Department of Social Work
MSW Student Handbook

2018-2019
WELCOME

Welcome to the Department of Social Work at the University of Wisconsin-Whitewater. As you read this handbook we hope that you will sense our wish to involve you in our program. You are an important part of it! We believe this handbook will prove useful to you in a variety of ways as you continue through your academic career. We have tried to cover a number of issues and areas which are important to you and hope that you will suggest other subjects for us to include in the future. If you have any questions about either the program or the handbook, please ask any faculty member. Our faculty welcome the opportunity to meet with you.

This handbook for Social Work MSW students is in addition to the existing University of Wisconsin-Whitewater student handbook and graduate bulletin. The purpose of this Social Work Handbook is to explain and clarify procedures and matters which are important to our students. Please read the handbook carefully, refer to it during your course of studies, and let us know if you need additional information. We welcome you to Social Work and the University of Wisconsin-Whitewater.
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#### FULL TIME FACULTY

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Attending college is a special and unique experience. Since 1868, students from Wisconsin and dozens of other states and countries have shared that experience here, exploring various intellectual paths, making new friends and enjoying good times together.

A member of the University of Wisconsin System, UW-Whitewater is a state-supported coeducational university offering curriculums in teacher education, the arts, business administration, the liberal arts, pre-professional studies, and adult education. It is a community of scholars fully accredited by such agencies as the North Central Association of Colleges and Secondary Schools, the American Assembly of Collegiate Schools of Business, the National Council for Accreditation of Teacher Education, the Wisconsin State Board of Accountancy, and the Council on Social Work Education. Founded as Whitewater Normal School, it was the second public institution in the United States to offer a program for preparing teachers of business subjects. Today, in addition to its academic programs, it is a center for leadership and service through its coordination of numerous conferences on subjects as diverse as regional planning, international education, the status of women, and its sponsorship of lectures, concerts and programs which enrich the cultural life of students, faculty and the community.

The University invites students of all ages to participate in its programs. Students range in age from 17 to 92, from persons taking one class to those with a full course of studies, from high school seniors sampling college to business persons seeking new expertise in their field of business, from senior citizens to the traditional college freshman.

Located in a city of approximately 12,000 in southeastern Wisconsin, the 380-acre campus is 45 miles southeast of Madison, 51 miles southwest of Milwaukee, and 102 miles northwest of Chicago. Interstate 90 is 12 miles west of the city. The campus is located on US 12 and Main Street, within walking distance of the business district. The focal point of the campus is a scenic pedestrian mall around which are located the academic buildings. North of the mall are: the residence halls; the Health Center; Williams Physical Education and Recreation Center; a 15,000 seat stadium; and 43 acres of recreational fields for baseball, football, field hockey, track and field, and tennis.

All in all, the University of Wisconsin-Whitewater is a campus with a long history of providing the time and the place for:

- obtaining a quality education
- having fun and being serious
- meeting new friends
• exploring new ideas and interests
• discovering oneself to the fullest

SECTION III: INTRODUCTION TO THE SOCIAL WORK PROGRAM

The social work program at UW-Whitewater is designed to meet the needs of our society through preparation of professionally educated social work practitioners. The social worker with master level training is expected to be an advanced generalist practitioner in the field (not unlike the role of the general practitioner in the medical profession) who possesses a wide range of knowledge and competencies in order to respond to a similarly wide range of social problems. Thus the focus is not on providing specialists in any one methodology such as casework or group work but rather on developing a social worker who has a wide range of skills.

MISSION STATEMENT OF THE SOCIAL WORK DEPARTMENT

The mission of the Masters of Social Work program at the University of Wisconsin-Whitewater is:
To cultivate advanced social work professionals skilled in developing collaborative relationships within dynamic regional and national contexts to address diverse human and community issues that affect well-being.

The Masters of Social Work program at the University of Wisconsin-Whitewater builds on the core values of social work including: service, social justice, the dignity and worth of the person, the importance of human relationships, incorporating a strengths perspective, integrity, competence, human rights, and scientific inquiry. These values frame the profession’s commitment to the respect all people and the quest for social and economic justice.

Given these commitments, the mission of our program is to cultivate advanced social work students to become skilled professionals, obtaining the knowledge and skills necessary for advanced generalist social work service in urban and rural areas with diverse client systems. In order to demonstrate competence, students will need to demonstrate the ability to build relationships, identify strengths, and assess and implement effective interventions for individuals, families, groups, organizations, and communities, with a high level of integrity.
MISSION STATEMENT GOALS
The UW-W Social Work Program achieves its mission through the fulfillment of the following program goals.

Program Goals

1. Preparing students through coursework and advising to advance their knowledge, develop strong professional values and ethics, and be able to apply a range of prevention and intervention methods.
2. Engaging students in evidence-informed practices.
3. Partnering students within a framework of community engagement to accomplish mutual goals.
4. Providing students with opportunities to work in partnership with faculty who are actively engaged in practice, service, and research.

Specified Objectives of Our Educational Program
In accordance with CSWE, graduates of our Master of Social Work program will be able to demonstrate the following competencies:

Competency 1: Demonstrate Ethical and Professional Behavior
1.1 make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context
1.2 use reflection and self-regulation to manage personal values and maintain professionalism in practice situations
1.3 demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication
1.4 use technology ethically and appropriately to facilitate practice outcomes
1.5 use supervision and consultation to guide professional judgment and behavior

Competency 2: Engage Diversity and Difference in Practice
2.1 apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels
2.2 present themselves as learners and engage clients and constituencies as experts of their own experiences
2.3 apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
3.1 apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels
3.2 engage in practices that advance social, economic, and environmental justice.
Competency 4: Engage in Practice-informed Research and Research-informed Practice

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

Competency 5: Engage in Policy Practice

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

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

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

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

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

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

8.1 critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies
8.2 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies
8.3 use inter-professional collaboration as appropriate to achieve beneficial practice outcomes
8.4 negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies
8.5 facilitate effective transitions and endings that advance mutually agreed-on goals.

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

9.1 select and use appropriate methods for evaluation of outcomes
9.2 apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes
9.3 critically analyze, monitor, and evaluate intervention and program processes and outcomes
9.4 apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.
WHAT IS SOCIAL WORK?

Social work is the primary (although by no means the only) profession involved in implementing social welfare programs. The term "social worker" is generally applied to graduates (master's degrees) of schools of social work and social welfare. In Wisconsin, you cannot call yourself a social worker until you have passed the state certification/licensing process. A social worker is a change agent who is expected to be skilled at working with (and improving the lives of) individuals, groups, families, organizations, and communities. On this campus, the degree required for preparing social workers is designated as "social work." A wide variety of employment settings are available for social workers, including foster care, adoption, probation and parole, public assistance, mental health counseling, services to single parents, day care services, school social work, services to minority groups, services to veterans and their families, recreational services such as Boy Scouts and Y.W.C.A. programs, social services in a medical or psychiatric hospital, anti-poverty programs, social services in a nursing home and other services to the elderly, marital counseling, drug and alcohol counseling, services to persons with a physical or mental disability, research, and social action.

There are currently more employment opportunities available in social work than in many other fields, and the future looks encouraging. Social services and their delivery are becoming a more integral part of our fast-paced society and the demand for qualified personnel is expected to expand. If you are looking for the challenge of working with people to improve social and personal circumstances, then you should seriously consider a career in social work.

WHAT IS SOCIAL WELFARE?

Social welfare activities constitute one of the most important functions in our society in terms of the number of people affected, the human misery treated, and the amount of money spent. Social welfare programs, designed to meet basic human needs and improve the social functioning of individuals, are provided by and/or funded by the federal, state, and local governments, and by nonprofit and private organizations.

Social welfare programs and activities:

- Provide protective services for abused and neglected children and their families;
- Rehabilitate those who are addicted to alcohol or drugs;
- Treat those with emotional difficulties;
• Make life more meaningful for the elderly;
• Provide rehabilitation services to persons with a physical or mental disability;
• Meet the financial needs of the poor;
• Rehabilitate juveniles and adults who have committed criminal offenses;
• Seek to end racial and religious discrimination;
• Provide child care services for working mothers;
• Counsel individuals and groups having a wide variety of personal and social difficulties;
• Provide services to persons with AIDS;
• Educate children who have a cognitive disability or who are emotionally disturbed;
• Serve families struck by such physical disasters as fires and tornadoes;
• Serve as advocates for persons needing services;
• Encourage communities to develop comprehensive programs;
• Meet the special needs of people of color and members of other minority and oppressed groups.

**SOCIAL WORK CERTIFICATION**

In 1991 Wisconsin passed a certification bill covering social workers. In essence, this law mandates that the term "social worker" can only be used by persons who graduate from a bachelor's or master's program in social work that is accredited by the Council on Social Work Education. This law prevents people who hold degrees in some other field from being hired for social work positions in the future in this state. (In 1995 the legislature enacted a bill that allows majors in sociology, psychology, human services, or criminal justice to apply for a Social Work Training Certificate. A provision of this bill is that they have two years to complete designated courses that are comparable to courses in social work programs.) In essence, these new laws mandate that in order to be a social worker in this state, you need to have first received extensive professional training in social work. Upon graduation, social work students in our program need to submit an application for social work licensure to the Wisconsin Department of Safety and Professional Studies. The licensure process requires that applicants must pass two exams, the state of Wisconsin state statutes exam and the AASWB national social work exam.
CRIMINAL BACKGROUND CHECK

The State of Wisconsin passed a Caregivers Act in 1998. You should be aware that this law requires criminal background checks for interns seeking a field placement, and for graduates of a social work program seeking employment in a social service agency. A list of specific crimes that may bar interns from field placement (or may bar graduates from social work employment) has been developed. If you have questions, please speak with your advisor.

