat a course previously taken two times without seeking permission in order to earn a higher grade. When a student repeats a course, credit shall be allowed only once. Furthermore, in the computation of the grade point average, the registered credit and grade points for the highest grade shall be included in the GPA calculation and the registered credit and grade for the lower grade shall remain on the transcript, but shall be removed from the GPA calculation.

The student should note that repeating a course that was previously passed can have negative consequences. For example, repeating a previously passed course may have an effect on financial aid. Students considering repeating previously passed courses should consult their advisors and Student Financial Aid Services staff. When a student repeats a course after receiving a degree, the student’s transcript will indicate a grade, but no registered credit, for the repeated course. The grade and registered credit recorded for the course prior to receipt of the degree shall continue to be included in the GPA and credit calculations.

A student must have major advisor permission to repeat a course that is listed as a prerequisite or corequisite for any course that the student has passed. For example, a student who received a “C” in ACCT 5121 and subsequently passed ACCT 5122 may not retake ACCT 5121 without permission.

Graduate Schedule Revision Regulations

Adding Courses

Section changes require the same authorization as other add/drop transactions.

Semester Period	Add
First and second week of classes	Registration
Third and fourth week of classes	Advisor, Instructor, and Dept. Head offering the course
After the fourth week	All of the above and the Dean

After the beginning of a semester or summer session, a student may not add a course if the instructor feels that elapsed time might preclude its successful completion. For degree and certificate seeking students, courses added after the tenth day of a semester or after the fifth day of a summer session term must be submitted to the Registrar’s office on a Schedule Revision Request form available at <https://registrar.uconn.edu/forms/>.

Students may add courses during the first 10 days of classes without special permissions. In exceptional cases only, a student may add courses after the tenth day of classes with the consent of the student’s advisor, the course instructor, and the head of the department or program offering the course. After the fourth week, the permission of the student’s dean or dean’s designee is also required for adding classes.

Dropping Courses

Semester Period	Single Drop
First and second week of classes	Registration with NO “W” grade
Third through ninth week of classes	Advisor with “W” grade
After the ninth week	Dean; exceptions made only for extenuating circumstances

Discontinuance of attendance or notice to an instructor or to an advisor does not constitute cancellation of course registration, and may result in a failing grade on the student’s permanent record. Before terminating class attendance, the student should ensure that the course has been dropped officially. Until this has been done, the student is obligated to complete all work. No grade is recorded for courses officially dropped, but a mark of “W” is recorded to signify withdrawal from a course after the tenth day of the semester or after the first week of a summer session course. Cancellation of course registration does not automatically drop a course from a plan of study, nor does approved deletion of a course from a plan of study cause cancellation of course registration. The procedures are separate and unrelated.

During the first nine (9) weeks of a semester or prior to the midpoint of a summer session course, a course may be dropped by the following procedure. Students registered must file a properly completed and signed Schedule Revision Request form. Please obtain the schedule revision request at the following link <https://registrar.uconn.edu/forms/> and submit it to the Office of Student and Academic Services for processing in conjunction with the Office of the Registrar.

After the first (1st) nine (9) weeks of a semester or the midpoint of a summer session course, students ordinarily are not allowed to drop a course. If, however, a student must drop a course because of illness or other compelling reason beyond the student’s control, the student must request special permission as early as possible and well before the last day of classes. Permission to drop a course or to change from participant to auditor is granted only for good cause. All students must obtain permission from The Graduate School. Permission is granted only on the major advisor’s written recommendation, which must be convincing and sufficiently specific regarding reasons beyond the control of the student. The recommendation should be accompanied by properly completed and signed Schedule Revision Request form for the course(s) to be dropped. Under no circumstances is a student at any location or in any program permitted to drop a course after the course has officially ended. Contact the Office of Student and Academic Services regarding this process.

Dropping All Courses

The general policies and procedures regarding dropping a course (above) apply to dropping all courses, whether the student wishes to remain active in the graduate degree program or to withdraw permanently from it. Permission from the Graduate School is required for the student either to remain active in the program or to leave in good standing. No refund is possible unless all coursework for credit is dropped.

Course Grades

Instructors are required to file grades with the University Registrar for all credit-bearing courses taken by a student. Although instructors are free to set the standard of performance expected in their courses, the following uniform scale is published to encourage general agreement on the meaning of grades: Students are required to maintain in

their course program at least a “B” (3.0) average, for which a grade point average will be computed using the following chart.

Grades and Grade Point Formulas

Instructors grade graduate courses based on the following letter and point system.

Explanation	Final Grades	Grade Points
Distinction	A+	4.3
	A	4.0
	A-	3.7
Good Quality	B+	3.3
	B	3.0
	B-	2.7
Below Expected Standard	C+	2.3
	C	2.0
	C-	1.7
Unsatisfactory Quality	D+	1.3
	D	1.0
	D-	0.7
Failure	F	0.0
Satisfactory (Good Quality)	S	N/A
Unsatisfactory/(Failure)	U	N/A
Withdrawal	W	N/A
Continuing Registration	R	N/A

Class attendance may be taken into consideration when computing course grades.

Grades Below Expected Standard

- All “C” Grades: Course used in a supporting area may be of benefit to students who should not be discouraged from including work in their programs. Such work shall be identified on the plan of study. Plus and minus values may be assigned to all but failing grades, are entered on the permanent record, and are computed into the student’s grade point average.
- All “D” Grades: Course may not remain on the plan of study and the student’s eligibility to continue in the degree program is reviewed by the advisor, concentration chair and MSW Program Director who may refer the student for an Educational Review.
- Letters “F” and “U”: Necessitates a recommendation by the advisor in consultation with the concentration chair and MSW Program Director to the Graduate School as to whether or not the student shall be permitted to continue graduate study. The advisor, concentration chair and MSW Program Director may refer the student for an Educational Review.
- Final grades of “S” (Satisfactory) or “U” (Unsatisfactory) are associated only with certain courses designated as such by the Executive Committee of the Graduate Faculty Council. An “S” is not computed into the student’s grade point average whereas a “U” is viewed as an “F.”

Students who receive a letter grade of “D” or “F” in a foundation or concentration course must repeat the course. Students who receive a letter grade of “D or F” in an elective course can either repeat the same elective or take another elective.

Graduate students are not permitted to take any course, undergraduate or graduate, on a Pass/Fail basis.

Temporary Grades

Temporary grades signify that credit has not been earned in that course, and may subject the student to scholastic probation or dismissal. Temporary grades shall not prevent the calculation of either the semester or the cumulative grade point average.

Temporary Grades Related to Incomplete Work

An instructor may assign a temporary grade for a course when student work is not completed within the semester.

Temporary Grade	Conditions for Assigning a Temporary Grade
N No basis for grade	A student has completed few or no assessments and no make-up schedule has been agreed upon with the instructor; the instructor has no basis for a grade.
I Incomplete grade	A student has not completed all of the assessments but work completed is of passing quality and a make-up schedule has been agreed upon with the instructor.
X Final assessment absence	A student did not submit a final assessment and might by means of a satisfactory performance on the assessment complete the course with a passing grade. If in the opinion of the instructor such a student would fail the course regardless of the result of the assessment, the student shall be given a grade of "F."

Incomplete grades are issued at the discretion of the course instructor. If given, the course instructor should complete an "Incomplete Contract." This contract stipulates the course work to be completed and the date the instructor expects to receive the outstanding work. Students will receive notification of the completed contract by email from the Office of Student and Academic Services.

- All required work must be submitted by the end of the following semester, or within a shorter time specifically designated by the instructor.
- The instructor may change the incomplete to an "F" if work is not completed by the specified time, or the incomplete becomes permanent.
- A permanent grade of "I" in a required course must be repeated.
- Students with a total of three or more incomplete grades will be referred to ERC to determine the student's academic status.

Term of course	Incomplete must be submitted by
Fall	End of the Spring semester unless indicated otherwise by instructor
Winter	End of the Spring semester unless indicated otherwise by instructor
Spring	End of the Fall semester unless indicated otherwise by instructor
Summer	End of the Fall semester unless indicated otherwise by instructor
Please note: Incompletes in BASC 5390, BASC 5391, or a concentration course must be completed by the beginning of the following semester. If the incomplete is not rectified by the end of this period or if a student has three active incompletes and/or N's, the student may be referred to the Educational Review Committee.	

Changes of Course Grades

Grades are part of the student's permanent record; they should never be changed for reasons unrelated to course requirements or quality of work. Once the grade in the course has been submitted, an instructor may neither accept additional work nor give additional examinations.

Instructors should change grades for the following reasons: a computational error, clerical error, and the discovery of overlooked components in a student's body of work. In cases when the instructor concludes that a course grade

ought to be changed, the instructor determines a corrected grade and initiates the grade change process. The head of the department or program offering the course and the dean of the school or college in which the course is taught will be notified of a grade change to ensure consistency.

Grade Disputes

According to the University Senate By-laws, final course grades are part of the student's permanent record. Therefore, final course grades should never be changed for reasons unrelated to course requirements or quality of work. An instructor may neither accept additional work nor give additional examinations once the final grade for the course has been submitted. Nevertheless, there can be situations in which final course grades may and ought to be changed. These comprise computational errors, clerical errors, and the discovery of overlooked components in a student's body of work.

A student who believes that such an error in grading has occurred must request in writing a review by the instructor of record within 30 days of the final course grade having been posted. If the instructor of record cannot be contacted, the student should forward the written request along with a brief description of how s/he attempted to make contact with the instructor to the MSW Program Director, who will contact the instructor. If the instructor agrees that a change is justified, the instructor will initiate the grade change.

If the instructor believes that the original grade is correct, the student has 30 days subsequent to notification of the instructor's decision to appeal the decision and request in writing a review from the School of Social Work Associate Dean for Academic Affairs. The Associate Dean will seek input from the instructor and the student.

- If this process results in the instructor and Associate Dean concluding that a grade change is justified, then the instructor will notify the student in writing and initiate the grade change.
- If the instructor and the Associate Dean agree that a grade change is not justified, the Associate Dean shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has 10 days to request in writing, through the Dean of the School of Social Work, a review by an ad hoc Faculty Grade Change Review Panel.
- If upon review, the Associate Dean for Academic Affairs concludes that a grade change is justified, but the instructor does not agree, the Associate Dean for Academic Affairs shall request in writing, through the Dean of the School of Social Work, a review by the ad hoc Faculty Grade Change Review Panel. This request must occur within 15 business days.

The ad hoc Faculty Grade Change Review Panel (two faculty members appointed by the Associate Dean of Academic Affairs) who have knowledge of the class, to the extent possible, shall convene a hearing within 10 business days of notification and inform the student and instructor in writing of the date and time of the meeting. Both the appealing student and the course instructor shall be present at the hearing. The student will be afforded an opportunity to state the grounds on which they are appealing the grade. The instructor will be afforded the opportunity to document the basis on which the grade was awarded. Both parties may present supporting evidence and/or request testimony of others. The Faculty Review Panel may request input from the Associate Dean of Academic Affairs. The Review Panel will send a written report of the decision to the instructor, the student, the Associate Dean of Academic Affairs and the Dean of the School of Social Work within 10 working days of the decision. The decision of the Faculty Grade Change Review Panel shall be considered final. If the Faculty Review Panel recommends a grade change, it is authorized to execute the change by sending to the registrar a change of grade request signed by all the members of the Review Panel.

If those involved in the appeal process become unavailable for some period of time, then the corresponding time clock will stop and resume when those involved are available.

[Conferral of Degrees](#)

Conferral

Degree conferral requires that the student have a cumulative grade point average of 3.0 for all courses listed on the final Plan of Study and that all requirements for the degree have been completed satisfactorily by the deadline specified in the Academic Calendar. Degrees are conferred three times each year in August, December, and May. However, the only graduate ceremony is held annually in May. Students who qualify for degree conferral receive their diplomas by mail, normally within three months following conferral.

