

SCHOOL OF SOCIAL WORK  
University of Wisconsin-Madison

MSW  
PROGRAM GUIDE

Part-Time Program

2017 - 2018

1350 University Avenue  
Madison, WI 53706

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## **Welcome**

Welcome to the University of Wisconsin-Madison, School of Social Work's Part-Time Master of Social Work Program! We are very pleased you have chosen to join our program. The information here will help ensure a successful academic year.

Entering a graduate program has many rewards in addition to your Master of Social Work (MSW) degree. You will gain new knowledge, develop new skills, and find new friends. Confidence in yourself as a social worker will grow. After you earn your MSW degree new opportunities in your chosen profession will await you.

Graduate school will also have its challenges. Some of the most common struggles are finances, family, employment, social expectations, self-expectations, and unexpected personal or family crises. Of great concern to the School's faculty, advisors, and the staff is your awareness of the curriculum, performance in the MSW program, and general well-being. During your time in the MSW program seek out family, friends, fellow students, faculty and advisors for support and guidance.

## **Professional School Behavior & Performance Expectations**

The MSW is an advanced professional degree. Social work professionals adhere to the NASW Code of Ethics <https://www.socialworkers.org/pubs/code/default.asp> in all aspects of practice. As persons preparing for professional practice, you will find that adherence to the Code begins now and continues throughout your educational experience here. We expect students in our School of Social Work to comply with standards through appropriate professional behavior and demeanor in class room settings, field placement settings, group meetings and in interactions with faculty, instructors, advisors, staff and with each other. More information pertaining to professional and respectful behavior is found in the Student Rights and Responsibilities Handbook <https://socwork.wisc.edu/rights>

## **Advising**

The School of Social Work offers both academic and professional advising to students. Students are not assigned individual faculty advisors.

### **Academic Advising**

There are two academic advisors for all part-time program students. They assist students with tracking academic requirements, understanding academic policies and procedures, and with matters students may encounter that impede academic progress. We encourage students to meet with an Academic Advisor on a regular basis:

- Madison site advisor office is at the School of Social Work building, room 223.

- Eau Claire site advisor is at Human Science and Services building, 239 Water St, room 262.

If you would like to talk with an advisor please contact the School of Social Work by phone (608.263.3576) or by email ([nlairson@wisc.edu](mailto:nlairson@wisc.edu)) and describe your need and/or questions. A referral and follow up will be made to an advisor.

### **Common Reasons to Meet with an Academic Advisor :**

- Answer questions regarding Certification and Licensure in Wisconsin & Minnesota
- Help with course selection
- Discuss alternatives within the program
- Provide referral and support services for individual student needs
- Assist with career resources
- Guide students in the process of selecting a focus area
- Clarify School Social Work and Graduate School policies and procedures

### **Professional Advising**

Faculty (field faculty, focus area chairs, classroom faculty and agency supervisors) through classroom and field experiences contribute to students' professional advisement relative to knowledge and skills in areas of study or fields of practice and professional practice roles. Faculty are a great resource for careers in social work related to their fields of expertise.

### **First Things First**

#### **Activate Your Net ID**

The Graduate School admissions letter directs you to activate your Net ID. Go to the following address: <https://mynetid.wisc.edu/activate> and to follow the steps outlined.

Your 10 digit student campus ID number is provided in your Graduate School acceptance letter. The Net ID and password you create are needed to access many electronic systems in the university. If you have problems with your Net ID and password, contact the DoIT Help Desk at (608) 264-4357 <https://kb.wisc.edu/helpdesk/page.php?id=3238>

#### **School of Social Work Portal**

The checklist sent with your acceptance letter directs students to submit critical documents to the School through the Social Work Portal:

- Duty to Disclose and Consent to Release of Information
- Exemption Declaration Form
- Field Preference Form

- Focus Area Declaration Form
- Full Time Confirmation Response Form

Please be sure to follow all instructions and timelines for completing each item.