ADMISSION TO THE SOCIAL WORK PROGRAM

Students interested in obtaining a MSW in Social Work would need to apply in the graduate school. Recognizing that educational preparation and commitment to the social work profession are essential qualities for master's level students, the following are the requirements for admission into the master’s program:

For Traditional (non-advanced standing) MSW applicants:

Minimum requirements:
1. Transcript demonstrating bachelor’s degree from a 4 year, college or university accredited by a recognized regional accrediting association
2. GPA – 2.75 on 4.0 scale: can apply if lower than a 2.75, but would be placed on probation status if admitted
3. Intro to statistics course: 200 level or higher, with a grade of C or better
4. Personal statement
5. Demonstration of 24 hours of liberal studies courses, including:
   • Courses in social sciences (psychology, sociology, anthropology, economics, women’s studies, political science)
   • Course in human biology
6. Background check for field
7. 3 letters of reference (at least one academic instructor and only one can be personal and one professional reference (field, volunteering and/or work)

Preferred requirements:
1000 Service hours (paid or volunteer)
Commitment to social justice, advocacy, and multicultural practice on behalf of vulnerable and oppressed populations

**For Advanced Standing MSW applicants:**

Minimum requirements:

1. Transcript demonstrating a social work bachelor’s degree from a 4-year college or university accredited by a recognized regional accrediting association the Council of Social Work Education.
2. Demonstration of completion of bachelor of social work accredited program with a B or better in core social work courses.
3. GPA – 2.75 on 4.0 scale, can apply if lower than a 2.75, but would be placed on probation status if admitted
4. Intro to statistics course: 200 level or higher, with a grade of C or better
5. Personal statement
6. Background check for field
7. 3 letters of reference (at least one academic instructor and only one can be personal and one professional reference (field, volunteering and/or work)

Preferred requirements:

1000 Service hours (paid or volunteer)

Commitment to social justice, advocacy, and multicultural practice on behalf of vulnerable and oppressed populations

**Admission Application**

Students will apply to the master’s program through the Graduate School application process using the online University of Wisconsin program, UW e-application at [https://apply.wisconsin.edu/](https://apply.wisconsin.edu/). Once all materials have been received, the application will be reviewed by a panel of faculty members from the master’s program. The panel will review all minimum requirements are met. In additions, if a student’s grade point average is below a 2.75, the student can apply for probationary status. The student will be allowed to enroll in the program however will need to achieve a 3.0 in the students first 12 credits.

**Notification of Admission**
If the program approved the applicant, a letter will be mailed (and emailed) to the applicant informing them of this decision and the next steps the student needs to take. If a student is required any additional coursework (ex: prerequisite), they will be informed of this at this time. If not accepted, the panel will contact the student via email to discuss requirements. If a student needs additional courses to meet the minimal requirements of the program, the student may be admitted if the student will be able to enroll in the course(s) prior to the start of the program in the fall (ex: spring or summer prior to program starting).

**Advanced Standing Status**

Advanced standing status will only be granted to students demonstrating receipt of a baccalaureate social work degree from a social work program accredited by the Council of Social Work Education, recognized through its International Social Work Degree Recognition and Evaluation Services, or covered a memorandum of understanding with international social work accreditors. Students must have received a grade of B or better in core social work courses (including: Introduction to Social Work, Human Behavior, Social Work Research, Social Work Policy, Social Work Practice Courses, and social work field/internship) in order to receive advanced status standing.

**College Credit for Prior Academic Work/Transfer Credits**

Social work college credit transferred from another university which a social work student wishes to apply to the master’s program will be subject to evaluation by the Program Coordinator. This evaluation will assess the applicability, similarity, and adequacy of that courses in relation to the Social Work Department requirements.

If it appears that the transfer course adequately meets the requirements, it will be accepted. If it does not, arrangements must be made to supplement that course work or complete the required UW-W course(s). The student is responsible for providing substantiating materials such as syllabi, text used, and course requirements to assist in the evaluation. For core social work courses, courses that are approved will be required to have been obtained at a CSWE accredited social work programs”. For students who have graduated from a CSWE undergraduate program, they will be granted advanced standing. If they require additional program requirements, such as a prerequisite, they will be informed at the time of admission of other coursework required. In addition, per UW-W graduate school policy, no more than 9 credits will be allowed to be transferred from a prior graduate program to the UW-W MSW program.

**College Credit for Prior Experience Work**
No academic credit is given for life experience in lieu of either required coursework or Social Work Experience.
SECTION IV: COURSE REQUIREMENTS IN SOCIAL WORK

LIBERAL ARTS BACKGROUND AND PREREQUISITE COURSES:

Demonstration of 24 hours of liberal studies courses, including:

- Courses in social sciences (psychology, sociology, anthropology, economics, women’s studies, political science)
- Course in human biology

Introduction to Social Welfare or Social Work Course
Intro to statistics course: 200 level or higher, with a grade of C or better

MSW Program

Students will be required to complete either 32 or 58 credits, depending on their standing entering the program. Those students who are admitted as graduates of CSWE-approved undergraduate programs will need to take only 32 credits of the second year graduate level courses in order to obtain a MSW credits). Students coming in with non-CSWE social work degrees will be required to have 58 credits.

Non-Advanced standing students will take 49 credits of core courses and 9 credits of electives. Advanced standing students will take 23 credits of core courses and 9 credits of electives.

PREREQUISITE COURSES (NOT INCLUDING LIBERAL ARTS REQUIREMENTS):

SOCWORK 102: Introduction to Social Work: (3 credits). This course is an introduction to the history and philosophy of social welfare, to social work and other helping professions, and to social institutions so that the students may enlarge their liberal arts education, gain understanding of contemporary social welfare problems and services, and begin to evaluate their personal values and convictions about social welfare issues. A service learning experience is required of all students, providing a hands-on exploration into their selected area of social services. Required for all social work students.

SOCWORK 250: Statistics for Social Work: This course provides introduction to basic statistics applicable to social work practice and research. Social work practitioners must be able to conduct research and data analysis to provide effective interventions for their clients. The course also provides students with opportunities to learn a popular statistical software for social research, SPSS, to analyze the data and present results.
REQUIRED SOCIAL WORK COURSES:

Non-advanced standing students must complete the following core courses:

a. SOCWOR 511: Human Behavior and the Social Environment (4 credits)
b. SOCWOR 662: Social Welfare Policy (3 credits)
c. SOCWORK 571: Social Work Practice I (3 credits)
d. SOCWORK 572: Social Work Practice II (3 credits)
e. SOCWORK 573: Social Work Practice III (3 credits)
f. SOCWORK 602: Social Work Research (4 credits)
g. SOCWORK 712: Social Work Psychopathology (3 credits)
h. SOCWORK 720: Advanced Social Welfare Policy Analysis (3 credits)
i. SOCWORK 733: Social Work Practice with Groups, Communities, and Organizations (3 credits)
j. SOCWORK 771: Research Program Implementation and Evaluation. (3 credits).
k. SOCWORK 776: Advanced Practice: Intervention and Evaluation. (3 credits)
l. SOCWORK 783: Social Work Field Experience (3-4 credits).
m. SOCWORK 784: Social Work Field Research Integration Capstone (3 credits)

Advanced standing students must complete the following core courses:

a. SOCWORK 712: Social Work Psychopathology (3 credits)
b. SOCWORK 720: Advanced Social Welfare Policy Analysis (3 credits)
c. SOCWORK 733: Social Work Practice with Groups, Communities, and Organizations (3 credits)
d. SOCWORK 771: Research Program Implementation and Evaluation. (3 credits).
e. SOCWORK 776: Advanced Practice: Intervention and Evaluation. (3 credits)
f. SOCWORK 783: Social Work Field Experience (3-4 credits).
g. SOCWORK 784: Social Work Field Research Integration Capstone (3 credits)
Non-Advanced Standing Courses:

a. SOCWOR 511: Human Behavior and the Social Environment (4 credits). This course is designed to provide students with an understanding of the processes of bio-psycho and socio-cultural development from infancy to young adulthood. Material is also presented on the social systems (families, groups, organizations, and communities) in which individuals live.

b. SOCWOR 662: Social Welfare Policy (3 credits). This course is designed to provide students with knowledge about the process of social welfare policy formulation and implementation and with policy analysis skills. The effects of social welfare policies and organizations on both clients (especially the poor and minorities) and on social workers will be emphasized.

c. SOCWORK 571: Social Work Practice I (3 credits). This course presents advanced contemporary theoretical approaches to social work practice with individuals, groups, families, organizations and communities. This course uses a competency approach to assess and develop student interviewing and interpersonal skills, emphasizing social work practice with individuals.

d. SOCWORK 572: Social Work Practice II (3 credits). This is the second of three required social work practice courses. This course is designed to help students build upon the skills and knowledge required in Practice I, including further development of interviewing and interpersonal skills. In particular, the emphasis of this course includes studying the dynamics of groups and working with various types of groups.

e. SOCWORK 573: Social Work Practice III (3 credits). This course is designed to further develop and fine tune advanced generalist social work skills at all levels of intervention (including individuals, families, organizations, and communities). Course content will focus on difficult situations in micro practice, understanding and working with families, and working in and with organizations and communities.

f. SOCWORK 602: Social Work Research (4 credits). This course is designed to familiarize the student with basic concepts of social work research methodology and
statistics, computer usage, to develop competence in evaluating research literature and to
develop beginning skills in evaluating social work practice.

**First Year Advanced Standing and Second Year Non-Advanced Standing Core Courses:**

a. SOCWORK 712: Social Work Psychopathology (3 credits). This course takes a closer
   examination of psychopathology which affects how clients function, and explores the role of
diversity. Students learn to use the DSM-5, which is implemented in social work internship
   experiences.

b. SOCWORK 720: Advanced Social Welfare Policy Analysis (3 credits). Students will
   learn to plan for, develop, implement, and evaluate social welfare policies and programs
   relevant to social justice, critically examining social work policies on a global level and
   compare/contrast with United States policies.

c. SOCWORK 733: Social Work Practice with Groups, Communities, and Organizations
   (3 credits). This class builds on undergraduate classes by further examining the impact of
   the community as a major element that influences an individual and/or system. The course
   also includes theories and methods of working with groups and communities, including
   methods of change, advocacy, planning, respect for diversity, and understanding social
   justice.

d. SOCWORK 771: Research Program Implementation and Evaluation. (3 credits).
   Students will utilize practice experience and theory to inform research. Students will examine
   quantitative and qualitative research designs, applying critical thinking skills to analyze
   research. Students will develop an ethical plan, design, and conduct one evaluative study of
   an intervention/program which will be concluded in Research Integrative Capstone project.

e. SOCWORK 776: Advanced Practice: Intervention and Evaluation. (3 credits). This
   class teaches students to assess clients and implement culturally competent, evidence-
   based interventions to enhance clients' lives. This course presents advanced methods
   involved in completion of assessments, practice interventions, therapeutic processes, and
   evaluation. Pulling from examples from field placement experience, students will be required
to select appropriate interventions for clients.
f. SOCWORK 783: Social Work Field Experience (3-4 credits). Repeatable, depending on status. Students complete this first field practicum course under the supervision of an approved agency field instructor and academic guidance of a faculty field liaison.

g. SOCWORK 784: Social Work Field Research Integration Capstone (3 credits). This course continues an advanced practicum experience. Students will be required to implement their research project in this field experience and create a portfolio based on the coursework and the final research project.