Application for Degree

Formal application for a degree to be conferred must be filed online by the degree candidate using the Student Administration System within the first four weeks of the student's final semester. This application may be withdrawn at any time by the applicant. Information and instructions can be found on the Office of the Registrar website under the section titled Graduation. If all required paperwork and submissions needed for conferral are not received by the Office of the Registrar at least two weeks prior to the intended conferral date, conferral is delayed to the next conferral period, even though all other degree requirements may have been completed on time.

Plans of Study

A Plan of Study is one of the requirements that need to be met in order for students to graduate. Specific details regarding this process will be provided by email at the appropriate time during a student's last year of graduate coursework.

SSW Recognition Ceremony

The School of Social Work Recognition Ceremony is an unofficial ceremony that is held once a year at the end of the spring semester. At the ceremony, MSW students are hooded by SSW faculty and PhD students are recognized. Individuals who have had degrees conferred at the end of the previous fall semester, and candidates for degrees who complete degree requirements by the end of the spring and summer semesters may participate in the SSW Recognition Ceremony. Academic regalia appropriate for the University of Connecticut degree being conferred is strictly required for all who participate in the ceremony. Information concerning the ceremony is made available by the mid-spring semester and can be found on the School of Social Work website.

[Policies and Procedures](#)

Advising of Students

Individual advising of students is a central part of the educational experience at the School of Social Work. Advising enables students to make sound educational decisions about their graduate education with the assistance, knowledge and experience of professional social work educators. The two components of the advising process are: (1) academic advising and (2) field education advising. Some functions of the advisor are:

- Be familiar with the student's class and field performance and overall professional goals and development.
- Assists the student in developing and carrying out the program plan.
- Assists the student in maximizing the learning opportunities in course work and field education.
- Assures consistency and quality in field placements.
- Assures educational goals are being met.
- Helps to identify and resolve academic and other difficulties should they occur.

- Issues grades for the student's Field Seminar and Field Practicum courses.

All students are assigned a faculty/staff advisor. If during the academic year, any students wish to change their advisor, they should first discuss the issue with their advisor, and then the concentration chair. If a mutually satisfactory result cannot be reached at this level, the student may start an appeal to the MSW Program Director by contacting the Director of Student and Academic Services and presenting a written statement describing the nature of the problem. The MSW Program Director will review the situation and the materials, speak, as necessary, with the parties involved and make the final decision.

For more in-depth information about the roles and functions of the faculty advisor and for all matters pertaining to field education, please see the [Field Education Manual](#).

Change of Concentration

Changing a concentration is an application process and approval is not guaranteed. Only one accepted application to a different concentration is allowed during a student's program. Therefore, the student proposing the change should be certain of their decision prior to completing the process.

Below are the steps a student should take should to pursue changing their concentration by the deadline of November 1st of their 1st semester of 1st year field placement.

- Have a conversation with their advisor/Director of Student and Academic Services and the current concentration chair to ensure the process for the change is understood and the new requested concentration aligns with their goals
- Obtain a Request for Change of Concentration form from MSW student website and provide a written statement indicating the rationale for the request
- Submit this form and written statement to the following for approval/signatures
 - Advisor
 - Chair of current concentration
 - Chair of new concentration

Once form is completed and all three approve, submit the form to the Office of Student & Academic Services for processing.

Class Attendance

While the University of Connecticut Graduate School has no official policy on allowed absences from class, individual instructors are permitted to consider class attendance in relation to class participation in determining the final grade for a course. The instructor describes the computation of the grades and the relation between grades and attendance at the beginning of the semester. Where grades depend on classroom participation, absences may affect the student's grade. However, if a student was absent and the instructor reduced the grade, the reduction would be due to lack of class participation, not the student's absence. Except for final examinations, instructors have final authority in permitting students to submit assignments late or make up examinations. Excessive absence is defined as missing 25 percent or more of a course. This is particularly important to consider for classes that meet in alternative formats, especially all day sessions. Missing one session would constitute an excessive absence from the class. Students should not register for such a course if they know in advance that they will not be able to attend all sessions. If an emergency or some unforeseen circumstance causes the student to miss a full day session, they should be in immediate contact with the instructor. In most cases the resolution will be withdrawal from the course. Questions on this policy should be directed to the Associate Dean for Academic Affairs.

Complaint Procedures

[Discrimination Complaint Procedures](#)

Office of Institutional Equity (OIE) encourages all members of the University community to partner in ensuring an environment free of discrimination at all University-related activities and in the working and learning environment. The University forbids all forms of disability discrimination, including the failure to provide reasonable accommodations and discrimination or harassment based on physical or mental disabilities. To that end, incidents of discrimination or discriminatory harassment (including disability discrimination, and failure to provide a reasonable accommodation) by University employees should be reported to OIE at (860) 486-2943 or by email at equity@uconn.edu. For concerns related to UConn Health, please contact UConn Health OIE at (860) 679-3563 or by email at equity@uconn.edu. To facilitate the internal resolution of complaints, OIE encourages persons needing to file a complaint to complete a Discrimination and/or Discriminatory Harassment Complaint Form as soon as possible. For information regarding the discrimination complaint process, please review OIE's complaint procedures and flow chart regarding its process. Additionally, information about reporting complaints of discrimination and/or discriminatory harassment can be obtained by calling a member of OIE at (860) 486-2943 or by contacting the University's ADA Coordinator:

Elizabeth Conklin, J.D.
ADA Coordinator, Associate Vice President & Title IX Coordinator
Office of Institutional Equity (OIE)
241 Glenbrook Rd., Unit 4175
Storrs, CT 06269
Tel: (860) 486-2943
Elizabeth.Conklin@uconn.edu
Website: www.equity.uconn.edu

[General Concerns & Complaints](#)

Students who have concerns about school policies and procedures should contact the Director of the Office of Student and Academic Services (OSAS) at the School of Social Work.

Confidentiality of Student Information

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of educational records. Please refer to the UConn Family Educational Rights and Privacy Act (FERPA) <https://ferpa.uconn.edu/> to learn more.

In accordance with the Family Educational Rights and Privacy Act (FERPA) and with University policy, school officials with a legitimate educational interest in a student may share information with each other to further educational goals of the student or program. Information shared will be limited to the minimum needed to support the student's educational interests. School officials include, but are not limited to faculty, adjunct faculty, staff, advisors and field educators.

Leave of Absence from Graduate Studies

A graduate student is defined as any individual who holds admission to the Graduate School to pursue a post-baccalaureate certificate, a graduate certificate, or graduate degree.

Under compelling personal or medical reasons, a graduate student may request a leave of absence from their graduate program for a period of up to twelve months or one calendar year. The request for a leave of absence must be made in writing using the Request for Leave of Absence from Graduate Studies from the Graduate School Website at grad.uconn.edu. This option is only available to students who have completed at least one semester of the MSW program.

The completed application form must bear the signatures of the student, the student's major advisor, and the department or program head. The completed application form is to be submitted to the Office of Student and Academic Services who will then send it to the Graduate School for review and approval at least thirty days before the leave of absence is to commence, or the earliest date possible in extenuating circumstances.

Information provided in the application for a personal leave of absence must address the specific reason(s) prompting the request. Examples could include, but are not limited to, family leave and financial hardship. Applications for a medical leave of absence require documentation from an appropriate health care provider, which must be submitted along with the Request for Leave of Absence from Graduate Studies form. In certain cases, the Dean of The Graduate School may request that a student provide documentation from an appropriate health care provider which certifies that the student has medical clearance to resume study at the conclusion of an approved leave of absence. In addition, consultation with university offices may be appropriate. For example, consultation related to assessment of the safety of the student's work environment may be requested by contacting the Division of Environmental Health and Safety at <http://www.ehs.uconn.edu/> and accommodations and services for students with disabilities may be discussed with the Center for Students with Disabilities at <http://csd.uconn.edu/>.

When students are on approved leaves of absence for the full duration of a fall or spring semester, they are not required to register for any credit or non-credit course. Requests submitted during an academic session will be reviewed on a case-by-case basis to determine the most appropriate mechanism for recording the period of leave (e.g., requests made prior to the open enrollment closing date may be dated to cover the entire semester). An approved leave of absence indicates that the student status will be recorded as "inactive" for the duration of the requested period of leave, and as such, the student will not have access to university services as a graduate student. In addition, the terminal date (the date determined by The Graduate School by which it is expected that all degree requirements will be completed) of any student granted a leave of absence will be extended by a period of time equivalent to the duration of the approved leave of absence. Thus, the period of the approved leave of absence will not be considered when calculating the time the student has spent working toward the completion of the degree. In contrast, a student who chooses to maintain Continuous Registration will maintain active status, which means the student will continue to pay associated fees, have access to university services as a graduate student, and the terminal date for degree requirements is not extended. Thus, the decision to choose a leave of absence versus Continuous Registration to maintain active status must be weighed accordingly. The refunds and cancellation of charges information found in the Fees and Expenses section of the Graduate Catalog applies to students taking an approved leave of absence.

Reinstatement from an approved leave of absence will occur at the beginning of the appropriate academic term. To request reinstatement from an approved leave of absence, the student should complete the Request for Reinstatement from Leave of Absence from Graduate Studies form on the Graduate School website and submit it to the Graduate School.

For more information on Leave of Absence please visit <http://gradcatalog.uconn.edu/grad-school-info/policy-on-leave-of-absence-from-graduate-studies/>.

Provisional Status

Occasionally, students who hold the baccalaureate but do not qualify fully for admission to regular status may give sufficient evidence of ability in their chosen field to warrant their provisional admission to a master's degree program only. Students who require F-1 or J-1 visa sponsorship are not eligible for provisional admission. Students admitted provisionally must have a cumulative baccalaureate grade point average of 2.6 or higher. If a provisional student's initial 12 credits of completed coursework (excluding 1000-level courses) meet the minimum scholastic requirement of the Graduate School, the student is accorded regular status. Otherwise, the student is subject to

dismissal. In situations where special consideration is warranted, and only upon the specific request of the major advisor, the Dean of the Graduate School may approve changing a student to regular status if at least nine credits of advanced coursework have been completed with grades of “A+,” “A,” or “A-.” Regular, not provisional, status is required for degree conferral.

Religious Accommodation Policy

The University of Connecticut is committed to providing welcoming and inclusive learning and workplace environments. Consistent with state law, any student who is unable to attend classes on a particular day or days or at a particular time of day because of the tenets of a sincerely held religious practice or belief may be excused from any academic activities on such particular day or days or at such particular time of day. Additionally, it shall be the responsibility of course instructors to make available to each student who is absent from academic activities because of a sincerely held religious practice or belief an equivalent opportunity to make up any examination, study or work requirements which has been missed because of such absence.

For additional information on this policy, visit <https://policy.uconn.edu/2018/08/01/religious-accommodation-policy/>.

Sexual Assault Reporting Policy

To protect the campus community, all non-confidential University employees (including faculty) are required to report assaults they witness or are told about to the [Office of Diversity & Equity](#) under the [Sexual Assault Response Policy](#). The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help.

More information is available at <http://sexualviolence.uconn.edu/>.

Student Taping or Recording Classes without Permission

Student taping or recording classes cannot occur without the permission of the instructor. According to the University, please refer to the following: As an instructor, “My lectures are protected by state common law and federal copyright law. They are my own individual expression, and I have either recorded them (in a fixed and tangible medium of expression) or am recording them at the same time that I deliver them in order to obtain protection. Although you are authorized to take notes in class, thereby creating a derivative work from my lecture, the authorization extends only to making one set of notes for your own personal use and no other use, or in the case of a student with a disability (if the Center for Students with Disabilities has determined that it is a reasonable accommodation). As a student, you are not authorized to record my lectures, to provide your notes to anyone else, or make commercial use of them without express prior permission from me.”

Time Limits

The MSW degree may be completed within two years of full-time study. Part-time education is possible, as long as all course work is completed within a maximum period of four years from the beginning of the first semester matriculated. Failure to complete the work within this period shall necessitate re-evaluation of the student’s entire program and may result in termination.

Program (MSW & Non-Degree) credits counted toward MSW degree requirements must be completed within six (6) years of the intended graduation date. BSW credits considered for exemption must have been earned within six (6) years of matriculation. Credits considered for transfer must be completed within a certain period of time – please refer to the Transfer Credit section of the handbook.

