Student Guide To The Master’s In
Social Work Degree Program

2001–2002

This GUIDE and the degree requirements apply only to those students admitted to the School of Social Work for the 2001 - 2002 academic year
UNIVERSITY OF MICHIGAN
NONDISCRIMINATION POLICY NOTICE

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the University's Director of Affirmative Action and Title IX/Section 504 Coordinator, 4005 Wolverine Tower, Ann Arbor, Michigan 48109-1281, (734) 763-02335; TTY (734) 647-1388. For other University of Michigan information call: (734) 764-1817.

PRESIDENTIAL POLICY STATEMENT ON SEXUAL ORIENTATION, CODIFIED IN STANDARD PRACTICE GUIDE

The University of Michigan believes that educational and employment decisions should be based on individual's abilities and qualifications and should not be based on irrelevant factors or personal characteristics which have no connection with academic abilities or job performance. Among the traditional factors which are generally "irrelevant" are race, sex, religion, and national origin. It is the policy of The University of Michigan that an individual's sexual orientation be treated in the same manner. Such a policy insures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied. To get help, to obtain further information, or to file complaints, please contact one of these offices: University Affirmative Action Office, 4005 Wolverine Tower, Ann Arbor, Michigan 48109-1281 (734)763-0235; School of Social Work Affirmative Action Coordinator, Associate Dean Siri Jayaratne, or the Office Lesbian, Gay, Bisexual, and Transgender Affairs, 3116 Union, (734)763-4186. www.umich.edu/~inqueery

STUDENTS WITH DISABILITIES

The University of Michigan complies with federal and state laws which affect qualified persons with disabilities. It is the policy and practice of the School of Social Work to provide equitable educational opportunities for students with documented disabilities in all programs and activities, including internships or field placements. Students with disabilities who require academic adjustments are encouraged to contact their instructors at the beginning of the semester to discuss their specific needs. The University's Office of Services for Students with Disabilities (SSD) provides assistance regarding academic, economic, social, and recreational activities to students who have documented disabilities. Specific services available through SSD include counseling, assistance with classroom accommodations, volunteer readers and notetakers, sign language and oral interpreters, peer tutors, accessible transportation, orientation and registration assistance, special scholarships, tape recorders and talking calculators, and aids for reading and studying, such as Braille and large print materials, adaptive computer technology, and telecommunication devices for the deaf. Staff in SSD also serve as intermediaries and advocates for students with disabilities. To find out more about services, or to volunteer as a reader, notetaker, or tutor, contact Services for Students with Disabilities, G-219 Angell Hall, Ann Arbor, MI 48109-1045, (734) 763-3000 (Voice/TYY/TDD) www.umich.edu/~sswd/ssd Students with disabilities may also contact Warren Clark at the School of Social Work (734-647-9433).
University Policies Affecting Students

All Students are expected to become familiar with these policies and abide by the rules and regulations explicated in these policy statements. The relevant documents are found at:

www.umich.edu/~oscr/policyindex.html

- Statement of Students Rights and Responsibilities
- Student Rights and Student Records
- Information Regarding Religious-Academic Conflicts
- Policy on Alcohol and Other Drugs
- Sexual Assault Policy
- Policy on Sexual Harassment by Faculty and Staff
- Statement on Freedom of Speech and Artistic Expression
- Smoking on University Premises
- Scheduled Use of Designated Outdoor Common Areas
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FALL TERM 2001

Orientation for incoming students begins August 29, Wednesday
Registration (Incoming new/returning students) August 31, Friday
Labor Day (Holiday) September 3, Monday
Classes begin/NCFD registration September 5, Wednesday
Orientation to Field Instruction (Incoming students) September 6-7, Thursday-Friday
Field Instruction begins (Cont'g & Advanced Standing Students) September 10, Monday
Field Instruction begins (Incoming Students w/o Adv. Stdg.) September 13, Thursday
Field Placement Verification forms due September 28, Friday
Educational Agreements due October 12, Friday
Winter 2002 Early Registration (Continuing students) November (dates to be announced)
Thanksgiving recess begins November 21, Wednesday (5 p.m.)
Classes resume December 7, Friday
Field Instruction evaluations due December 12, Wednesday
Classes end December 13-19, Thursday-Wednesday
Exam/Paper Period December 14, Friday
Field Instruction ends December 15, Saturday
School of Social Work Commencement December 16, Sunday
University Commencement