**Specialization Courses:**

a. COUNSED 746 Counseling and the Chemical Dependency Process (3 credits). This course is a study of alcohol and other drug abuse, the process of chemical dependency, its impact on the family and its importance in the area of counseling. This course will enable the counselor to identify and assess the substance abuser and examine the counselor's role in the prevention and intervention process. Students will develop knowledge of the behavioral, psychological, physical health, and social effects of psychoactive substances and addictive disorders on the user and significant others. It will examine the history, philosophy and trends in addiction counseling. The student will learn to identify the various symptoms of progressive stages of chemical dependency and counseling modalities for treatment.

b. SOCWORK 741: Treatment of Substance Use and other Addictive Disorders (3 credits). Social, legal, political, psychological, biological (including neuroscience research), spiritual, and ethical factors related to substance use disorders, eating disorders, and other behavioral addictions will be examined. Assessment and intervention models with an emphasis on harm reduction, stages of change, medication assisted treatment, and strengths perspective will be studied.

c. SOCWORK 750: Social Work with Military (3 credits). This course explores military culture and stressors associated with military lifestyle. Ethical issues for working in this environment are considered. Students completing this course will have a more in-depth understanding of theory-based and research-informed strategies to work with the military, veterans and their families in a variety of settings.

d. SOCWORK 752: Advanced Intervention with Military Members (3 credits). Theoretical and practical approaches to advanced clinical practice with individuals in the
military, military families, and groups. Examines the demands of military service on the family and studies group dynamics, composition, and common social issues in the military system. Implementation of appropriate treatment plans and interventions will be examined.

e. SOCWORK 760: Social Work with Individuals with Physical Disabilities (3 credits). The focus of this course will be on demystifying disability by examining the lived experiences of people with physical disabilities. Students will explore disability from bio-psycho-social and cultural perspectives. They will gain knowledge of the disability community’s common language, norms of conduct, economic concerns, political issues, and struggles with stigmatization.

f. SOCWORK 762: Social Work Interventions with Individuals with Physical Disabilities (3 credits). Theoretical and clinical approaches to working with individuals with a disability and families who have a family member with a disability will be examined. Students will practice assessing, intervention, writing treatment plans, and evaluation in relation to physical disability cases in social work.

OVERVIEW OF THE DESIGN OF THE SOCIAL WORK CURRICULUM

The Social Work Department notes that social work courses are built upon, and integrated with, the liberal arts content. In addition, the department emphasizes the interrelationships among human behavior, social policy, research, practice, and field placement content. The basic thrust of the curriculum is to prepare students for advanced generalist practice. The social work program has adopted the following definition of generalist social work practice:

Generalist advanced practice social workers work with individuals, families, groups, communities, and organizations in a variety of social work and host settings. Generalist practitioners view clients and client systems from a strengths perspective in order to recognize, support, and build upon the innate capabilities of all human beings. They use a professional problem solving process to engage, assess, broker services, advocate, counsel, educate, and organize with and on behalf of client and client systems. In addition, generalist practitioners engage in community and organizational development. Finally, generalist practitioners evaluate service outcomes in order to continually improve the provision and quality of services most appropriate to client needs.

Generalist social work practice is guided by the NASW Code of Ethics and is committed to improving the well-being of individuals, families, groups, communities and organizations and furthering the goals of social justice.
In order to further this preparation for generalist practice and provide the appropriate knowledge and skill base for social work, a specific curriculum has been developed. The background for social work practice requires broad exposure to a number of liberal arts disciplines including political science, psychology, sociology, English, biology, and speech. Courses in these areas complement and support the social work degree which itself draws from other fields. Thus, the curriculum and supporting courses can be viewed as a total package designed to produce the desired outcomes.

The curriculum has been conceived as representing the core areas of Human Behavior in the Social Environment, Social Work Practice, Research, Social Welfare Policy and Service, and electives. It is possible to categorize most social work courses under one of these areas, although there is always overlap. A simplified categorization of our courses in the areas indicated is as follows:

**Human Behavior & Social Environment**

SOCWORK 511  Human Behavior & Social Environment

SOCWORK 712  Social Work Psychopathology

**Social Work Practice**

SOCWORK 571  Social Work Practice One

SOCWORK 572 Social Work Practice Two

SOCWORK 573 Social Work Practice Three

SOCWORK 712  Social Work Psychopathology

SOCWORK 733  Social Work with Groups, Communities, and Organizations

SOCWORK 776  Advanced Practice: Intervention and Evaluation

**Social Welfare Policy & Services**

SOCWORK 662  Social Welfare Policy

SOCWORK 720  Advanced Social Welfare Policy Analysis

**Research**

SOCWORK 602  Social Work Research

SOCWORK 771  Research and Program Implementation and Evaluation
SOCWORK 784  Social Work Field Research Integration Capstone

Field Work

SOCWORK 783  Social Work Experience

SOCWORK 784  Social Work Field Research Integration Capstone

Emphasis Courses in the Program
All students must complete 3 of the following elective courses:

a.         COUNSED 746 Counseling and the Chemical Dependency Process (3 credits).
b. SOCWORK 741: Treatment of Substance Use and other Addictive Disorders (3 credits).
c. SOCWORK 750: Social Work with Military (3 credits).
d. SOCWORK 752: Advanced Intervention with Military Members (3 credits).
e. SOCWORK 760: Social Work with Individuals with Physical Disabilities (3 credits).
f. SOCWORK 762: Social Work Interventions with Individuals with Physical Disabilities (3 credits).

Electives in the Program

Although this listing provides a shorthand way of viewing the program, it is important to recognize that preparation for practice, by its very nature, requires an integration of curriculum content, somewhat blurring the distinction between areas. For example, the field experience portion of the curriculum is expected to integrate all of the areas. The ability to write and speak competently is required in all areas since these skills are important in all areas of social work practice. Ethical considerations are also applicable to all social work courses including research and social policy. Of course, research cannot be divided from theory or practice, and policy and practice are likewise related. In addition, practice is dependent upon knowledge of human behavior in the social and physical environment and so it goes. As can be seen, the dividing lines are not as sharp as one might suppose.

SECTION V PREPARING YOURSELF FOR SOCIAL WORK PRACTICE

There are a number of ways in which you can better prepare yourself for social work practice. Some of these ways include:

➢ Social Work Student Organization (SWSO)
➢ Student involvement in student affairs
Save your social work syllabi
Phi Alpha Honor Society

Each of these mechanisms will be briefly described.

### SOCIAL WORK STUDENT ORGANIZATION (SWSO)

The Social Work Student Organization is an organization of bachelor and masters level social work students whose purpose includes both social and service activities as well as providing input to the social work program. One member of the organization is invited to attend faculty department meeting (which meets monthly) to give their input on decisions that are made. One member also is placed on the Letters and Sciences Dean’s Advisory Board in order to provide student feedback to college decisions. SWSO provides students with networking opportunities for classes as well as for their future careers. Throughout the academic year, SWSO presents guest speakers on topics of interest to the group. A few examples from the past are on field placement, hospice care, and adoption. SWSO also engages in volunteer activities, hosts the annual graduate school fair, invites past alumni to campus for a career day, has assisted in mental health/suicide awareness events, and hosts the end of the year social work student banquet.

### STUDENT INVOLVEMENT IN STUDENT AFFAIRS

Students at the master’s level are encouraged by faculty to be involved in formulating and modifying policies that affect academic and student affairs. Social Work faculty discuss these opportunities in advising sessions and in classes. Faculty assist student by attending events with students, leading student organizations, assisting with supportive documents, and inviting students to meetings (ex: campus climate events or advisory board meetings).

At the graduate level, students are allowed to join the Student Graduate Council Organization. In addition, each college appoints a student to be a member of the Graduate Council (the executive body of the Graduate Faculty that receives, considers, and takes final action on all graduate matters including curriculum, policy, and administration) and on the Exemption (appeals) committee.

Students will be encouraged by faculty to become involved within both the Social Work Department and other campus organizations that are present at the University of Wisconsin-Whitewater. Student involvement provides students with an opportunity to develop leadership skills, encourage
a say in policies and procedures, promotes social engagement, team building, and encourages networking opportunities.

There are numerous ways that faculty can encourage students to become more involved in the Social Work Department and better prepare themselves for the social work practice:

- Social Work Student Organization (SWSO)
- Phi Alpha Honor Society
- Social Work Coordinator Council
- Student Focus Groups
- Student Response Committees
- Graduate Assistance Program
- Volunteer or paid work experience in social welfare

For Student Involvement on campus:
Career & Leadership Development offers programs and services to help students engage with the campus community and develop the skills and qualities needed to make a successful transition to the world of work. The center is a place where students are able to assess resources and gain knowledge about forms of employment and internship, joining an organization, career fair, hawk jobs, and increase awareness on the diversity that the University has to offer. Students are able to access these student organizations on the University’s (ConnectUWW) page.

https://uww.campuslabs.com/engage/

Some organizations include:

- Over 180 student organizations, including: Black Student Union (BSU), American Sign Language Club, Dreams Scholars, Impact, Habitat for Humanity
- Intramural Sports
- Greek Organizations

http://www.uww.edu/student-handbook/policies-organization

To encourage student to become more involved and aware of the policy changes, there are events such as:

- Whitewater Student Government (WSG)
- Tea with the Chancellor
- Culture Climate Response Group/Committees

Other resources available to social work students include:
SAVE SOCIAL WORK COURSE SYLLABI

Each year some UW-W social work students decide to pursue licensure. Depending upon the state requirements, UWW graduates may be required to demonstrate coursework. In addition, other credentialing bodies (such as the one which certifies alcohol and drug abuse counselors in this state) often require a copy of social work course syllabi. It is therefore strongly recommended that you save your social work course syllabi and written papers/projects.

PHI ALPHA HONOR SOCIETY FOR SOCIAL WORK

Phi Alpha Honor Society for Social Work is the National Social Work Honor Society. The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarships and achievement in social work. Requirements for membership nomination are:

A. Be enrolled in a MSW program.
B. Be in the top 35% of class in the graduate program (according to GPA).
C. Complete a minimum of 9 credits of required social work graduate courses or at least 37.5% of courses required for degree.
   • Since our advanced standing program is a 32 credit program, students must complete at least 12 graduate credits.
   • Since the traditional program is a 58 credit program, students must complete at least 22 graduate credits.