Transfer Credits

Once accepted students are matriculated into the program, a request for a transfer credit review should be sent to sswstudentservices@uconn.edu. It is preferred that students make the request prior to the orientation and advising sessions. Transfer credit requests are subject to final approval by the Associate Dean of Academic Affairs.

Transfer Credit Guidelines

A minimum grade of B- is required for transfer credit. There are three classifications of transfer credits:

- Students who transfer from a Council on Social Work Education accredited graduate social work program and have **completed one full year including field education, within the last six years**, may be granted up to 15 credits, with the possibility of being equivalent to one year of the MSW program. Due to different curricular patterns in MSW programs, it will be necessary to revise the second year course of study to ensure all requirements for the degree have been met.
- Students who transfer from a Council on Social Work Education accredited graduate social work program and have **completed less than a full year, within the last four years**, may be granted credit for MSW courses to be applied toward the MSW degree. The specific number of credits, no more than 15 credits, is determined by the Director of Student and Academic Services.
- Students transferring from a graduate program and have **completed some graduate work closely related to social work within the past four years** may be granted a maximum of nine (9) credits. These courses are generally applied toward elective credits. Credit requests are evaluated following matriculation into the MSW program.

Use of Personal Mobile (Electronic) Devices

While the University of Connecticut Graduate School has no official policy on the use of personal mobile devices in the classroom, individual instructors are permitted to establish their own guidelines for usage. The instructor should describe these guidelines at the beginning of the semester and include boilerplate policy language in the syllabus and/or the course HuskyCT site. Guidelines should take into account the manner in which these devices support or interfere with the student's learning and the classroom environment, and how these are used as educational tools. Students are encouraged to consider norms of professional demeanor related to the use of personal electronic tools. Consistent disregard of these guidelines may result in a consultation between the student, instructor and MSW Program Director.

Standards and Expectations

Academic Standing

Maintenance of good academic standing in the Graduate School requires a cumulative grade point average of 3.0 or higher at all times while enrolled in a graduate program, including the School of Social Work. Whenever a student's cumulative average falls below 3.0, the student's record is to be reviewed by the advisor and the MSW Program Director to determine whether or not the student shall be permitted to continue graduate study. The student may be brought before the Educational Review Committee for a final decision.

Academic, Non-Academic & Professional Standards

The University of Connecticut School of Social Work is committed to providing an environment that supports students in their development into competent professionals as well as maintaining standards that assures the University, the social work profession and the community that the MSW degree is awarded to only those who meet these standards.

Students should acquaint themselves with the program's requirements as set forth in this handbook as well as other documents as appropriate. A graduate student's progress is monitored regularly by the student's advisor as well as the Office of Student and Academic Services. A student's advisor has the right to contact the course instructor for information on a student. There are four grounds in which the School's MSW students may be subject to dismissal from graduate study. They are: 1) academic difficulty; 2) student misconduct; 3) scholarly misconduct; and 4) professional social work misconduct. Depending on the seriousness of the academic difficulty and/or misconduct, the student may be referred to the School's Educational Review Committee.

Academic Difficulty

Any student who may find themselves in academic difficulty in one or more of the following areas below may be referred to the Educational Review Committee:

- 1) Academic or field problems during the last semester that raises the question of the student's ability to graduate
- 2) Termination from field placement due to performance-related reasons
- 3) A grade of "U" is received in a student's field placement
- 4) A current grade point average of 3.0 or less
- 5) A grade of "D" or "F" is received in a foundation or concentration course

Student Misconduct

Students in the School of Social Work MSW Program are governed by the University of Connecticut Student Conduct Code that defines behaviors that constitute student behavior (see *Responsibilities of Community Life: The Student Code* at <http://community.uconn.edu/the-student-code/>). The University of Connecticut seeks to balance the needs and the rights of the individual with the welfare of the community as a whole. Students are expected to conduct themselves in a manner that is consistent with the values embraced by the University community and reflected in its various policies, contracts, rules and regulations, including those contained herein. Depending on the seriousness of the conduct, the student may be referred to the School's Educational Review Committee or to the University judicial system.

Scholarly Misconduct

Students in the School of Social Work MSW Program are governed by the policies of the Graduate School as described in *Scholarly Integrity and Misconduct* at <http://gradcatalog.uconn.edu/grad-school-info/scholarly-integrity/>.

All academic work depends upon respect for and acknowledgement of research and the ideas of others... no scholarly misconduct, including any forms of cheating and plagiarism, can be condoned. There are many forms of academic and scholarly misconduct. They include:

Cheating involves dishonesty during a course, on an examination required for a particular degree, or at other times during graduate study, e.g., copying the work of another student.

Plagiarism involves using another person's language, thoughts, data, ideas, expressions, or other original material without acknowledging the source (adapted from Council of Writing Program Administrators, *Defining and Avoiding Plagiarism: The WPA Statement on Best Practices*, 2003).

Distorted reporting involves "any omission or misrepresentation of the information necessary and sufficient to evaluate the validity and significance of research, at the level appropriate to the context in which the research is communicated" (D. Fanelli, *Nature* 494:149; 2013).

Fabrication or Falsification of Grades involves any form of falsification of coursework or tampering with grades, e.g., a student making unauthorized changes to her/his own grades or an instructor consciously misreporting grades of students.

Misrepresentation involves taking an examination for another student, submitting work done by another individual as one's own, submitting the same work for evaluation in two or more courses without prior approval, unauthorized use of previously completed work or research for a thesis, dissertation, or publication, or making false, inaccurate, or misleading claims or statements when applying for admission to the Graduate School or in any scholarly or research activity, including publication.

Academic or Research Disruption involves unauthorized possession, use, or destruction of examinations, library materials, laboratory or research supplies or equipment, research data, notebooks, or computer files, or it might involve tampering with, sabotage of, or piracy of computer hardware, computer software, or network components.

Fabrication or Falsification in Research involves falsification of, tampering with, or fabricating results or data.

Research Violations include violation of protocols governing the use of human or animal subjects, breaches of confidentiality, obstruction of the research progress of another individual, or disregard for applicable University, local, State, or federal regulations.

Professional Misconduct involves violation of standards governing the professional conduct of students in particular fields (e.g., pharmacy, nursing, education, counseling, therapy).

Deliberate Obstruction involves hindering investigation of any alleged act of scholarly misconduct.

Aiding or Abetting involves actions that assist or encourage another individual to plan or commit any act of scholarly misconduct.

Addressing Allegations of Scholarly Misconduct

If a graduate student accused of scholarly misconduct is part of a combined degree program, the appropriate Associate Dean of the Graduate School (whether for Storrs and the regional campuses, i.e. School of Social Work or the Health Center) and the academic leader of the other degree program will determine whether the complaint will be addressed in accordance with these procedures or in accordance with those of the other degree program, using the procedures of the program to which the alleged misconduct is more germane.

Professional Social Work Misconduct

Students are expected to meet the professional and ethical standards and principles of the social work profession. Students should consult the *National Association of Social Workers (NASW) Code of Ethics*, National Association of Social Workers, Inc. Code of Ethics, Silver Spring, MD: Author, 1996; and revised 2017 by the NASW Delegate Assembly.

Violations of these codes may be reason for disciplinary action, referral to the Educational Review Committee, and possible dismissal from School. Examples of this type of misconduct include:

- Conduct that is potentially dangerous to current or future clients
- Sexual behavior with clients
- Physical threats and actions directed at clients, students, faculty or staff
- Acceptance of gifts or money from clients that are not standard payment for services received

Social work students are expected to behave in accordance with professional social work values. Thus, students should:

- Demonstrate professional demeanor in behavior; appearance; and oral, written and electronic communication
- Apply reflection, self-awareness and self-regulation to manage the influence of personal biases and values and maintain professionalism in working with diverse clients and constituencies
- Be tolerant of human differences
- Accept and respect human dignity and human rights
- Act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated

A very important professional responsibility is the respect for the client's right to privacy and the obligation of the social work student in the relationship with clients. Students should be aware that the use of information that could identify a client or use of a client record in any form as part of an assignment for a course is a violation of professional standards and a form of professional misconduct. Questions on what types of information are permitted should be directed to the faculty member teaching the course.

Educational Review Process

The School of Social Work is committed to the learning of MSW students as they gain knowledge and experience to be equipped to service individuals, families, and communities and engage in policy practice. Students are expected to complete course and field placement requirements and sometimes encounter difficulty and/or may make decisions that could negatively affect their success in the MSW program. The Educational Review process, which includes informal resolutions, academic and field consultation, and/or, a formal educational review is designed to explore difficulties a student might be having and help to problem solve any possible solutions. The Educational Review process is progressive in nature, but these interventions are not necessarily, sequential; the seriousness of the situation determines the level of intervention. In some situations, a formal educational review could be the first intervention.

Informal Resolutions

Individual advising of students is a central part of the educational experience at the School of Social Work. The initial response to solving the problem is between the advisor and student. When a problem arises, the advisor works with the student to determine the most appropriate response/resolution (primary level intervention). Students are expected to keep their advisors updated and work together to reach a suitable solution. When the problem cannot be resolved through advisor-student collaboration, the advisor and student may contact the MSW Program Director to determine the next steps in the process, academic/field consultation (secondary level intervention) or an ERC meeting.

Academic/Field Consultation & Advisement

The purpose of the Academic/Field Consultation is to address significant concerns regarding a student's academic and/or field performance; student misconduct; scholarly misconduct; and professional social work misconduct, but which do not warrant a full educational review by the committee.

If the MSW Program Director determines that an academic/field consultation is appropriate, a consultation will be scheduled within 5 business days of the decision being made. The MSW Program Director will confer with the advisor and student to determine others who are familiar with the situation and would be appropriate to participate in the consultation (e.g., Field Education, Office of Student and Academic Affairs, etc.). The MSW Program Director will convene the meeting and work with the participants to develop a plan of action that the student can take to rectify the identified issue(s). The MSW Program Director will write a brief summary of the meeting and secure the

student and their advisors' agreement to work toward achievement of the established goals. Documentation of the meeting will be provided to all participants.

Educational Review Committee

When a student situation cannot be resolved at or its seriousness is beyond the Informal Resolution or Academic Field Consultation & Advisement levels a referral is made to the Educational Review Committee (ERC). The committee makes recommendations to the Associate Dean for Academic Affairs regarding administrative actions that pertain to the student's standing in the Master of Social Work Program. It has dispositional and consultative authority to review students in academic difficulty or students charged with scholarly, and/or professional social work misconduct in accordance with the School and University's policies. The committee has the authority to make a finding in cases of contested allegations of academic difficulty, or student, scholarly, and/or professional social work misconduct. While the committee has the ability to recommend dismissal from the program, its philosophy reflects the commitment to enable students to resolve their difficulties and successfully complete the program when possible. It also has the responsibility to ensure that student rights are respected and that appropriate due process is followed. Procedures related to this process is set forth below.

A. Referral

A student maybe referred for educational review by the student's advisor, the Associate Dean of Academic Affairs, MSW Program Director, or Director of Field Education due to academic difficulty; student misconduct; scholarly misconduct; and/or professional social work misconduct in accordance with School and University policies.

B. Possible Reasons for Referrals to the Educational Review Committee

- a. Academic and/or field problems that raise question regarding student's ability to graduate
- b. Termination from field placement due to performance-related reasons
- c. A grade of "U" is received in a student's field placement
- d. A cumulative grade point average less than 3.0
- e. A grade less than C- is received in any course (<https://gradcatalog.uconn.edu/grad-school-info/academic-regulations/>)
- f. Student misconduct (<https://community.uconn.edu/the-student-code-preamble/>)
- g. Scholarly misconduct (<https://gradcatalog.uconn.edu/grad-school-info/scholarly-integrity-and-misconduct/>)
- h. Professional social work misconduct (School of Social Work Handbook)

Upon receipt of a referral the MSW Program Director as chairperson and convener of ERC will carefully review the situation and determine within 3 business days its appropriateness for an Educational Review. Every attempt will be made to schedule a meeting within 14 business days of the decision being made.