### **Open Your UW E-mail Account**

Every student should set up a “wisc.edu” e-mail account. This is the only way advisors, faculty and other university officials will communicate with you. Please make it a habit to check your wisc.edu e-mail account daily. Follow this link for information about how to set up your e-mail account: <https://it.wisc.edu/services/email-and-calendar/>

### **Register for Classes**

Newly admitted Generalist students enroll July 5, 2017 for fall classes. New admitted Advanced Standing students enroll March 27<sup>th</sup> or after matriculation into Graduate School for the summer course, SW 612 *Psychopathology for Generalist Social Work*. You will receive an email invitation to enroll in classes at the e-mail address you provided on your Graduate School application. Enrollment information is available on the Office of the Registrar’s website <https://registrar.wisc.edu/> Review “Demos” and “Enrollment Information” to assist you in learning this process. In subsequent semesters this information will be found in your “My UW” Student Center. To learn more about the MY UW Student Center click here: <https://finaid.wisc.edu/pdf/studentcenter.pdf>

Courses available to Part-Time MSW Program students can be viewed on posted curriculum guides under the heading “Plans of Study” <https://socwork.wisc.edu/parttime>. It is beneficial to consult with an advisor when selecting courses.

Part-Time MSW Program students cannot enroll in other campus graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in Part-Time MSW Program with study in other academic programs at UW-Madison please consult a Part-Time MSW Program advisor who can assist you in transferring to a different program that allow such activity.

### **Obtain Your University Photo ID Card**

To be eligible for an ID card, a student must be enrolled for classes and be able to present another form of photo identification. For more information, office hours and Madison campus location please refer to the Photo ID website <http://www.wiscard.wisc.edu/>. Students who do not intend to use the Madison campus facilities where an ID might be required do not need to obtain an ID card. Eau Claire site students will be given a UW-EC campus log-in and password, and library card to use the McIntyre Library on that campus.

### **Part-Time MSW Program Curriculum**

The MSW Program curriculum is outlined in the Plans of Study below. Courses are taken sequentially. The Generalist Practice Year courses must be completed before the Advanced Generalist Specialization Year courses are taken. The focus area Advanced Practice course is taken concurrently with advanced year field (SW 800).

## **Plans of Study**

**4-Year Plan:** In general, students without a Bachelor of Social Work (BSW) degree or those whose BSW degrees are older than five years (from date of graduation to date of enrollment in the MSW Program), complete a Four-Year Plan of Study. The first two years of the program are focused on generalist practice, illustrated here: <https://socwork.wisc.edu/files/part-time/Generalist-large.jpg> and the second two years are taken in the Advanced Generalist Specialization with areas of focus (illustrated with the Health/Aging focus here: <https://socwork.wisc.edu/files/part-time/HA2year-large.jpg>).

**2-Year Plan:** Students who have earned a BSW within the past five years from a Council on Social Work Education (CSWE) accredited program complete a Two-Year Plan of Study in the Advanced Generalist Specialization. Students also select one of the four areas of focus. Curriculum guides for these areas of focus can be found at <https://socwork.wisc.edu/parttime#plans>.

## **Advanced Generalist Specialization Focus Areas**

The School offers four areas of focus within the Advanced Generalist Specialization. The focus areas are: Aging; Child, Youth & Family Welfare; Health; Health and Aging; and, Mental Health. Specialization requirements and focus area details can be found in the [Advanced Generalist Specialization Handbook](#).

## **Optional Sub-focus Areas**

Students may elect to pursue a more specialized area (sub-focus) within their area of focus. At minimum, a sub-focus area consists of one substantive course (content or practice) and a field placement in the sub-focus area.

Current Subfocus areas are:

<b>Focus Areas</b>	<b>Sub-Focus Examples (optional)</b>
Aging	
Child, Youth and Family Welfare	Child Welfare School Social Work
Health	
Mental Health	Substance Use Disorders

Student-designed sub-focus areas may also be approved when an appropriate substantive course and field placement can be identified. Students should inform the advisors if they are choosing to pursue a sub-focus.

Course requirements and other details about our focus areas and sub-focus areas are found in the "[Specialization Handbook](#)."

## **Field Education**

The School of Social Work's Part-Time MSW Program offers approximately 10 field units with placements in agencies across the State as well as some in neighboring States. Field placement options in your home community are done in consultation with the Field Program Coordinator.

