

TABLE OF CONTENTS

I.	FACULTY ROLES AND SCHOOL OFFICES	1
A.	Faculty Advisor and Faculty Liaison	1
B.	The Dean of the School	2
C.	The Associate Dean for Educational Programs	2
D.	The Associate Dean for Faculty and Academic Affairs	2
E.	The Office Field Instruction	3
F.	The Office of the Registrar	3
G.	The Office of Student Services and the Assistant Dean of Student Services	3
H.	Services and Facilities in the School of Social Work	3
H.1.	The Comprehensive Information Resource Center and Social Work Library	3
H.2.	Technology in the Teaching Facilities	4
H.3.	Audio Visual Services	4
H.4.	Employment Services	4
I.	Using computers at the University of Michigan and the Information Technology Division	5
II	STUDENT SERVICES AT THE UNIVERSITY	8
A.	Tutoring or Information on Tutoring	8
B.	Other Referral Sources and Support Services	8
C.	Personal and Psychological Counseling	12
III.	SCHOOL POLICIES GOVERNING ACADEMIC MATTERS	13
A.	Class Attendance	13
B.	Grades in Academic Courses	13
C.	Grading Scale	14
D.	Grades in Field Instruction	14
D.1.	Grading System	14
D.2.	Basis for Grading Field Instruction	15
D.3.	Consequences of M (marginal) and U (unsatisfactory) Grades	15
D.4.	Auditing Courses	15
E.	Registration and Web-Based Student Services	16
F.	Entry to Closed Courses	16
G.	Transcripts/Grades	16
H.	The Master of Social Work Degree Requirements	16
I.	Commencement Exercises	17

A.	The University Policies Affecting Students	28
B.	Students Rights at the School of Social Work	29
B.1.	School of Social Work Statement of Students Rights	29
C.	Student Records	30
C.1.	Policies and Procedures	30
C.2.	Procedure for Access to Student Records	31
C.3.	Public Information	31
D.	Student Organizations	31
E.	Financial Aid	31
E.1.	Policies	31
E.2.	Appeal Process	32
F.	Student Grievances	33
G.	The Social Worker's Code of Ethics (NASW)	34
H.	Ethical Conduct in the University Environment	50
H.1.	Plagiarism	50
H.2.	Harassment and Discrimination	50
H.3.	Faculty-Student Relations	51
I.	Study Time and Funds for Books Needed as a Student	51
J.	Insurance Coverage for Students	52
J.1	Automobile Insurance	52
J.2	Malpractice and Liability Insurance	53
K.	Guidelines on Personal Safety	54
L.	Writing Term Papers and Reseach Papers at the University of Michigan- Sherrie A. Kossoudji, Ph.D.	54
L.1.	What is a Research Paper?	54
L.2.	How to Develop the Paper	55
L.3.	How to Document a Paper	61
L.4.	Now the Worst Part is Over	66
M.	Registration as a Social Worker in the State of Michigan	67
M.1.	Related Issues to Your Career as a Social Worker	68
N.	Lockers	70
O.	Services for Students with Disabilities	71

V. YOUR MSW PROGRAM: GUIDELINES FOR COURSE PLANNING **74**

A.	Key Course Planning Decisions	74
A.1.	Dual Concentration	74
A.1.a.	Selecting a Practice Method Concentration	74
A.1.b.	Selecting a Practice Area Concentration	75
A.2.	Changing Areas of Concentration	75
A.2.a.	Changing Areas of Concentration Prior to the First Term of Enrollment	75
A.2.b.	Changing Areas of Concentration After Enrollment in the MSW Program	75
A.3.	Minor Method Option	76
A.4.	Advanced Standing Option for Eligible Students	78
A.5.	Specialization and Certification Options	79
A.5.a.	The Specialist in Aging Certificate Program	79
A.5.b.	Social Work in the Public Schools	79

A.5.c.	Social Work in the Workplace	80
A.5.d.	Certificate in Jewish Communal Service and Judaic Studies	80
A.5.e.	Nonprofit and Public Management (NPM) Program	81
A.6.	Dual Degree Program Options	81
A.6.a.	Dual Degree Credit	81
A.6.b.	Dual Degree in Social Work and Business Administration (MSW/MBA)	82
A.6.c.	Dual Degree in Social Work and Health Behavior	83
A.6.d.	Dual Degree Program in Social Work and Public Policy	84
A.6.e.	Dual Degree in Social Work and Law	85
A.6.f.	A Student Initiated Combined Master's Program in Social Work and Urban and Regional Planning (MSW/MUP)	85
A.6.g.	Other Student Initiated Combined Master's Programs with Social Work and Other Units	87

A.7.	Options in Scheduling Your Terms	87
A.7.a.	Alternative Curriculum Schedules	87
A.7.b.	The 16 Month Curriculum Schedule	87
A.7.c.	The 20 Month Curriculum Schedule	88
A.7.d.	Extended Degree Program	88
A.7.e.	Fifth Term Option	90
A.7.f.	Michigan Family Independence Agency Project in Child Welfare	90
A.7.g.	Choice of Schedule and Changes	90
A.7.h.	Out-of-Sequence Plans for Field Instruction	90
B.	Distribution Requirements	92
C.	Foundation Requirements	93
C.1.	Practice Methods Concentration in Interpersonal Practice	93
C.2.	Practice Methods Concentration in Community Organization	94
C.3.	Practice Methods Concentration in Management of Human Services	95
C.4.	Practice Methods Concentration in Policy & Evaluation	95
D.	Policies and Procedures Related to Course Planning	99
D.1.	Foundation Courses	99
D.1.a.	Exemption Policies and Procedures	99
D.1.b.	SW-500 Human Differences, Social Relationships, Well-Being, and Change Through the Life Course	99
D.1.c.	SW-502 Organizational, Community, and Societal Structures and Processes	99
D.1.d.	SW-521 Interpersonal Practice with Individuals, Families and Small Groups	100
D.1.e.	SW-522 Basic social Work Research	100
D.1.f.	SW-530 Social Welfare Policy & Services	100
D.1.g.	SW-560 Management, Community Organization and Policy Practice	101
D.1.h.	Exemption from Foundation Field Instruction	102
D.1.i.	Exemption Policy Exceptions	102
D.2.	Courses from Other Departments	102
D.3.	Special Studies Courses	103
D.4.	Meeting the Biological Determinants of Human Behavior Admission Requirement	103
D.5.	Transfer Credit	104
D.6.	Transfer of Field Instruction Credits	105
E.	Non-Candidate for Degree Program (NCFD) Courses Taken Prior to Enrollment in the Master of Social Work Program	105

F.	Planning Your course Selections	106
F.1.	Using Course Planning Worksheets	106
F.2.	General Course Selection Considerations	106
F.3.	First Term Course Selection	107
F.4.	Advanced Standing Students' First Term Course Selection	107
F.5.	Learning More About Courses	109
<u>COURSE PLANNING WORKSHEETS</u>		110
<u>COURSE OFFERING SCHEDULES FOR 2001-2002</u>		111
<u>DESCRIPTION OF COURSES 2000-2001</u>		119
<u>DOCTORAL COURSES</u>		149
<u>NUMERICAL INDEX, SCHOOL OF SOCIAL WORK COURSE DESCRIPTIONS</u>		150
<u>INDEX</u>		147