C. Educational Review Committee Membership

The Educational Review Committee is composed of six members. The MSW Program Director and the Director of Field Education (or designee) are standing members. Four members are elected by faculty. Two elected faculty members shall constitute a quorum. A student representative from the Graduate Student Organization (GSO) may be available to serve on the committee and to attend a meeting if requested by the student being reviewed. A designee from the Dean's Office will attend meetings to take minutes.

The MSW Program Director serves as the chairperson and convener of the committee. The MSW Program Director will assure that the four elected members rotate so that two take part in each meeting. If needed one of the two members not scheduled for a meeting can serve to constitute a quorum. The MSW Program Director will designate one of the two members not scheduled for a meeting to serve as convener and a

non-voting member if they are not able to attend. There will be a minute taker present (designee from the Dean's Office). In addition, the MSW Program Director may allow others to be in attendance such as the Director of the Office of Student and Academic Services or someone who has pertinent information regarding the student's situation. The MSW Program Director will make the final decision regarding other persons attending the meeting.

D. Meeting Schedule

Educational Review meetings are scheduled twice monthly, September through May during the academic year. Students experiencing academic and/or field issues during the year will be scheduled during this time. Additionally, one ERC meeting will be scheduled during the summer, likely in early July. Students who have academic or field issues from the previous spring semester or from 15 hour field education internships will be scheduled for an ERC during this time. Another meeting will be scheduled the week prior to the beginning of the fall semester. Students who experience academic and/or field issues that need to be resolved before the beginning of the fall semester will be scheduled for an ERC meeting during this time.

E. Informing Student of Educational Review Referral

The MSW Program Director, serving as a non-voting member of the Educational Review Committee and chairperson/convener, informs the student in writing of the referral and the reason. The student is informed of the referral, including the date and time of the planned ERC meeting by UConn email, and by postal mail at least 7 business days before the scheduled meeting. Included will be a list of the student's rights (see discussion below on Students Rights). While the student is expected to acknowledge receipt of the notification, opening the email or signing the certified mail, confirms that the notification is received.

F. Materials Submitted for ERC

The student's advisor submits in writing using the Educational Review Form a brief summary of why the student is being referred to ERC. The summary should include supporting documentation that will help the committee to understand the difficulties the student is experiencing and make any recommendations the committee should consider. Advisors are expected to confer with the appropriate parties (e.g., concentration chair, field education instructor, field education director, etc.) related to any issues of concern related to a student's performance.

Supporting documentation may include, but is not limited to, the following:

- Reports, documentation demonstrating attempts by student and advisor to informally resolve the issue
- Reports from instructors regarding class participation, attendance, grades, field evaluations or performance summary, etc.
- Copy of the student's current transcript.
- Any other materials deemed necessary (e.g., documentation of provisional status)

A copy of these materials is distributed to the student, members of the ERC, the student's advisor, and the MSW Program Director. If the ERC Graduate Student Organization designated representative is expected to take part in the meeting, the MSW Program Director will schedule a time for them to review the materials in the Dean's Office, prior to the ERC meeting.

G. Day of the Meeting

- The ERC chairperson meets briefly with the Committee (including the student representative if appropriate) to review the case

- The ERC chairperson notifies the student and their advisor (or designee) and support person when to join the committee
- The ERC chairperson introduces all participants and clarifies each of their roles
- The ERC chairperson assures that all parties have reviewed the documents supplied
- The ERC chairperson clarifies with the student being reviewed that they received written notice of the meeting and its procedures, the packet of materials including reason for the referral and supporting documentation, and was given an opportunity to submit a written response to the materials
- The ERC chairperson and/or the student's advisor summarizes the reason for the referral
- The student comments on their understanding of the situation, provides information that might help the committee to better understand the circumstances, and pose possible solutions
- The ERC chairperson asks invited guest (persons with information pertaining to the case) as appropriate, to join the committee and provide requested information. ERC members may seek clarification from these persons regarding their presentation.
- Invited guest are asked to leave the meeting after their presentation
- ERC members are provided an opportunity to raise questions or concerns to further their understanding of the situation.
- When appropriate the support person is permitted to make comments that would enlighten the committee's understanding of the situation
- The student and his/her advisor and support person are excused from the meeting while the committee discusses the situation and possible recommendations regarding an educational plan
- The student and their advisor, and support person return to the meeting to hear the committee's recommendation regarding the proposed educational plan

The ERC chairperson supplies the Associate Dean of Academic Affairs the committee's minutes and recommendations within 5 business days of the ERC meeting.

The ERC chairperson will make the minutes available to ERC members attending the meeting.

The minutes will be available for the student to review in the Dean's Office, 6 business days after the meeting.

The minutes will be available for the ERC Graduate Student Organization designated representative, who participated in the meeting to read, 6 business days after the meeting.

H. Educational Review Follow-up

A letter of disposition from the Associate Dean for Academic Affairs is provided to the student within 10 business days of the ERC meeting. Electronic copies of the letter are provided to the MSW Program Director, Director of Field Education, Director of Student and Academic Services, chairperson of the student's concentration and their advisor. Student representatives that attended the meeting are informed when the Associate Dean's letter is ready and can review it in the Dean's Office. A copy is retained in the student's ERC file in the Dean's Office. As per the State of Connecticut Records Retention Schedule all records will be destroyed after 5 years from the date of resolution, if the student is not dismissed (<http://ctstatelibrary.org/wp-content/uploads/2015/05/S5-Higher-Education.pdf>).

I. Appeal Process

The student may appeal the decision, in writing, to the Dean of the School. Written appeal must be received within 10 business days of date of the letter from the Associate Dean of Academic Affairs. This appeal does not constitute a new hearing. Rather, it is a review of the record of the original hearing and an appeal may

be sought on the following three grounds: (1) on a claim of error in the hearing procedure, or (2) on a claim of new evidence or information material to the case that was not available at the time of the hearing, or (3) on a claim of substantive error arising from misinterpretation of evidence presented at the hearing. If the Dean upholds the decision of the Associate Dean the decision is final.

J. Academic Dismissal

On rare occasions a student's progress in the program, or professional development is found to be unsatisfactory to the degree that dismissal is warranted. The ERC recommends to the Associate Dean of Academic Affairs that the student be dismissed on academic grounds specifying the specific reasons on which this is based. The Associate Dean of Academic Affairs submits their recommendations to the Graduate School that the student be dismissed indicating the specific grounds on which this is based. The Graduate School will notify the student of its decision. Whenever a student is dismissed on academic grounds, the student receives notice from the Graduate School. The student may appeal the dismissal under the provisions outlined in Complaint, Appeal, and Hearing Procedures (<https://gradcatalog.uconn.edu/grad-school-info/compliant-appeal-hearing-procedures/>). The decision of the Graduate School is final.

CURRICULUM

Requirements for the Master of Social Work Degree

The education program leading to the Master of Social Work degree covers two academic years beyond the bachelor’s degree. A minimum of 60 credits is required for the degree including 42 credits in classroom courses and 18 credits in field education, taken concurrently. Social work course credit is not granted for life or previous work experience.

Curriculum Requirements

	IGFP	CORG & POPR
Basic Foundation Courses	27 credits	27 credits
Advanced Concentration Courses	12 credits	15 credits
Advanced Field Education	8 credits	8 credits
Advanced Field Advising Seminar	1 credits	1 credits
Additional Research Course – RSCH 5341/42	3 credits	3 credits
Elective Courses	9 credits	6 credits
Total Credits	60 credits	60 credits

Foundation Curriculum

The curriculum of the School is formed by an integrated sequence of foundation and advanced curriculum content, in both classroom and field education. The professional foundation curriculum required by the Educational Policy and Accreditation Standards (EPAS) of the Council of Social Work Education (CSWE) includes nine Social Work Competencies: 1. Demonstrate ethical and professional practice; 2. Engage diversity and difference practice; 3. Advance human rights and social, economic, and environmental justice; 4. Engage in practice-informed research and research-informed practice; 5. Engage in policy practice; 6. Engage with individual, families, groups, organizations, and communities; 7. Assess individuals, families, groups, organizations, and communities; 8. Intervene with individuals, families, groups, organizations, and communities; and 9. Evaluate practice with individual, families, groups, organizations, and communities. The School meets these curriculum requirements through the following courses, all based on a liberal arts perspective: Human Behavior in the Social Environment (1 course); Social Welfare Policy; Human Oppression; Research Methods; the Micro and Macro Foundations of Social Work Practice, and Foundation Field Work. First year practice concentration courses are taken concurrently with the second semester foundation curriculum.

Basic Foundation Courses Required of All Students (Except Advanced Standing)

BASC 5300	Human Oppression: The African American & Puerto Rican Perspective (Prior to Advanced Field Education)
BASC 5333	Research Methods for Social Work Practice (Prior to or concurrent with 2 nd semester of 1 st year Foundation Field Education)
BASC 5350	Analysis of Social Welfare Policy & Social Services Delivery Systems (Prior to or concurrent with 2 nd semester of 1 st year Foundation Field Education)
BASC 5362	Human Behavior in the Social Environment: Macro and Micro Theories (Prior to or concurrent with 1 st semester of 1 st year Foundation Field Education)
BASC 5390	Macro Foundation Practice (Concurrent with 1 st semester of 1 st year Foundation Field Education)
BASC 5391	Micro Foundation Practice (Concurrent with 1 st semester of 1 st year Foundation Field Education)
FED 5351	Foundation Field Education I (Concurrent with 1 st semester of Basic Foundation Courses)

FED 5301	Foundation Field Advising Seminar (Fall Semester, 1 st year)
FED 5352	Foundation Field Education II (Concurrent with 2 nd semester of Basic Foundation & Concentration Courses)
FED 5302	Foundation Field Advising Seminar (Spring Semester, 1 st year)

Advanced Standing

Candidates accepted as Advanced Standing students will have to complete thirty-five credits as a full-time matriculated student. The program begins in mid-July where a total of five credits are completed. After successful completion of summer courses, which introduces new content and serves as a bridge to the advanced year of the MSW program, students will complete an internship and field seminar (560 hours, 9 credits) as part of the advanced year, along with required courses and electives.

Advanced Standing Plan of Study

Total Credits Required: 35

Summer Session Requirements:

Advanced Concentration Course	3
Skills Laboratory	1
Special Populations Course	1

Fall & Spring Semester Requirements:

Advanced Concentration Courses	
• IGFP	9
• CORG & POPR	12
Additional Research Course	3
Advanced Field Education	8
Advanced Field Advising Seminar	1
Electives	
• IGFP	9
• CORG & POPR	6

Total Credits: 35

Advanced Standing Courses Waived

- Analysis of Social Welfare Policy and Social Service Delivery Systems
- Human Behavior in the Social Environment: Macro and Micro Theories
- Human Oppression
- Macro Foundation Practice
- Micro Foundation Practice
- Research Methods for Social Work Practice
- Foundation Field & Field Advising Seminar

BSW Exemptions

Students who received a BSW degree within six (6) years from an undergraduate school accredited by the Council on Social Work Education will be automatically exempt from the following foundation courses if a grade of “B” or better was earned and the course content is equivalent.

BASC 5300	Human Oppression: The African American & Puerto Rican Perspective
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- BASC 5333 Research Methods for Social Work Practice
- BASC 5350 Analysis of Social Welfare Policy & Social Services Delivery Systems
- BASC 5362 Human Behavior in the Social Environment: Macro and Micro Theories
- BASC 5390 Macro Foundation Practice
- BASC 5391 Micro Foundation Practice

*These course will only be granted after the review of the course content.

