

V. ***YOUR MSW PROGRAM: GUIDELINES FOR COURSE PLANNING***

The MSW program at the University of Michigan prepares you for advanced practice in social work. The curriculum provides you with considerable choice in formulating your educational plans within the general graduation requirements (See Section V. B.). In approaching the planning process, some of you may have very specific objectives in mind while others may be uncertain about the direction you should take. The curriculum, in general, accommodates both types of students quite well. In both instances, however, you are encouraged to reexamine your educational objectives and interests in light of the experience you will gain in the School. The curriculum, within certain bounds, allows you to change directions without significant loss of time (See Section V. A.). To a large extent, the decisions about your educational plans and the directions you wish to take are yours. Your faculty advisor can give you suggestions and directions, but ultimately you are called upon to make the final decisions. It is important to note when making decisions that financial aid is generally limited to four terms of study.

A. **Key Course Planning Decisions**

It is best to approach the course planning process by thinking of the key educational decisions that you must make. These decisions determine which courses you will take.

A.1. **Dual Concentration**

The first decision to make is in which **Practice Method** and which **Practice Area** you wish to concentrate. For most of you, this first decision was made when you were admitted to the School. The Admissions Office makes the initial designation of dual concentrations for each student in keeping with stated preferences, available resources, and other pertinent factors. These two choices will, to a large extent, dictate the courses you take and your field instruction experience.

A.1.a. **Selecting a Practice Method Concentration**

You can concentrate in Interpersonal Practice, Community Organization, Management of Human Services, or Social Policy & Evaluation. The choice of the Practice Method determines the set of practice methods courses from which you will be selecting specific courses. This decision also determines the methods content of your advanced Field Instruction. However, all students will have experience in foundation Field Instruction both at the micro (Interpersonal Practice) and macro (Community Organization, Management of Human Services, and Social Policy & Evaluation) levels of practice, reflecting a generalist orientation.

A.1.b. **Selecting a Practice Area Concentration**

You can concentrate in Aging in Families and Society, Children & Youth in Families and Society, Community and Social Systems, Health, or Mental Health. The choice of Practice Area determines: a) the methods courses you are required to take in your Practice Area, b) the Human Behavior and Social Environment (HBSE) courses you are required to take, and c) the Social Welfare Policies and Services (SWPS) courses

you are required to take. It is highly likely that you will have your entire Field Instruction experience within the context of your Practice Area concentration.

A.2. Changing Areas of Concentration

A.2.a. Changing Areas of Concentration Prior to the First Term of Enrollment

On occasion an admitted student desires to change his or her areas of concentration prior to enrolling for the first term as an MSW student. Such a student must obtain permission for the desired change in concentration from the Assistant Dean of Student Services by submitting a written request explaining the reasons for the request. Students receiving training grant stipends from state and federal agencies or from other sources should make certain that a desired change will not be in conflict with the conditions of the grant stated in the original award letter.

A.2.b. Changing Areas of Concentration After Enrollment in the MSW Program

On occasion a student may wish to switch chosen concentrations after beginning the MSW program. *It is in the student's best interest to make any changes in concentrations prior to being assigned to a field agency.* In general, note that:

1. Changing concentrations after the second term of Advanced Field Instruction may result in *lengthening* the duration of the program since students must complete at least 8 credit hours of Advanced Field Instruction (SW691) in the chosen dual concentrations.
2. Advanced Standing Students who change concentrations after the second term of Advanced Field Instruction will, in all probability, need to enroll for an additional term of study.
3. Students who opt to elect a minor method, specialization, or certificate program will, in all probability, need to enroll for an additional term of study if they change concentrations after the second term of Advanced Field Instruction.
4. Financial assistance is generally awarded to eligible students for no more than four terms, and therefore, may not be available to students who elect to lengthen their course of study to accommodate changes in concentrations.

After the first term of Advanced Field Instruction, you may switch the Practice Method or Practice Area concentration under the following circumstances:

1. There is room available in the required courses
2. An appropriate field placement can be secured to accommodate changes in concentrations
3. A plan is completed demonstrating that all requirements can be met
4. Permission of the Director of Field Instruction is obtained
5. Permission of the Advisor is obtained

6. Permission of the Faculty Liaison is obtained

If you wish to change either one or both parts of your dual concentration, you must meet the deadlines below in order to complete degree requirements within four terms.

<i>16-month students</i>	Must submit all necessary forms by the end of the second term of study (April 1)
<i>20-month students</i>	Must submit all necessary forms by the end of the second term of study (April 1)
<i>Advanced Standing Students</i>	Must submit all necessary forms by the end of the first term of study (December 1)
<i>Out-of-sequence Students</i>	May not be able to change concentrations without extending the program of study.

The forms necessary for changing your concentration are located in rooms 1704, 1748 and 1772 SSWB, and on the web at www.ssw.umich.edu/registrar (under forms).

Students receiving training grant stipends from state and federal agencies or from other sources should make certain that a desired transfer will not be in conflict with the conditions of their grant stated in the original award letter.

A.3. Minor Method Option

In addition to their Practice Method concentration, students also have the option of selecting a second Practice Method as a minor method. It is possible to concentrate in one macro Practice Method and have a minor in another (e.g., concentrate in Management of Human Services and minor in Social Policy & Evaluation). *There is no option for a minor in a Practice Area.* The requirements for a minor in Interpersonal Practice, Community Organization, Management of Human Services, or Social Policy & Evaluation consist of (a) two methods courses in the selected method and (b) 25% of the hours spent in Field Instruction focused on that (See Section V. C. of this Guide). This requires careful planning, and for all practical purposes, would consume most of your elective credits.

Minor method requirements:

a. **Interpersonal Practice**

Two of the following courses:

SW623 (*Interpersonal Practice with Families*)

SW624 (*Interpersonal Practice with Groups*)

SW625 (*Interpersonal Practice with Children & Youth*)

SW628 (*Interpersonal Practice with Adult Individuals*)

and 25% of SW691 (Advanced Field Instruction)

b. Community Organization

Two of the following courses:

SW650 (*Community Development*)

SW651 (*Planning for Organizational and Community Change*)

SW652 (*Organizing for Social and Political Action*)

SW654 (*Concepts and Techniques of Community Participation*)

SW657 (*Multicultural, Multilingual Organizing*)

SW658 (*Women and Community Organization*)

SW660 (*Managing Projects and Organizational Change*)

SW663 (*Grantgetting, Contracting and Fund Raising*)

and 25% of SW691 (Advanced Field Instruction)

c. Management of Human Services

Two of the following courses:

SW651 (*Planning for Organizational and Community Change*)

SW660 (*Managing Projects and Organizational Change*)

SW661 (*Budgeting and Fiscal Management*)

SW662 (*Management of Information Systems in Human Service Agencies*)

SW663 (*Grantgetting, Contracting and Fund Raising*)

SW664 (*Management of Human Resources*)

SW665 (*Executive Leadership and Organizational Governance*)

and 25% of SW691 (Advanced Field Instruction)

d. Social Policy & Evaluation

SW673 (*Statistics in Policy Analysis and Evaluation*)

and one of the following:

SW670 (*Analytic Methods for Social Policy Practice*)

SW671 (*Social Policy Development and Enactment*)

SW685 (*Methods of Program Evaluation*)

and 25% of SW691 (Advanced Field Instruction)

Students who wish to elect a minor method should do so prior to beginning Field Instruction. This is necessary to ensure that the Field Instruction site can provide appropriate learning opportunities for both the concentration and minor method.

It is possible to change the elective minor method or to add an optional minor. The approval of the Director of the Office of Field Instruction is required in order to ensure that this office is aware of any changes needed to be accommodated by the field agency. In addition, the approval of the faculty advisor is required to ensure that it is possible to meet the course requirements for the new minor method option. Once Field Instruction has begun, faculty liaison approval is also needed to ensure that the Field Instruction site can provide appropriate learning opportunities in the new minor method. Students desiring to eliminate their choice of the minor method entirely should also follow these approval procedures. The necessary forms for changing, deleting, or adding a minor are located in rooms 1704, 1748, and 1772 SSWB.

