

Carlow University, Master of Social Work Program

MSW Student Handbook

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Purpose and Use of the MSW Handbook

The *MSW Student Handbook* contains information that will help you to plan your graduate studies at Carlow University's Master of Social Work (MSW) program. Based on the Social Work values of self-determination and respect for the individual, this information will assist you in planning and assessing your progress as you work toward completion of an MSW Degree. The MSW Student Handbook is designed to be used in conjunction with the MSW Field Manual to guide students through Carlow University's MSW program.

The statements, policies, and procedures in this handbook have been developed and approved by the MSW Program Faculty under the Leadership of the MSW Program Director and Director of Field Education. Specific policies and procedures related to Field Placement appear in the *MSW Field Manual*. Your MSW Faculty Advisor will be happy to assist you throughout your graduate studies, but it is ultimately your responsibility to learn, follow, and meet the requirements that are outlined in the *MSW Handbook*. This handbook is updated regularly and the most up to date version is published on the MSW website.

About Carlow's MSW Program

The MSW Program at Carlow University was created in 2016 by Dr. Sheila Roth and Dr. Marsha Frank who worked together in Carlow's BSW Program. The Staunton Family Farm Foundation generously provided Carlow with a \$10,000 grant for the initial accreditation fees required to launch a new graduate social work program. The Program was originally designed as an in-person/hybrid program with a focus on trauma-informed practice when it applied for candidacy with the Council on Social Work Education's (CSWE). Carlow's MSW Program was granted initial accreditation by CSWE on June 6, 2020, and expanded to add a fully online option in 2021. Carlow's MSW Program was fully accredited by CSWE to offer two program options: in-person/hybrid and online. In May 2024 the in-person/hybrid program option was discontinued due to low enrollment. In July 2025 the MSW Program was moved from Carlow University's College of Arts and Sciences into a newly created college, Carlow University's College of Education and Social Work.

Today the Program offers an online MSW Program and continues to promote a trauma-informed lens across its curriculum by educating students on the pervasiveness of trauma, its complex impact on wellbeing across all levels of practice and promoting professional practices that foster this awareness. The Program's curriculum is designed for all students to develop a strong generalist foundation for practice with individuals, families, groups, organizations, communities, and policy while also being immersed in a specialization area of their choice: direct practice, macro practice, or school social work. A dual degree MSW/MBA option is offered for students also interested in Business Administration. Carlow's MSW Field Education Program requires experiential learning opportunities for students to connect the knowledge, skills, and values learned in course work to the practice setting. Field education is the signature pedagogy of social work education and as such the field placement experience is held in high regard in Carlow's MSW Program. Policies and procedures about field placement can be found in the MSW Program's Field Manual available on the MSW website.

MSW Program Mission Statement

The mission of the MSW Program at Carlow University is to educate and prepare ethical, compassionate professionals committed to a more just and merciful world. The MSW program promotes a trauma and research informed approach to professional social work practice to promote human and societal well-being and human rights. The program is committed to preparing exemplary leaders to critically engage in service to and advocacy for diverse populations and complex systems using a cultural humility lens to promote racial, social, economic, and environmental justice.

Carlow University Mission & Vision Statement

Carlow University's vision is to be a preeminent, innovative Catholic University renowned for providing transformational learning experiences in which students realize their full potential and become career-ready ethical leaders committed to a just and merciful world.

Rooted in its Catholic identity and embodying the heritage and values of the Sisters of Mercy, the mission of Carlow University is to make available transformational educational opportunities for a diverse community of learners, and to empower them to excel in their chosen work as compassionate, responsible leaders in the creation of a just and merciful world.

Carlow University Non-Discrimination Policy

One of the core values of Carlow University is the Sacredness of Creation. We revere each person and all creation and the diversity they embody. The University, as an educational institution, and as an employer, values equality of opportunity, human dignity and racial/ethnic and cultural diversity. We respect our diversity as we are called in both the University's Mission and Core Values. Our commitment to inclusivity, respect and acceptance informs every aspect of the University community.

Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, sexual orientation, handicap or disability, sex, age, pregnancy, ancestry, national origin, place of birth, genetic information, gender identification, veteran's status, or any other category protected by federal, state or local law. This policy applies to all programs and activities, with respect to both admissions and employment.

MSW Program Non-Discrimination Policy

The Carlow University MSW Program is committed to the standard of non-discrimination and follows the University Nondiscrimination policy as detailed above.

In addition, the Carlow University MSW Program is committed to a policy of non-discrimination on the basis of race, ethnicity, national origin, color, social class, religious and spiritual beliefs, immigration status, sexual orientation, gender identity or expression, age, marital status, and physical or mental disabilities. This policy applies to all aspects of the

program including admission, retention, and discontinuance. The MSW Program selected these categories because they have been identified in the [National Association of Social Workers \(NASW\) Standards and Indicators for Cultural Competence](#), indicators which the MSW Program acknowledges and promotes.

The MSW Program is committed to providing a welcoming and inclusive learning environment as a foundation for student success. As such, we recognize that students' sex assigned at birth, or the sex by which they are legally recognized, does not necessarily align with their gender identity or the pronouns they use to express themselves. The program acknowledges that students' personal pronouns and gender identity should be respected and used wherever appropriate.

This policy is included in this *MSW Student Handbook* and referenced in the *MSW Field Manual*, both of which are posted online and available to all students, faculty, field supervisors, advisory committee members and the public.

There is no pre-requisite for MSW students to demonstrate cultural sensitivity or competence before being accepted into the program. It is expected that MSW students agree to become more culturally competent throughout their educational journey and strive to practice with cultural humility. This means that MSW students enter this program with varying levels of understanding about diversity, cultural sensitivity, awareness, and humility. As social work educators, the MSW Faculty are charged with meeting students where they are in this process and preparing them to learn and grow in these areas so that they can be culturally responsive as future social work professionals. The MSW faculty are committed to helping all students develop a culturally responsive identity, to become more culturally competent, and be able to practice cultural humility. Students who are unwilling or unable to progress in their level of cultural responsiveness should consider alternative professions.

MSW Program Goals

The goals of the Carlow University MSW program are as follows:

- To engage students in a scholar-practitioner model of learning that fosters personal, academic, and professional development that will encourage lifelong learning, self-evaluation, and empowerment
- To ensure all MSW students develop and achieve the competencies of generalist social work practice at the graduate level as described by the Council on Social Work Education (CSWE) in their Educational Policy and Accreditation Standards as well as the competencies for their selected area of specialization
- To prepare social workers with the knowledge, skills, values, and ethics to practice competently, compassionately, and ethically with diverse populations across systems of all sizes.
- To foster a trauma-informed approach to social work practice at the generalist level and throughout all areas of specialization.

These goals are interrelated with the mission of the MSW program and the mission of Carlow University.

Council on Social Work Education Accreditation

Since 1952, [the Council on Social Work Education \(CSWE\)](#) has been the national association that represents social work education in the United States. Carlow's MSW program is fully accredited by CSWE and is committed to CSWE's reaffirmation process to ensure the program continues to meet the standards set forth by this accrediting body.

Accreditation is a system for recognizing educational institutions and the professional programs affiliated with those institutions as having a level of performance, integrity, and quality that entitles them to the confidence of the educational community and the public they serve. The Commission on Accreditation (COA) of the Council on Social Work Education (CSWE) is recognized by the Council for Higher Education Accreditation (CHEA) to accredit baccalaureate and master's degree programs in social work education in the United States and its territories. The COA is responsible for formulating, promulgating, and implementing the accreditation standards for baccalaureate and master's degree programs in social work, for ensuring that the standards define competent preparation, and for confirming that accredited social work programs meet the standards. To this end, the COA administers a multistep peer review accreditation process that involves program self-studies and benchmarks, site visits, and COA reviews. The accreditation review process provides professional judgments on the quality of social work education programs in institutions and encourages continuous improvement. These findings are based on the Educational Policy and Accreditation Standards (EPAS) developed by the COA and the Commission on Educational Policy (COEP). Moreover, systematic examination of compliance with established standards supports public confidence in the quality of professional social work education and in the competence of social work practice (CSWE 2022 EPAS, p. 5).

Faculty who teach in the MSW Program are expected to be knowledgeable about CSWE and committed to providing graduate students with competency-based education. Students are encouraged to learn more about CSWE by visiting the organization's website.