Additional Research Course Required of All Students

RSCH 5341 Advanced Research: Program Evaluation or

RSCH 5342 Advanced Research Topics

3 credits - *Policy Practice students must take RSCH 5341/42 prior to spring 2nd year*

*The pre-requisite for RSCH 5341/42 may be fulfilled in one of the following ways:

1. Successful completion of BASC 5333—Research Methods for Social Work Practice (minimum grade of C- or better as a matriculated student)
2. Successful completion of undergraduate or graduate social work research course within the previous six years. This includes students who hold a BSW degree (minimum grade of B-)

Concentration Chairs

Concentration	Name	Phone	Room
Community Organizing	Robert Fisher	(959) 200-3623	212
Individuals, Groups, and Families	Ellen Smith &	(959) 200-3634	222
	Peter Papallo	(959) 200-3675	321
Policy Practice	Rebecca Thomas	(959) 200-3681	327

Community Organizing Concentration

The Community Organizing concentration combines direct service with advocacy, education, and social action to strengthen organizations and empower communities to work for change. Community Organizing is part of a process that brings people together to collectively enhance self-determination, achieve greater equality, and shift power relationships to benefit members of oppressed communities. Using a broad repertoire of skills including conflict, community building, and social planning, community organizers examine political, social, and economic structural factors as they relate to issues of power, inequality, culture, values, and problem-solving. Community Organizing is based on the assumption that social problems such as poverty, racism, sexism, heterosexism, and ageism are primarily a function of institutionalized oppression and must be addressed collectively and institutionally.

Community Organizing knowledge and skills can be applied to a variety of social work sites in creative ways. Community organizers direct their efforts and have field placements in grassroots settings such as neighborhoods, non-profit and advocacy organizations, social change coalitions, and government agencies. Students are also placed in non-traditional sites such as universities, labor unions, congressional offices, and with international organizations such as the United Nations.

Community Organizing (CORG)

CORG 5300	Advanced Macro Practice <i>Concurrent with FED 5352 (Field) & FED 5302 (Seminar)</i>	Spring 1 st Year	3
CORG 5301	Essential Theory & Intervention Practice in Community Organizing <i>Concurrent with FED 5352 (Field) & FED 5302 (Seminar)</i>	Spring 1 st Year	3
POPR 5310	Program Planning, Development & Evaluation <i>Concurrent with CORG 5353 (Field) & FED 5310 (Seminar)</i>	Fall 2 nd Year	3

	<i>Combined course for CORG & POPR</i>		
CORG 5370	Grassroots Neighborhood Organizing <i>Concurrent with CORG 5353 (Field) & FED 5310 (Seminar)</i>	Fall 2 nd Year	3
POPR 5312	Political Advocacy <i>Concurrent with CORG 5354 (Field) & FED 5311 (Seminar)</i>	Spring 2 nd Year	3

Credit Summary

	Basic Foundation Courses	27
	Advanced Concentration Courses (above)	15
	Research Course: RSCH 5341 or RSCH 5342	3
CORG 5353	Advanced Field Education III	4
FED 5310	Field Advising Seminar (Fall Semester)	0
CORG 5354	Advanced Field Education IV	4
FED 5311	Field Advising Seminar (Spring Semester)	1
Elective Courses		6
	Total Credits:	60

[Individuals, Groups, and Families Practice Concentration](#)

Individuals, Groups and Families Practice (IGFP) is the advanced practice concentration through which individual clients, family and group members are helped to improve the level of fit between personal and environmental strengths and limitations; empower themselves personally and politically to meet their needs, ensure their rights and entitlements; maintain, restore or enhance their social functioning; or resolve life stressors as these arise at all points in the life course. This may be achieved through work with individuals, with groups, or with clients in families. The family and group are viewed as a mutual support system in which the social worker’s role is to convey the belief that individuals have the potential for helping each other and to facilitate the group processes that create conditions in which mutual aid can occur. In all of these modalities, the social worker views the person and the social and physical environments as a unitary system within cultural contexts.

Individuals, Groups and Families Practice teaches students knowledge and skills in mobilizing, sustaining and creating personal, interpersonal, and environmental resources. In all modalities, the use of a professional relationship to nurture and release the personal potential of those being served is emphasized. Clients are helped to understand and cope with specific life situations or stressors, to influence their physical and social environments, and to find effective forms of expression to influence large social systems. In the group and family modalities, students also learn to help members to support each other, to develop positive interpersonal relationships, and to utilize the group experiences to affiliate with others.

IGFP social workers are involved in preventive activity at practice and program levels, in both urban and rural settings, and in activity to improve access to social services and enhance their quality. IGFP social workers find career opportunities in child welfare agencies, family service agencies, schools, mental health clinics and hospitals, health care settings, youth and children’s services agencies, community and neighborhood centers, criminal justice settings, senior citizen centers and facilities, neighborhood development and citizen action programs, and other private and public settings. Student field education experiences are within one of these settings with populations that include racial, ethnic and socioeconomically diverse people of all ages, religious backgrounds, and sexual orientations, with an emphasis on marginalized populations. We prepare students to work with diverse and oppressed populations including the poor; the elderly; women; children and youth; persons with lesbian, gay, bisexual and transgender orientations; refugees and migrants; and persons with physical and developmental disabilities.

Individuals, Groups, and Families (IGFP)

IGFP 5301	Practice with Individuals, Groups, and Families <i>Concurrent with FED 5352 (Field) & FED 5302 (Seminar)</i>	Spring 1 st Year	3
IGFP 5302	Advanced Practice with Individuals, Groups, and Families: Theoretical Approaches <i>Concurrent with IGFP 5353 (Field) & FED 5310 (Seminar)</i>	Fall 2 nd Year	3
IGFP 5345	Clinical Conditions with Children & Adolescents	Any semester after 1 st semester of field	3
Or	Or		
IGFP 5346	Clinical Conditions with Adults & Older Adolescents		
Or	Or		
IGFP TBA	Clinical Assessment and Interventions with Families		
Or	Or		
IGFP 5342	Group Work in Clinical Settings <i>Prerequisites: BASC 5362 (or BASC 5360 & 5361), 5390, 5391</i> <i>Concurrent with Field & Field Advising Seminar</i>		
IGFP 5303	Advanced Practice with Individuals, Groups, and Families Across Settings & Populations <i>Concurrent with IGFP 5354 (Field) & FED 5311 (Seminar)</i>	Spring 2 nd Year	3

Credit Summary

	Basic Foundation Courses	27
	Advanced Concentration Courses (above)	12
	Research Course: RSCH 5341 or RSCH 5342	3
IGFP 5353	Advanced Field Education III	4
FED 5310	Field Advising Seminar (Fall Semester)	0
IGFP 5354	Advanced Field Education IV	4
FED 5311	Field Advising Seminar (Spring Semester)	1
Elective Courses		9
	Total Credits:	60

[Policy Practice Concentration](#)

Policy Practice is one of the concentrations within social work practice that leads to social change of macro structures or arrangements through policy development, analysis, programmatic design, project/ initiative implementation, and political/legislative advocacy. The Policy Practice Concentration prepares social workers for practice involving the formulation, adoption, implementation and evaluation of all types of social service and social welfare policies. The concentration focuses on activities that include defining social problems, assessing needs, developing and implementing programs and forecasting future problems, needs, policies and programs. Policy Practice involves designing, implementing and evaluating programs involving a range of populations and groups with special emphasis on oppressed individuals and groups through a social justice frame. A critical element of Policy Practice is the ability to leverage resources, their allocation and mechanisms of transfer for social service programs. Skill competencies developed in policy practice are grant writing, the use of research methodologies, data and information analysis and leadership in the policy-making process. Students and graduates of the program are trained to meet their professional responsibilities in a variety of macro practice jobs. Career opportunities for Policy Practice graduates are found in the public and private sectors as policy analysts, evaluators, planners, program and grant developers, coordinators, legislative analysts, lobbyists and advocates, and as elected officials or the staff of elected officials. Because the School of Social Work is located near the state capital there are a large number of excellent fieldwork placements that enable students to learn and practice Policy Practice skills.

Graduates of the program work in a variety of leadership and significant Policy Practice positions in the state, regional, national and global contexts.

Policy Practice (POPR)

POPR 5300	Advanced Macro Practice Pre/Co-Requisite: BASC 5350 <i>Concurrent with FED 5352 (Field) & FED 5302 (Seminar)</i>	Spring 1 st Year	3
POPR 5301	Policy Practice: Process & Finances Pre/Co-Requisite: BASC 5350 <i>Concurrent with FED 5352 (Field) & FED 5302 (Seminar)</i>	Spring 1 st Year	3
POPR 5310	Program Planning, Development & Evaluation <i>Concurrent with POPR 5353 (Field) & FED 5310 (Seminar)</i> <i>Combined course for CORG & POPR</i>	Fall 2 nd Year	3
POPR 5312	Political Advocacy <i>Concurrent with POPR 5354 (Field) & FED 5311 (Seminar)</i>	Spring semester after 1 st semester of field	3
POPR 5302	Policy Practice: Careers, Contexts & Quantitative Analysis Prerequisite: RSCH 5340 <i>Concurrent with POPR 5354 (Field) & FED 5311 (Seminar)</i>	Spring 2 nd Year	3

Credit Summary

	Basic Foundation Courses	27
	Advanced Concentration Courses (above)	15
	Research Course: RSCH 5341 or RSCH 5342	3
POPR 5353	Advanced Field Education III	4
FED 5310	Field Advising Seminar (Fall Semester)	0
POPR 5354	Advanced Field Education IV	4
FED 5311	Field Advising Seminar (Spring Semester)	1
Elective Courses		6
	Total Credits:	60

[Field Education](#)

Field education is a major component of the MSW program, representing 18 of the 60 required credits. The Council on Social Work Education (CSWE) has identified Field Education as its Signature Pedagogy. In field education, students learn through engaging in social work practice under the supervision of a field instructor who has met the School’s criteria. Field instructors are usually practitioners employed by the placement agencies. Field instruction is designed to help the student engage in practice that is informed by the values of the profession and by its knowledge and theory base.

The settings in which students are placed are located throughout Connecticut and surrounding states. They represent a spectrum of micro and macro social services for a wide range of contemporary social, public policy, community, family, and individual problems that the social work profession addresses. All students are placed in agencies by the Field Education Department.

For more details about field education, including the placement process, requirements, evaluation of student learning, and policies and procedures, please see the [Field Education Manual](#).

Focused Areas of Study

A Focused Area of Study (FAS) provides an opportunity for students to organize six of their elective credits around a population or social problem area as a complement to their concentration. Students completing the requirements within an area of study will receive a letter of recognition. Focused area offerings are based on faculty expertise and student interest as well as being reflective of the School's mission. Students should contact the Focused Area Chair with questions or if additional information is needed.

Students may choose to organize six elective credits in one of the five focused areas of study:

- Health and Wellness through the Lifespan
- International Issues in Social Work
- Intersectionality, Human Agency, and Social Justice
- Urban Issues in Social Work
- Violence Prevention in Families and Communities

Requirements

All FAS in the curriculum consist of the following components:

- Successful completion of six elective credits. Of these six credits, students must take one 3-credit required course that contains the core knowledge deemed to be essential by the Focused Area Study faculty. Requirements for the *Violence Prevention in Families and Communities* Focused Area of Study differ slightly, as there is no dedicated required course.
- A year-long field placement in a field or practice relevant for the Focused Area of Study (required).

The second course necessary to complete a Focused Area of Study may be taken as follows:

- An elective from a carefully selected list of Focused Area of Study electives offered at the School;
- An elective from other graduate units of the University (only with prior approval from the FAS Chair);
- An independent study or special topics course of no more than three credits (only with prior approval from the FAS Chair).

Please note: some required FAS courses are not necessarily offered each semester, so plans must be made with your advisor and the FAS Chair with this in mind.

Health and Wellness through the Lifespan

This focused area of study is designed to provide students the chance to enhance their knowledge and skills related to working with people across the lifespan (from early life to older adults), relevant to social work practice in mental health and/or substance disorders. This focused area prepares students with the theory and practice needed to address a range of needs related to children, adolescents, adults with mental health or substance abuse disorders, or practice with older adults.