Having made the decisions about your Practice Method concentration and the optional minor method, you must then fulfill the course requirements and options which we identified above in each of the Practice Method concentrations see also Section V. B. of this Guide.

A.4. Advanced Standing Option for Eligible Students

Certain students have been notified as part of their admission letter that they are eligible for Advanced Standing. Students qualify for advanced standing status if they:

- a. Graduated from an accredited BSW program;
- b. Maintained a GPA of 3.5 or the equivalent in the final two years of undergraduate study;
- c. Completed the undergraduate degree within six years of expected completion of the MSW degree.

Students who are granted Advanced Standing have the number of hours required to receive the MSW degree reduced from 60 to 45 credits. The specific 15 credit hours of the ordinary graduation requirements that are eliminated for these students are detailed in Section V.F.4 *Advanced Standing Students' First Term Course Selection*.

There are both advantages and disadvantages to being awarded Advanced Standing. The advantage of Advanced Standing is that it may shorten the time necessary to complete all requirements for the degree to three terms of full-time enrollment. On the other hand, it is not always possible to complete all the requirements in three terms and in all cases completion of the program in three terms requires careful planning of the sequencing of course elections. The disadvantage of Advanced Standing is that you may not be able to make maximum use of the richness in course selections if you are only enrolled for three terms. Advanced Standing students must follow the same rules of entry into closed classes as other students, and are not given preferential entry. Advanced Standing students begin *Advanced Field Instruction* (SW691) in the Fall term and continue in classes and field for the following Winter and Spring/Summer terms. Students are in field instruction for two days/week for the three terms. Advanced Standing students placed in public school settings are in placement three days/week during the Fall and Winter term. Graduation normally occurs at the end of the Spring/Summer Term. For further information on Field Instruction, please see the *Manual for Field Instruction*.

Because of these and a number of related issues, it is recommended that you think carefully about accepting Advanced Standing status, and discuss the issues fully with your advisor during the orientation/registration process.

If you choose to decline your Advanced Standing status, you must indicate this in writing to the School's Registrar early in your first term of enrollment.

A.5. Specialization and Certification Options

A.5.a. *The Specialist in Aging Certificate Program*

The Specialist in Aging Certificate Program offers students the opportunity to develop individualized programs of interdisciplinary graduate study for academic credit in gerontology. The program draws upon the resources and course offerings of Literature, Science, and the Arts; School of Public Health; School of Social Work; and other academic units of the University.

The Specialist in Aging Certificate granted by the School of Social Work is awarded upon successful completion of academic course requirements and approved field instruction. Course requirements for the Specialist in Aging Certificate may be completed by taking courses during the regular University Fall, Winter, and Spring/Summer terms.

Students interested in the Certificate Program may pick up materials in the admissions office or the Registrar's Office (1772 SSWB). For further information contact Professor Berit Ingersoll-Dayton at bid@umich.edu

A.5.b. *Social Work in the Public Schools*

Students should consult with the special advisor for the School during their first term. Since requirements vary from state to state, and these are not all covered by the usual MSW program, it is necessary to plan the academic program of each prospective school social worker individually, early in the MSW program. At that time further information about requirements for approval as a school social worker in the state of Michigan can be discussed and the student's prior undergraduate and graduate courses will be reviewed to determine if they warrant waivers or exemptions from any of the requirements.

The requirements of the University of Michigan for a recommendation for approval as a school social worker in Michigan are:

1. MSW from the University of Michigan.
2. Field Instruction which includes direct practice with families and children.
3. SW612—*Mental Health and Mental Disorders of Children and Youth* or equivalent at graduate or undergraduate level.
4. SW614—*Uses and Implications of Psychological Testing in Social Work* or the equivalent at graduate or undergraduate level.
5. SW642—*Social Work in Educational Settings* or the equivalent from another graduate course at a School of Social Work in Michigan.

Prior to graduation (last term) students who have met the approval requirements for the State of Michigan should request a letter stating they are eligible for a recommendation for approval from the School's special advisor in this area.

For further information contact Professor Tony Alvarez at aalvarez@umich.edu

A.5.c. Social Work in the Workplace

Students can develop expertise in social work in the workplace which includes such programs and services as employee assistance programs, human resources management, employee benefits systems, training and retraining programs, and affirmative action programs.

Students may draw upon the resources and course offerings in other academic units of the University, such as the College of Literature, Science and the Arts; School of Public Health; Business Administration; and School of Education as well as the School of Social Work.

Students interested in Social Work in the Workplace are normally placed in a field instruction agency which emphasizes clinical training in mental health and/or substance abuse. There are no special course requirements.

For further information contact Professor Larry Root at lroot@umich.edu

A.5.d. Certificate in Jewish Communal Service and Judaic Studies

The Certificate in Jewish Communal Service and Judaic Studies, coordinated by the Sol Drachler Program in Jewish Communal Leadership, prepares students for leadership careers in a variety of Jewish communal settings. Graduates play increasingly significant roles in Jewish federations, centers, family services, homes for the aged, and community development organizations in the United States and abroad.

Social work students will be awarded the Certificate in Jewish Communal Service and Judaic Studies upon completion of the 60 credit MSW degree (including a specially tailored field instruction program, and three designated social work courses) and 18 credits of graduate level coursework in Judaic Studies. One of three designated social work courses may be "double counted," toward fulfilling both the MSW and certificate requirements. Students are expected to be enrolled on a full-time basis and to complete the program in five semesters. Like other Michigan programs, it is open to all students, regardless of race, creed, religion, or national origin. Acceptance into the program requires completion of a separate application form obtained from the Sol Drachler Program in Jewish Communal Leadership, and an interview with members of the Supervising Committee or their designees. Where circumstances require, out-of-town applicants may be interviewed in or near their home communities. The criteria for admission include (a) demonstrated leadership capacity, (b) outstanding intellectual ability, (c) a commitment to Social Work and Jewish communal service, and (d) the potential for creative contributions to the field. Applicants are expected to demonstrate proficiency in the equivalent of one year of college-level Hebrew or Yiddish. This requirement is designed to articulate the increasing frequency of

interaction between American, Israeli, and Eastern European Jewish communal service institutions and their client populations.

For further information please contact Professor Robin Axelrod at raxelrod@umich.edu or drachler@umich.edu. You may also consult the Drachler website: www.ssw.umich.edu/drachler/

A.5.e. *Nonprofit and Public Management (NPM) Program*

The NPM program is a collaboration of the University of Michigan Schools of Business, Public Policy, and Social Work. Its overall mission is to improved education and research at the University of Michigan about the management of nonprofit and public organizations. Its educational mission is to build the University of Michigan's capacity to offer sophisticated and comprehensive educational opportunities for professional school students who seek to understand the role and management of nonprofit and public organizations. NPM's research mission is to create a stimulating and supportive environment for faculty and graduate students with interests and expertise in the nonprofit and public sector, through such vehicles as seminars, speakers, and conferences. NPM also provides support to students serving summer internships at public-serving organizations and to doctoral students engaged in research related to the nonprofit and public sectors.

The Program's administrative office is located in Room 2757 SSWB, and the Program has a Resource Program in Room E2540 Business School. The Resource Program is open to all interested students and contains information on career opportunities, periodicals, and a variety of other reference materials on the nonprofit and public sectors.

For further information contact Professor Diane Vinokur at dkv@umich.edu Additional information is available at NPM's website, www.umich.edu/~nonprofit, or by Email (nonprofit@umich.edu).

A.6. Dual Degree Program Options

A.6.a. *Dual Degree Credit*

Regularly admitted students in the School of Social Work may pursue a dual degree in another program at the University of Michigan at the same time, provided they have been admitted to that program. For example, in addition to their work toward a Master's Degree in Social Work, students may simultaneously work toward a Master's Degree in Public Health, Urban Planning, Public Policy, Business Administration, Information Science, or Law.