SECTION VI POLICIES AND PROCEDURES

FACULTY EVALUATION

The University of Wisconsin System mandates, and the UW-Whitewater campus supports, the right of students to provide written evaluation of faculty members and course content. Standard forms are provided electronically at the conclusion of the semester to allow students to exercise this right. Faculty are evaluated for their teaching, the adequacy of their courses, and their advising.
Evaluation is a method for constructive improvement of course content and faculty instruction. Student evaluations are used annually as a factor in determining salary increases and in reappointment, promotion and tenure decisions.

STUDENTS’ RIGHTS TO ORGANIZE

Social work students, in accordance with University policy, have the right to organize in their own interests in matters concerning academic and student affairs. Students may elect to join the Social Work Student Organization or other campus organizations to pursue those interests and concerns.

REASONABLE MODIFICATIONS

Social workers often work with clients who are highly vulnerable. Because of this, social workers must be capable of communicating well, both verbally and in written form. Social workers must be able to demonstrate empathy for the client and must be able to think and act logically, quickly, and decisively. The needs of the client are always the focus of professional social work training.

Students who need reasonable modifications in order to accomplish these skills should meet with the Instructor to discuss the needed modifications. If the modification requires the assistance of personnel, equipment, or materials that are beyond those readily provided by the department, then the student is to be referred to the Center for Students with Disabilities. However, even with necessary modifications and accommodations, students must be capable of demonstrating basic social work skills—such as empathy, communication, and problem-solving skills—in required videotapes and role plays (as required in all practice classes). Students who cannot demonstrate these skills will be asked to explore other academic options.

Students in need of some reasonable modification of the instructional context are to meet with the instructor to discuss the needed modification. If the modification requires the assistance of personnel, equipment, or materials that are beyond those readily provided by the instructor, then the student is to be referred to the Center for Students with Disabilities. Upon referral, the student must:

A. Sign a request for services based on the presence of a disability;
B. Provide appropriate diagnostic information that establishes she/he is a qualified individual with a disability; and,
C. Request in writing the reasonable modification(s) sought to accommodate the qualifying disability.

The Center for Students with Disabilities arranges (in consultation with instructional staff) to provide appropriate reasonable modifications.

**STUDENT ACADEMIC GRIEVANCE PROCEDURES**

**UW-Whitewater University Handbook**

**Student Grievance Procedures**

SOURCE: Offices of the Provost and Vice Chancellor for Academic Affairs, Affirmative Action, Academic Discipline and Student Affairs. Approved by Whitewater Student Association and Academic Staff, 1993; Faculty Senate, 1994.

I. DEFINITIONS AND BASIC PRINCIPLES:

A. A grievance is a request for specific action to solve a problem or redress an injury done to the individual presenting it. When that individual is a student and is responding to treatment received as a student, it is a student grievance. However, if a student wishes to challenge an academic decision that impacts on their grade, the Student Grade Appeal procedures should be used.

   i. A grievance may concern the actions taken by any UW-Whitewater employee who is a member of any college, department, office, administrative unit or committee of the University.

   ii. A grievance may not necessarily be directed at a particular individual but rather at a policy or rule which the student believes to be unfair.

B. The basis for a grievance is to raise a problem for the purpose of resolving it by the parties closest to it. This is true whether the issues involve an instructor, administrator, service personnel or members of any University department, college, division, administrative unit or committee.

C. A cause of action would involve a specific injury to the student or a specific problem. A remedy should be available. If no remedy is available or if punishment of someone is sought, the procedures for complaints rather than grievances should be used (see University Handbook Sections VI-F and VI-A).

D. Process timelines are established to enable review and resolution within a reasonable time after the problem occurred. This assists problem solving when memories and facts are still fresh.
E. Written appeals and responses need not be lengthy but rather describe events, relevant facts and reasoning, so that parties are clear about what is at issue and why decisions are being made the way they are.

II. STEPS IN A GRIEVANCE:

A. Informal Process:

Discuss the issue of concern with the individual(s) primarily involved. This should take place within 14 calendar days after the aggrieved action occurred.

If this discussion brings no resolution, is unsatisfactory, or if the primary individual is unwilling or unable to participate, the student may then, within 7 calendar days of the discussion or the communication that there will be no discussion, schedule a conference with the chairperson of the department or the supervisor of the individual. The student should articulate the concerns and the result of, or lack of, discussion with the primary individual.

After hearing the student's appeal, the chairperson or supervisor will attempt to mediate the problem to resolution within 14 calendar days.

If this attempt at resolution is unsatisfactory or if all are not willing or able to participate, the student should submit a formal grievance to the dean or director within 7 calendar days of the failure of informal resolution.

B. Formal Process:

The grievance should be in writing and signed by the student following the Basic Principles above, should explain the problem, reasons for dissatisfaction of recommended resolution and an alternative resolution.

Within 14 calendar days, the dean or director can attempt further resolution or make the final decision. The student and employees should be notified of the final decision in writing.

The decision of the dean or director will be final unless discipline is requested, in which event appropriate disciplinary procedures would be followed.

SYNOPSIS: STEP-BY-STEP PROCESS FOR STUDENT GRIEVANCES:

Problem occurs.

Within 14 calendar days, discuss it with the person whose actions are in question. (informal)

If no satisfaction, within 7 calendar days, talk it over with the chair or supervisor of the person. (informal)

Chair/supervisor will attempt to resolve within 14 calendar days. (informal)
If no satisfaction, student has 7 calendar days to write it up as a formal grievance, including why dissatisfied with recommended resolution and propose a remedy. (formal)

Within 14 calendar days, the dean or director will attempt resolution or make the final decision. (formal)

**Student Grade Appeals**


At the University of Wisconsin-Whitewater, it is expected that instructors will evaluate students regularly and consistently by criteria and guidelines presented to students at the beginning of each grading period. If a student has reason to believe the grade is incorrect the student may act on that by taking the following steps in chronological order. A complaint which is timely filed under any other student complaint procedure and then referred for processing under these procedures, shall be considered to have met the deadline for filing as a grade appeal.

I. **INFORMAL PROCESS:**
   a. Consult the instructor whose grade is being appealed. This consultation must take place within 7 calendar days of start of classes after the grading period in question.
   b. If the student/instructor conference is unsatisfactory or if the instructor is unwilling or unable to participate, within 7 calendar days the student may schedule a conference with the chair of the department in which the course was offered.
   c. After hearing the student's appeal, the chair will attempt to resolve the problem within 7 calendar days.
   d. If this resolution is unsatisfactory, the student may then, within 7 calendar days after receiving the chairperson's response, submit a written appeal to the Department's Grade Appeals Committee through the chairperson. This will initiate the Formal Appeal Process.

II. **FORMAL APPEAL PROCESS:**
   a. The appeal must be in writing and signed by the student.
   b. The Department Grade Appeals Committee will:
      i. Convene to examine the appeal, the response and render its conclusion, in writing, to the chair, student and instructor, within 14 calendar days of receipt of the appeal.
ii. While the Grade Appeals Committee cannot require the instructor to change a student's grade, the Committee can recommend such a change to the instructor and to the dean of the college in which the course if offered.

c. Should the student wish to appeal beyond the department, the student may submit the Committee findings and the basis for the further appeal to the dean of the college in which the course was offered, within 7 calendar days of presentation of Committee findings. The dean will review the student's appeal and the findings of the Committee, and recommend appropriate action to the department and the instructor within 14 days of receipt of the appeal.

d. If this action is unsatisfactory to the student, a final appeal may be made to the Provost/Vice Chancellor within 7 calendar days who will determine whether a change in grade is to be made within 14 days of receipt of the appeal. The Provost/Vice Chancellor is the only individual authorized to change a student grade without the instructor's permission. However, the Provost/Vice Chancellor may change a grade only when the faculty department committee and the dean support such a change.

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### GRADUATION REQUIREMENTS

a. Before the beginning of the term in which a degree is expected, students should meet with their advisers to make sure that all course requirements are being met. A student’s degree program coordinator is responsible for certifying that the student has met all of the academic requirements for graduation.

b. No student may receive a degree until all I and IP grades have been cleared and the student is in good standing with at least a 3.00 grade point average in the graduate level credits earned in the degree program and in the emphasis area.

c. Also, all financial obligations to the University must be cleared by the Accounting Office before students may be issued diplomas and final transcripts of their academic records.

d. **Application for Graduation** Students must file applications for graduation and a diploma with the Graduate Studies Office within the first two weeks of the semester or the first week of the summer session in which they plan to graduate. Forms are available at [http://www.uww.edu/registrar/graduation/apply-for-graduation/grad-graduation-application](http://www.uww.edu/registrar/graduation/apply-for-graduation/grad-graduation-application) or at the Graduate Studies Office.
e. A graduation fee must be paid no later than one month before the date of graduation regardless of whether or not students attend the voluntary commencement ceremony. The fee is payable to UW-Whitewater and should be sent to the Cashier's Office. The fee is published in the current schedule of classes. If a student fails to graduate during the intended term, a new application form for graduation must be filed in the subsequent term, although the graduation fee does not have to be paid again. An exit survey is required of all students completing a degree program.

f. **Minimum Degree Credit Requirements to Graduate** All graduate degree programs at UW-Whitewater require at least 30 graduate units distributed according to the requirements of the individual programs. The minimum unit requirements and unit distribution for specific degree programs are stated in this catalog under program descriptions.

g. At least half of the graduate work in a degree program and at least half of the work in an emphasis within the program must be completed in courses numbered 700 or higher. In addition, a grade point average of at least 3.00 (B) overall in the graduate work taken toward the degree, as well as in all the graduate work taken in the student's emphasis, is required for graduation.

h. **Master Degree Program Options** At the discretion of the individual degree programs, the following options are available to students completing a master's degree:

   i. **Comprehensive examination option.** A minimum of 30 unit hours of course work, including a comprehensive examination.

   ii. **Thesis option.** A minimum of 30 unit hours of course work, including a thesis taken for one to six units.

   iii. **Applied research project option.** A minimum of 30 unit hours of course work, including completion of an applied research project course for one to six units.

   iv. **Course work option.** A minimum of 36 credit hours of course work.

i. Degree programs may set additional requirements for any of these plans. Students should check with their degree Program Coordinator for the options available and for the requirements within each option.

j. When options exist, students should consult their adviser early in their studies to determine which capstone experience best meets their needs. A thesis may be advised for those who wish to seek depth in an academic area, while those who prefer a breadth of knowledge may select comprehensive examinations.
k. Students formally declare the thesis option by registering for the course, 799 Thesis Research, after completing a Thesis Proposal Form online at http://www.uww.edu/gradstudies/thesisform.php and submitting it to the Graduate Studies Office.