Students are required to take a Core Elective chosen from below:

- HBEL 5357: Social Gerontology
- HBEL 5393: Emerging Issues in Mental Health and Substance Abuse

Students will take an additional elective from those listed below:

- HBEL 5300: Substance Abuse I
- HBEL 5301: Substance Abuse II: Treatment and Prevention of Alcohol and Other Drugs
- HBEL 5344: Aging and Mental Health
- HBEL 5352: Death and Dying
- HBEL 5367: Culture and Mental Health/Mental Health Disparities

- IGFP 5345: Clinical Conditions with Children and Adolescents
- IGFP 5346: Clinical Conditions with Adults and Older Adults
- DSEL 5320: Direct Practice in Schools for Children with Educational Disabilities and their Families.
- GRWK 5342: Group Work Practice in Therapeutic Settings
- SWEL 5318: Child and Adolescent Trauma
- SWEL 5351: Policy Issues in Aging
- SWEL 5386: Integrating Seminar: Transitioning Youth at Risk
- IS 5394: Independent Study for a maximum of 3 credits (Requires advanced approval by the Focused Area of Study Chair).

Students in IGF who are required to take either

- IGFP 5345: Clinical Conditions with Children and Adolescents,
- IGFP 5346: Clinical Conditions with Adults and Older Adults or
- IGFP 5342: Group Work Practice in Therapeutic Settings

to fulfill their requirement for the IGF Concentration CANNOT also use either of these courses to satisfy the requirements for this Focused Area of Study. However, IGF concentration students may take another elective course from the listed course, IN ADDITION to the required elective course toward completing this Focused Area of Study.

Relevant graduate electives from other departments or professional schools of the University may be used toward the focused area of study with permission of the Chair.

Students will take a year-long field placement in a field or practice relevant to the Focused Area of Study, required.

The field placement can include public and private agencies, schools, inpatient, residential, or outpatient settings.

Committee Members: TBA

International Issues in Social Work

The Focused Area in International Issues is designed for students who want to include a global perspective in their social work program. International issues specialization is useful for students considering careers in international development; work with immigrants, refugees, or inter-country adoption; advocacy work on global policy issues; and those who wish to broaden their domestic practice competence through understanding social issues internationally.

Students are required to take

- A Core Elective: SWEL 5348: International Social Work: Global Social Issues and the Profession (offered in the Spring semester this year)
- A one year-long field placement in an organization emphasizing international practice, issues or populations (required.
- And an additional three credits are required (please see below)

Students must take an additional elective from those listed below:

- HBEL 5328: Ethnic Minorities and the Social Work Profession: The Puerto Rican/Latin@ Experience
- SWEL 5310: Services to Immigrants and Refugees and Cross-Cultural Helping
- SWEL 5333: Travel Study for Social Work in Puerto Rico
- SWEL 5345: International Development Theory and Practice

- *Please note: As part of this course, a one day trip to New York City or Washington DC to meet with bilateral and multilateral organizations and NGOs doing international work is required. Students will be responsible for all expenses incurred.*
- SWEL 5350: Comparative Social Welfare Policy between the United States and the Second World
- SWEL 5377: Urban Policy Issues
- SWEL 5385: Human Rights and Social Work
- IS 5394: Independent Study for a maximum of 3 credits (Requires advanced approval by the Focused Area of Study Chair).

Relevant graduate electives from other departments or professional schools of the University may be used toward the focused area of study with permission of the Focused Area Chair.

Students will take a year-long field placement in a field or practice relevant to the Focused Area of Study, required.

A field placement in an organization emphasizing international practice, issues, or populations. Options include: Save the Children; the United Nations; the Center for International Social Work Students at the School of Social Work; the Immigrant and Refugee Coalition, refugee resettlement and service programs; new arrivals programs in school systems; inter-country adoption programs, and more.

Placements may be completed in other countries, depending upon language requirements, availability of appropriate supervision, and planning with the concentration for completion of course requirements. Early planning is advised, as there is a special application process for an international placement.

Committee Members: *Dr. Rebecca Thomas, Chair, (Rlthomas@uconn.edu)*
Dr. Diane Drachman, Dr. Kathryn Libal, Dr. Louise Simmons & Marilyn Cardone

Intersectionality, Human Agency and Social Justice

This Focus Area of Study gives students an opportunity to examine the intersection of various social identities such as race, ethnicity, gender, sexuality, citizenship status and social class. While this focus area forefronts race and ethnicity because of its unique role in US society, through the frameworks of intersectionality and social justice students examine how different power structures interact in the lived experiences of Latin@s, Blacks, LGBTQ and immigrant populations. Students advance their understanding of multiple dimensions of social relationships and the development of human agency and identities in these communities. They will enhance their critical consciousness around advocacy, empowerment, and the dynamics of social inclusion and exclusion. By analyzing these intersections within the context of various structural forces and arrangements that exist and how they maintain and perpetuate systems of inequity and oppression, students will enhance their ability to advocate for social change.

Students are required to take one of the following courses as a Core Elective:

- HBEL 5328: Puerto Rican/Latino Experience
- HBEL 5376: Puerto Rican/Latina Women and their realities
- HBEL 5327: Ethnic Minorities and the Social Work Profession: The Black Experience

Students will take an additional elective from those listed below:

- HBEL 5367: Culture and Health/Mental Health Disparities: Micro and Macro Perspectives
- HBEL 5370: The LGBT Experience: Sexual and Gender Diversities
- HBEL 5386: Studies in the Holocaust: Implications for Social Work
- SWEL 5310: Services to Immigrants and refugees

- SWEL 5333: Puerto Rican Travel Study
- SPTP 5318: Poverty and Inequality
- IS 5394: Independent Study for a maximum of 3 credits (Requires advanced approval by the Focused Area of Study Chair).

Relevant graduate electives from other departments or professional schools of the University may be used toward the focused area of study with permission of the Focused Area Chair.

Students will take a year-long field placement in a field or practice relevant to the Focused Area of Study, required.

The field placement is working with Latin@s, Blacks, LGBTQ and/or immigrants

Committee Members: TBA

Urban Issues in Social Work

This focused area examines issues that affect the context for urban social work practice areas across concentrations and diverse populations. The content in this focused area of study combines and expands interest in specific populations with a broader understanding of urban political economy, the impact of globalization on cities, and the problems that affect all urban communities, across race and ethnicity, and those that impact disenfranchised populations. Courses to complete the focused area of study requirements cover content relevant to: a) urban issues and populations; and b) issues pertinent to social work practice in urban areas.

Students are required to take a Core Elective:

- SWEL 5377: Urban Policy Issues

Students will take an additional elective from those listed below:

An additional three credits are required and may be selected from the following list of elective course offerings.

Elective courses address social, political and economic issues relevant to urban social work concerns, and organizing techniques relevant in urban settings:

- CORG 5370: Grassroots Neighborhood Organizing
- SWEL 5348: International Social Work: Global Social Issues and the Profession
- SWEL 5360: Economic Justice, Labor and Social Work
- SWEL 5380: Political Social Work Practice

Elective courses which address urban populations:

- HBEL 5327*: The Black Experience and Its Consequences for Practice
- HBEL 5328*: Ethnic Minorities and the Social Work Profession: Puerto Rican/Latin@ Experience
- HBEL 5347*: Black Family Life
- HBEL 5376*: Puerto Rican and Latina Women and Their Reality
- IS 5394: Independent Study for a maximum of 3 credits (Requires advanced approval by the Focused Area of Study Chair)

*These above courses all focus on populations found in large measure in urban areas and the issues that confront social workers engaging in practice in urban areas. Issues of racism and social and economic justice are covered in the required course (SWEL 5377) and these courses reinforce the themes of that course.

Relevant graduate electives from other departments or professional schools of the University may be used toward the focused area of study with permission of the Chair, as well as new courses developed in the School of Social Work that are relevant to urban areas.

Students will take a year-long field placement in a field or practice relevant to the Focused Area of Study, required.

Committee Members: *Dr. Louise Simmons, Chair*, (Louise.Simmons@uconn.edu)
Dr. Diane Drachman, Dr. Robert Fisher, & Dr. Rebecca Thomas

Violence Prevention in Families and Communities

This focused area of study offers MSW students an opportunity to concentrate their electives and field education on policies, programs, and practices to prevent and address the effects of violence in varied settings. The Violence Prevention in Families and Communities focused area of study pays special attention to developing skills of micro and macro practitioners working in families, schools, prisons or other involuntary institutional settings, elder care facilities, other community settings, or in policy-making arenas.

Students are required to take two of the following courses:

- SWEL 5317: Women, Children, and Families: Social Policies & Programs
- SWEL 5318: Child and Adolescent Trauma and Mental Health
- SWEL 5385: Human Rights and Social Work
- HBEL 5373: Leadership Development in Anti-Violence Work: The Susan Schechter Social Action
- HBEL 5381: Child Maltreatment: History, Theory, Prevention, and Intervention
- IS 5394: Independent Study for a maximum of 3 credits (Requires advanced approval by the Focused Area of Study Chair)

Relevant graduate electives from other departments or professional schools of the University may be used toward the focused area of study with permission of the Chair.

Students must also take a year-long field placement in a field or practice setting addressing violence prevention, including either clinical and/or macro approaches, required.

Committee Members: *Dr. Kathryn Libal, Chair*, (Kathryn.Libal@uconn.edu)
Dr. Megan Berthold, Dr. Caitlin Elsaesser, & Dr. Megan Feely

[School Social Worker Certification Course Requirement](#)

Any student who may be considering employment as a school social worker will need to complete the following required course: 1) a 3-credit course in special education, Direct Practice in School for Children with Educational Disabilities and their Families (DSEL 5320), offered in most Fall and Spring semesters. For information on additional requirements, please visit the Connecticut State Department of Education website at <https://portal.ct.gov/SDE/School-Social-Work/School-Social-Work/How-To>.

[Students Interested in Pursuing the Clinical Social Work License Upon Graduation](#)

It is recommended that students interested in pursuing the Clinical Social Work License upon graduation take the elective course, Substance Abuse I: Introduction to Alcohol and Other Drugs (HBEL 5300). Please be advised that anyone performing duties within the scope of practice of social work as defined in Section 20-195m(4), Connecticut General Statutes, is required to hold an LMSW or LCSW on or before May 1, 2015. Visit the CT Department of Public Health website at <https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Socialworker/Social-Work-Licensure> for more information.

JOINT DEGREE PROGRAMS

Reflecting the School's commitment to interdisciplinary teaching, practice, and research, joint degree programs have been developed to offer students an opportunity to seek degrees in two professions at the same time. To enter a joint program, students must apply separately and be admitted to each school. Once accepted into both programs, students will meet with the designated persons from each program to develop a program plan that will account for the course requirements of each degree. Candidates are encouraged to apply and begin both programs at the same time, as this allows greater flexibility in the sequencing of courses and other requirements.

Joint Program with UConn Business School (MSW/MBA)

In conjunction the UConn Business School, the MBA/MSW joint program is designed to prepare individuals for managerial careers in social work in both the private and the public sectors. MSW/MBA students are required to take a minimum of 42 credits in the MBA program. The MSW program will accept up to nine credits of electives and will waive the MSW program credits from 60 to 51 for IGFP students and from 60 to 54 for CORG and POPR students. Students will complete the core courses required of the MBA and MSW programs.

SSW Contact: Brenda Kurz, PhD, MSW Program Director, 959-200-3635

MBA Contact: TBA

Joint Program with UConn Law School (MSW/JD)

In conjunction the UConn School of Law, the School of Social Work offers a program in which students may earn an **MSW/JD** in four years instead of five years if these programs are taken separately. This program is designed for students who are interested in the social impact of the legal system upon individuals. Students pursue this degree to prepare for careers in fields such as public interest law, mental health law, elder law, women's rights, penology, juvenile advocacy, human services administration, community organizing and public policy and planning. This program is highly individualistic in nature in order to provide each student with the best possible combination of these two disciplines. The MSW program will accept up to nine credits of electives and will waive the MSW program credits from 60 to 51 for IGFP students and from 60 to 54 for CORG and POPR students. It is preferred that students pursue their first year in the UConn School of Law.

SSW Contact: Milagros Marrero-Johnson, MSW, Director of Student and Academic Services, 959-200-3606

JD Contact: Paul Chill, PhD, Associate Dean, 860-570-5201

Joint Program with UConn Department of Public Policy (MSW/MPA)

In conjunction with the UConn Department of Public Policy, the School of Social Work offers a program in which students may earn an **MSW/MPA** concurrently in three years, rather than the normally required four. The opportunity offers students interdisciplinary preparation in the fields of both public administration and social work. Students must be accepted into both programs prior to the completion of their first year in either program.