WINTER TERM 2002

Classes begin/NCFD registration January 7, Monday
Field Instruction begins January 10, Thursday
Martin Luther King, Jr. Birthday January 21, Monday
- University Symposia. No Regular Classes January 31, Thursday
Field Placement Verification forms due February 11, Monday
Educational Agreements due February 23, Saturday
Spring recess begins March 4, Monday
Classes resume April (dates to be announced)
Spring/Summer/Fall 2002 Early Registration (Continuing students) April 17, Wednesday
Classes end April 18-24, Thursday-Wednesday
Exam/Paper Period April 19, Friday
Field Instruction evaluations due April 26, Friday
Field Instruction ends April 27, Saturday
School of Social Work Commencement April 27, Saturday
University Commencement

SPRING-SUMMER TERM 2002

NCFD registration April 30, Tuesday
Field Instruction begins May 1, Wednesday
Classes begin May 6, Monday
Memorial Day Holiday May 27, Monday
Field Placement Verification forms due May 31, Friday
Educational Agreements due June 7, Friday
Independence Day Holiday July 4, Thursday
Classes end July 22, Monday
Field Instruction evaluations due July 29, Monday
Field Instruction ends August 6, Tuesday

*THIS CALENDAR IS SUBJECT TO CHANGE AT ANY TIME.*

3/18/99; revised 1/25/01
SCHOOL OF SOCIAL WORK
ADMINISTRATIVE ROLES 2001-2002

Dean
P. Allen-Meares
Associate Dean
S. Jayaratne
Associate Dean for Research
K. Lutterman
Assistant Dean, Student Services
T. Colenback
Director of Administration, Finance, and Operations
C. Terhune

Director, Office of Field Instruction
L. Jarman-Rohde
Assistant Director, Office of Student Services
M. Woods
Director of Doctoral Program
D. Tucker
Executive Director of Development, Alumni and External Relations
V. Kohl
Director of External Relations and Communications
N. Tannenbaum
Human Resources
M. Quigley
CIRC Director
K. Reiman-Sendi

Special Program Advisors:
Michigan School Social Work Approval
A. Alvarez
Specialist in Aging Certificate
B. Ingersoll-Dayton
Certificate in Jewish Communal Service
TBA
Social Work in the Workplace Specialization
L. Root
MSW/JD Program
R. Tolman
MSW/MPH Program in Health Behavior/Health Education
D. Wilkinson
MSW/MUP Program
B. Checkoway
MSW/MBA Program
D. Vinokur
MSW/MPP Program
Sh. Danziger
Post-MSW Certificate in Management
D. Vinokur
Post Master's Certificate Infants/Children at Risk
S. McDonough

Exemption Consultants:
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R. Taylor/
L. Hollingsworth
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M. Reisch/B. Reed
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B. Seabury
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L. Gant
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S. Danziger
560
M. Ruffolo
Affirmative Action Officer
S. Jayaratne
Sexual Harassment Officer
S. Jayaratne/
R. Dunkle
Senate Assembly Representatives
T. Powell/
M. Reisch
Instructional Staff Grievance Officer/Ombud
S. Kossoudji
Alternate Instructional Staff Grievance Officer
TBA
Liaison to U of M Office of Services for Students with Disabilities (SSD)
W. Clark
INTRODUCTION

The School of Social Work is located in the School of Social Work Building, 1080 South University, on the central campus of the University of Michigan. Located in the building are the faculty offices, classrooms, the Comprehensive Information Resource Center (CIRC), Social Work Library, Computing Center Public Microcomputer Cluster, Media Lab, clinical laboratories, and administrative offices. Student organizations also have an office available in the building and student mailboxes are located centrally in the basement so that students have available a ready means of communicating and receiving information.

Faculty and staff are available to give you assistance with your program, and there are a number of publications prepared by various groups on campus that can be useful. Registration and orientation materials, provided to entering students, contain essential information for your consideration and use.

This Student Guide is designed to help you become acquainted with the School of Social Work. It contains information about the basic administrative structure of the School as well as the facilities available, general School policies, student rights and responsibilities, and contact persons regarding particular matters.

The School of Social Work is a large MSW program and the class sizes in the School typically range from 10-35 students. While the School offers a rich and diverse curriculum and courses, students will not always get their first choices in courses and field placements. These aspects of the School are governed primarily by the availability of faculty and space.

The School of Social Work holds two commencement exercises--May and December. Students graduating in August may pick either the May or December commencement exercises.

This Student Guide lists all degree requirements for students entering during the 2001-2002 academic year. Therefore, this guide should be kept by students and consulted about requirements and other School policies and procedures. It is a valuable resource.

Additional details about the requirements for Field Instruction are contained in the Manual for Field Instruction. This is another valuable resource that students should keep and consult.