- Field units and their associated placements run the gamut of social work venues of practice and cross a variety of system sizes and types (person, family, group, organization and community).
- Generalist student complete their field placement in Year 2 of the program.
  - Generalist students are placed in an agency for the entire academic year
  - Generalist students complete a total of 512 hours (includes placement *and* integrative seminar).
- Specialization students complete their field placement in Year 4 of the program.
  - Specialization students begin the field course the first Saturday in August. The agency placement begins in August and ends at the of the academic year in May.
  - Specialization students complete a total of 640 hours (includes field placement *and* integrative seminar).

For complete details about the field program and how it operates please see the Field Handbook (<https://socwork.wisc.edu/files/field/PTPFieldHandbook.pdf>).

## **Research Options**

Students who are interested in conducting research can do so via one of the following options:

- **Independent Research Project (Social Work 890):** This one-semester independent research project (2 credits) is supervised by a faculty member and can involve more than one student. A research paper is submitted to the faculty member supervising the project. In the case of faculty-initiated projects, faculty may involve students in carrying out parts of the faculty member's own project. In these instances, faculty provides students with a careful explanation of the rationale for the research, the steps taken to this point, and the steps that will follow from the student's participation. It is also expected that the supervising faculty will help put the student's "hands-on" experience into a larger context of social work research by providing relevant reading and discussions. Finally, students are expected to complete some written assignments relating to their work on the project.
- **Thesis (SW 890):** A thesis is a one person, four-credit research project carried out across two semesters during the third year of the Part-Time MSW program. The project can be student-initiated or faculty-initiated, and is always supervised by a faculty member. It is expected that the student will conceptualize, carry out, and report on a small-scale research project under the guidance of a faculty member. The faculty member can assist the student in putting his or her experience in a larger context of research principles, methods, and common pitfalls. Detailed information on preparing your thesis can be found at: <http://www.grad.wisc.edu/education/completedegree/mguide.html>. Students who wish to deposit a copy of their thesis at Memorial Library can also find information on doing so at this same website.

- **Independent Study (Social Work 799):** This one semester independent study is supervised by a faculty member and can count as one of your two third-year electives.

If you are interested in any of these options, please first contact an academic advisor to learn what steps are needed to set up and complete these research course(s) or the Independent Study.

### **Core Social Work Competencies**

The aims of the curriculum are to prepare MSWs as autonomous practitioners with the ability to integrate social work knowledge, skills and values, affective and cognitive processes that promote well-being at the individual, family, group, organization and community level. To achieve these aims, the curriculum is built around nine core competencies listed below:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-Informed Research and Research-Informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations and Communities
7. Assess Individuals, Families, Groups, Organizations and Communities
8. Intervene with Individuals, Families, Groups, Organizations and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations and Communities

### **Statistics, Other Exemptions & Advance Standing**

Decisions about exemptions are made by faculty based on information provided on the Exemption Declaration Form (in Student Portal) or through passage of an exemption exam(s). When a course is evaluated as equivalent or a student passes an exemption exam, the student receives the exemption which means you do not need to take the course, nor do you have to “make up” the credits.

### **Statistics Prerequisite Requirement**

Incoming MSWs are required to have completed an approved statistics course before starting the program in the fall. To be approved for exemption the stats course should meet the following criteria:

- Course topics that must be covered: distributions, measures of central tendency, dispersion and shape, the normal distribution, experiments to compare means, standard errors,

confidence intervals, effects of departure from assumptions, method of least squares, regression, correlation assumptions and limitations, basic ideas of experimental design.

- The statistics course must have been completed within the past five years (from academic year of graduation to academic year of enrollment in our MSW Program).
- A grade of C or better is required (no C- or CD).

A syllabus from the semester you took the statistics course should accompany the Exemption Declaration Form (found in the Student Portal) unless your course is listed on the Social Work/Social Welfare Course Equivalencies. If you have not yet completed the stats prerequisite, we are offering SW 673 Statistics for Social Work in our “Summer Bridge” semester on the Madison campus. See <https://socwork.wisc.edu/summer-bridge-term> for details. If you are based at the Eau Claire site, please consult with an advisor regarding your options.