Such students will be permitted to count up to 16 credit hours of coursework taken in the other program toward the MSW degree, provided that the content of these courses applies directly to the student's program of study in social work. The granting of permission to count these credit hours toward the MSW degree is subject to the following conditions: 1) the student has earned a grade of "B" or better in any course being counted; 2) the student earns a minimum of 30 hours of credit within the University of Michigan School of Social Work; 3) the student's total credit hours,

including the credit hours taken in the other program and counted toward the MSW, must meet the distribution requirements for the foundation curriculum areas (i.e., methods, human behavior in the social environment, social welfare policies and services, research, and field instruction); 4) all requirements for the degree are satisfied, including the completion of all the credits to be counted and the University of Michigan School of Social Work courses, within the required six-year limit.

Students in any dual degree program must be admitted to both programs, and during their course of study register in both the School of Social Work and in the other School or College (e.g., Horace H. Rackham School of Graduate Studies, Business School, School of Public Health, etc.). *Students must keep both programs informed of their enrollment plans each term.*

Once a student has enrolled in the School of Social Work and subsequently chooses to drop the dual degree, pursuing only one of the degrees independently, he/she must inform the School of Social Work Registrar in writing at the earliest date possible.

Any student who has enrolled in the School of Social Work and is not pursuing a dual degree and would like to, must also inform the School of Social Work Registrar in writing at the earliest date possible.

A.6.b. Dual Degree in Social Work and Business Administration

The Schools of Social Work and Business offer a dual degree program enabling a small number of students to pursue concurrent work in social work and business administration leading to the MSW and MBA degrees. Two separate applications are necessary. Students must apply and be admitted to each degree program. The program is arranged so that all requirements for both degrees are completed in two and one-half years of enrollment. The MSW/MBA is an 89 credit hour program. Students admitted to this dual degree program must satisfy the following degree requirements:

1. The MSW 60-credit-hour degree program including:
 - a. 40 credit hours of required coursework, of which 15 are Field Instruction;
 - b. 4 elective credit hours in Social Work;
 - c. 16 credit hours of transferable/double-counted electives from the School of Business Administration.

2. The MBA 60 credit hour degree program including:
 - a. the 30-credit-hour MBA core (NOTE: no credit is awarded for Business Administration core courses successfully waived; credit hours must be earned with Business Administration electives);
 - b. 15 elective credit hours in Business Administration;
 - c. 15 credit hours of transferable/double-counting electives from the School of Social Work.

The 89 graduate hours of the dual program comprise two and one-half academic years consisting of six semesters of 14–16 credit hour, including Spring/Summer term. The

Spring/Summer term must follow the student's first year enrolled in the School of Social Work. In the preferred sequence, students will take the MBA core courses in the second year and the final business electives in the Fall term of year three.

Students interested in the Dual Degree Program in Social Work and Business Administration should consult with Professor Diane Kaplan Vinokur at dkv@umich.edu.

A.6.c. Dual Degree in Social Work and Public Health (Health Behavior and Health Education)

The goal of the MPH/MSW program in Health Behavior and Health Education is to provide academic training and practical experience to improve public health social workers' effectiveness in health care settings and agencies. The training develops the understanding of the intersection of public health and social work. The specific objectives of the program are:

1. To Provide an opportunity for Dual Degree students to acquire the skills and competencies necessary to work with health care professionals in meeting the health care and social support needs of various "at-risk" groups in our society, such as the elderly, persons with AIDS, pregnant teens, substance abusers, and persons with developmental disabilities.
2. To provide specialized training for public health social workers in the development, management, implementation, and evaluation of health promotion/disease prevention, and health intervention programs in social service agencies.

This dual degree program is a 93-credit-hour program but is based upon 120 credit hours: the 60 credit hour minimum requirements for the MSW program, and the 60 credit hour MPH in the Department of Health Behavior and Health Education. This is consistent with Rackham Graduate School guidelines and existing dual degree programs. The total requirements of each of the programs when pursuing the dual degree is as follows:

1. 47 credit hours in the School of Public Health including the SPH core courses from the four major areas within HB/HE, and a field placement. In addition to the BIC (Breadth, Integration, and Capstone requirements) and HB/HE requirements, students will elect courses within an area of specialization related to their career interests. These additional courses will be selected, in consultation with their advisors, from interest areas within HB/HE and public health. Areas of interest might include: health education program development, implementation, and evaluation; development of social networks and community organizations for health intervention programs for specific problems and/or populations; health promotion and maintenance, an illness management in various population groups and settings (see attached program example).

2. 46 credits hours in the School of Social Work, including a 15-hour social work field instruction experience in a health care setting with a focus on their area of specialization.

Thus, 14 of the 60 credits required for the MSW program are Public Health courses; 13 of the 60 credits required for the MPH are Social Work courses which will also meet the MSW requirements. It should be noted that the curriculum has been structured to ensure that all requirements of both programs will be met fully.

The 93 graduate hours of the dual degree program comprise two and one-half academic years plus two summers for field experiences.

Prospective students interested in the combined MPH/MSW program will be required to meet each School's entry requirements and standards of admission, and be admitted by both schools.

Students wishing additional information on this program should contact Professor Deborah Wilkinson at drsw@umich.edu.

A.6.d. Dual Degree Program in Social Work and Public Policy

The School of Social Work and the Gerald R. Ford School of Public Policy offer a dual degree program enabling a small number of students to pursue concurrent work in Social Work and Public Policy leading to the MSW and MPP degrees.

Two separate applications are necessary, one to the School of Social Work and one to the Ford School of Public Policy. Each program makes an admission decision independently of the other. If both programs approve admission, the applicant is considered a dual degree student. Overall administration of the degree from the Ford School of Public Policy is by the Horace H. Rackham School of Graduate Studies.

The MSW/MPP is a 90-credit-hour program designed for completion in two and one-half years (6 Terms). Students take 43 credit hours in Social Work, 36 credit hours in Public Policy, and 11 credit hours from double-counted or jointly accepted courses, including electives taken in other schools.

In Social Work, students should select as their Practice Methods concentration any area, although most dual degree students choose either Community Organization, Management of Human Services, or Social Policy & Evaluation. Students can elect any of the Practice Area concentrations for their dual concentration requirement.

In Public Policy, students take core courses in calculus, statistics, economics, political environment of policy analysis, public management, values and ethics, program evaluation, and advanced analytic methods and may concentrate in a variety of public policy areas, including social welfare and labor market policies, or public management. They also participate as group members in an integrated policy exercise.

In the final term of the program, each student proposes and completes an independent research and/or practice project related to his or her educational and career objectives.

Two faculty members, one from Social Work and the other from Public Policy, jointly supervise and evaluate this project.

Field experience is an important part of the program, providing opportunities to integrate knowledge and practice in diverse policy settings.

Students spend time working under the supervision of experienced practitioners. Field placements include government agencies, nonprofit and volunteer organizations, and urban neighborhood groups.

Field placements also may be arranged in a policy setting in Lansing or in Washington, DC, during the spring/summer term.

Students wishing additional information on this program should contact Professor Michael Reisch, mreisch@umich.edu.

A.6.e. Dual Degree Program in Social Work and Law

The School of Social Work and Law School jointly offer a dual degree program that enables qualified students to pursue concurrent work in social work and law, leading to the Masters of Social Work (MSW) and Juris Doctor (JD) degree. The goal of this program is to provide students with the knowledge and skills to practice in the nexus of law and social work whether it be in community organization and development, social welfare administration and policy or in problem solving at the interpersonal level.

Students applying for the dual degree program must file separate applications and be admitted to each School. Social Work students must complete 60 credit hours including foundation, and concentration requirements, but 15 hours of credit taken at the Law School can be used to meet requirements, where appropriate, and elective options. The program is arranged so that all requirements for both degrees can be completed within eight terms of enrollment.

Generally, students must complete the foundation requirements in one of the respective schools before enrolling for classes in the other. As an example, students may complete the first year of Law School and then enroll in social work courses, or the alternative, complete two terms in the School of Social Work before taking classes in the Law School.

Students must work very closely with their advisors in curricular planning for the dual degree program. It is imperative that such planning occur from the time of initial enrollment if not before. For further information, contact Professor Karen Staller kstaller@umich.edu in the School of Social Work, or Charlotte Johnson, Director of Academic Services in the School of Law at (734) 615-0019..