Social Work Core Competencies

Carlow's MSW program currently follows the CSWE [2022 Educational Policy and Accreditation Standards \(EPAS\)](#) and recognizes the nine core competencies for generalist social work practice established by CSWE. Carlow's MSW program has added a 10th competency to incorporate its specialized focus on trauma and the importance of trauma informed social work. Furthermore, Carlow's MSW Program extends and enhances the ten competencies for each of its specializations: direct practice, macro practice, and school social work. These competencies are:

1. Demonstrate Ethical and Professional Behavior.
2. Advance Human Rights and Social Justice, Racial, Economic, and Environmental Justice,
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice.
4. Engage in Practice-Informed Research and Research-Informed Practice.
5. Engage in Policy Practice.
6. Engage with Individuals, Families, Groups, Organizations, and Communities.
7. Assess Individuals, Families, Groups, Organizations, and Communities.

8. Intervene with Individuals, Families, Groups, Organizations, and Communities.
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities.
10. Engage in Trauma Informed Social Work Practice.

The National Association of Social Workers (NASW) Code of Ethics

The National Association of Social Workers (NASW) is the largest membership association of professional social workers in the world. The [*NASW Code of Ethics*](#) is a set of standards designed to guide the professional conduct of social workers. Carlow's MSW program recognizes and respects this code and as such the program expects students pursuing a graduate degree in social work to do the same. MSW students are expected to review the Code to ensure their professional values and intentions are aligned with the expectations of the profession. Additionally, students are expected to incorporate relevant aspects of the Code in their course work and field placement experiences.

Standards of Professional Conduct for MSW Students

According to the NASW Code of Ethics, social work students must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, and completing assignments on time. There are abilities and attributes that students must possess that provide the MSW program with reasonable assurance that students can complete the required course of study and participate successfully in social work education and the professional practice of social work. Students are expected to possess the following abilities and attributes and to meet these standards in the classroom and in field placements.

Professional Behavior: The social work student behaves professionally by knowing and practicing within the scope of social work and adhering to the NASW Code of Ethics. The social work student expresses ideas and feelings clearly and demonstrates the ability and willingness to actively listen to others.

Self-awareness: The social work student is willing to examine and change behavior when it interferes with working effectively with clients and other professionals. The student demonstrates respect for classmates, guest speakers, faculty, and other professionals with whom they engage.

Professional Commitment: The social work student has a strong commitment to the essential values of social work (the dignity and worth of every individual and the right to a just share of society's resources). The social work student is knowledgeable about and adheres to the NASW Code of Ethics.

Self-care: The social work student recognizes the signs of stress, develops appropriate means of self-care, and seeks supportive resources as necessary.

Valuing Diversity. The social work student appreciates the value of human diversity.

Social work students do not impose their own personal, religious, sexual, and/or cultural values on other students, faculty, staff, clients or professionals. Social work students are willing to serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation, and/or value system.

The MSW program follows Carlow University's academic policies including but not limited to Academic Integrity Policy, Student Code of Conduct, Academic Grievance Procedure as detailed in the current Carlow University Graduate Catalog, the Carlow Student Handbook, the MSW Student Handbook, the MSW Field Manual, and the NASW Code of Ethics. The MSW program also has a professional behavior review process which is detailed in this handbook.

MSW Essential Standards for Skills, Values and Professional Conduct

All students in Carlow's MSW program are expected to meet the essential standards that have been adopted by the program. These standards include scholastic standards, values and ethical standards, self-awareness, interpersonal relationship skills, professional responsibility, critical thinking and problem-solving abilities, and communication skills. MSW students are expected to review these standards during their first semester in the program and acknowledge their understanding of these expectations. The essential standards and student acknowledgement can be found in appendix A.

Professional Social Work Practice and Licensure

Students must understand that successful completion of Carlow's MSW Program does not guarantee the right to a professional position or the right to licensure in Pennsylvania, or in any other jurisdiction. In addition, it is also important to note that students may be asked to obtain Child Abuse and Criminal Background clearances as pre-requisites for field placement experiences, employment offers, and approval for licensure exams.

Social work licensure is regulated at the state level. Students who plan to obtain licensure and practice in Pennsylvania should refer to the [Pennsylvania Licensing System \(PALS\)](#) website for details. Students who plan to obtain licensure and practice elsewhere should refer to that jurisdiction's Board of Social Workers. The requirements for all states and jurisdictions can be found at [Association of Social Work Board's \(ASWB\) licensing board or college websites, statutes and administrative rules report](#).

As of September 2023, [Pennsylvania Code and Bulletin, Chapter 47](#) lists the Pennsylvania State Board of Social Workers, Marriage and Family Therapists and Professional Counselors qualifications and requirements for licensure application as:

1. The applicant is of good moral character.
2. The applicant has not been convicted of a felony, which shall include a judgment, an admission of guilt or a plea of nolo contendere, under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. § § 780-101—780-144), or of an offense under the laws of another jurisdiction, which, if committed in this Commonwealth, would be a

felony under The Controlled Substance, Drug, Device and Cosmetic Act, unless the following apply:

- i. At least 10 years have elapsed from the date of conviction.
 - ii. The applicant satisfactorily demonstrates to the Board that the applicant has made significant progress in personal rehabilitation since the conviction, so that licensure of the applicant would not be expected to create a substantial risk of harm to the health and safety of the applicant's clients or the public or a substantial risk of further criminal violations.
3. The applicant has submitted an application for licensure on forms furnished by the Board. The application for licensure may be obtained by contacting the Board by mail at: State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, Post Office Box 2649, Harrisburg, Pennsylvania 17105-2649, or by telephone at: (717) 783-1389 or e-mail at: socialwo@pados.dos.state.pa.us.
4. The applicant has submitted the application licensure fee required by § 47.4 (relating to licensure fees), by check or money order, payable to the "Commonwealth of Pennsylvania."
5. The applicant has submitted two Certificates of Recommendation on forms furnished by the Board.
6. The applicant has completed at least 3 hours of training in child abuse recognition and reporting in accordance with § 47.58(a) (relating to child abuse recognition and reporting—mandatory training requirement).
7. The applicant has submitted an affirmation signed by the applicant verifying the information on the application.

MSW Program Policies and Procedures

Carlow's MSW Program sets forth program specific policies and procedures in this MSW Student Handbook and in its MSW Field Manual which can be accessed on the [MSW Program webpage](#). Additionally, the MSW Program also follows all policies and procedures as described in the [Carlow University Graduate Course Catalog](#) and expects students to abide by the [Carlow University Student Handbook](#). These documents are updated annually, and MSW Students are expected to review them when they begin the MSW Program and throughout their time in the program.

Admission to the MSW Program

The MSW Program offers a rolling admissions process. The MSW Admissions Committee makes admission decisions based upon a careful, thorough, and holistic review of each application. Applicants must provide sufficient evidence of academic ability, promise of growth, and commitment to the educational goals of the program. Applicants are expected to have completed an undergraduate bachelor's degree from an accredited school, earned a minimum 3.000 cumulative college GPA (on a 4.000 scale) or be able to show proof that grades improved during the last two years of undergraduate work, submit a personal statement about their interest in

social justice, and show commitment to service, professionalism, critical thinking, and competent writing skills. Applicants are also required to provide a minimum of two professional/academic references. Applicants who are accepted into Carlow's MSW program are admitted with either traditional or advanced standing status.

Advanced Standing MSW Students

Advanced standing status is granted to students who have completed a BSW degree from a CSWE accredited institution within the past 7 years and earned an overall GPA of 3.0 or above. Advanced standing students can complete the MSW degree in 39 credits. Advanced standing students do not have to complete the 15 credits of generalist I coursework or the generalist field placement as these were completed through the undergraduate degree. The MSW admissions committee reserves the right to grant advanced standing status as well as the right to deny advanced standing status as they deem appropriate.

Traditional MSW Students

Students who completed undergraduate degrees in fields other than social work, or those who do not meet the advanced standing criteria, will be admitted with traditional status. Traditional MSW students can complete the MSW degree in 60 credits.

Full-time and part-time status

A full-time course load in graduate school is defined as 6 credits, or more, per semester. Students may choose to attend the MSW program part-time or full-time. Students are welcome to fluctuate course loads on a semester-by-semester basis. It is important to note that each of the MSW field education experiences are 6 credits, so part-time students will need to plan accordingly for semesters in which their field placements will be completed. Students are encouraged to work with their MSW faculty advisors to create a plan for program completion that meets their unique needs and to consult with their advisors if these needs change.

Specializations, Dual Degrees, and Certificates

The MSW Program offers three specializations: direct practice, macro practice, and school social work. Students must select a specialization upon entering the Program. Students may request to change specializations, but this may result in students taking more than the required number of courses for program completion if the decision is made after specialization courses are complete. Students interested in changing specializations are encouraged to discuss this with their faculty advisor.