The MSW program will accept up to nine credits of electives and will waive the MSW program credits from 60 to 51 for IGFP students and from 60 to 54 for CORG and POPR students.

SSW Contact: Milagros Marrero-Johnson, MSW, Director of Student and Academic Services, 959-200-3606

DPH Contact: Deneen M. Hatmaker, PhD, Associate Professor, 959-200-3750

Joint Program with UConn Program in Applied Public Health Sciences (MSW/MPH)

In conjunction with the Program in Applied Public Health Sciences in the Department of Community Medicine and Health Care in the School of Medicine, the School of Social Work offers a program in which students may earn an

MSW/MPH concurrently in three or four years. The **MSW/MPH Joint Program** offers students interdisciplinary preparation in the fields of both public health and social work.

The Program in Applied Public Health Sciences will accept up to 12 credits from the MSW program, reducing the credit requirements from 48 to 36 credits for the MPH. The MSW program will accept 9 or 12 credits from the MPH program reducing the credit requirements from 60 to 48 for IGFP students and from 60 to 51 for POPR or CORG students. Students in the MSW/MPH program take the first research course in Social Work. Their second and third research courses are the MPH program's two-semester epidemiology/biostatistics courses. *All requirements for the MSW/MPH may be completed in 3-4 years in general.* Because the social work program requires four semesters of field placements, the MPH practicum is fulfilled for MSW/MPH students if at least one of the social work field placements (typically the advanced year placement) is relevant to public health and the corresponding assignments are completed.

Application to the MSW and MPH programs can be submitted at the same time. MPH program application must be made no later than the end of the first year of the MSW program.

SSW Contact: Brenda Kurz, PhD, MSW Program Director, 959-200-3635

MPH Contact: Jane Ungemack, DrPH, Associate Director and Coordinator of the Dual Degree Programs, Program in Applied Public Health Sciences, 860-679-5403

Joint Program with Yale Divinity School (MSW/M. Div.)

In conjunction with the Yale University Divinity School in New Haven, Connecticut, the School of Social Work offers a program in which students may earn the M.Div. and MSW degrees in four years instead of the five years required when these programs are taken separately. Yale University will accept up to nine elective credits earned in the MSW program. The MSW program will accept up to nine credits of electives and will waive the MSW program credits from 60 to 51 for IGFP students and from 60 to 54 for CORG and POPR students. However, there are numerous courses in both programs that may count toward the joint degree so students will find considerable flexibility in their choice of course and field work. The student must pay the appropriate fees at both schools. Student must be enrolled concurrently in both schools to benefit from this arrangement. When a student is not enrolled in courses at the School of Social Work, they must go on continuous registration and pay the required fee. The program of study is designed on an individual basis.

SSW Contact: Milagros Marrero-Johnson, MSW, Director of Student and Academic Services, 959-200-3606

SCHOOL CENTERS, INSTITUTES, & PROJECTS

[Center for International Social Work Studies \(CISWS\)](#)

Chair: Dr. Rebecca Thomas

Phone Number: (959) 200-3681; Email: rlthomas@uconn.edu

The Center for International Social Work Studies was established in 1992 to promote and support student and faculty interest and activities in international social work and human rights. These activities include international curriculum development, faculty exchanges, international field placements for students, cross-national research, an annual international day, and seminars and occasional conferences on international aspects of social work. Additional information regarding international field placements may also be found in Chapter V - Curriculum under field education. The Center serves as a focal point to connect students, faculty, alumni, and area practitioners to learning opportunities in international aspects of social work and human rights.

The Center reflects the School of Social Work's commitment to strengthening social work involvement in international problem solving and policy development. The aim of the Center is to replace the traditional dichotomy between domestic and international social concerns with a global perspective on human needs and social policy and practice interventions. While broadly focused on international knowledge related to social work and social development, the Center emphasizes the application of a global and human rights perspective to social workers' practice in their own communities and internationally.

The Center aims to put this philosophy into practice by:

- sponsoring seminars on international topics
- developing internationally related curriculum in social work/social development;
- facilitating faculty research and publication on international issues and human rights;
- encouraging relevant global perspectives in social work courses;
- promoting cross-cultural competence;
- encouraging student and practitioner participation in international courses, seminars, exchanges, and other international activities;
- entering into exchange and linkage arrangements with schools of social work in other countries and with international organizations to further these purposes;
- participation in the Human Rights Initiative of the University of Connecticut.

Recent exchange and linkage projects include:

- a multi-faceted exchange program with the University of the West Indies Department of Sociology and Social Work in Jamaica, involving faculty exchange, consultation, joint research, and curriculum development, and development of field placement sites;
- consultation and curriculum development to assist with establishing social work education in Armenia and ongoing projects in Armenia with Yerevan State University;

Regular activities for students:

- Annual International Day Celebration
- Trip to Social Work Day at the United Nations
- Lunch-hour international seminars
- Social and cultural events with the student group – Social Workers for Global Justice

Nancy A. Humphreys Institute for Political Social Work

Director: Tanya Rhodes Smith

Phone number: (959) 200-3631; Email: tanya.smith@uconn.edu

The mission of the Humphreys Institute is to increase the political participation of all social workers and communities they serve so public policy reflects our profession's expertise and professional values.

Our specific goals include:

1. Supporting all social workers to integrate civic and nonpartisan voter engagement into both direct practice and macro settings;
2. Preparing social workers for careers in types of political setting, including as elected officials; and
3. Increasing the political power of social workers and the communities we serve through informed voter participation. *Voting is Social Work!*

We do this through the following programs:

1. Running the Campaign School for Social Workers, offered annually at the UConn School of Social Work as well as around the country. Since 1996, we have trained over 1,400 social workers and students on electoral politics and how to run a winning campaign;
2. Developing training and resources on why voting matters to social work's mission and impact;
3. Serving as one of the founders and leaders on the National Social Work Voter Mobilization Campaign;
4. Conducting research on the political participation of social workers as well as the efficacy of our own programs;
5. Serving as a resource to UConn students, schools of social work, political social workers, social workers running for office, elected officials and NASW (through publications, policy analysis, etc.); and
6. Supporting field placements for MSW students in political social work settings such as Congressional offices and state legislatures.

Students have the opportunity to work with the Humphreys Institute as field education interns, graduate assistants (doctoral level), work study positions and through special topic courses and independent studies. Tanya Smith is also on the faculty in the Policy Practice concentration.

Puerto Rican & Latin@ Studies Project (PRLSP)

Director: TBA

Phone number: TBA

The Puerto Rican and Latino Studies Project helps prepare social workers to competently serve individuals, groups, families, and organizations within Latin@ communities through research, teaching, and service; to increase the advancement of knowledge and research regarding Puerto Rican and Latin@ matters.

Our core goals are:

1. Research and Innovation: To create distinctive and internationally recognized contributions to scholarship; and to address solutions for pressing issues affecting Puerto Ricans and Latin@s in Connecticut and globally.
2. Teaching and Learning: To increase Puerto Rican and Latin@s recruitment, retention, and MSW and PhD degree completion. To train social workers and service providers.

Outreach and Engagement: To establish mutually beneficial partnerships and collaborations with the Connecticut residents and agencies or institutions within Connecticut, and globally. Participate in community and interprofessional partnerships in order to promote the well-being and quality of life of Puerto Rican and Latin@ individuals, families and communities. To engage with the PRLSP Advisory Board in an exchange of knowledge and in the collaboration of efforts on current issues affecting Puerto Rican and Latin@ communities.

GRADUATE STUDENT ORGANIZATION

Mission

The Graduate Student Organization of the University of Connecticut (UConn), School of Social Work exists to create and strengthen a beneficial environment for its members, matriculated students. The GSO observes and celebrates diversity in all forms through student-led educational and social programs, community service projects, and advocacy opportunities. In accordance with the UConn School of Social Work's mission, the organization's function is to augment the student's academic experience. In pursuit of this mission, GSO models its conduct in accordance with the National Association of Social Workers Code of Ethics.

Goals and Objectives of the Graduate Student Organization

- To create community among students at the UConn School of Social Work.
- To serve as an advocate on behalf of the student body to the School's Administration.
- To assist students in their professional development by raising awareness on issues affecting the social work profession.
- To maintain diverse representation within the GSO in meeting its mission.
- To manage and allocate student activity funds to benefit its members.

Graduate Student Organization Membership

Membership in the GSO is open to all matriculated students at the School of Social Work. Those students who choose to be active in the GSO may serve as officers and/or members of the GSO Executive Committee, interest groups, concentration committees, or other various school-wide committees.

The level of student involvement and the strength of its active members generally determine the agenda for the year. If you would like an active community, it is up to you to get involved!

Reasons & Benefits to Become Involved in the Graduate Student Organization

- The GSO is recognized by the faculty and administration as the voice of the student body and an appropriate channel for communication and change.
- Involvement in the GSO will assist in the development of your leadership skills and provide networking experiences valuable to your academic and career goals.
- Active participation in the GSO is a great experience to list on a resume or CV.
- Each matriculated student pays an activity fee, which is spent at the discretion of the GSO—a compelling reason for active student involvement!
- Involvement in GSO can be utilized as a social, creative and expressive outlet to share ideas or support student members in planning educational programs.

Graduate Student Organization Structure

Membership in the Graduate Student Organization (GSO) consists of all University of Connecticut School of Social Work matriculated Master and Doctoral students who pay the student activity fee. All members are eligible to hold office if they meet the requirements, may attend Steering Committee meetings, submit and participate in petitions, and attend events sponsored by GSO and its affiliates.

Membership of Executive Committee consists of the GSO Chair or Co-Chairs, the Secretary, and the Treasurer.

Membership of the GSO Steering Committee consists of all Leaders of GSO Interest Groups, all Concentration Committee Representatives, all School Wide Committee Representatives, and the members of the GSO Executive Committee.

Membership of GSO Interest Groups consists of the Interest groups Leader(s) and any matriculated Master and Doctoral students who wish to be involved with the Interest Group.

Other GSO Participants may include, but are not limited to, Non-degree students, SSW Faculty, SSW Staff, alumni, and members of the community. Participants are permitted to attend events and meetings sponsored by GSO affiliates; however, the main beneficiaries of these events are matriculated Masters and Doctoral students.

GSO Interest Groups

Interest groups operate under the umbrella of the Graduate Student Organization. Each of these groups is concerned with significant issues of an identified population within the student body. Interest groups may elect their own set of officers, and each group receives funds from the Graduate Student Organization. These funds are to be budgeted for specific educational programs and events, for the student body, i.e., seminars, guest speakers, and group functions.

Latin American Student Organization (LASO)

The Latin American Student Organization was established in 1974 (then referred to as the Hispanic Students Organization) in an effort to identify the needs of Latino students, influence the policies of the school, and to provide a link between the school and the Latino community. LASO provides Puerto Rican and other Latino students in the school with a vehicle to share ideas, enhance identification with Latino culture, and express sensitivity and responsiveness to the needs and issues affecting Puerto Rican and other Latino communities.

Since its inception, LASO has been concerned with the need for professional Puerto Rican and Latino social workers. LASO works with the faculty of the Puerto Rican and Latin@ Studies Project in the recruitment and retention of Latino students.

In addition to numerous conferences, workshops, seminars, and cultural events, LASO and the Puerto Rican and Latin@ Studies Project faculty continue to co-sponsor special workshops, and other activities aimed at enhancing and strengthening Puerto Rican and Latin@ social work students, service providers, and the larger society.

Organization of Black Social Work Students (OBSWS)

OBSWS provides support for the Black students in the School as well as in the community. Its goal is to sensitize the School and the larger community to the culture, the experiences, and the needs of Black people of African descent through a variety of forums, workshops, symposia, and artistic displays. In addition, “Black Studies for Social Work Practice” is available as a focused area of study.