A.6.f. Dual Degree Program in Social Work and Information Science (MSW/MSI)

The MSW/MSI Dual Degree Program at the University of Michigan is offered by the School of Social Work (SSW) and the School of Information (SI). The two-and-one-half-year program leads to the simultaneous award of both the MSW and MSI degrees. Applicants must meet both Schools' admission requirements.

The goal of the MSW/MSI Dual Degree Program is to provide academic training and practical experience to improve social workers' effectiveness when dealing with information issues and to extend the reach of information specialists in furthering the public good.

The dual-degree program requires 90 credits. Students may concentrate in any macro method and any practice area in Social Work. In Information, students follow a self-tailored program. The foundation requirements for both programs are distinct and serve as prerequisites for advanced coursework, therefore **all** dual-degree students are required to take all foundation courses in both disciplines.

The MSI portion of this dual degree requires 39 SI credits, including 12 credits in foundation courses:

- SI 501 The Use of Information (3)
- SI 502 Choice and Learning (3)
- SI 503 Search and Retrieval (3)
- SI 504 Social Systems and Collections (3)

The remaining 27 MSI credits will be selected by the student in conjunction with a faculty advisor. SI's requirement of six practical engagement credits is met as part of the 15 credits of SSW field instruction.

The MSW portion of this dual degree requires 51 SSW credits, including 18 credits of foundation courses:

- SW500 Human Differences, Social Relationships, Well-being, and Change (3)
 - SW502 Organizational, Community, and Societal Structures and Processes (3)
 - SW521 Interpersonal Practice with Individuals, Families, and Small Groups (3)
 - SW522 Basic Social Work Research (3)
 - SW530 Introduction to Social Welfare Policy and Services (3)
 - SW560 Management, Community Organization, and Policy Practice (3)
- Additionally, students must take 18 credits of advanced SSW courses and 15 field instruction credits.

Students wishing additional information on this program should contact Professor Dale Fitch (734) 763-6286 or through Email: dale@umich.edu

A.6.g. A Student Initiated Combined Master's Program in Social Work and Urban and Regional Planning (MSW/MUP)

The School of Social Work and the Taubman College of Architecture and Urban Planning facilitate this dual degree program enabling a small number of students to pursue concurrent work in the School of Social Work and in Urban Regional Planning through the Rackham School of Graduate Studies leading to the MSW and MUP degrees, with an emphasis on Community-Based Planning. The 90-hour program requires six terms over two and one-half to three years.

This program provides knowledge to organize and plan programs, services, and resources responsive to social values and human needs at the community level. It develops skills to:

- Organize groups for community action
- Plan programs at the community level
- Develop community-based resources and services
- Activate people to participate in the planning decisions that affect their lives

Students must apply to and be admitted to each degree program. Such applications and admission need not occur simultaneously. Students admitted to this dual degree program are required to earn credit in each school as follows:

- a. 42 credit hours in the School of Social Work,
- b. 31 credit hours in the College of Architecture and Urban Planning,
- c. 17 credit hours from double counted or jointly accepted courses.

Dual degree students are required to take a complete sequence of courses in one school during the first year of the program, and a complete sequence of courses in the other school during the second year of the program. The remaining requirements for each school will be completed in the final semester. Each school will apply its own deferred admission standards to students who elect to take the first year in the other school.

The 90 graduate hours of the dual degree program comprise two and one-half academic years consisting of six terms, including one Spring/Summer term following the first year in the School of Social Work. In the preferred sequence, the student will take Urban Planning courses in the second year and the remaining Urban Planning and Social Work courses in the final fall term. No coursework completed prior to admission may be counted toward the requirements of the joint program. Urban Planning requires a statistics and an economics course prior to admission, one of which can count as Urban Planning credits if taken after admission.

Enrollment in the program involves two separate units and it is the responsibility of the student to follow the procedures of both units. Because the MUP is awarded by the Rackham School of Graduate Studies, Rackham policies and procedures concerning student initiated dual and combined degree programs must be followed. Key aspects of those policies and procedures, which appear in detail in Volume I of the Rackham Student Handbook are: Permission for enrollment in a student initiated dual degree

program is given in each specific case by the Graduate School on the recommendation of the two departments or programs involved. Students must petition Rackham for the double-counting of particular courses on the Student Initiated Dual Degree Course Election Form (form 6010). The petition for a Student Initiated Combined Degree Program should be submitted after the student has been admitted to both programs and has completed successfully one or two terms of coursework in each program.

Students wishing additional information on this program should contact Professor Barry Checkoway at barrych@umich.edu or the Urban and Regional Planning Program, (734) 764-1298. www.caup.umich.edu/urp/index.html

A.6.h. Other Student Initiated Combined Master's Programs with Social Work and Other Units

Occasionally an MSW student is interested in combining the study of social work with another master's degree offered at the University of Michigan for which the School of Social Work does not have a formal dual degree program. Such interests may be accommodated with careful advanced planning. Students with such interests are encouraged to review the section of Volume I of the *Rackham Student Handbook* entitled "Student Initiated Combined Degree Programs" and to consult with the Associate Dean for Educational Programs early in the MSW course of study.

A.7. Options in Scheduling Your Terms

A.7.a. Alternative Curriculum Schedules

Upon admission to the School of Social Work, you have three major choices in selecting a curriculum schedule to meet your needs: 1) a 16 month curriculum schedule which begins in September, includes the Spring/Summer term, and with a graduation date in December; 2) a 20-month curriculum schedule which begins in September, excludes the Spring/Summer term, and with a graduation date in April; 3) an extended degree program in which the first year course requirements are completed on a part time basis. Because the first two options require you to enroll on a full time basis and to have few other obligations, those with special needs or obligations can extend their course schedule to five rather than four terms, as indicated below (see Section A.7.e). Please note that financial aid is generally limited to four terms of study. Advanced Standing students follow a 12 month schedule, which begins in September, includes the Spring/Summer term, with a graduation date in August.

It is strongly advised that students follow the appropriate Course Planning Worksheet (CPW) found at the end of this section. Out-of-sequence students should attempt to follow the 16-month CPW as much as possible. Not taking required courses in the designated terms may result in considerable difficulties in course planning.

A.7.b. The 16 Month Curriculum Schedule

This schedule is designed for students who will benefit from completing their course requirements through full time enrollment in four consecutive terms, including the

Spring/Summer. Students entering in the Fall term will graduate at the end of the subsequent Fall term. Please see Course Planning Worksheets.

Of particular importance is the Field Instruction schedule, which starts in the Winter term for two days (3-credit hours), continues in the Spring/Summer term for four days (8-credit hours), and concludes in the Fall term for two days (4-credit hours). Field Instruction takes place in one agency.

The advantage of such a course schedule is the early graduation date and the intensive Field Instruction experience in the Spring/Summer term. The disadvantage of such a schedule is the lack of a break during the Spring/Summer term and the inability to work or to attend to special family or personal obligations during that period. In addition, for certain Field Instruction experiences such as school social work, the Spring/Summer is normally unavailable. Students typically may elect only one field placement in the 16-month curriculum schedule.

A.7.c. The 20 Month Curriculum Schedule

This schedule is designed for full time students who will benefit from a Spring/Summer break in their coursework. Students entering in the Fall term will graduate 20 months later at the end of the Winter term (January through April). In this schedule, Field Instruction is scheduled for two days each term (3 credit hours in the first Winter term and 4 credit hours in each of the 3 subsequent terms). Please see the Course Planning worksheets.

The advantage of such a schedule is to permit students to take a break during the Spring/Summer term, and pause between the first and second year of their coursework. In this schedule, the intensity of the Field Instruction experience is more evenly distributed. The disadvantage of such a schedule is the extended time needed for graduation and the elimination of certain placement options which may require a continuous three-term Field Instruction experience or four days of field in the Spring/Summer term (some hospital and outpatient psychiatric settings and family agencies).