Direct Practice Specialization

The direct practice specialization focuses on teaching best practices for a range of assessment and intervention methods in working with individuals, families, and groups. It is grounded in the person-in-the-environment framework, trauma-informed approaches, human rights, and social and economic justice. This specialization is designed for students seeking careers providing direct services to clients experiencing various challenges across the lifespan within a wide array of

settings, including hospitals, health and mental health agencies, public safety organizations, correctional facilities, community counseling centers, and other social service organizations.

Macro Practice Specialization

The macro practice specialization is designed to develop ethical, strengths-based, and trauma-informed leaders and managers of human services organizations and social change leaders who advance human well-being. Students are taught best practices for working with larger systems, including organizations, communities, and societies. The macro curriculum is grounded in a commitment to human rights and social, economic, and environmental justice. It is designed for students seeking careers in human services leadership and management, policy analysis and advocacy, and social change work at the local, state, and national level.

School Social Work Specialization

The school social work specialization builds on key components of the MSW program's direct practice track teaching best practices for a range of assessment and intervention methods in working with individuals, families, and groups in schools and school-based settings. The school social work curriculum is grounded in the person-in-the-environment framework, trauma-informed approaches, human rights, and social and economic justice. This specialization provides students with the knowledge and skills required for practice within schools, across larger educational programs and systems, and for policy practice as it is related to public and private preschool, elementary, and secondary schools. Students who successfully complete this specialization will be awarded Carlow's School Social Work Certificate and will be eligible for certification as Pennsylvania School Social Worker Educational Specialists.

Dual Degree MSW/MBA

Carlow offers a dual degree Master of Business Administration and Master of Social Work (MSW/MBA). This is a unique interdisciplinary degree which offers the opportunity to examine both the theoretical and practical aspects of business administration while also studying social work. This dual degree is available to MSW students in the direct practice or macro practice specializations and focuses on corporate social responsibility, ethical practices, reflective leadership across diverse populations, advocacy, professional ethics, trauma-informed approaches, and social justice. Students in the dual degree program will select either the direct practice or macro practice specialization.

Post Graduate School Social Work Certificate Program

Carlow offers a post-graduate Social Work Certificate program. This certificate program educates and prepares graduate-level social workers for the Pennsylvania School Social Work Certification and practice in schools and school-based settings. This program provides master's prepared social workers with the additional knowledge and skills required for practice within schools and across larger educational programs, systems, and policies for public and private preschool, elementary, and secondary schools. MSWs can earn a post-graduate certificate by completing a 15-credit course sequence.

MSW Curriculum

Social work education is grounded in a coherent, integrated professional foundation. This serves as the basis for the development and organization of the MSW program's curriculum, which is consistent with the program's goals and the CSWE competencies. **The MSW Program does not grant social work credit for life experience or previous work experience.** Students will complete generalist courses to learn the foundations of graduate level social work as well as specialization courses which prepare students for practice in their area of interest. Sample curriculum guides are presented in appendices B-D. These samples represent *full-time plans of study for students in each specialization based on status as advanced standing or traditional*. The schedule for course offerings is subject to change at the discretion of the program director. Students are encouraged to work with their assigned faculty advisors to create a plan for program completion that meets their needs and to consult with their advisors if their needs change.

Upon successful completion of all required MSW course work all students will have a strong understanding the person-in-the-environment perspective, the ability to apply a strengths-based and trauma-informed approach to practice, and the knowledge, values, and skills of generalist social work practice and that of their selected area of specialization. Students will also have gained insight into integrative knowledge, ethics, critical thinking, culturally humility, social justice, advocacy, and policy practices and applied this knowledge in higher level practice courses, electives, and field placement experiences. Upon completion of the MSW Program students graduate readily prepared to enter the profession of social work at the master's level.

Course Format, Attendance, and Participation

The MSW program's format was designed to be inclusive of the needs of students who are employed or navigating other responsibilities while in the MSW program. All courses are offered in an online modality. Our online course format varies. Some courses are completely asynchronous while others require virtual synchronous meetings. The MSW program was originally designed as a 9-month program to offer most of its courses during the fall and spring semester. Due to student demand summer courses have been made available. Only select courses can be offered in the summer. There are no guarantees that students will have course options every summer during their time in the program. It is important for all students to be aware that course offerings vary by semester and not every MSW course is offered each semester. MSW faculty advisors can assist students in planning their course sequence appropriately.

Online Course Format

All courses in Carlow's MSW Program are designed and instructed by the MSW Program's Faculty. Online MSW courses offer the same content and rigor as traditional on-campus courses. The MSW Program delivers its online courses in various formats; online/asynchronous, online/synchronous, or online/mixed format. In online/asynchronous courses there are no set meeting times. In online/synchronous courses, the courses will meet virtually on the Microsoft Teams Platform weekly or bi-weekly as indicated in the course catalog. In online/mixed format courses there are 2-4 set meeting times referred to as skills labs which meet vitally on the Microsoft Teams Platform as

indicated in the course catalog and all other course requirements occur asynchronously.

Attendance and Participation in MSW Online Course

Ongoing attendance and participation in all required coursework is essential to learning and professional development and therefore expected of all MSW Students. In online courses, it is insufficient to simply log into the online class. Students must demonstrate academic attendance by participating in the course content as required by the course syllabus and set up in the University's learning management system (Celtic Online- Brightspace).

Students are expected to plan their schedules accordingly to ensure all asynchronous course work can be completed as required. Students are strongly encouraged to review course syllabi for the course policies related to late work.

Students are expected to be present and actively participate in all synchronous requirements/skills labs. Attendance is required for synchronous components of all courses and will require students to fully engage by having their cameras on, microphones unmuted, and being free from other distractions throughout the duration of the skills lab. Skills labs are graded activities; students who do not attend or do not fully engage assume the risk of a zero grade for these activities. Students are strongly encouraged to attend all skills labs and to review course syllabi for the course policies related to absences from skills labs. Attending skills labs while operating a vehicle is strictly prohibited.

MSW Field Placements

Field Education is a signature pedagogy of Social Work. According to the CSWE Educational Policy and Accreditation Standards 3.3:

Field education is the signature pedagogy for social work. Signature pedagogies are elements of instruction and socialization that teach future practitioners the fundamental dimensions of professional work in their discipline: to think, to perform, and to act intentionally, ethically, and with integrity. The field setting is where students apply human rights principles from global and national social work ethical codes to advance social, racial, economic, and environmental justice. It fosters a learning environment where anti-racism, diversity, equity, and inclusion are valued. Field education is designed to integrate the theoretical and conceptual contributions of the explicit curriculum in the field setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria and measures of student acquisition and demonstration of the nine social work competencies. Responding to the changing nature of the practice world and student demographics and characteristics, field education programs articulate how they maintain or enhance students' access to high-quality field practicum experiences. Field education programs develop field models to prepare students for contemporary and interprofessional social work practice, including the

use of various forms of technology (CSWE 2022 EPAS, p.20).

Field Placement Requirements: Traditional Students

Traditional MSW Students will complete MSW 730: Generalist Field Placement I, MSW 732: Specialization Field Placement II and MSW 734: Specialization Field Placement III. The Specialization field placements, MSW 732 and MSW 734, will be completed in consecutive semesters in the last 2 semesters before graduation. Each placement requires a minimum of 300 hours at the agency. Prior to graduation, traditional MSW students will complete a minimum of 900 hours in field placement. Typically, MSW students will spend twenty hours per week, for 15 weeks each placement semester to reach the minimum total of 300 hours per field placement although each agency's hours of service may vary. Traditional students are required to complete 12 credits of generalist I course work as a prerequisite for MSW 730: Generalist Field Placement I and are required to complete MSW 720 and MSW 730 as a prerequisite for MSW 732: Specialization Field Placement II. It is expected that students will take at least one semester of course work between MSW 730 and MSW 732. Please review the MSW Field Manual for further details about field placement.

Field Placement Requirements: Advanced Standing Students

Advanced Standing MSW Students will complete MSW 732: Specialization Field Placement II and MSW 734: Specialization Field Placement III which will be completed in consecutive semesters in the last 2 semesters before graduation. Each placement requires a minimum of 300 hours at the agency. Prior to graduation, advanced standing MSW students will complete a minimum of 600 hours in field placement. Typically, MSW students will spend twenty hours per week, for 15 weeks each placement semester to reach the minimum total of 300 hours per field placement although each agency's hours of service may vary. Advanced Standing students are required to complete MSW 720 as a prerequisite for MSW 732: Specialization Field Placement II. It is expected that advanced standing students will take at least one semester of course prior to beginning MSW 732. Please review the MSW Field Manual for further details about field placement.

Employment Based Field Placements

Carlow's MSW Program permits field placements in organizations in which students are employed when the student assignments and employee tasks meet the program's policy on field placements at organizations in which students are employed. Complete details about the program's policy on field placements at organizations in which students are employed can be found in the MSW Field Manual.