l. Students declare the comprehensive examination option by submitting their graduation application and checking on the form that they plan to take the comprehensive examination.

m. After declaring an option, students are permitted to change options only once. Changing options penalizes students who have either prepared a thesis or invested time preparing for the comprehensive examination. Changes in options must occur before students have failed twice in their first option. Failure occurs when a student's comprehensive examination is adjudged a failure or at any time a student's thesis committee formally indicates failure.

n. **Second Degree/Emphasis Policy.** Students may not receive a master's degree from a degree program in which they already hold a master's degree, although they may complete a second emphasis within a degree program.

o. **Comprehensive Examination.** Students must complete a minimum of 30 unit hours of graduate course work and pass a comprehensive examination in the masters program under the comprehensive examination option. Examinations may be written and/or oral at the discretion of the degree program. Written examinations are intended to take approximately six hours to complete. Questions may cover any graduate work done in the master’s degree or emphasis, including units transferred from other institutions.

p. Comprehensive examinations are administered once near the end of each term. In general, students may not take the examination until during or after the final term of their course work. Exceptions may be made for students who have a practicum or a semester of student teaching remaining. To be eligible to take the examination, students must have cleared all pending incomplete (I) and progress (P) grades and must be in good standing with at least a 3.00 grade point average in the graduate level credits earned in the degree program and in the emphasis area.

q. Comprehensive examinations are graded either “passed” or “failed.” Students who fail the examination may retake it after completing additional work, as designated by those administering the examination, in a subsequent term. Students may retake comprehensive examinations at most twice after an initial failure and after the required
additional work has been completed following each failure. Specific programs may have more stringent rules.

r. **Thesis.** The thesis option requires a minimum of 30 units of graduate course work including a thesis for which up to six units may be earned and applied toward the completion of course and credit requirements in the degree program. Because a thesis is a culminating experience for a degree, only students electing the thesis option within a degree program may register for 799 Thesis Research. Students wishing to pursue significant research projects outside of the thesis requirement for a degree may register for 798 Individual Studies. Students electing to write a thesis in a degree program must formally enroll and pay fees for at least one credit of 799 Thesis Research. Before being allowed to register for 799 Thesis Research, a student must submit to the Graduate Studies Office a thesis proposal form indicating the thesis topic, the proposed number of units, and the thesis adviser. This form, signed by the thesis adviser, must be on file before a student will be allowed to register for 799 Thesis Research. Enrollment and fee payment for 799 Thesis Research is done only once even though the thesis may require more than one term to complete. With the adviser’s permission, in succeeding terms students may increase the number of thesis units up to the maximum of six by submitting a revised thesis proposal form, then adding and paying for the additional units. Students may download the thesis proposal form at [http://www.uww.edu/gradstudies/thesisform.php](http://www.uww.edu/gradstudies/thesisform.php)

s. Theses vary in type, style, length, and content. They range from research projects to art exhibits. A thesis, however, must involve enrollment in 799 Thesis Research, an oral examination on the thesis, and the filing of the thesis in the Andersen Library. A thesis, including an art show, must have abstracts and are expected to contain evidence of research on the part of the student and must be submitted in a form and quality specified by the School of Graduate Studies. These standards and guidelines are available at the Graduate Studies Office and online at [http://www.uww.edu/gradstudies/thesisform.php](http://www.uww.edu/gradstudies/thesisform.php). Unless a department informs the Dean of Graduate Studies in writing that it has adopted some other style manual, theses should be prepared according to the most current edition of the Publication Manual of the American Psychological Association. Two copies of the thesis and its abstract must be submitted to the School of Graduate Studies Office by the end of the term in which the student plans to graduate. One copy is the original thesis, typed or printed on rag paper. The thesis must not be hole punched. The second is an electronic copy in Portable Document Format (pdf). The Library has a copy of Adobe
Acrobat accessible that students can convert their thesis from Word to pdf. Degrees are not conferred until these requirements have been met.

t. Students also must pass an oral examination over their thesis administered by an appointed thesis committee. The oral examination will be held in an open meeting, announced at least one week prior to the examination. A student’s committee will consist of a minimum of three persons, two of whom, including the committee chairperson, must have graduate faculty status. Committee members may be brought in from outside the faculty of the degree program. The majority of the thesis committee members must sign the signature page of the thesis, signifying acceptance by the committee of the thesis.

u. The thesis committee chair’s signature signifies successful completion of the oral examination.

v. In general, students may not take the oral examination until the term in which they expect to graduate. To be eligible to take the oral examination, students must have cleared all pending incomplete (I) and progress (IP) grades except for thesis research, and must be in good standing with at least a 3.00 grade point average in the graduate level units earned in the degree program and in the emphasis area.

w. All 799 Thesis Research courses are graded on a pass/fail (S/F) basis. A grade of pass (S) for 799 Thesis Research is not awarded until the oral examination is passed and the thesis is filed in the Graduate Studies Office.

x. A student who switches from a thesis option must have a revised program completion plan approved by the program coordinator. The School of Graduate Studies Office will then initiate a late drop or retroactive withdrawal, dropping any existing 799 Thesis Research units which show a grade of progress (IP). A withdraw (W) grade will be recorded.

GRADING REQUIREMENT

A grade of a B or better is required for all required courses in the social work curriculum. A grade point average of at least 3.00 (B) overall in all Masters Level Social Work graduate courses is required for graduation.
ADVISEMENT

Advisement of social work students is a valued part of the social work program at UW-Whitewater. The goals of advisors include but are not necessarily limited to:

A. Providing role modeling in the areas of social work values and professionalism.
B. Assisting students in assessing their aptitude and motivation for a career in social work.
C. Providing for regular review of student's educational performance in all facets of the social work program.
D. Providing academic guidance in the areas of course choice consonant with the objectives and specialization of preparation for practice and student interests.
E. Being available to discuss personal or academic concerns of students and serving as a "broker" to link students to needed services.
F. Assisting students in their efforts to obtain employment upon graduation.

Students are assigned to an advisor, a faculty member of the MSW program, upon admission to the social work program and may request in writing a change in advisor. Advisors should maintain in the student file/electronic file a record of student-faculty advising. Students are, under University Policy, responsible for completing all requirements of the University, Graduate Program, College of Letters and Sciences, and Department of Social Work. Advisors are assigned to assist in this effort.

STUDENT EDUCATIONAL FILES

All educational records of social work students are maintained in accordance with the Family Educational Rights and Privacy Act of 1974. Student folders are available either in the Department Office (Laurentide 5200) or on a secure electronic folder for review by the student, his/her advisor, and faculty.

CRISIS COMMUNICATIONS PROTOCOL IN FIELD

1. In the event of an unexpected situation or incident posing potential or actual harm to a student, agency staff persons, visitors, or volunteers at a student’s field placement.
   a. The student shall work with the staff at the facility, including the field instructor, to ensure all assistance or treatment is given. Top priority is to be given to any individual(s) needing necessary assistance or treatment.
   b. As soon as the situation has de-escalated, the student shall immediately contact his/her faculty field liaison. If the field liaison cannot be reached, the student shall
reach out to the field coordinator. If the field coordinator cannot be reached, the student shall reach out to the program coordinator (please note that faculty are only available during business hours and will respond the next business day if a message is left in the evening).

c. Students may additionally reach out to the Dean of Students office, during business hours, at 262-472-1533

2. If the situation directly involved the student, facts are to be gathered from all involved individuals.

3. Under no circumstances should a student attempt to answer questions from the media.

TECHNOLOGY POLICY

Students shall follow any agencies policies in which they are representing UW-Whitewater, including volunteering and internship, regarding social media/electronic devise use.

A. PERSONAL CELL PHONES AND AUDIO / VIDEO EQUIPMENT USAGE

The use of any kind of camera or audio recording device within internships is prohibited without the express prior permission of executive management and of the person(s) present for the photography/recording or their legal guardian. Along with resident rights violations and possible HIPAA violations, the misuse of such devices may also constitute caregiver misconduct.

Use of any communications device for non-work purposes while in direct care can interfere with the care to persons served, student productivity, and be distracting to others. Therefore, personal phone calls and texting is only allowed in case of emergency. Students should inform friends and family members of this policy.

All communication devices on internship premises are not to be used in any way for illegal use or activity, threats, slander/libel, defamation; obscene, suggestive, or offensive messages or communications; political endorsements or activities; or for any purposes not related to your internship sites operations.

The use of any communication device while driving is against the law in Wisconsin and Illinois and is prohibited. Exceptions are the use of a hands free electronic communication device for work purposes only. When needing to place or answer a call, use a hands free communication device or find a safe location to pull over and park.

B. Photographing Clients/Agency

Students should follow agency policy regarding photographing clients, co-workers and or the agency/agency related events. In the absence of such policy, students may not photograph any client, including panoramic or group shots, without having a signed self or official guardian release statement on file in the agency records. The release statement must grant permission for the student and agency members to use the individual’s name, likeness, voice or words in television, radio, films, newspapers, magazines, and other media (ex: facebook, snapchat, instgram, twitter, etc). The purpose for the permission should be specifically stated

a. Clients must have informed consent regarding each occurrence of publicity in addition to a blanket photographic release. These consents are kept in the approved agency setting.

C. Social Networking Sites Policy

UW-Whitewater Social Work Department recognizes that social networking sites can assist in communicating with others about the organization. The UW-Whitewater Social Work Department policy ensures that students who use social media to discuss the social work department,
volunteer agencies, and or internship agencies do so in a responsible manner that is respectful of the privacy of persons served and is not disruptive, offensive to others, or harmful to UW-Whitewater.