Twenty-month students have the option of choosing one or two placements in the same Practice Area. Students who elect one placement remain in that placement for four terms; those who elect two placements have one during their first and second terms, and the second placement during their third and fourth terms. The advantages of electing one placement for both years is that students obtain more in-depth experiences at one agency and are much better positioned to achieve some mastery in practice skills; the main disadvantage is experiencing only one particular agency. The advantage of selecting two placements is that students obtain exposure to two agencies; one disadvantage is the decreased availability of some placement options, such as those in health care, psychiatric, family, and other settings that tend to accept interns for a minimum of three terms.

A.7.d. *Extended Degree Program*

The Extended Degree Program allows students to complete the Master of Social Work degree requirements through a combination of part- and full-time enrollment. The program increases access to the MSW degree for qualified students who cannot enroll full-time initially. Students applying for admission to the Extended Degree Program must meet the same admission criteria set for all students admitted to the Master's of Social Work Degree Program. Students taking courses as non-degree students are not considered to be enrolled in the Extended Degree Program.

All applicants must submit a brief statement describing why they desire to be admitted to the Extended Degree Program and their plans for completion of degree requirements. Only a limited number of students are admitted to the Extended Degree Program each year.

Students admitted to the Extended Degree Program must complete all degree requirements within 4 years of their first term of enrollment in the Extended Degree Program. Extended Degree Program students are permitted to earn a total of one-half (30) of the total credit hours (60) required for the MSW degree on a part-time basis *prior* to assuming full-time status on the Ann Arbor campus. Once a student has acquired full-time status, they must remain full-time students. Any exception must be approved by the Associate Dean for Educational Programs. Full-time enrollment is defined as 9 credit hours or more per term on-campus/Ann Arbor which may include Field Instruction courses. All courses used toward the MSW degree must be completed within a six-year time period. Students must inform the School Registrar in writing well in advance of registration into the term they plan to begin full-time enrollment.

Students are required to enroll in Field Instruction after acquiring 15 credit hours of coursework and must spend 2–3 terms fulfilling their Field Instruction requirements. Students can earn Field Instruction credit prior to enrolling full-time only if they take at least one methods course concurrent with their field placement. When students begin field work they should expect to follow one of two plans:

PLAN A: For students beginning Field Instruction in the Fall Term. Students are in placement for 2 days/week in the Fall Term, 2 days/week in the Winter Term, and 4 days/week in the Spring/Summer Term.

PLAN B: For students beginning Field Instruction in the Winter Term. Students are in placement for 2 days/week in the Winter Term, 4 days week in the Spring/Summer Term, and 2 days/week in the Fall Term.

PLAN C: For students who prefer enrollment according to the 20-month schedule. Students are enrolled in field for 2 days/week in the Fall and Winter Terms, take the Spring/summer Term off, and enroll in field for 2 days/week the following Fall and Winter Terms.

Extended Degree students with an exemption from one term of the Field Instruction requirements must follow either PLAN A or PLAN B. They cannot enroll in the 20-month curriculum (PLAN C). Students do not apply for an exemption from a portion

of the Field Instruction requirements until after admission to the MSW degree program.

Once admitted to the Extended Degree Program, students are expected to be enrolled continuously for each term in the academic year. If, after initial enrollment in the Program, a student is unable to enroll for two or more consecutive terms, then withdrawal from the Program is required. To re-enroll, the student must complete and submit a reapplication form to the School's Office of Student Services at least six weeks prior to the term the student wishes to re-enroll. Extended Degree students are expected to keep the Office of the Registrar informed of their enrollment plans each term.

A.7.e. *Fifth Term Option*

The fifth term is an option available to all students who wish to take a somewhat reduced load of coursework. Typically, this means that the student takes one course less each term, or several fewer courses in a given term.

The advantage of such a schedule is that it enables students to take fewer courses each term, yet not disrupt their educational progress. Such students will feel less pressured and will have more time to concentrate on their coursework. A significant disadvantage of the fifth term option is the need to pay tuition for an additional term. Typically financial assistance is not available for a fifth term of study.

A.7.f. *Michigan Family Independence Agency Project in Child Welfare*

This part time instruction schedule is available only for current Michigan Family Independence Agency employees who have been admitted directly into this special project. These students concentrate in the Practice Area of Children & Youth in Families and Society, but may opt to concentrate in any of the Practice Methods. Students enroll in 4–7 credit hours per term and complete the MSW Program in four years (12 terms). If you have any questions about this project, contact Professor Kathleen Faller at (734) 998-9700 or via Email at kcfaller@umich.edu.

A.7.g. *Choice of Schedule and Changes*

Upon admission, students will be required to indicate which schedule they plan to elect since it determines their Field Instruction assignment. After enrollment, students wishing to change to a different schedule must submit an "Out of Sequence" petition to the Office of Field Instruction. Such petitions may be granted only if the Field Instruction requirements and course requirements can be met and are deemed educationally sound.

A.7.h. *Out-of-Sequence Plans for Field Instruction*

Under some unusual circumstances students may find it necessary to alter their Field Instruction sequence from either the 16 month or the 20 month schedule. Students wishing an out-of-sequence schedule must get a petition form from the Office of Field Instruction and then:

Students cannot start Field Instruction during the Spring/Summer Term. Any student who changes their curriculum schedule for Field Instruction such that it does not follow either the 16 or 20 month schedule, must submit an Out-of-Sequence Petition, indicating the reasons for the requested change. Such a petition must be signed by the faculty advisor and faculty liaison and presented to the Director of Field Instruction for approval. The signature of the Director of Field Instruction is required to ensure that this office is aware of any changes that will need to be accommodated by the placement agency. Out-of-Sequence Petition forms are available in the SSW Registrar's Office and 1704 SSWB and must be submitted at the earliest date possible.

Approval of the out-of-sequence plan should be determined before the beginning of the Winter term so necessary adjustments in the second term program may be made.

B. Distribution Requirements

The following chart presents the credit distribution requirements for the MSW degree for the academic year 2002-2003 organized by Practice Method and Practice Area concentrations.

Foundation		
All students are required to take these Foundation courses unless they are exempt.	<ul style="list-style-type: none"> • <i>Human Differences, Social Relationships, Well-Being , and Change Through the Life Course (SW500) (3 hrs)</i> • <i>Organizational, Community, and Societal Structures (SW502) (3 hrs)</i> • <i>Interpersonal Practice with Individuals, Families and Small Groups (SW521) (3 hrs)</i> • <i>Basic Social Work Research (SW522) (3 hrs)</i> • <i>Introduction to Social Welfare Policy & Services (SW530) (3 hrs)</i> • <i>Management, Community Organization and Policy Practice (SW560)(3 hrs)</i> • <i>Foundation Field Instruction and Field Seminar (SW515/531) (3 hrs)</i> 	
	Total 21-credit hours	
Practice Methods Concentration		
Methods (two courses)		6
Total 6-credit hours		
Practice Area Concentration		
Methods		3
Human Behavior in the Social Environment		3
Social Welfare Policy & Services		3
Total 9-credit hours		
Evaluation		3
Total 3-credit hours		
Advanced Field Instruction		
		12
Total 12-credit hours		
Electives		
		9
Total 9-credits		Grand Total 60 credits

C. Foundation Requirements

All students are required to take the generalist foundation courses (18-credit hours) and field instruction (3-credit hours). The foundation course requirements are:

SW500	<i>Human Differences, Social Relationships, Well-Being, and Change Through the Life Course</i> (3 credit hours)
SW502	<i>Organizational, Community, and Societal Structures</i> (3 credit hours)
SW521	<i>Interpersonal Practice with Individuals, Families and Small Groups</i> (3 credit hours)
SW522	<i>Basic Social Work Research</i> (3 credit hours)
SW530	<i>Social Welfare Policy & Services</i> (3 credit hours)
SW560	<i>Management, Community Organization and Policy Practice</i> (3 credit hours)
SW515/531	<i>Foundation Field Instruction & Field Seminar</i> (3 credit hours)

NOTE: All students must enroll in both SW515 (2 credit hours) AND SW531 (1 credit hour) in the same term. SW515 is Field Instruction and SW531 is the Field Seminar.