Academic Advisors

The MSW Program prides itself on its proactive advising practices that are designed to foster student success by ensuring students design a program plan that meets their individual needs while ensuring proper course sequencing is followed. MSW students are assigned an MSW Faculty advisor when they enter the Program. MSW students must meet with their academic advisors during their first semester of the MSW Program. Following their first semester, students are encouraged to communicate with their academic advisors regularly to discuss course planning, career goals, and other areas of interest or concern. Students are especially encouraged to make

an advising appointment and/or communicate with their faculty advisor every semester before registering for the next semester. Students will have the same advisor for the duration of their time in the Program. Students may also request an advising meeting with the MSW Program Director at any time. MSW Faculty advisors will reach out to their student advisees each semester, but it is ultimately the student's responsibility to follow through. If a student would like to change advisors for any reason, they can complete a Change of Advisor Form found in the Registrar's office or contact the MSW Program Director.

Registration for Courses and Course Planning

MSW Students will be registered for their first semester in the Program by Carlow's enrollment team. The MSW Program Director informs the enrollment team of course options for students beginning the program. After the first semester, registration is ultimately the students' responsibility and students are expected to self-register using Carlow's online system called *Self Service*. The MSW course planning guides can be found in the Appendices however students are strongly encouraged to meet with their MSW Faculty advisor prior to registration, to review their progress through the MSW program, discuss registration options, and ensure courses are taken in appropriate sequence. Self service and registration instructions can be found at: [the Office of the Registrar's webpage](#). Students are encouraged to register for courses as early as possible as course size is limited and seats are not guaranteed each semester. If courses are closed students can contact their MSW Faculty Advisor or the MSW Program Director to discuss alternative options but there may be times when the only option will be to wait until the next semester in which the course is offered.

Grade Requirements

The MSW Program will follow the grading scale below. MSW students must earn a minimum of B- (81%) in all graduate courses. Students who do not meet this minimum requirement must repeat the course. The MSW Program adheres to the University's academic standing policy as detailed in the University's Graduate Course Catalog. Students should be aware that failing to earn sufficient grades may be placed on academic warning, probation, or dismissal from the University. Students can appeal grades by following the *Grade Changes and Grade Appeals* section of the Graduate Course Catalog.

MSW Grading Scale

	A 94-100%	A- 91-93%
B+ 88-90%	B 84-87%	B- 81-83%
C+ 78-80%	C 74-77%	C- 71-73%
D+ 68-70%	D 64-67%	D- 61-63%
F 60% and below		

Table 1: MSW Program grading scale

At the conclusion of each semester the Registrar reviews grades, determines academic standing, and notifies the Dean's office of all students whose grades warrant academic warning, probation, or dismissal from the University. The Deans office then issues official letters to students with copy to

the MSW Program Director. The MSW Program Director ensures any necessary follow up occurs and that students' academic advisors are updated.

Course Withdrawal Policy

The MSW Program understands that there are situations in which students must withdraw from courses for academic or personal reasons. The MSW Program also recognizes that excessive reliance on the course withdrawal process can have negative impacts on student success and finances. As such the Program has a course withdrawal policy to limit the number of withdrawals students can take without consequences. Any MSW Student who withdraws from 2 classes during their time in the MSW Program will be placed on academic probation. Any student who withdraws for a third time will be dismissed from the MSW Program. Consideration for re-admission after dismissal will follow the policy as listed in the Graduate Course Catalog. Please note *withdrawals related to an approved leave of absence are not counted towards the withdrawal maximum.*

Academic Performance and Academic Standing

Carlow University requires students to maintain satisfactory academic progress while attending the institution. To maintain satisfactory academic progress in the MSW Program, students must earn an overall grade of a B- or above in all courses. Grades below a C are considered failing. Students who earn below C must repeat the course.

Academic records are reviewed at the end of each 15-week semester. The review includes an examination of the students' overall course grades. Students who receive 1 failing grade will be placed on academic probation; students who receive 2 or more failing grades will be dismissed from the MSW Program. Further details about academic standing can be found on pages 32-33 of the Graduate Course Catalog.

MSW Student Group

The voice and vehicle for student involvement in Carlow's MSW program is through the MSW Student Group. Membership is open to all students in the MSW Program and is intentionally designed to offer both virtual and in-person engagement opportunities so that all MSW students can participate; those who live local to the University as well as those who do not. This group is advised by a team of faculty members, and the group may also call up members of the MSW Program's Advisory Board for outside advising if necessary or desired.

During the 2023-2024 academic year, students and faculty collaborated to reorganize this group, which was self-titled the *MSW Saturday Breakfast Group*. The name was chosen as the group elected to hold its regularly scheduled meetings on Saturday mornings. This group provides an opportunity for social connection between students, serves as an outlet for service and educational programming that enhances the formal MSW educational experience, liaises between the MSW program's student body and faculty, and other decision makers. The group will be called upon to provide feedback to faculty about implicit and explicit curriculum across the MSW program, and the group may plan additional activities as desired by its members.

Student Orientation

All MSW students are expected to attend one new student orientation session during their first semester of the program. Virtual new student orientations are offered each September and January, and the scheduled dates are communicated to students within the first two weeks of each new semester. The purpose of this orientation is to provide students with information about Program expectations, procedures, and tips for success as well as an opportunity to meet MSW Faculty. Any new student who cannot attend an orientation during their first semester should contact the MSW Program Director in advance of the session. Returning MSW Students are welcome to attend any new student orientation sessions throughout their time in the MSW Program.

Student Feedback

Students are encouraged to share feedback on the MSW program with the MSW Program Director and/or social work faculty at any time. At the end of each semester, students are encouraged to complete course evaluations for each course in which they are enrolled to provide anonymous course specific feedback. At the completion of each field placement, students complete an evaluation of their field placement site. In addition, MSW students in their final semester of the program are invited to complete an anonymous MSW Student Feedback to provide program specific feedback.

Written Class Assignments

Students are expected to communicate effectively orally and in writing. These skills are essential to the social work profession. Carlow's MSW Program is writing intensive, and it has adopted the current *Publication Manual of the American Psychological Association (APA)*. Students are expected to follow this style manual and format all written work in APA format. If there is an occasion when other styles should be used, the student will be advised by the appropriate instructor or field agency. Furthermore, all written assignments must conform to accepted rules of good writing and conventions. The quality of written assignments is compromised when students' writing skills are not sufficient. Students' performance suffers when a written assignment contains errors in grammar, misspelled words, improper documentation, and, in general, when manuscripts are poorly prepared. Quality writing skills are required by professional social workers who must constantly communicate in writing through case documentation, reports and letters to agency personnel, clients, community members, legislators, and funding sources.

[Carlow's Center for Academic Achievement \(CAA\)](#) offers free online tutoring and guides for writing and research. MSW Students are encouraged to utilize these valuable services. Students can work with a writing consultant in a live online session or via email. Appointments must be made at least 48 hours in advance. Students should understand the CAA does not edit papers, but tutors do make helpful suggestions to help you become a better writer and assist with helping you to learn APA formatting. The CAA offers a virtual graduate writing workshop at the beginning of each semester that is designed specifically for MSW students. All MSW students are required to attend during their first semester and are welcome to attend any semester thereafter.

Communication in the Learning Environment: Etiquette and Netiquette

MSW Students and Faculty join together forming a community of learners. As adults who choose social work as our profession it should be assumed that we are all trying to do the best job we can in a constantly evolving and challenging profession. To do this work we must discuss many topics that can be sensitive and/or controversial in nature. All learners are expected to engage using professional etiquette and netiquette. Professionalism, courtesy, and respect are essential and must guide all communications, which includes interactions in virtual meeting spaces and within the learning management system (CelticOnline-Brightspace) in forums such as discussion boards. As social workers, we respect each other's opinions and differing points of view and strive to challenge diversity of opinion in a respectful way. The use of profanity and harassment of any form is strictly prohibited. Introducing topics that are not related to the course content and/or aim to cause unnecessary classroom disruption should be avoided. The value of adult education is that participants come from different places in their personal cultural humility growth journeys and bring unique thoughts and experiences that can contribute to the expansion of our own knowledge base. It is important not to make assumptions. If a member of the class says or writes something that concerns you, seek clarification rather than making assumptions. Written communications often make it difficult to infer intentions. Students please remember, *it is the responsibility of the MSW faculty to offer corrective communication to students in a manner that supports the development of aspiring professionals. Social work faculty must do this in a non-paternalistic way, and often in a one-on-one manner to abide by federal regulations governing education.*

Critical Thinking and Academic Integrity

Critical thinking is a purposeful mental activity that can be used when completing assignments and when working in the field. Critical thinking is more than reading, and it allows students to produce and evaluate ideas. MSW students are not only expected to possess a body of information but also expected to be able to apply it to their academic performance, to their work in the Social Work profession, and demonstrate it to instructors. MSW students are expected to develop and employ critical thinking skills with integrity as such, the MSW Program follows the University's Academic Integrity Policy as described on pages 28-30 of the Graduate Course Catalog. MSW students are expected to review and follow this policy and refrain from academic misconduct. If MSW students are suspected of academic misconduct, MSW Faculty will follow this policy to ensure appropriate sanctions are determined.

