## 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  2  
D. The Office Field Instruction  2  
E. The Office of the Registrar  3  
F. The Office of Student Services and the Assistant Dean of Student Services  3  
G. Services and Facilities in the School of Social work  3  
  G.1. The Comprehensive Information Resource Center and Social Work Library  3  
  G.2. Technology in the Teaching Facilities  4  
  G.3. Audio Visual Services  4  
  G.4. Employment Services  4  
H. Using computers at the university of Michigan and the Information technology Division  5  

### 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  11  

### 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  
E. Academic Standing and Discipline  15  
  E.1. Conditions Placing Students on Academic Probation  15  
  E.2. Committee on Academic Difficulty  16  
  E.3. Registration for Subsequent Terms for Students on Academic Probation  16  
  E.4. Failure to Remove Probationary Status  17  
F. Student Code of Academic Professional Conduct  17  
  F.1. Non-Academic Conduct Violations  25  
G. Registration and Web-Based Student Services  25  
H. Entry to Closed Courses  25  
I. Transcripts/Grades  25  
J. The Master of Social work Degree Requirements  26  
K. Commencement Exercises  27
IV. STUDENT RIGHTS AND RESPONSIBILITIES

A. The University Policies Affecting Students

B. Students Rights at the School of Social Work

B.1. School of Social Work Statement of Students Rights

C. Student Records

C.1. Policies and Procedures

C.2. Procedure for Access to Student Records

C.3. Public Information

D. Student Organizations

E. Financial Aid

E.1. Policies

E.2. Appeal Process

F. Student Grievances

G. The Social Worker’s Code of Ethics (NASW)

H. Ethical Conduct in the University Environment

H.1. Plagiarism

H.2. Harassment and Discriminations

H.3. Faculty-Student Relations

I. Study Time and Funds for Books Needs as a Student

J. Insurance Coverage for Students

J.1 Automobile Insurance

J.2 Malpractice and Liability Insurance

K. Guidelines on Personal Safety

L. Writing Term Papers and Research Papers at the University of Michigan—Sherrie A. Kossoudji, Ph.D.

L.1. What is a Research Paper?

L.2. How to Develop the Paper

L.3. How to Document a Paper

L.4. Now the Worst Part is Over

M. Registration as a Social Worker in the State of Michigan

M.1. Related Issues to Registration as a Social Worker

N. Lockers

O. Services for Students with Disabilities

V. YOUR MSW PROGRAM: GUIDELINES FOR COURSE PLANNING

A. Key Course Planning Decisions

A.1. Dual Concentration

A.1.a. Selecting a Practice Method Concentration

A.1.b. Selecting a Practice Area Concentration

A.2. Changing Areas of Concentration

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

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

A.3. Minor Method Option

A.4. Advanced Standing Option for Eligible Students

A.5. Specialization and Certification Options

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

A.5.b. Social Work in the Public Schools
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.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.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
   F.1. Using Course Planning Worksheets
   F.2. General Course Selection Considerations
   F.3. First Term Course Selection
   F.4. Advanced Standing Students' First Term Course Selection
   F.5. Learning More About Courses

<table>
<thead>
<tr>
<th>COURSE PLANNING WORK SHEETS</th>
<th>110</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE OFFERING SCHEDULES FOR 2001-2002</td>
<td>111</td>
</tr>
<tr>
<td>DESCRIPTION OF COURSES 2000-2001</td>
<td>119</td>
</tr>
<tr>
<td>DOCTORAL COURSES</td>
<td>149</td>
</tr>
<tr>
<td>NUMERICAL INDEX, SCHOOL OF SOCIAL WORK COURSE DESCRIPTIONS</td>
<td>150</td>
</tr>
<tr>
<td>INDEX</td>
<td>153</td>
</tr>
</tbody>
</table>