Typically, Advanced Standing students are exempt from SW521, SW522, SW530 and either SW500 or SW502 depending on prior coursework. Advanced standing students may be exempt from *both* SW500 and SW502 as well as SW560 depending on prior coursework. In addition, advanced standing students are exempt from Foundation Field Instruction (SW515/531) (3 credit hours).

Regardless of exemptions, Advanced Standing students must take 45-credit hours in order to receive their MSW.

Any student may be exempted from a foundation course based upon prior coursework. All students seeking such exemptions must be approved by the appropriate exemption consultant. (See Section V.D.). No exemptions are granted on the basis of *work experience*.

C.1. Practice Methods Concentration in Interpersonal Practice

Interpersonal Practice involves those practice skills aimed at the prevention, restoration, maintenance and enhancement of social functioning of individuals, families, and primary association; and groups, their immediate social environment, and the transactional relations between person(s) and environment.

Methods Requirements for Interpersonal Practice

The methods courses are organized by foundation and advanced skill levels. The variety of methods courses offered permit you to focus your interest on individuals, families, children, groups, or some combination of these.

You must choose *two* advanced methods courses from the list below:

SW623 Interpersonal Practice with Families

SW624 Interpersonal Practice with Groups

SW625 Interpersonal Practice with Children and Youth

SW628 Interpersonal Practice with Adult Individuals

Additional advanced methods courses may be taken for elective credit.

Human Behavior in the Social Environment Requirement for Interpersonal Practice

All students will meet the HBSE requirement for Interpersonal Practice by taking SW500 and SW502. Additional advanced HBSE courses may be taken as electives

C.2. Practice Methods Concentration in Community Organization

Community Organization is oriented toward planning and organizing for social change at the community level in order to mobilize resources and improve the provision of services to community groups and neighborhoods.

Methods Requirements for Community Organization

The methods courses are organized by foundation and advanced skill levels. The variety of methods courses offered permit you to focus your interest on specific domains of activities within the practice of community organization.

You must choose *two* advanced methods courses from the list below:

SW650 Community Development

SW651 Planning for Organizational and Community Change

SW652 Organizing for Social and Political Action

SW654 Concepts and Techniques of Community Participation

SW657 Multicultural, Multilingual Organizing

SW658 Women and Community Organization

SW660 Managing Projects and Organizational Change

SW663 Grantgetting, Contracting and Fund Raising

Additional advanced methods courses may be taken for elective credit.

Human Behavior in the Social Environment Requirement for Community Organization

All students will meet the HBSE requirement for Community Organization by taking SW500 and SW502. Additional advanced HBSE courses may be taken as electives.

C.3. Practice Methods Concentration in Management of Human Services

Management of human services trains students to administer, improve, and enhance the service delivery in the human services within the framework of social work values.

Methods Requirements for Management of Human Services

The methods courses are organized by foundation, to platform and advanced skill levels. The variety of methods courses offered permit you to focus your interest on specific domains of activities within the practice of management.

You must choose *two* advanced methods courses from the list below:

SW651 Planning for Organizational and Community Change

SW660 Managing Projects and Organizational Change

SW661 Budgeting and Fiscal Management

SW662 Management of Information Systems in Human Service Agencies

SW663 Grantgetting, Contracting and Fund Raising

SW664 Management of Human Resources

SW665 Executive Leadership and Organizational Governance

Additional advanced methods courses may be taken for elective credit.

Human Behavior in the Social Environment Requirement for Management of Human Services

All students will meet the HBSE requirement for Management of Human Services taking SW500 and SW502. Additional advanced HBSE courses may be taken as electives.

C.4. Practice Methods Concentration in Policy & Evaluation

Social policy is concerned with the analysis, development, and implementation of social policy into operational plans for achieving social welfare goals. Evaluation concentrates on skills in research methods and on techniques needed for the assessment, monitoring and evaluation of social welfare practice or for the assessment of the performance of human service organizations, policies and programs.

Methods Requirements for Policy & Evaluation

The methods courses are organized by foundation and advanced skill levels.

You must take *SW673 Statistics in Policy Analysis and Evaluation* and choose *one* advanced methods course from the list below:

SW670 Analytic Methods for Social Policy Practice

SW671 Social Policy Development and Enactment

SW685 Methods of Program Evaluation

Additional advanced methods courses may be taken for elective credit.

Human Behavior in the Social Environment Requirement for Policy & Evaluation

All students will meet the HBSE requirement for Social Policy & Evaluation by taking SW500 and SW502. Additional advanced HBSE courses may be taken as electives.

Intensive focus on privilege, oppression, diversity, and social justice

The School of Social Work has in place a set of courses which will have as an undergirding principle an intensive focus on privilege, oppression, diversity, and social justice. The major goal of this strategy is to strengthen the emphasis on particular kinds of knowledge about social justice and systems (and mechanisms) that create and support oppression and privilege, and to develop skills in disrupting these mechanisms. With this goal in mind, the sequence of courses within each Practice Area Concentration as well as the Evaluation course will address illustrative intersections among eight dimensions most commonly associated with privilege and oppression—cultural and ethnic differences, the social construction of race, economic class, disability status, sexual orientation, gender, religion, and age, plus others.

No one course is expected to address all intersections and issues, but by taking the sequence of courses, students will have significant exposure to relevant knowledge, skills, and practices.

The following courses are identified as "intensive focus" courses:

Aging: SW616, SW644, SW694

Children & Youth: SW601, SW605, SW633, SW696

Community & Social Systems: SW611, SW620, SW647, SW697

Health: SW613, SW634, SW699

Mental Health: SW606, SW612, SW636, SW698

Evaluation: SW683

Electives

All students will have a minimum of 9 credits of electives. You can take any course in the School of Social Work or graduate courses elsewhere at the University of Michigan.

In keeping with the multicultural mission of the School, students may apply up to 4 graduate-level language credits toward their MSW degree. The language under consideration must have relevance to the population of interest to the student, and must be approved by the advisor. These credits will be counted as elective credit.

Since virtually all beginning language courses are undergraduate courses, the following guidelines will apply:

- a. 1 credit hour of an undergraduate language course which does *not* award graduate credit is equal to .5 hours of graduate credit.
- b. 1 credit hour of a graduate language course is equal to 1 credit hour of graduate credit.
- c. In order to be counted toward the MSW degree, the student must earn a grade of B or better in an undergraduate course and C or better in a graduate course.
- d. Credit hours from language courses taken prior to entering the MSW program, may *not* be counted toward the MSW degree.

Field Instruction

A student must earn 12 hours of Advanced Field Instruction credits (SW691) in order to be eligible for graduation. At least 8 hours of Advanced Field Instruction credits must be in your dual concentration. These hours of Advanced Field Instruction credits may be used toward your minor or specialization if you have one. This represents 25% or 171 clock hours of required Advanced Field Instruction in your minor. *Note:* Foundation Field Instruction (SW515/531) cannot be substituted for your minor or specialization field instruction credit requirements.

Your Field Instruction program is structured according to your curriculum schedule (see section on Alternative Curriculum Schedules 5.A.7.a.).

16-month schedule:

Term	Days	Credit
I	None	none
II	2 (Th, F)	3
III (Spring/Summer)	4 (T – F)	8
IV	2 (M, T)	4

NOTE: All 16-month students *must* enroll in the Field Seminar (SW531) in Term II which is offered on Monday and Tuesday evenings.

20-month schedule:

Term	Days	Credit
I	2 (Th, F)	3
II	2 (Th, F)	4
III	2 (M, T))	4
IV	2 (Th, F)	4

All 20-month students *must* enroll in the Field Seminar in Term I which is offered on Monday and Tuesday evenings.

The content and organization of the Field Instruction program is described in the *Manual for Field Instruction*.

D. Policies and Procedures Related to Course Planning

D.1. Foundation Courses

D.1.a. Exemption Policies and Procedures

All classroom-based foundation courses (i.e., SW500, 502, 521, 522, 530, 560) are subject to uniform exemption policies. An exemption allows students to substitute any other graduate course for the foundation course before graduation, in consultation with the faculty advisor, and thereby increase the number of elective hours. Exemptions *do not* reduce the total number of hours required for graduation.