Academic Grievance Procedure

MSW students who have concerns about course content, feedback, grades, etc. should first discuss these concerns with the faculty member instructing the course. If this is not possible or if the student feels there has been no resolve, the students should then discuss the grievance with the MSW Program Director and/or Social Work Department Chair.

Students can also follow the formal grievance procedures as described on pages 30-31 of the graduate course catalog. This procedure has been established by Carlow to provide all students with a formal means to express concerns regarding the application of academic policies, procedures, practices, rules, or regulations of the University, and a method by which concerns can be resolved.

Professional Behavior Review Process for Carlow's MSW Program

Carlow's MSW Faculty strive to promote success and professional development for all students accepted into the MSW Program. The Essential Professional Standards of the MSW Program detail the minimum expectations required for students in the program. The NASW Code of Ethics is the guide aspiring social work professionals should follow. If a faculty member has a concern about a student's ability to uphold the Essential Professional Standards of the MSW Program and/or the NASW Code of Ethics, the following steps should be taken:

1. The first time a faculty member recognizes something of concern, the faculty member should speak with the student, identifying what was of concern in relationship to the Essential Professional Standards/Code of Ethics, and discuss expectations for the student to correct the behavior. This discussion should be summarized and documented with a follow-up email to the student.
2. If the faculty member recognizes the same concern again, something else of concern, or if the initial concern is of an egregious nature, the faculty member should immediately (within 48 hours) request a "professional behavior review" by notifying the MSW Program Director through email (or the Chair of the Social Work Department if the Program Director recognizes the concern). The Professional Behavior Review process is intended to be a problem-solving process that usually results in a plan of action to correct the behavior that is of concern.
3. The MSW Program Director (or designee) will schedule a professional behavior review meeting with the student within 5-10 business days from receipt of the request for review. At a minimum the student, the faculty member who has expressed concern, the Program Director (or designee), and the student's academic advisor should be invited to the meeting.
4. If the student chooses not to attend the professional behavior review meeting, it will proceed without the student.
5. Following the meeting, the Program Director (or designee), faculty member, and advisor will collaborate to recommend a plan of action. The Program Director (or designee) will notify the student, faculty, and advisor by email of the plan. As noted above, the professional behavior review process is a problem-solving process. In cases in which problem behaviors continue after an initial professional behavior review and/or represent egregious violations of Essential Standards/NASW Code of Ethics, the Program Director (or designee) may recommend suspension or dismissal from the MSW Program.
6. Students have the right to appeal the Program Director's decisions following a Professional Behavior Review by contacting the Chairperson of the Department of Social Work by email within 5 business days.
7. The Chairperson will respond to the appeal and render a decision within 10 business days of receipt of the appeal.
8. Students who wish to appeal the Chairperson's decision must contact the Dean of the College of Arts and Sciences or his/her designee in writing within 5 business days.
9. The Dean or the Dean's designee will respond to the appeal and render a decision within 10 business days of receipt of the appeal.
10. Students who wish to appeal the Dean's (or Dean's designee) decision, may appeal in

writing to the Provost within 5 business days.

11. The Provost will respond to the appeal and render a decision within 10 business days of receipt of the appeal. The Provost's decision cannot be appealed.

Online Learning Support and Technology Requirements

Carlow has resources to help you thrive in the online learning environment. [Technology support](#) (412 578-8700) is available 24 hours a day, 7 days a week.

Students who elect to enroll in Carlow's MSW Program have selected an online graduate program. MSW Students are expected to provide their own computers that meet the minimum specifications below to access our online program. Students should not plan to participate by only using cellular phones. While cellular devices can support students learning and engagement in the MSW Program they are not alone adequate for program success or completion. Listed below are the minimum specifications recommended for all Carlow students. For better performance, the University strongly suggests exceeding these specifications.

- Internet access: high-speed (at least 10 Mbps) connection like cable or fiber optic.
- Technology: Personal computer (Windows 10 or latest Mac OS, 16GB memory, Intel core i5, 256 GB hard drive, anti-virus software), headset or headphones with microphone, webcam.
- iPads (Mac iPad OS) cannot accommodate the online test-taking browser requirements. If you elect to utilize this device type and need to take proctored exams online, you will need to utilize a campus computer lab or other Windows or MacOS based device to take the exam.
- Software and applications: Microsoft Office 365 (provided by Carlow), [Google Chrome](#), [Adobe Reader](#)
- Security requirements: Virus scanning software (McAfee, Norton), [malware scanning tool](#), latest security patches

Appendix A:

MSW Essential Standards for Skills, Values and Professional Conduct and Student Acknowledgement

Carlow University MSW Program
Essential Standards
for
Skills, Values and Professional Conduct

The Essential Standards for the Master of Social Work (MSW) Program at Carlow University include scholastic standards, values and ethical standards, self-awareness, interpersonal relationship skills, professional responsibility, critical thinking and problem-solving abilities, and communication skills. Other Council on Social Work Education (CSWE) accredited Social Work Programs use the same, or similar, Essential Standards that have been adopted by Carlow's MSW Program.¹

Essential Skills

Scholastic Standard: Includes overall GPA, GPA in required social work courses, and course grades.

Essential Student Behavior:

- Students must earn a B- (81%) or better in all courses. The MSW Program's policy is that any grade less than a B- is considered as a failing grade and students are required to repeat the course to fulfill graduation requirements.

Self-Awareness Standard: Students demonstrate professional preparation through a commitment to the process of self-reflection and self-critique, assuming full responsibility for professional growth and for protecting clients, peers, supervisors, faculty, and other relevant parties from the adverse effects of performance problems and unprofessional behavior.

Essential Student Behavior:

- Students will demonstrate awareness of self and their impact on interpersonal and professional relationships.
- Students will demonstrate a willingness to accept feedback and/or supervision in a positive manner and use the feedback to enhance their professional development.
- Students will prepare for, and effectively utilize, supervision and other forms of professional advisement and mentorship.
- Students will demonstrate a realistic and accurate self-awareness of their own strengths, limitations, values, and performance.

Interpersonal Relationship Skills Standard: Interactions with peers, clients, faculty, staff, advisors, supervisors, agency personnel, and field instructors reflect integrity, honesty, and cooperation, as well as an appropriate understanding of professional role and appropriate boundaries.

Essential Student Behavior:

- Students will relate interpersonally in a manner that is respectful, non-disruptive, nondiscriminatory, and characterized by maturity.
- Students will use proper channels for conflict resolution.
- Students will demonstrate appropriate use of self in the professional role.

Responsibility and Professional Preparedness Standard: *Appropriate levels of responsibility and professional preparedness are demonstrated over the program course of study.*

Essential Student Behavior:

- Students will demonstrate responsible and self-directed behavior in accordance with the program and the sequencing of courses for program completion.
- Students will demonstrate adherence to agency protocols and policies, dress codes, and documentation requirements.
- Students will demonstrate behaviors on campus, in the classroom, online, in their field placement sites, in the community, and with peers that are in compliance with program policies, institutional policies, and professional ethical standards.

Critical Thinking and Problem-Solving Abilities Standard: *Individual reasoning reflects a comprehensive analysis that distinguishes fact from inference, conclusions that are grounded in relevant data, information, and evidence.*

Essential Student Behavior:

- Students will demonstrate the ability to identify ways in which biological, psychological, developmental, spiritual, socioeconomic, and environmental factors may affect an individual, family or groups of various sizes.

Communication Skills Standard: *All verbal, nonverbal, and written communication exchanges are in accordance with professional standards.*

Essential Student Behavior:

- Students will communicate with dignity, respect, and cultural sensitivity to peers, clients, faculty, staff, advisors, supervisors, agency personnel, and field instructors.
 - Students shows skill in building rapport and engaging clients, applying principles of sound communication.
 - They must express ideas and feelings clearly and demonstrate a willingness and ability to listen to others.
 - They must have sufficient skills in spoken and written English to understand the content presented in the program.
 - Students follow agency guidelines for recordkeeping.