Procedure
Specifically, when discussing or posting information about UW-Whitewater, place of volunteering or place of internship, regardless of whether during work or outside of work/school, the following guidelines must be observed:

a. The student is to identify him/herself. Employees/Students are not to share opinions about UW-Whitewater or organization-related matters anonymously.

b. Students are to use a disclaimer. Students do not have authorization to speak on behalf of UW-Whitewater, volunteer agencies or internship agencies, unless permission is specifically coordinated through the appropriate people in the agency. Information shared via social media is the opinion of the student only—not of the organization—and this should be communicated to recipients of the information.

c. Students are to abide by confidentiality requirements. Employees are to respect the social work professions policy on Confidential Information and HIPPA agreements (see NASW Code of Ethics).
   i. Students are not to give out confidential and/or proprietary organization or client information.
   ii. Students should refrain from discussing clients in any matter.
   iii. Students should consider professional boundaries prior to friending or accepting a friend request from a client on Facebook. (Students should NOT accept friend requests from a client on any social media.)
   iv. Students shall not post anything related to their volunteer agency or internship agency (including selfie’s, meals, etc). Students should refrain from all social media use at their agency.

d. Students are to respect other employees and customers. Students are to communicate online with respect for others. Students must remember that information shared via social media is generally public information that could easily be viewed by other students, employees, supervisors, and/or general public.

e. When allowed to communicate or post online about organization-related matters, students are not to send or display any information that may be construed as offensive or harassing. Offensive or harassing messages include, but are not limited to:
   i. Pornographic images
   ii. Sexual references
   iii. Racial slurs
   iv. Comments regarding an individual’s gender, age, sexual orientation, religious beliefs, national origin, disability, or any other characteristic protected by law
   v. Comments that intimidate or threaten another person

f. When communicating or posting online about organization-related matters, it is unacceptable to communicate or post information that defames the organization, its employees, clients, or customers or casts the organization in a negative light. While students’ activities outside of work are generally their business, public comments that negatively affect the agency to which the student is connected, its employees, clients, or customers will not be tolerated.

g. Students need to be aware of their role in representing outside agencies and UW-Whitewater in online social networks. If a student identifies him/herself as a UW-Whitewater social work student or as an intern/volunteer at an agency, he/she needs to be aware of how he/she is presenting him/herself to colleagues and customers.
h. All electronic communications and postings via social media channels that discuss any volunteering or field setting/organization-related matters will be subject to monitoring and/or search by the organization and UW-Whitewater social work department, at any time and for any reason, regardless of whether created during or outside of work time. When online networking affects a student’s job performance, the performance of others, or UW-Whitewater social work department business interests, the department will respond as necessary, regardless of whether the information was posted during or outside of work. Therefore, students may not maintain an expectation of privacy with respect to public, online communications involving UW-Whitewater social work department field organization-related matters. **No solicitation:** Advertisements of any kind promoting goods and services of a personal nature (that is, Girl Scout cookies, music bands, political candidacy, etc.) are not authorized to be posted on corporate social media pages at any time.

Violation of this policy may result in corrective action up to and including termination of a student’s internship.

**D. INTERNET, COMPUTER SOFTWARE, AND E-MAIL USAGE**

Computer software and internet access is provided by agencies to assist employees in performing their job responsibilities and/or obtaining work-related information. While internet and e-mail usage is intended for job-related activities, incidental and occasional brief personal use may be permitted, but please follow your internship agencies policy.

The equipment, services, and technology provided, and any electronic records created, are property of your internship agency, therefore the agency reserves the right to monitor all internet and e-mail usage, and retrieve and read any electronic records.

Because information and correspondence is generally confidential, all employees are required to keep such information confidential. Your personal password for any program or device used for business purposes must not be shared with anyone else unless requested by management.

Information that is composed, transmitted, or received via your internships computer communication systems must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include but are not limited to sexual comments or images, racial slurs, gender specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religion, political beliefs, national origin, disability, sexual orientation, or any other characteristics protected by law.

Violation of any one of the above policies may result in corrective action up to and including termination of a student’s internship.
SECTION VII: STUDENT STANDARDS AND SUPPORT POLICIES AN STANDARDS

The Council on Social Work Education (our accrediting body) requires that social work programs have policies and standards to assist students in determining their appropriateness for the social work program. It is with this intent that the Student Standards and Support Committee was established. This committee is designed to assist students who may need some help in order to reach their potential as professional social workers, and also to ensure our program’s integrity.

PURPOSE

The Social Work Department of the University of Wisconsin-Whitewater is a professional program. Therefore, the faculty has a responsibility to the standards of the profession, to the students, and ultimately, to the clients our students are being trained to serve. It is with these obligations in mind that the Student Standard and Support Committee has been formed.

The intent of this committee is to assist students who have demonstrated difficulties in the following areas:

1. Understanding and adhering to professional standards
2. Social work knowledge/skills
3. Adherence to values/ethics of the social work field

The standards and criteria are based on numerous sources: Council on Social Work Education (CSWE), National Association of Social Workers (NASW) Code of Ethics, social work journals, and the University of Wisconsin-Whitewater Student Handbook.

PROFESSIONAL STANDARDS

The Council on Social Work Education requires that social work programs have policies and standards to determine if students are competent and will be able to work in the field (MSW Standards 3.1). What follows are the professional standards with areas of concern which may indicate that a student is unable or unwilling to follow the standards of the NASW Code of Ethics and/or those standards deemed appropriate by the Department of Social Work. The following is not intended to be all-inclusive and may be amended by the faculty.

PERFORMANCE

Standard:
• Plans and organizes work effectively
• Turns in assignments complete and on time
• Makes arrangements for his/her special needs
• Attends classes regularly

**Indicators of Concern:**
Appears to demonstrate a patterns of:
• Poor organizational skills
• Requests for extensions on assignments and exams
• Turning in assignments late or incomplete
• Multiple absences from class per class syllabus
• Multiple absences from field placement

## CONDUCT/BEHAVIOR

**Standard:**
• Demonstrates ability to work cooperatively with others
• Actively participates in class discussion groups/role plays
• Shows respect for others’ opinions
• Is open to feedback from peers/faculty
• Demonstrates a willingness to understand diversity in people regarding race, color, gender, age, creed, ethnic or national origin, disability, political orientation, sexual orientation, and populations at risk
• Conducts him/herself according to the NASW Code of Ethics

**Indicators of Concern:**
• Appears to create conflict in class which impedes learning and/or building effective relationships
• Uncooperative/unwilling to participate in class activities
• Consistently late for class, or leaves class early
• Consistently late for field placement
• Sleeps during class periods
• Disrupts class process by talking to others
• Use of cell phone/text messaging while in class
• Uses derogatory language or demeaning remarks
• Appears unwilling/unable to accept feedback
• Monopolizes class discussions
• Consistently complains about class workload to the point of impeding class process
• Unwilling/unable to develop an understanding of people different from oneself
• Discriminatory behavior or harassment towards others on the basis of race, gender, age, sexual orientation, disability, etc.
• Physical action directed at clients, faculty, staff, or fellow students (refer to UWS, Ch. 17)
• Unethical professional behavior (e.g., sexual contact with a client)
• Academic misconduct (refer to UWS Ch. 14)

### EMOTIONAL SELF-CONTROL
(SELF-UNDERSTANDING)

**Standard:**
- Uses self-disclosure appropriately (e.g., student seems to have an understanding, and has resolved the issue he/she is sharing)
- Appears to be able to handle discussion of uncomfortable topics
- Deals appropriately in class with issues which arouse emotions
- Demonstrates an awareness of one’s own personal limits
- Understands the effect of one’s behavior on others

**Indicators of Concern:**
- When engaged in self-disclosure, the student appears to be working through unresolved issues
- The student appears to overreact to, or resent feedback (e.g., takes it personally)
- Appears unable/unwilling to control emotional reactions
- Faculty concern regarding possible alcohol/drug abuse, mental health issues
- Verbal threats directed at clients, faculty, staff, or students (refer to UWS Ch. 17)
- Demonstrates impaired judgment, decision-making, or problem-solving skills
- Consistent failure to demonstrate ability to form effective client/social worker relationship (e.g., shows judgmental attitude)

### COMMUNICATION SKILLS

**Standard (Written):**
- Shows consistency in written communication. Written assignments demonstrate: good spelling, appropriate use of punctuation, clear structure, paragraphing, good organization, follows logical sequence. Demonstrates ability to use citations
- Demonstrates ability to write effectively in records
• Shows command of the English language
• Abides by University standards (e.g., plagiarism)
• Demonstrates use of critical thinking skills

**Indicators of Concern:**
• Written works are frequently vague, shows difficulty in expressing ideas clearly and concisely
• Student has many errors in the areas of spelling, punctuation, structure, etc., and does not make effort to show improvement
• Appears to have plagiarized the work of others (refer to UWS 14)

**Standard (Verbal):**
• Is able to clearly articulate ideas, thoughts, concepts, etc.
• Has the ability to communicate clearly
• Has working proficiency of the English language even when English is not the student’s primary language

**Indicators of Concern:**
• Appears to have difficulty expressing him/herself when speaking
• Difficulty communicating so that others can hear or understand
• Lacks a working proficiency of the English language when communicating

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**SOURCES OF INFORMATION ON ACADEMIC/NON ACADEMIC PERFORMANCE**

Sources of information about whether academic/non-academic performance criteria are being met by a student in the Department of Social Work may include but are not limited to those listed below. Appropriate standards of informed consent and confidentiality will be adhered to.

• Performance in oral and written assignments, examinations, class exercises (role plays), or other coursework
• Written or verbal feedback from faculty, field supervisors, or supervisors of volunteer activities.
• Formal feedback from agency-based field instructors through evaluative tools
• Observation of classroom, volunteer, or field behaviors
• Student personal statements or self -assessments
• Interviews with faculty or other professionals
• Taped interview situations (video)
• Feedback from faculty in other social work programs that the student may have attended
• Feedback from students, staff, other colleges and universities, helping professionals, or community
• Signed contracts between the program and the student, including the Admission Contract/Field Contract

### STUDENT STANDARDS AND SUPPORT COMMITTEE REVIEW PROCESS

What follows is the proposed procedure to be followed when a situation occurs involving possible professional impairment of a social work student.

1. When a faculty member becomes concerned that a student may be struggling with any of the above mentioned concerns, the referring faculty should meet with the student, in office preferably, or by email if in-person is not feasible. At the meeting, the student and faculty member will develop a plan/contract using the *Student of Concern Reporting Form*. This should include a description of specific behaviors/areas of concern, goals for improvement, specific tasks for achieving goals (i.e., participation in a writing lab), and time limit. The referring faculty and the student sign the contract. The student is given a copy of the contract at the time of the meeting, and informed that no final grade will be given until the student provides documentation to the faculty member that the goals have been achieved. The referring faculty will give the form to the Academic Department Associate (ADA), and a Graduate Assistant will update the spreadsheet and place the form in the student’s advising file on the T drive. (NOTE: A student can request a Standards and Support meeting in order to receive support and to be proactive in addressing issues.)
   a. If the conduct is serious enough, the faculty and Standards and Support Committee can elect to hold a Standards and Support meeting immediately (as the first meeting).

2. The referring faculty will follow up with the student via email or in person. If follow-up is positive, document such and file in the student’s Advising folder of the T drive. If the student has not made significant process following the plan/contract, the referring faculty member shall schedule a Standards and Support meeting.