Exemptions from foundation courses will be granted when students have extensive prior comparable courses (i.e., two or more) covering essentially all of the content of a foundation course in either an undergraduate or graduate program. This coursework must have been completed within the most recent six years from the term of enrollment with a grade of "B" or better. Prior work experience is not a basis for waivers or exemptions. Please note that that these credits are not counted as graduate credit and not counted toward the MSW degree.

Faculty advisors can recommend students for an exemption from a foundation course by completing an Exemption Request Form, indicating prior comparable courses, when and where taken, and grade. Approval must then be received from the exemption consultant designated for each foundation course, except as noted below under

individual courses. See Course Descriptions starting on page (112) for complete description of each course.

SW500 Human Differences, Social Relationships, Well-Being, and Change through the Life Course	Professors Robert Taylor (<i>rjtaylor@umich.edu</i>) and Leslie Hollingsworth (<i>lholling@umich.edu</i>) are Exemption Consultants for SW500
SW502 Organizational, Community, and Societal Structures and Processes	Professors Andrew Grogan-Kaylor (<i>agrogan@umich.edu</i>) and Beth Reed (<i>bgr@umich.edu</i>) are Exemption Consultants for SW502
SW521 Interpersonal Practice with Individuals, Families, and Small Groups	Professor Brett Seabury (<i>bseabury@umich.edu</i>) is the Exemption Consultant for SW521
SW522 Basic Social Work Research	Professor Larry Gant(<i>lmgant@umich.edu</i>) is the Exemption Consultant for SW522
SW530 Social Welfare Policy & Services	Professor Karen Staller (<i>kstaller@umich.edu</i>) is the Exemption Consultant for SW530.
SW560 Management, Community Organization, and Policy Practice	Professor Mary Ruffolo (<i>mruffolo@umich.edu</i>) is the Exemption Consultant for SW560

D.1.b. Exemption from Foundation Field Instruction

Students with 8 credits of BSW field work may apply for exemption from a portion of the requirements for Field Instruction. A maximum of 3 credits of field instruction representing Foundation Field Instruction and Field Seminar (SW515/531) may be filled by such an exemption, thereby reducing to 12 the required Field Instruction hours and increasing electives by 3 credits. Information regarding the exemptions from Field Instruction is mailed to all newly admitted students as part of the orientation packet and is included in the *Manual for Field Instruction*.

D.1.c. Exemption Policy Exceptions

These policies do not apply to students who have been granted Advanced Standing. Advanced Standing students are not required to take SW521, 522, 530, and Foundation Field Instruction (SW515/531) (See Section V. C.) In addition, Advanced Standing students may be exempt from either 500 or 502, possibly both, and possibly 560, depending on prior coursework. Advanced Standing students who believe they are eligible for exemptions from both SW500 and SW502, and SW560 should, however, follow the above policies and procedures.

D.2. Courses from Other Departments

The School encourages students to take courses from other University units which contribute to their educational objectives. In some instances, such courses can substitute for required social work courses. Information about courses can be obtained directly from these units or students can contact faculty members knowledgeable about these University departments. These include Professors Tropman and Vinokur for the School of Business Administration; Professors Wilkinson and Siefert for the School of Public Health; Professor Gutierrez for the Psychology Department; Professor Corcoran for

Political Science; Professor Reisch for the Gerald R. Ford School of Public Policy Studies; Professor Tucker for Sociology; Professor Staller for the Law School; Professor Checkoway for the Taubman College of Architecture and Urban Planning; and Professor Kossoudji for Economics. Also check with your advisor for additional information.

If you plan to take a course from another University unit to *substitute* for a required social work course, you must get the written approval of your advisor on a Substitution Form and file that form with the Social Work Registrar (room 1772 SSWB). Also note that you can usually register for these courses when you register for your social work courses.

D.3. Special Studies Courses

There are occasions when a student wishes to study a special topic for which no regular course is being offered. In this situation, a special studies course (i.e., independent study) may be taken. The student must first obtain the approval of a faculty member who is willing to sponsor and supervise the course. An explicit contract must be developed about the content of the course, the nature of the assignments, and the form of the evaluation, a Special Studies recording form must be completed and is available in the Registrar's Office.

A special studies course may be counted as an elective. Occasionally, a special studies course can substitute for a required course. Such substitution requires approval of the instructor, the advisor and the Exemption Consultant for any required course for which there is an exemption consultant listed in the front of this Student Guide (see, Administrative Roles, page iii.) Students may register for no more than two (2) special studies courses per term, and for a maximum of four (4) special studies courses in all to meet degree requirements. This restriction does not apply to special studies courses approved by the Associate Dean for Educational Programs and taught as a class with ten or more students.

D.4. Meeting the Biological Determinants of Human Behavior Admission Requirement

Students **who were notified in their letter of admission** that they did not meet the Biological Determinants of Human Behavior admission requirement must satisfy this requirement by November 1 of the first term in the MSW program, regardless of whether they are full-time or part-time students, **in order to be permitted to enroll during the Winter Term 2003.**

Students can meet this requirement by viewing the Human Biology video series on the topic and completing a set of written notes on the films.

Procedure:

1. View all eight tapes listed below and take summary notes. The notes should not be extensive, but should reflect your understanding of the materials.

2. Upon completion of the viewing of all the tapes, submit the set of written notes to the Office of Student Services, School of Social Work, Room 1748 SSWB. Be sure to include your full name with the notes.
3. After reviewing your notes, you will be notified (in writing) by the Office of Student Services whether or not you have met the Biological Determinants of Human Behavior admission requirement.

Tapes are available to view at the following two locations:

School of Social Work: Contact the School's Audiovisual Office, B738 SSWB, to check out individual tapes to view in the Group Study Room in the Social Work Library. Ask for the video series by title: "Living Body Series". Tapes must be returned the same day to the Audiovisual Office. Telephone: (734) 647-2549. Email ssw.av@umich.edu

Language Resource Center, Language/Listening Lab, 2018 Modern Languages Building (corner of Washington and Thayer Streets), telephone: (734) 764-0424. Tapes cannot be removed from the lab. Ask for the video series by title: "Living Body Series". A driver's license or student ID is required to view the tapes. Office hours are subject to change each term. Check the following website: www.umich.edu/~langres or call for office hours.

NOTE: There are 11 tapes in this series, but only view the 8 tapes listed below:

Decision	Internal Defenses
Eating to Live	Two Hearts that Beat as One
Stress and Immune Function	Breath of Life
Water!	Digestion Breakdown

D.5. Transfer Credit

Students who have completed some approved graduate education related to social work, in another institution or another unit of the University of Michigan, with a grade of B or better may be allowed to transfer this credit providing: 1) the maximum amount of transfer credit is 30 hours; 2) the student earns a minimum of 30 hours of credit in the University of Michigan School of Social Work; 3) at least 8 credit hours of Advanced Field Instruction must be completed at the University of Michigan; 4) no more than 8 credit hours of field instruction may be transferred toward the MSW degree, 3 credit hours of which will be Foundation Field Instruction; 5) transfer credits must not have been used toward another degree unless the student pursues a dual degree, and the credits were earned within six (6) years of the expected MSW graduation day.

Transfer credit will not be granted until the student has satisfactorily completed one full-time term of work. Grades earned in graduate courses for which transfer credit is granted are not included in grade point averages.

The specific number of hours that may be transferred is subject to the following guidelines. Graduate credit in cognate areas for courses taken in another unit of the University of Michigan may be transferred toward the degree of Master in Social Work, providing the content of such courses applies in a substantive way to the student's program of study. Graduate credit for social work courses taken in another accredited graduate social work school may be recommended for transfer of credits for up to 30 hours. No more than 9 hours of credit may be transferred after enrollment in the University of Michigan. All other coursework must be completed prior to enrollment in the University of Michigan School of Social Work. Graduate credit in cognate areas for courses taken in another graduate program in an accredited institution may also be transferred providing the content of such courses applies in a substantive way to the student's program of study and the courses are taken prior to enrollment in the University of Michigan School of Social Work. The student's total credit hours, including the transfer credit, must meet the distribution requirements for the professional foundation areas (i.e., Methods, Human Behavior in the Social Environment, Social Welfare Policies and Services, Research, and Field Instruction). For students with no exemptions, the maximum number of such cognate credit hours that may be recommended for transfer is 9 credit hours. For students with exemptions, additional credit hours may be recommended for transfer, not to exceed a maximum of 16 credit hours.