Motor and Sensory Skills: *Developing the competencies needed to become a social worker is a lengthy and complex process that requires students to participate in the full spectrum of experiences and requirements of the curriculum.*

Essential Student Behavior:

- Social work students must have sufficient motor abilities to attend class and perform all the responsibilities expected of students in field placement, at places such as hospitals and clinics.
- Students must have the ability to acquire and integrate new information through the use of their senses to perform the functions that will be expected of them both as students and as professional social workers.

- *Students who wish to request reasonable accommodations for meeting the Essential Motor and Sensory Skills requirement should contact the Disability Services Office which provides services to enrolled students who have a documented permanent or temporary physical, psychological or sensory disability that qualifies them for academic accommodations under the law.*

Essential Values

For admission to and continuance in the MSW Program at Carlow University, students must demonstrate a commitment to the core values of social justice and diversity. These essential values are critical to social work education and practice.³

Social Justice:

- *Social work students must value social justice, which includes promoting equality and human rights and recognizing the dignity of every human being.*

Diversity:

Social work students must appreciate the value of human diversity.

- *They must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack thereof), gender, disability, sexual orientation and/or value system.*
- *Social work students must not impose their own personal, religious, sexual, and/or cultural values on their clients.*
- *Social work students must know how their values, attitudes, beliefs, emotions, and past experiences affect their thinking, behavior, and relationships.*
- *Students must be willing to examine and change their behavior when it interferes with their working with clients and other professionals.*
- *Students must be able to work effectively with others in subordinate positions as well as with those in authority.*

Essential Standards of Professional Conduct

These Essential Standards of Professional Conduct are adapted from the National Association of Social Workers (NASW) Code of Ethics and are the standards used in other CSWE accredited MSW and BSW Programs.^{2, 3}

Professional conduct means that in general social work students must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities and completing assignments on time. There are abilities and attributes that students must possess that provide the Social Work Department with reasonable assurance that students can complete the required course of study and participate successfully in social work education and the professional practice of social work. Social work students are expected to possess the following abilities and attributes and to meet these standards in the classroom as well as in their community service hours and field placements.

Professional Behavior:

- *Social work students behave professionally by knowing and practicing within the scope of social work and adhering to the NASW Code of Ethics.*
- *Social work students express ideas and feelings clearly and demonstrate the ability and willingness to actively listen to others.*

Self-awareness:

- *Social work students are willing to examine and change behavior when it interferes with working effectively with clients and other professionals.*

Professional Commitment:

- *Social work students have a strong commitment to the essential values of social work (the dignity and worth of every individual and the right to a just share of society's resources).*
- *Social work students are knowledgeable about and adhere to the NASW Code of Ethics.*

Self-care:

- *Social work students recognize the signs of stress, develop appropriate means of self-care, and seek supportive resources as necessary.*

Valuing Diversity:

- *Social work students appreciate the value of human diversity. Social work students do not impose their own personal, religious, sexual, and/or cultural values on other students, faculty, staff, clients, or professionals.*
- *Social work students are willing to serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation, and/or value system.*

The expectation is that students will possess and develop these skills, values, and standards as they progress through all aspects of the program, including in the classroom, online, in their field placements, and in the professional practice of social work. Attention to them will be paid by those individuals responsible for evaluating students' classroom and academic performance, decision making about appropriate field placement sites, and field placement performance. Violations of these Skills, Values, and Standards of Professional Conduct can also become grounds for dismissal from the program and from the profession. Thus, it is important that they are well understood.³

CORE COMPETENCIES

Social work education is grounded in the liberal arts and contains a coherent, integrated professional foundation in social work. The competencies are based on CSWE Educational Policy and Accreditation Standards.⁴ Field Placement provides an opportunity for students to develop and demonstrate their proficiency in each of the competencies which is required for successful completion of the MSW Program and to earn the MSW degree.

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

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

Competency 5: Engage in Policy Practice

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

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

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

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

(CSWE 20E22 EPAS, p. 7-9)

Endnotes

¹ Department of Social Work Student Handbook University of Detroit Mercy. Retrieved May 23, 2023, from <https://www.udmercy.edu/academics/catalog/undergraduate2018-2019/colleges/clae/pdf/social-work-handbooks/social-work-student-handbook-rev-7-13-17.pdf>

² National Association of Social Workers. (2021). NASW code of ethics. Retrieved May 31, 2023, from <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

³ Essential Skills, Values and Standards of Professional Conduct. [University of Washington](https://socialwork.uw.edu/blurb/essential-skills-values-and-standards-professional-conduct) School of Social Work. Retrieved May 31, 2023 from <https://socialwork.uw.edu/blurb/essential-skills-values-and-standards-professional-conduct>

⁴ Council on Social Work Education. (2022). Educational policy and accreditation standards for baccalaureate and master's social programs. Retrieved June 20, 2023 from <https://www.cswe.org/accreditation/standards/2022-epas/>

Carlow University MSW Program Student Acknowledgements

Essential Standards Student Acknowledgement

I, _____ have read the MSW Program's Essential Standards.
(Print student's name)

I understand that as a student in the program, I must adhere to the Essential Standards which include essential skills, values, professional behaviors in and outside of the classroom, SW academic good standing, and demonstrated proficiency in all 9 CSWE Core Competencies, and additional competencies as added by the MSW Program.

Student signature _____ Date: _____

MSW Student Handbook Student Acknowledgement

I, _____ have read the MSW Student Handbook.
(Print student's name)

I understand that as a student in the program, I must adhere to the policies, procedures, and expectations within this handbook. I also understand that updates to the MSW Student Handbook may be made periodically. When this occurs the MSW Program Director will notify all students via email and post the updated version on the MSW webpage but ultimately it is my responsibility to ensure I review these changes to ensure I abide by the most up to date handbook.

Student signature _____ Date: _____

Appendix B:

Direct Practice Curriculum Guides (Traditional and Advanced Standing)

**MSW Program Course Planning Guide:
MSW Direct Practice (Traditional) 60 credits**

Generalist I Courses:		Credits
_____ MSW700 Foundations of Generalist Practice (required in 1 st semester)		3
_____ MSW702 Social Welfare & Public Policy		3
_____ MSW714 Human Behavior in the Social Environment (HBSE)		3
_____ MSW715 Diversity, Inclusion, and Cultural Humility		3
_____ MSW716 Human Behavior in the Macro Social Environment		3
_____ MSW730 Generalist Field Placement I		6
Generalist II Courses:		
_____ MSW711 Ethics Across Social Work Practice		3
_____ MSW720 Social Work Theory and Assessment (pre-req: MSW 714)		3
_____ MSW723 Applied Research: Assessment and Evaluation		3
_____ MSW724 Strength Based Leadership		3
Direct Practice Specialization Courses:		
_____ MSW722 Mental Health & the Art of Diagnosis (pre-req: MSW 720)		3
_____ MSW725 Treatment Approaches in Direct Practice (pre-req: MSW 722)		3
_____ MSW727 Complex Trauma (pre-req/co-req: MSW 722)		3
_____ MSW732 Specialization Field Placement II		6
_____ MSW734 Specialization Field Placement III		6
_____ MSW736 Advanced Practice Synthesis for Licensure and Career Readiness		3
(To be taken in final semester)		
Electives:		
_____ Elective *		3
Total Course Credits		60

Expected Graduation: Spring_____ Summer_____ Fall_____

Please consult your academic advisor to plan courses.

*Students in the direct practice specialization may use macro practice and/or school social work specialization courses to fulfill electives. Suggested electives include MSW 721, MSW 726, MSW 741, MSW 752 or other MSW courses.

Tips for MSW Course Planning and Suggested Course Sequences for Direct Practice MSW Students

The sequencing below is an example of the quickest route to program completion and based on the semester students begin the program and course offerings are subject to change. MSW students are not required to take courses in this exact sequence and may complete the program part-time or full-time; a full-time course load in graduate school is defined as 6-credits per semester, or more for financial-aid purposes. MSW students are encouraged to devise a plan that fits their unique situations and needs. MSW Faculty Advisors can assist you in devising a course plan that is best for your needs and planning appropriately for sequences other than the examples below.

MSW Program Direct Practice Students

	Direct Practice Fall Start
Fall	MSW 700. MSW 702. MSW 714.
Spring	MSW 711. MSW 715. MSW 730.
Summer	MSW 716. MSW 720. MSW 724
Fall	MSW 722. MSW 723. Elective
Spring	MSW 727. MSW 725. MSW 732
Summer	MSW 734. MSW 736

	Direct Practice Spring Start
Spring	MSW 700. MSW 702. MSW 714.
Summer	MSW 716. MSW 720. MSW 730.
Fall	MSW 711. MSW 715. MSW 722.
Spring	MSW 723. MSW 724. MSW 725.
Summer	MSW 727. MSW 732. Elective.
Fall	MSW 734. MSW 736.