With the aid of faculty and administration, OBSWS hopes to continue to develop the Black perspective in course content. OBSWS feels that this is critical in light of increased negative racial attitudes in this society. Although changing stereotypes, beliefs, and attitudes is a difficult task to bear, OBSWS maintains that Black social workers cannot give up if they are to be agents of change, if they are to make this world more equal and humane. OBSWS invites all Black students to participate in this organization.

PRIDE

PRIDE exists to foster community for LGBTQIA+ students at the UConn School of Social Work.

PRIDE works to ensure that the school’s environment, classrooms, curricula, policies, and events are accessible, safe, open, and affirming to all individuals regardless of sexuality, pronouns, and gender identity and expression. PRIDE also serves as a resource for social work students to be better equipped to provide safe and affirming services for LGBTQIA+ people in their current and future practice.

As a social justice organization, PRIDE is committed to acting through an intersectional lens in our endeavors to support equality and visibility for all marginalized populations.

Students Against Mass Incarceration (SAMI)

The Students Against Mass Incarceration (SAMI) sub-organization addresses diverse and complex issues concerning criminal justice reform and the role of social workers. Students can discuss and advocate for topics such as the school-to-prison pipeline, the needs of children of incarcerated parents, education in prison, politically oppressive systems, gender, community violence, street culture, police-community relations, and the improvement of re-entry services for formerly incarcerated men and women. SAMI will also provide a space where students can advocate, educate and self-identify as directly or indirectly impacted by incarceration and/or violence.

SAMI events include discussions, forums, panels, presentations, workshops, and direct action on topics related to criminal justice reform, the mass incarceration epidemic, culture and race. Innovative models of political advocacy, community organizing and research will be further explored.

In order to establish a new interest group, students must meet the criteria stated in Article IV of the bylaws. Students should contact the Director of Student and Academic Services if interested in reactivating or creating a new group.

Concentration Committees

GSO is responsible for identifying students to serve on the concentration committees which operate under the umbrella of the Graduate Student Organization. Each concentration, community organizing, individuals, groups and families and policy practice should be represented. Each group receives funds which can be budgeted for specific educational and/or social events, guest speakers, food, etc.

School-Wide Committees

GSO is responsible for nominating and appointing students to serve on various school-wide committees. Students have the opportunity to participate in all but a few of the School's standing committees. These committees are responsible for policy development, student affairs, etc. The school-wide committees are:

Educational Policy Committee (EPC)

The Educational Policy Committee serves as the school-wide curriculum committee. It is responsible for all curriculum policy recommendations that are submitted to the faculty as a whole. The EPC also has responsibility for evaluating all educational policies, including policies related to advisement, retention, and graduation of students. New programs or other curriculum initiatives, including new courses, are reviewed by this committee.

Committee membership consists of representation from all curriculum units and two students (at least one present at each meeting). The committee meets once per month, typically on the third Monday, and it may meet additional times as needed. Students serve one-year terms and are eligible for reappointment.

Educational Review Committee (ERC)

The Educational Review Committee is responsible for the professional gate keeping function of the school. It makes recommendations to the Dean's Office regarding administrative actions that pertain to the student's standing in the MSW program. It has dispositional and consultative authority to review students in academic difficulty or charged with academic or non-academic misconduct in accordance with the School and University's policies.

The Director of the MSW Program acts as chairperson or convener of this Committee. Committee membership consists of four faculty members, the Director of Field Education, and two student representatives (at least one

present at each meeting if requested). The Committee meets twice each month, typically on the first and third Monday, as needed. Students serve one-year terms and are eligible for reappointment.

Field Education Advisory Committee

The Field Education Advisory Committee considers field issues as they impact agencies, students, and the School, and it serves as an important vehicle for reflecting the professional community's outlook on the field education experience. Committee membership consists of a combination of faculty members, field education staff, field instructors, and students. In the 2019-20 year, the composition of the committee may change to incorporate BSW representatives from the faculty, field instructors, and students. The Committee generally meets two to three times a year. The meeting schedule has not been determined yet. Students serve one-year terms and are eligible for reappointment.

Center for International Social Work Studies Advisory Committee

The International Center Advisory Committee provides advice and support to the Center for International Social Work Studies and oversees the International Issues Focused Area of Study. The Committee is made up of faculty, staff and two students. It meets three times per semester, typically on Mondays. Students serve one-year terms and are eligible for reappointment.

Just Community Committee

Just Community is comprised of faculty, staff and Graduate Student Organization MSW and PhD student representatives. Its role is to facilitate and support educational and advocacy efforts and to enhance inclusion of more anti-oppressive practices in our classrooms, programming and in our daily interactions with one another at the School. The mission is to create a community that is capable of dialoguing with, learning from, and participating in mobilizing social justice efforts. The Committee meets every 3rd Monday of the month from 9:30 am to 10:30 am. Students serve one-year terms and are eligible for reappointment.

MISCELLANEOUS

FEES AND EXPENSES

The schedule of fees contained on the Bursar's Office website is comprehensive and expected to prevail during any given academic year, but the Board of Trustees and the Board of Governors for Higher Education reserve the right, at any time, to authorize changes in fees and to establish new fees applicable to all currently enrolled students. Revisions in the State budget may force fee changes.

Fee bills, covering the semester's charges, are computed by and are payable to the Bursar's Office no later than the Friday before the start of the semester.

Regulations

Payment of Fees. Collection of all fees is handled by the Office of the Bursar. Fee bills, covering the semester's charges are payable to the Bursar's Office no later than the Friday before the start of the semester.

Payment in full is required and no exceptions to this policy are granted for partial payment of fees, unless enrolled in the University payment plan. Failure to make payment on time will result in cancellation of the privileges accorded to a student such as, but not limited to, use of recreational facilities, access to transcripts, and other services. Students who register for additional courses after the payment due date have ten days to make payment before considered late.

It is each student's financial responsibility to make fee payments by the specified due dates. Failure to receive a fee bill does not relieve a student of fee payment responsibility. Students are required to agree to the Student Financial Responsibility Agreement once every academic year. This agreement is a statement of the financial obligations and responsibilities each student assumes while attending UConn. Please refer to the Bursar's website for more information on the agreement and on failure to pay.

If a check is returned by the bank for any reason, the student is charged a returned check fee. Please refer to the Bursar's website for more information.

Late Payment Fee. The payment of the fee bill is due in full prior to the Friday before the start of the semester. A late payment fee is payable by all students whose tuition and fees are not paid in full on the published due date. Late payment fees may be assessed twice a semester. Checks returned by the bank for any reason are considered late payment. Students may have services denied if all fees have not been paid by the due date. Please refer to the Bursar's website for more information.

Cancellations and Refunds. The following is general information regarding cancellations and refunds. If a student is a recipient of federal financial aid, it is critical that they also read the information under the "Return of Federal Financial Aid" section of the Bursar's website.

All graduate students who withdraw from the University for any reason must secure from the Graduate School acknowledgement of their withdrawal and arrange the details of their leaving. No refunds are made unless this procedure is followed.

If a student is dismissed after a semester but before the start of the next semester, payments (if any) for the next semester will be refunded with the exception of certain non-refundable deposits.

Where notice of cancellation is received through the first day of classes of a semester, full refund (less non-refundable fees) is made if fees have been paid in full.

In-State and Out-of-State Status

Each student must file an affidavit of residence with the application for admission to the Graduate School. A form for this purpose is provided as part of the application. On the basis of this information, each entering student is classified as either a Connecticut student or an out-of-state student. Failure to file the form will result in classification as out-of-state.

Questions concerning the classification of graduate students as resident (in-state) or non-resident (out-of-state) are resolved by the Graduate School. In the event that students believe they have been incorrectly classified, requests for review, along with supporting documentary evidence, should be directed to the Graduate School.

Residents of other New England states enrolled in certain graduate degree programs may be eligible for special tuition rates through the New England Board of Higher Education Regional Student Program.

Office of the Bursar Website

Graduate students should refer to the Bursar's Office website at bursar.uconn.edu for current tuition and fee information, procedures, and policies pertaining to graduate students and graduate programs.

Reinstatement Fee

The Graduate School regulations require registration in each semester by all graduate degree, certificate, and post-baccalaureate program students, with the exception of those students on an approved leave of absence. All graduate students who fail to complete initial course registration by the end of the tenth day of classes of any semester will be dropped from active status and will be required to pay a penalty fee of \$65. The reinstatement fee is added to a student's bill along with any registration fee that has accrued. Students who do not register for longer than a year will be required to reapply for admission. A letter from the major advisor justifying the use of previous coursework to satisfy current degree requirements is required to count previous coursework towards the new enrollment.

Refunds and Cancellations of Charges

In order to be eligible for a refund or cancellation of charges, a student must formally withdraw from the University by following the University's official withdrawal process, which includes dropping all courses currently being taken for credit. Please view <https://bursar.uconn.edu/cancellations-and-withdrawals-graduate-students-2/> for more information.

FINANCIAL AID

The [Office of Student Financial Aid Services \(OSFAS\)](#) (located at the Storrs Campus) awards financial aid packages to those applicants for whom an official Federal Need Analysis has been performed. Utilizing both need-based and non-need based funding sources, financial aid packages are provided as a means of mitigating the costs associated with attending the University of Connecticut. Package amounts and composition are based upon several factors, including an applicant's application filing date and relative financial need, funding limitations imposed by various financial aid programs, and the extent to which funding is available.

For more information, please visit the [Office of Student Financial Aid Services \(OSFAS\)](#) website.

HEALTH INFORMATION

Student Health History Form

All students are required to complete a Student Health History Form, available at <http://shs.uconn.edu/forms/>. This form should be completed and returned to Student Health Services at the address listed on the form. In addition, students in Clinical Training Programs (which includes the Master's of Social Work program) have advanced medical and immunization requirements that are outlined in their Letter of Acceptance.

For more information, please visit the [Student Health Services](#) website.

Mandatory Health Insurance

All full-time students are required to maintain health coverage. Full-time students are automatically enrolled in and billed for the University-sponsored plan. If a student wishes to decline the university plan because they have comparable coverage already, they must waive it via the Health Insurance Waiver in Student Admin. Learn more about the University-sponsored plan and the waiver process here at <https://shs.uconn.edu/insurance-information/>.

The university Insurance Coordinator, Tresca Smith, can be contacted at (860) 486-4535 to answer inquiries on this.

PUBLIC SAFETY

For emergencies, call 911. For non-emergencies, call the University Police at (860) 486-4800.

UConn Emergency Alert System

UConnALERT is the official emergency alerting system for the University of Connecticut and is the definitive source of information regarding emergency information, campus operating status, and major alterations to University schedules.

All students are auto-enrolled in UConnALERT, using email addresses and phone numbers pulled from the Student Administration system. Thus, all students are expected to keep their contact information up to date in this system.

Campus Closing

If the Hartford Campus closes, which includes the School of Social Work, the announcement will be made through [UConnALERT](#).

For more information on weather related and other emergency closings, please review the University's [Emergency Closing Policy](#).

UConn Hartford Police Department

The UConn Hartford Police Department is located on the basement floor of the Times Building at 10 Prospect Street.

For more information on the Police Department, please view <https://publicsafety.uconn.edu/police>.

Emergency Plan

The Office of Emergency Management has developed a university-wide public safety campaign, UConnREADY, to "create a community proud to be safe." To access this information, visit <https://publicsafety.uconn.edu/emergency/get-prepared/students/>.

Hartford Campus Shuttle

Shuttle bus operation: 5:30 pm to 10:00 pm Monday through Thursday. This evening-only shuttle will run from the former Hartford Times building to the student parking area at the Convention Center parking garage and will be a general drop-off service only.

Weapons on Campus

Possession and/or use of firearms, fireworks, dangerous weapons and hazardous chemicals are strictly prohibited and in many cases violate State law.

CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS

Approved by the 1996 NASW Delegate Assembly and revised by the 2017 NASW Delegate Assembly

Source: *The full version of the Code of Ethics of the National Association of Social Workers may be accessed at: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>*

Preamble

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Ethical Principles

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

Value: Service

Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

Value: Social Justice

Ethical Principle: *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

Value: *Dignity and Worth of the Person*

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: *Competence*

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.