D.6. Transfer of Field Instruction Credits

Foundation Field Instruction credits transferred to the University of Michigan cannot exceed the credits earned at another institution for foundation field instruction. The maximum credits transferred for foundation field instruction cannot exceed 3 credit hours.

If a student has earned more than 3 credit hours for Foundation Field Instruction, the remaining credits may be eligible for transfer to the University of Michigan as elective credit. No credit may be awarded toward Advanced Field Instruction regardless of the number of clock hours if the transferred credit is identified as Foundation Field Instruction.

Field instruction credits transferred to the University of Michigan as Advanced Field Instruction from another institution *must* be designated as Advanced Field Instruction by the other institution. A student may transfer up to 4 credits of advanced field instruction and 3 credits of foundation field instruction.

All students must complete a minimum of 8 credits of Advanced Field Instruction at the University of Michigan.

Students should request that transcripts of credit be sent to the School at the time of admission or when acquired. Students should make arrangements through their faculty advisors for a request to grant that such credit be made to the School's Registrar (there is a form available for this in room 1772 SSWB).

E. NON-CANDIDATE FOR DEGREE (NCFD) COURSES TAKEN PRIOR TO ENROLLMENT IN THE MSW PROGRAM

At the University of Michigan, a total of 15 hours of social work courses taken as a non-degree student will automatically be applied to degree requirements upon enrollment in the Master's Degree program, provided that the student earned a grade of "B" or better in each course, the courses were taken within six years of expected completion of the MSW, and the credits have not been used toward another degree. Even if more than 15 hours of Non-Degree Social Work courses meet these provisions, only 15 hours may be applied to the degree requirements, and the specific hours to be applied will be determined at the student's initial registration conference with the faculty advisor. After satisfactory completion of one full-time term in residence, the student's advisor may petition the Associate Dean for Educational Programs for application of further credits.

F. PLANNING YOUR COURSE SELECTIONS

F.1. Using Course Planning Worksheets

Starting on page 103, you will find copies of Course Planning Worksheets. For each Practice Methods Concentration (IP, MHS, CO, P&E) there are three Course Planning Worksheets, one for students in the 16-month program, one for students in the 20-month program, and one for students with Advanced Standing. (Information related to your Practice Area Concentration is found on the reverse side of each worksheet.) You should locate and carefully review the worksheet appropriate to your concentration and schedule. Each worksheet lists all course and credit requirements and describes the typical sequence in which courses are taken. It is an invaluable tool in helping you determine the credit hours and courses for which you must enroll in each term. It is particularly useful in keeping track of your progress toward your degree requirements in your dual concentration and your requirements in your elective minor (See reverse side of your worksheet).

Your faculty advisor will place a copy of the appropriate Course Planning Worksheet in your student file and review it with you when you meet each term to plan your program. It is important that you and your faculty advisor update the entries in the course planning worksheet in your file each term, including such things as courses you have been exempted from, courses you have transferred, etc. You should also make these entries onto the appropriate Course Planning Worksheet in this Student Guide so that you can monitor your own progress; the final responsibility for meeting the degree requirements appropriate to your dual concentration and elective minor is yours.

F.2. General Course Selection Considerations

Students often ask how many courses or credit hours they should enroll for each term. This decision, of course, depends on the personal circumstances of each student. In general, you should not take more credit hours than the maximum specified in the worksheet for each term. Any exception to the maximum must be approved by your advisor and by the Associate Dean for Educational Programs if you propose to take more than 18 credits. We suggest that, at least in the first term which requires the greatest

adjustment to the School, you take fewer courses until you can determine the optimal course load you can handle. There is a general tendency by students to take a full load of courses and even more, in order to "finish as quickly as possible." This is quite understandable when one considers all the costs and efforts associated with going to school. However, this is not always the wisest decision. Some of you may have family obligations, large distances to commute, and possibly, a part-time job. Trying to take a full load of courses while handling these other obligations may be detrimental to your educational progress, and provide you with less than an optimal and enjoyable educational experience.

In the Fall term courses designed for first-year students are offered primarily Monday through Wednesday with agency-based instruction scheduled for Thursday and Friday for students in the 20-month plan. Second-year courses are offered on Wednesday, Thursday, and Friday and agency-based instruction on Monday/Tuesday during the Fall term. If your schedule permits, and you have met the prerequisites, first-year students could also enroll in some second-year courses. In addition, students sometimes enroll in graduate level courses offered by other departments, we encourage students with special interests to do, schedule permitting.

In the Winter term, courses for both first- and second-year students are offered on Monday through Wednesday with agency based instruction scheduled for Thursday and Friday for all students. In the Spring/Summer term, courses are generally offered on Monday and Tuesdays only. Agency-based field instruction occurs on Tuesday through Friday

F.3. First Term Course Selection

In the Course Planning Worksheets we have tried to give you a guide to course planning for the first and subsequent terms. However, bear in mind that the guide is only that—a typical progression through the curriculum. Because your own special needs, circumstances, and, exemptions may require changes, your faculty advisor will be particularly helpful in assisting you to determine what is most appropriate for you. Furthermore, our curriculum is dynamic and in a continuous process of development and refinement. We will keep you informed about developments and changes and these too may alter your future decisions. Prior to registration for each term, we will provide you with a detailed guide to assist you in your course selection.

F.4. Advanced Standing Students' First Term Course Selection

Students who are eligible for Advanced Standing and who avail themselves of this option have their number of hours required for graduation reduced from 60 to 45 by the elimination of the following 15 credits of required coursework:

SW500	<i>Human Differences, Social Relationships, Well-Being and Change Through the Life Cycle</i>	3
	or	
SW502	<i>Organizational Community and Societal Structures and Processes</i>	3
	and	
SW530	<i>Introduction to Social Welfare Policy and Services</i>	3
SW522	<i>Basic Social Work Research</i>	3
SW521	<i>Interpersonal Practice with Individuals, Families and Small Groups</i>	3
SW515/531	<i>Foundation Field Instruction</i>	<u>3</u>
		15

Like other students, those with advanced standing may qualify for exemptions from SW 500 and 502 with approval of the Exemption Consultant. (See Section V.D.1.) (Exemptions From Foundation Courses.) In addition, some students may be exempt from SW560 depending on prior coursework. These exemptions do not reduce the hours of credit required for graduation.

During their first term, advanced standing students typically will enroll for courses listed in the Course Planning Worksheet for Advanced Standing students in their respective concentrations. Below are illustrated a typical program for an Advanced Standing student concentrating in Interpersonal Practice (IP) or in one of the macro practice methods who has not received additional exemptions (i.e., from SW500, 502, or 560). This listing takes into account the Fall 2002 course offerings.

IP Students

<u>Courses</u>	<u>Credits</u>
Management, community Organization and And Policy Practice (SW560)	3
HBSE Foundation Courses (SW500 or SW502)	3
Electives	6
Field Instruction (SW691)	<u>4</u>
	16

Macro Students

<u>Courses</u>	<u>Credits</u>
Management, community Organization and Policy Practice (SW560)	3
HBSE Foundation Course (SW500 or SW502)	3
Electives	6
Field Instruction (SW691)	<u>4</u>
	16

An advanced standing student exempted from SW500, 502, or 560 could take an elective or an optional minor methods course instead.

F.5. Learning More About Courses

Starting on page 112, are brief descriptions of all courses that are planned for 2002-2003, as well as for certain other courses that may be scheduled in future terms. Consulting these course descriptions should assist you in planning your choices among alternative courses that meet degree requirements, in planning your electives, and in deciding whether to apply for exemptions based on prior undergraduate or graduate courses. The CIRC also has files of reading lists for courses given in recent terms. Consulting those lists is also a good way to find out more about course content.