Please consult with your MSW Faculty advisor regularly as this plan is subject to the availability of courses in a particular term and is subject to change.

**MSW Program Course Planning Guide:
MSW Direct Practice (Advanced Standing) 39 credits**

Generalist II Courses:		Credits
_____ MSW711 Ethics Across Social Work		3
_____ MSW720 Social Work Theory and Assessment		3
_____ MSW723 Applied Research: Assessment and Evaluation		3
_____ MSW724 Strength Based Leadership		3
Direct Practice Specialization Courses:		
_____ MSW722 Mental Health & the Art of Diagnosis (pre-req: MSW 720)		3
_____ MSW725 Treatment Approaches in Direct Practice (pre-req: MSW 722)		3
_____ MSW727 Complex Trauma (pre-req MSW 720)		3
_____ MSW732 Specialization Field Placement II		6
_____ MSW734 Specialization Field Placement III		6
_____ MSW736 Advanced Practice Synthesis for Licensure and Career Readiness		3
(To be taken in final semester)		
Electives:		
_____ MSW Elective 1*		3
Total Course Credits		39

Expected Graduation: Spring_____ Summer_____ Fall_____

Please consult your academic advisor to plan courses.

*Students in the direct practice specialization may use macro practice and/or school social work specialization courses to fulfill electives. Suggested electives include MSW 721, MSW 726, MSW 741, MSW 752 or other MSW courses.

Tips for MSW Course Planning and Suggested Course Sequences for Advanced Standing Direct Practice MSW Students

The sequencing below is an example of the quickest route to program completion and based on the semester students begin the program and course offerings are subject to change. MSW students are not required to take courses in this exact sequence and may complete the program part-time or full-time; a full-time course load in graduate school is defined as 6-credits per semester, or more for financial-aid purposes. MSW students are encouraged to devise a plan that fits their unique situations and needs. MSW Faculty Advisors can assist you in devising a course plan that is best for your needs and planning appropriately for sequences other than the examples below.

Advanced Standing Direct Practice Students

	Direct Practice Fall Start
Fall	MSW 711. MSW 720. MSW 723
Spring	MSW 722. MSW 724. Elective
Summer	MSW 727. MSW 732
Fall	MSW 725. MSW 734. MSW 736

	Direct Practice Spring Start
Spring	MSW 711. MSW 720. MSW 724
Summer	MSW 727. Elective
Fall	MSW 722. MSW 723. MSW 732
Spring	MSW 725. MSW 734. MSW 736

Please consult with your MSW Faculty advisor regularly as this plan is subject to the availability of courses in a particular term and is subject to change.

Appendix C: Macro Practice Curriculum Guides (Traditional and Advanced Standing)

**MSW Program Course Planning Guide:
MSW Macro Practice (Traditional) 60 credits**

Generalist I Courses: Credits

_____ MSW700 Foundations of Generalist Practice (Must take in first semester)	3
_____ MSW702 Social Welfare & Public Policy	3
_____ MSW714 Human Behavior in the Social Environment (HBSE)	3
_____ MSW715 Diversity, Inclusion, and Cultural Humility	3
_____ MSW716 Human Behavior in the Macro Social Environment	3
_____ MSW730 Generalist Field Placement I	6

Generalist II Courses:

_____ MSW711 Ethics Across Social Work	3
_____ MSW720 Social Work Theory and Assessment	3
_____ MSW723 Applied Research: Assessment and Evaluation	3
_____ MSW724 Strength Based Leadership	3

Macro Practice Specialization Courses:

_____ MSW721 Human Service Management and Grant Writing (pre-req MSW 724)	3
_____ MSW726 Advocacy Practice for Social Justice (pre-req MSW 702)	3
_____ MSW 752 Trauma Informed Community Practice (pre-req MSW 716)	3
_____ MSW732 Specialization Field Placement II	6
_____ MSW734 Specialization Field Placement III	6
_____ MSW736 Advanced Practice Synthesis for Licensure and Career Readiness (To be taken in final semester)	3

Electives:

_____ Elective*	3
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Total Course Credits 60

Expected Graduation: Spring_____ Summer_____ Fall_____

Please consult your academic advisor to plan courses.

*Students in the macro practice specialization may use direct practice and/or school social work specialization courses to fulfill electives. Suggested electives include MSW 722, MSW 725, MSW 727, MSW 741.

Tips for MSW Course Planning and Suggested Course Sequences for Macro Practice MSW Students

The sequencing below is an example of the quickest route to program completion and based on the semester students begin the program and course offerings are subject to change. MSW students are not required to take courses in this exact sequence and may complete the program part-time or full-time; a full-time course load in graduate school is defined as 6-credits per semester, or more for financial-aid purposes. MSW students are encouraged to devise a plan that fits their unique situations and needs. MSW Faculty Advisors can assist you in devising a course plan that is best for your needs and planning appropriately for sequences other than the examples below.

MSW Program Macro Students

	Macro Practice Fall Start
Fall	MSW 700. MSW 702. MSW 714.
Spring	MSW 711. MSW 715. MSW 730.
Summer	MSW 716. MSW 720. MSW 724
Fall	MSW 752. MSW 726. MSW 723
Spring	MSW 721. MSW 732. Elective
Summer	MSW 734. MSW 736.

	Macro Practice Spring Start
Spring	MSW 700. MSW 702. MSW 714.
Summer	MSW 716. MSW 720. MSW 730.
Fall	MSW 715. MSW 723. MSW 726.
Spring	MSW 711. MSW 721. MSW 724.
Summer	MSW 732. Elective.
Fall	MSW 734. MSW 736. MSW 752.

Please consult with your MSW Faculty advisor regularly as this plan is subject to the availability of courses in a particular term and is subject to change.

**MSW Program Course Planning Guide:
MSW Macro Practice (Advanced Standing) 39 credits**

Generalist II Courses:			Credits
_____	MSW711 Ethics Across Social Work		3
_____	MSW720 Social Work Theory and Assessment		3
_____	MSW723 Applied Research: Assessment and Evaluation		3
_____	MSW724 Strength Based Leadership		3
Macro Practice Specialization Courses:			
_____	MSW721 Human Service Management and Grant Writing (Pre-req MSW 724)		3
_____	MSW726 Policy Practice for Social Justice		3
_____	MSW 752 Trauma Informed Community Practice		3
_____	MSW732 Specialization Field Placement II		6
_____	MSW734 Specialization Field Placement III		6
_____	MSW736 Advanced Practice Synthesis for Licensure and Career Readiness		3
	(To be taken in final semester)		
Electives:			
_____	Elective*		3
Total Course Credits			39

Expected Graduation: Spring_____ Summer_____ Fall_____

Please consult your academic advisor to plan courses.

*Students in the macro practice specialization may use direct practice and/or school social work specialization courses to fulfill electives. Suggested electives include MSW 722, MSW 725, MSW 727, MSW 741.

Tips for MSW Course Planning and Suggested Course Sequences for Advanced Standing Macro Practice MSW Students

The sequencing below is an example of the quickest route to program completion and based on the semester students begin the program and course offerings are subject to change. MSW students are not required to take courses in this exact sequence and may complete the program part-time or full-time; a full-time course load in graduate school is defined as 6-credits per semester, or more for financial-aid purposes. MSW students are encouraged to devise a plan that fits their unique situations and needs. MSW Faculty Advisors can assist you in devising a course plan that is best for your needs and planning appropriately for sequences other than the examples below.

MSW Program Advanced Standing Macro Students

	Macro Practice Fall Start
Fall	MSW 720. MSW 723. MSW 726
Spring	MSW 711. MSW 721. Elective
Summer	MSW 724. MSW 732
Fall	MSW 734. MSW 736. MSW 752

	Macro Practice Spring Start
Spring	MSW 720. MSW 723. MSW 711
Summer	MSW 724. Elective
Fall	MSW 726. MSW 732. MSW 752
Spring	MSW 721. MSW 734. MSW 736

Please consult with your MSW Faculty advisor regularly as this plan is subject to the availability of courses in a particular term and is subject to change.