3. The committee chairperson will call a meeting within **seven working days** of receiving the statement. The meeting needs to include at least one other faculty at a minimum; the S & S chairperson should be present if possible. The student is informed, in writing, of the time and date of the meeting. In addition, the student should be given the name(s) of faculty members who will be attending, and the specific issues that are to be addressed. This notice should also include a list of possible recommendations the committee could make. The student is asked to bring any documentation on his/her own behalf.
4. The assigned committee members, faculty member, and the student meet at the designated date and time. Issues/concerns are presented. The student is given the opportunity to present their own response and produce oral testimony or written statements from others who may have relevant information on their behalf. The student may present any other supportive documentation. If the student is in agreement with the proposed plan, the referring faculty completes a revised contract with the student during the meeting; all attendees sign the contract if in agreement. The student receives a copy of the signed contract at the time of the meeting. The referring faculty will give the signed contract to the ADA, and a Graduate Assistant will update the spreadsheet and place the form in the student’s Advising folder on the T drive.

5. If attendees are not in agreement, the committee will then meet to decide what action should be taken. The committee may recommend, but is not limited to, the following:
   a. Dismissal of the original plan/contract
   b. Continuation of the original plan/contract
   c. Revision of the original plan/contract

   (Please note: If either B or C are recommended, the committee will then set up another date with the student to review the student’s progress.)

6. If the student again fails to complete or abide by the plan/contract, or the student’s academic impairment or behavior is such that she/he would be unable to satisfactorily perform as a social worker, then the committee shall have the authority to:
   a. Recommend to the faculty member that a failing grade be given to the student for the course.
   b. Institute a probationary period for the student with specific tasks, goals, and timelines.
   c. Suspend the student from the Social Work Program for a period of up to one year.
   d. Terminate the student from the program.

7. If a decision is made to suspend or terminate the student from the Social Work Program, the student has the right to appeal. (See Grievance Procedures)

8. The student is informed, in writing within three days, of the Student Standards and Support Committee decision. A copy of the appeal process is included.

9. A copy of the Student Standards and Support Committee’s decision will be given to the ADA by the committee chairperson to be placed in the student's file.
The Social Work Department of the University of Wisconsin-Whitewater is a professional training program. Therefore, the faculty has a responsibility to the standards of the profession, to the students, and ultimately to the clients our students are being educated to serve. When a student demonstrates that they are having difficulties with (1) understanding and adhering to professional standards, (2) social work knowledge/skills, or (3) adherence to the values/ethics of the field of social work (please refer to the Student Handbook), it becomes the responsibility of both the faculty and the student to find appropriate solutions. The following contract is designed to assist you in achieving your academic potential and/or adherence to professional standards.

Date: _____________________ Student’s Name__________________________________

Class: ______________________________________

Area(s) of concern:

Goal(s):

Task(s) for achieving goal(s):

Timeframe in which task(s) is (are) to be completed:

I understand that a grade of incomplete will be given if I do not complete and provide documentation that the above goal(s) have been achieved. I also understand that if I have not made significant progress in fulfilling this contract that the matter will be referred to the Standards and Support Committee for further review and recommendations.

I □ agree □ disagree with the above contract.

____________________________________ ___________________________________
Student Signature     Faculty Signature

If necessary: __________________________________________

Student Standard and Support Chair

__________________________________  _______________________________
Committee Member     Committee Member
The following material has been prepared by the Student Standards and Support Committee:

- Orientation for the MSW Social Work Program
- Student Admission Contract: Code of Conduct
- Social Work Field Placement: Code of Conduct

**ORIENTATION FOR THE MSW SOCIAL WORK PROGRAM**

This is an outline of both the structure and content for orientation of new social work MSW students.

**Students are required to attend an orientation before enrolling in social work courses.**

1. An orientation is to be held prior to starting MSW classes.
2. This meeting is mandatory for all social work MSW students.

**Format of the Meeting**

1. The meeting is held either in a classroom or fully online.

**Content of the Meeting**

1. *Introduction to Social Work* as a profession and the opportunities for social workers (and the drawbacks to practicing social work).
   - Certification in Wisconsin and what it means.
2. *Values and Ethics*
   - Brief overview of the Code of Ethics and its importance to the profession.
   - The need for self-understanding and the use of self as a professional tool; maturity, responsibility, and empathy as a part of this.
   - Importance of diversity and necessity for professional acceptance.
3. *Professional and Departmental Standards and Requirements*
   - Expectations of the Social Work Department—see material “STUDENT STANDARDS AND SUPPORT COMMITTEE”
   - Criminal background checks.
   - Possible professional impairment—see Student Standard and Support Committee Review
   - Academic requirements—3.00 GPA for practice courses, B or better in core courses, 3.00 for graduation.
   - Completion of all required coursework
   - Completion of 500/900-hour field placement depending on standing
   - Safety in the Social Work Field Setting
   - Requirement that all students be advised every semester.
   - Reasonable Modification Requests.
4. Knowledge and Skills
   - Required course work
   - Skills needed for effective professional social work: writing skills, communication, critical thinking
   - Information that writing which is graded in social work classes is integral to field.
   - Videotaping and oral communication as integral part of the program.
   - Necessity for participation in role plays and class discussions.
   - Opportunities for enhancement of skills
   - Computer skills.

5. Other
   - Introduction to Social Work Student Organization (SWSO) and the opportunities it presents.
   - Phi Alpha Honor Society
   - Planning ahead for field placement (a semester where it's difficult to work long hours) and state licensing.

6. Contract
   - After either attending the orientation, the students will be asked to read and sign (can be signed electronically) the Student Admission Contract

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The Social Work Department at the University of Wisconsin-Whitewater is a professional training program. As such, students are required to adhere to the standards, ethics, and values of the profession as identified by the National Association of Social Work (NASW). In addition, the program must meet the standards set by the Council on Social Work Education (CSWE). The following professional/behavior expectations are based on the NASW *Code of Ethics*, CSWE’s accreditation standards for problems encountered in social work education, and the UW-Whitewater Student Handbook.

1. Social work students are expected to uphold and advance the values, ethics, and mission of the profession (5.01, *Code of Ethics*).
2. Social work students are expected to treat fellow students, faculty, and staff with respect, honesty, courtesy, and fairness (2.01A), and should avoid unwarranted criticism (2.01B).
3. Social work students should not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, age, religion, sex, sexual orientation, marital status, political belief, or mental or physical disability (4.02), creed, ancestry, pregnancy, and parental status (Wisconsin Statutes, and Board of Regents).
4. Social work students should not participate in, condone, or be associated with dishonesty, fraud, deception, or plagiarism (4.04).
5. Social work students whose personal problems, psychosocial distress, legal problems, substance abuse, or mental difficulties interfere with their abilities to meet program requirements will be expected to take appropriate remedial action (4.05).
6. Social work students should not allow their private conduct to interfere with their ability to meet the program’s expectations (4.03).
7. Social work students engaged in research are expected to follow guidelines developed for the protection of the participants (5.02).
8. Social work students are expected to continue to work on areas of professional growth. If a faculty member refers a student to the Student Standard and Support Committee, it is expected that the student will follow through with the committee’s decisions.
9. Reasonable Modification Requests: Students in need of some reasonable modification of the instructional context are to meet with the instructor to discuss the needed modification. If the modification requires the assistance of personnel, equipment, or materials that are beyond those readily provided by the instructor, then the student is to be referred to Disabled Student Services. Upon referral to Disabled Student Services, the student must:
   A. Sign a request for services based on the presence of a disability;
   B. Provide appropriate diagnostic information that establishes that s/he is a qualified individual with a disability; and,
C. Request in writing the reasonable modification(s) sought to accommodate the qualifying disability.

Disabled Student Services arranges (in consultation with instructional staff) to provide appropriate reasonable modifications.

**Statement of Understanding**

I understand although I am admitted to the social work program at the University of Wisconsin-Whitewater, if my professional development is not deemed satisfactory by the social work faculty (Student Standard and Support Committee), the program has the right and responsibility to request re-evaluation of my suitability for the social work program.

I hereby agree to abide by the standards outlined in this document.

_______________________________________________  __________________
Signature of Student      Date
SOCIAL WORK FIELD PLACEMENT
CODE OF CONDUCT

Social Work interns are expected to adhere to the standards/ethics of the profession. (Those advanced by the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE). Prior to your placement you are asked to review the entire NASW Code of Ethics. What follows are some of the major standards for practice in the field.

Please Note: If at any time during your field placement you find yourself in a situation in which you have questions/concerns about a potential ethical dilemma, please contact your field agency supervisor or faculty liaison.

Commitment to Clients (1.01)
Social workers’ primary responsibility is to promote the well-being of clients.

Self-Determination (1.02)
Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals.

Conflicts of Interest (1.06)
(a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.
(b) Social workers should not take unfair advantage of any professional relationship.
(c) Social workers should not engage in dual or multiple relationships with clients or former a client in which there is a risk of exploitation or potential harm to the client.

Privacy and Confidentiality (1.07)
Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons.

Sexual Relationships (1.09)
Social workers should under no circumstances engage in sexual activities or sexual contact with current clients, whether such contact is consensual or forced.

Physical Contact (1.10)
Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients).

Derogatory Language (1.12)
Social workers should not use derogatory language in their written or verbal communications to or about clients. Social workers should use accurate and respectful language in all communications to and about clients.

Dishonesty, Fraud, and Deception (4.04)
Social workers should not participate in, condone, or be associated with dishonesty, fraud, or deception.

Reasonable Modification Requests: Students in need of some reasonable modification of the instructional context are to meet with the instructor to discuss the needed modification. If the modification requires the
assistance of personnel, equipment, or materials that are beyond those readily provided by the instructor, then the student is to be referred to Disabled Student Services. Upon referral to Disabled Student Services, the student must:

A. Sign a request for services based on the presence of a disability;
B. Provide appropriate diagnostic information that establishes that s/he is a qualified individual with a disability; and,
C. Request in writing the reasonable modification(s) sought to accommodate the qualifying disability. Disabled Student Services arranges (in consultation with instructional staff) to provide appropriate reasonable modifications.

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**Statement of Understanding**

I understand as a field student I am expected to adhere to the values, ethics, and standards of the profession.

______________________________________________  _______________________
Student Signature   Date
SECTION VIII: NASW CODE OF ETHICS

The National Association of Social Workers (NASW) is the official organization of the profession. The Social Work Department endorses the *NASW Code of Ethics* and encourages membership of students and faculty. The *Code of Ethics* was revised in 1996.