Appendix D: School Social Work Curriculum Guides (Traditional, Advanced Standing, and Post-Graduate Certificate)

MSW Program Course Planning Guide: School Social Work** (Traditional) 60 credits

Generalist I Courses:	Credits
_____ MSW700 Foundations of Generalist Practice (Take in 1 st semester)	3
_____ MSW702 Social Welfare & Public Policy	3
_____ MSW714 Human Behavior in the Social Environment (HBSE)	3
_____ MSW715 Diversity, Inclusion, and Cultural Humility	3
_____ MSW716 Human Behavior in the Macro Social Environment	3
_____ MSW730 Generalist Field Placement I (must take with MSW 731)	6
Generalist II Courses:	
_____ MSW711 Ethics Across Social Work	3
_____ MSW720 Social Work Theory and Assessment	3
_____ MSW723 Applied Research: Assessment and Evaluation	3
_____ MSW724 Strength Based Leadership	3
School Social Work Specialization Courses:	
_____ MSW741 Social Work in Schools	3
_____ MSW 727 Complex Trauma <u>or</u> MSW 752 Trauma Informed Community Practice	3
_____ MSW732* Specialization Field Placement II (must take with MSW 733)	6
_____ MSW734* Specialization Field Placement III (must take with MSW 735)	6
_____ MSW736 Advanced Practice Synthesis for Licensure and Career Readiness (To be taken in final semester)	3
*Field placement must be in a school-based setting	
Education Courses:	
_____ ED-778 Designed for Difference	3
_____ SPED 770 Meeting the Needs of Mild/Moderate <u>or</u> SPED 773 Positive Behavior Supports PreK-12 <u>or</u> SPED 778 Autism Spectrum Disorders	3

Total Course Credits **60**

Expected Graduation: Spring_____ Summer_____ Fall_____

Please consult your academic advisor to plan courses.

Students who successfully complete the school social work specialization, or Carlow's Post-Graduate School Social Work Certificate will be eligible for Pennsylvania's School Social Worker Educational Specialist certification. **Pennsylvania requires any social worker seeking the Pennsylvania School Social Work Certification to be a Licensed Social Worker (LSW) in the State of Pennsylvania before this certificate is issued.

Tips for MSW Course Planning and Suggested Course Sequences for MSW School Social Work Students

The sequencing below is an example of the quickest route to program completion and based on the semester students begin the program and course offerings are subject to change. MSW students are not required to take courses in this exact sequence and may complete the program part-time or full-time; a full-time course load in graduate school is defined as 6-credits per semester, or more for financial-aid purposes. MSW students are encouraged to devise a plan that fits their unique situations and needs. MSW Faculty Advisors can assist you in devising a course plan that is best for your needs and planning appropriately for sequences other than the examples below.

Students who successfully complete the school social work specialization, or Carlow's Post-Graduate School Social Work Certificate will be eligible for Pennsylvania's School Social Worker Educational Specialist certification. **Pennsylvania requires any social worker seeking the Pennsylvania School Social Work Certification to be a Licensed Social Worker (LSW) in the State of Pennsylvania before this certificate is issued.

Suggested Course Plan: School Social Work Traditional MSW Students

	School Social Work Fall Start
Fall	MSW 700. MSW 702. MSW 714.
Spring	MSW 711. MSW 715. MSW 730.
Summer	MSW 716. MSW 720. MSW 724
Fall	MSW 741. MSW 723. MSW 752 or SPED
Spring	MSW 732. ED 778. MSW 727 or SPED
Summer	MSW 734. MSW 736.

	School Social Work Fall Start
Spring	MSW 700. MSW 702. MSW 714.
Summer	MSW 716. MSW 720. MSW 730.
Fall	MSW 715. MSW 725. MSW 741.
Spring	MSW 711. MSW 723. MSW 727 or SPED
Summer	MSW 724. MSW 732.
Fall	MSW 734. MSW 736. MSW 752 or SPED

Please consult with your MSW Faculty advisor regularly as this plan is subject to the availability of courses in a particular term and is subject to change.

School Social Work (Advanced Standing) 39 credits**

Generalist II Courses: Credits

_____ MSW711 Ethics Across Social Work	3
_____ MSW720 Social Work Theory and Assessment	3
_____ MSW723 Applied Research: Assessment and Evaluation	3
_____ MSW724 Strength Based Leadership	3

School Social Work Specialization Courses:

_____ MSW741 Social Work in Schools	3
_____ MSW 727 Complex Trauma <u>or</u> MSW 752 Trauma Informed Community Practice	3
_____ MSW732*Specialization Field Placement II	6
_____ MSW734* Specialization Field Placement III	6
_____ MSW736 Advanced Practice Synthesis for Licensure and Career Readiness (To be taken in final semester)	3

*Field placement must be in a school-based setting

Education Courses:

_____ ED-778 Designed for Difference	3
_____ SPED 770 Meeting the Needs of Mild/Moderate <u>or</u> SPED 773 Positive Behavior Supports PreK-12 <u>or</u> SPED 778 Autism Spectrum Disorders	3

Total Course Credits	39
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Expected Graduation: Spring_____ Summer_____ Fall_____

Please consult your academic advisor to plan courses.

Students who successfully complete the school social work specialization, or Carlow's Post-Graduate School Social Work Certificate will be eligible for Pennsylvania's School Social Worker Educational Specialist certification. **Pennsylvania requires any social worker seeking the Pennsylvania School Social Work Certification to be a Licensed Social Worker (LSW) in the State of Pennsylvania before this certificate is issued.

Tips for MSW Course Planning and Suggested Course Sequences for Advanced Standing School Social Work Students

The sequencing below is an example of the quickest route to program completion and based on the semester students begin the program and course offerings are subject to change. MSW students are not required to take courses in this exact sequence and may complete the program part-time or full-time; a full-time course load in graduate school is defined as 6-credits per semester, or more for financial-aid purposes. MSW students are encouraged to devise a plan that fits their unique situations and needs. MSW Faculty Advisors can assist you in devising a course plan that is best for your needs and planning appropriately for sequences other than the examples below.

Students who successfully complete the school social work specialization, or Carlow's Post-Graduate School Social Work Certificate will be eligible for Pennsylvania's School Social Worker Educational Specialist certification. Pennsylvania requires any social worker seeking the Pennsylvania School Social Work Certification to be a Licensed Social Worker (LSW) in the State of Pennsylvania before this certificate is issued.

Suggested Course Plan: School Social Work Advanced Standing MSW Students

	School Social Work Fall Start
Fall	MSW 720. MSW 723. MSW 741
Spring	MSW 711. ED 778. MSW 727 or SPED
Summer	MSW 724. MSW 732.
Fall	MSW 734. MSW 736. MSW 752 or SPED

	School Social Work Spring Start
Spring	MSW 711. MSW 720. MSW 723
Summer	MSW 724. MSW 727 or SPED
Fall	MSW 741. MSW 732. MSW 752 or SPED
Spring	ED 778. MSW 734. MSW 736

Please consult with your MSW Faculty advisor regularly as this plan is subject to the availability of courses in a particular term and is subject to change

**MSW Program Course Planning Guide:
Carlow's Post-Graduate School Social Work Certificate Program** (15 Credits)**

MSW Courses:	Credits:
_____ MSW 727 Complex Trauma <u>or</u> MSW 752 Trauma Informed Community Practice	3
_____ MSW 741 Social Work in Schools	3
_____ MSW 742 Post MSW School-Based Field Placement	3
*Field placement in a school-based setting is required if MSW has no prior school-based experience.	
Education Courses:	
_____ ED-778 Designed for Difference	3
_____ SPED 770 Meeting the Needs of Mild/Moderate	3
_____ <u>or</u> SPED 773 Positive Behavior Supports PreK-12	
_____ <u>or</u> SPED 778 Autism Spectrum Disorders	

Total Course Credits	15 credits
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Expected Completion: Spring_____ Summer_____ Fall_____

Students who successfully complete the school social work specialization, or Carlow's Post-Graduate School Social Work Certificate will be eligible for Pennsylvania's School Social Worker Educational Specialist certification. **Pennsylvania requires any social worker seeking the Pennsylvania School Social Work Certification to be a Licensed Social Worker (LSW) in the State of Pennsylvania before this certificate is issued.

Tips for Course Planning and Suggested Course Sequences for Post-Grad School Social Work Certificate

The sequencing below is an example of the quickest route to program completion and based on the semester students begin the program and course offerings are subject to change. MSW students are not required to take courses in this exact sequence and may complete the program part-time or full-time; a full-time course load in graduate school is defined as 6-credits per semester, or more for financial-aid purposes. MSW students are encouraged to devise a plan that fits their unique situations and needs. MSW Faculty Advisors can assist you in devising a course plan that is best for your needs and planning appropriately for sequences other than the examples below.

Suggested Course Plan: Post-Grad School Social Work Certificate

	Direct Practice Fall Start
Fall	MSW 741. SPED 770 or 773. MSW 742 if required.
Spring	MSW 727 or MSW 752. ED 778.

Please consult with your MSW Faculty advisor regularly as this plan is subject to the availability of courses in a particular term and is subject to change.

Appendix E: Social Work Faculty

MSW Social Work Leadership and Faculty

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