Due to the length of the *Code*, we are printing an abridged version in this Handbook. A complete version is in the library or can be obtained through the National Association of Social Workers (NASW), 750 First St., NE, Suite 700, Washington, D.C. 20002-4241

OVERVIEW

The *NASW Code of Ethics* is intended to serve as a guide to the everyday professional conduct of social workers. This *Code* includes four sections. The first section, "Preamble," summarizes the social work profession's mission and core values. The second section, "Purpose of the *NASW Code of Ethics*," provides an overview of the *Code*’s main functions and a brief guide for dealing with ethical issues or dilemmas in social work practice. The third section, "Ethical Principles," presents broad ethical principles, based on social work's core values that inform social work practice. The final section, "Ethical Standards," includes specific ethical standards to guide social workers' conduct and to provide a basis for adjudication.

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.

### PURPOSE OF THE NASW CODE OF ETHICS

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The **NASW Code of Ethics** sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The **NASW Code of Ethics** serves six purposes:

1. The *Code* identifies core values on which social work's mission is based.
2. The *Code* summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The *Code* is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The *Code* provides ethical standards to which the general public can hold the social work profession accountable.
5. The *Code* socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The *Code* articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.\(^1\) In subscribing to this *Code*, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

\(^1\)For information on NASW adjudication procedures, see *NASW Procedures for the Adjudication of Grievances*. 
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.

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**ETHICAL STANDARDS**

(Each ethical standard listed below, i.e., "Commitment to Clients," Self-Determination," is accompanied by narrative explanation in the *Code.*)

The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.
1. Social Workers' Ethical Responsibilities to Clients
   1.01 Commitment to Clients
   1.02 Self-Determination
   1.03 Informed Consent
   1.04 Competence
   1.05 Cultural Competence and Social Diversity
   1.06 Conflicts of Interest
   1.07 Privacy and Confidentiality
   1.08 Access to Records
   1.09 Sexual Relationships
   1.10 Physical Contact
   1.11 Sexual Harassment
   1.12 Derogatory Language
   1.13 Payment for Services
   1.14 Clients Who Lack Decision-Making Capacity
   1.15 Interruption of Services
   1.16 Referral for Services
   1.16 Termination of Services

2. Social Workers' Ethical Responsibilities to Colleagues
   2.01 Respect
   2.02 Confidentiality
   2.03 Interdisciplinary Collaboration
   2.04 Disputes Involving Colleagues
   2.05 Consultation
   2.06 Sexual Relationships
   2.07 Sexual Harassment
   2.08 Impairment of Colleagues
   2.09 Incompetence of Colleagues
   2.10 Unethical Conduct of Colleagues

3. Social Workers' Ethical Responsibilities in Practice Settings
   3.01 Supervision and Consultation
   3.02 Education and Training
   3.03 Performance Evaluation
3.04 Client Records
3.05 Billing
3.06 Client Transfer
3.07 Administration
3.08 Continuing Education and Staff Development
3.09 Commitments to Employers
3.10 Labor-Management Disputes

4. Social Workers' Ethical Responsibilities as Professionals
4.01 Competence
4.02 Discrimination
4.03 Private Conduct
4.04 Dishonesty, Fraud, and Deception
4.05 Impairment
4.06 Misrepresentation
4.07 Solicitations
4.08 Acknowledging Credit

5. Social Workers' Ethical Responsibilities to the Social Work Profession
5.01 Integrity of the Profession
5.02 Evaluation and Research

6. Social Workers' Ethical Responsibilities to the Broader Society
6.01 Social Welfare
6.02 Public Participation
6.03 Public Emergencies
6.04 Social and Political Action
STANDARDS FOR CULTURAL COMPETENCE IN SOCIAL WORK PRACTICE

(see https://www.socialworkers.org/practice/ethnicity-race)

**Standard 1. Ethics and Values**
Social workers shall function in accordance with the values, ethics, and standards of the profession, recognizing how personal and professional values may conflict with or accommodate the needs of diverse clients.

**Standard 2. Self-Awareness**
Social workers shall seek to develop an understanding of their own personal, cultural values and beliefs as one way of appreciating the importance of multicultural identities in the lives of people.

**Standard 3. Cross-Cultural Knowledge**
Social workers shall have and continue to develop specialized knowledge and understanding about the history, traditions, values, family systems, and artistic expressions of major client groups that they serve.

**Standard 4. Cross-Cultural Skills**
Social workers shall use appropriate methodological approaches, skills, and techniques that reflect the workers’ understanding of the role of culture in the helping process.

**Standard 5. Service Delivery**
Social workers shall be knowledgeable about and skillful in the use of services available in the community and broader society and be able to make appropriate referrals for their diverse clients.

**Standard 6. Empowerment and Advocacy**
Social workers shall be aware of the effect of social policies and programs on diverse client populations, advocating for and with clients whenever appropriate.

**Standard 7. Diverse Workforce**
Social workers shall support and advocate for recruitment, admissions and hiring, and retention efforts in social work programs and agencies that ensure diversity within the profession.
Standard 8. Professional Education
Social workers shall advocate for and participate in educational and training programs that help advance cultural competence within the profession.

Standard 9. Language Diversity
Social workers shall seek to provide or advocate for the provision of information, referrals, and services in the language appropriate to the client, which may include use of interpreters.

Standard 10. Cross-Cultural Leadership
Social workers shall be able to communicate information about diverse client groups to other professionals.

Prepared by the NASW National Committee on Racial and Ethnic Diversity
Submitted to the NASW Board of Directors for review and approval June 16, 2006
UNIVERSITY OF WISCONSIN-WHITEWATER

STUDENT AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS INFORMATION

(Revised 10-20-2008)

Background
The Family Educational Rights and Privacy Act of 1974 ("FERPA" or the Buckley Amendment) is a federal law that affords students certain rights with respect to their education records (which include, but are not limited to, the following examples -- academic records, financial aid and billing information, meal plan and Purple Point records, residence hall/life information, advising conference notes, internships and field placement records, student employment records). One part of FERPA focuses on confidentiality of education records. School officials (e.g., instructors, administrative and department staff, field placement coordinators and supervisors, and other full-time and part-time university employees) must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student’s records without his or her written consent or as permitted by law. The student’s written signed consent must contain three elements, as described below:

1. Specify the records to be released
   Examples: class registration and grades; financial aid information; student accounts, billing, meal plan, and/or Purple Point information; notes based on observations; general assessment of performance of student in a class or in a field-based experience

2. Identify the party or class of parties to whom the records should be released
   Examples: parent, prospective employer, non-UW-Whitewater school official, scholarship committee member

3. Indicate the reason for the release
   Examples: to authorize the university to disclose/release information to a parent; as part of an application for employment or admission into a graduate program; application for a scholarship or grant

Note to UWW employees, cooperating teachers, and supervisors regarding letters of reference:
Unless you have the student’s written signed consent, a letter of reference written on behalf of a student does NOT provide you the authorization to disclose the student’s educational records or to discuss his/her performance even if the letter welcomes telephone calls or other inquiries about the student.
Directions for Student:
It is your obligation to complete, sign, and present in-person a separate Student Authorization for Release of Education Records Information form to any UW-W individual who may be called upon to disclose education records about you or your performance (e.g., registrar, financial aid counselor, student accounts/billing director, ID/meal plan administrator, professor, internship supervisor, or cooperating teacher in a field experience).

Directions for UW-Whitewater faculty and staff:
A Student Authorization for Release of Education Records Information form, completed and signed by the student, must be in your possession before disclosing education records or discussing the student’s performance with someone other than the student or another person as permitted by the law. The Authorization form must indicate the name of the person(s) or organizations/units to which you will disclose the student’s information.

Directions for field supervisors (including cooperating teachers, librarians, counselors, etc.):
A Student Authorization for Release of Education Records Information form, completed and signed by the student, must be in your possession before disclosing education records or discussing the student’s performance with someone other than the student or another person as permitted by the law. The Authorization form must indicate the name of the person(s) or organizations/units to which you will disclose the student’s information.

Questions regarding FERPA should be directed to the UW-Whitewater Registrar’s Office (Roseman Building room 2032, email registrar@uww.edu or phone 262-472-1570).
UNIVERSITY OF WISCONSIN-WHITEWATER
STUDENT AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS INFORMATION

Name of Student ________________________________________ ID#: ___________________

Date of Birth: ____________________________________ Phone: ____________________________

UW-W E-mail Address:
________________________________________________________________________

Mailing Address: ___________________________________________________________________
City/State/Zip:
________________________________________________________________________________

Student: complete all four sections below, sign and date and deliver separate forms in-person to each individual or office that will provide the information.

1. PRINT NAME OF THE UW-W PERSONS/OFFICES THAT YOU AUTHORIZE TO DISCLOSE RECORDS INFORMATION:

______________________________________________________________________________

(Student --you must submit separate forms in-person to each UW-W person/office you authorize)

2. THE FOLLOWING RECORDS MAY BE DISCLOSED (check all that apply):

___ class registration & grades
___ academic advising
___ financial aid
___ tuition/fees
___ meal plan, Purple Points
___ UW-W employment

___ residence hall/life
___ performance observation notes, evaluation instruments or information
___ general comments about performance in a course or during a field experience - Field Studies, Student Teaching, Internship, Practicum, etc.

___ Other (specify):
2. THE RECORDS MAY BE DISCLOSED TO THE FOLLOWING (check all that apply):

___ individual person (print name): _______________________________________

___ prospective employer(s)

___ school official(s) responsible for admission to educational programs

___ individual(s) responsible for scholarships, grants, etc.

___ other (specify):

____________________________________________________________________

4. THE RECORDS MAY BE DISCLOSED FOR THE FOLLOWING REASON(s) (explain):

This authorization will remain in effect for one calendar year from the signature date below. The student may request to discontinue the authorization prior to the one-year date if s/he files a written request for such with the appropriate office(s) or person(s).

I am willing that a photocopy or fax copy of this form be accepted with the same authority as the original:

___yes ___no

_________________________________________________________ __________________
(Student’s Signature)                      (Date)
As a Council on Social Work Education accredited graduate social work program, the program follows the Educational Policy and Accreditation Standards (EPAS) of the Council on Social Work Education. This Council is the national accrediting organization for undergraduate and graduate social work programs in the United States. The EPAS provides guidelines for the curriculum in these programs. Our faculty expends extensive efforts in our courses to meet these guidelines.

Go to: https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS to see these standards.