### **Advanced Standing for BSWs**

If you have a BSW from a CSWE (Council on Social Work Education) accredited School of Social Work, you may qualify for “Advanced Standing” in our MSW Program. Follow the instructions and the information found with the Exemption Declaration Form found in the Student Portal.

Advanced Standing status is given to incoming MSW students based on their having earned a BSW within the past five years (from date of graduation to date of enrollment in the MSW Program) from a CSWE accredited program. In addition, BSW students must have earned grades of B (B- or BC not accepted) or better in their comparable generalist courses. Full advanced standing means that the incoming MSW student has exempted out of all generalist year courses (first two years of the Part-Time Program). Note: If you are an Advanced Generalist practice student who does not have full advanced standing (exempt from all year one and year two generalist foundation courses), please talk with an academic advisor as soon as possible to learn about your options.

SW 612 *Psychopathology for Generalist Social Work* is a newly required generalist course at UW-Madison. Most BSW programs do not yet offer such a course. Incoming Advanced Standing students who have not had a course equivalent within your BSW program and received a grade of B or better, will start the MSW program summer semester 2017. This 2-credit course will be offered online at both Part-Time Program sites beginning July 8, 2017 and continue through to August 26<sup>th</sup>. Please indicate your course equivalent in your Exemption Form if you’ve had this course previously and submit the course syllabus for review.

For more information on this, and other Summer Bridge Term courses, go to: <https://socwork.wisc.edu/summer-bridge-term>

### **Exemptions from Generalist Courses for non-BSWs**

Exemptions out of generalist year courses for non-BSW students may be given to:

Students who have completed one or more comparable generalist courses in an accredited BSW program with a grade of B or better (no older than 5 years from academic year of graduation to academic year of enrollment in our MSW Program) OR

### **Exemption by Examination (BSWs and Non-BSWs)**

Exemption exams are taken by:

- Students whose BSW is more than 5 years old from (from academic year of graduation to academic year of enrollment in our MSW Program)<sup>1</sup>
- UW-Madison Social Welfare majors<sup>2</sup> whose graduation date is more than 5 years old (from academic year of graduation to academic year of enrollment in our MSW Program)
- Students who did not attain a grade of “B” or better in their social work courses or did not attain a grade of “C” or better in statistics.
- Others interested in testing out of class

Exemption exams are taken between one and three weeks before classes begin each semester. See <https://socwork.wisc.edu/mswexemptions> for details.

### **Grading**

Below is a grading scale used by many social work instructors for classroom courses. Field courses use a similar scale.

<u>Points</u>	<u>Grade</u>	<u>Criteria</u>
94-100	A	Outstanding, surpasses requirements in all areas
88-93	A/B	Surpasses requirements in many areas
82-87	B	Meets requirements in all areas
76-81	B/C	Meets requirements in some areas, below in others
70-75	C	Below requirements in most areas, not acceptable Graduate work
64-69	D	Below requirements in all areas, not acceptable Graduate work
<=63	F	Fails to meet minimal requirements in all areas, not acceptable graduate work

Other grades but excluded from the GPA calculation ([http://registrar.wisc.edu/grades\\_and\\_gpa.htm](http://registrar.wisc.edu/grades_and_gpa.htm)) are grades of:

- S or U (Satisfactory or Unsatisfactory) in courses taken on the Pass/Fail basis
- Cr or N (Credit or No Credit) in courses offered on a Credit/No Credit basis

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<sup>1</sup> See Field Education Handbook for information related to the foundation year field exemption.

<sup>2</sup> Students with a Social Welfare major from UW -Madison School of Social Work (no older than 5 years from academic year of graduation to academic year of enrollment) who obtained a grade of B or better in (one or all) of the following courses: 205, 206, 457, 640, 650. (A grade of C or better is acceptable for the Statistics pre-requisite.)

- DR (Dropped), indicates the course was dropped.
- I (IN for Cr/N Courses) (Incomplete), a temporary grade used when work is not completed during a term.
- EI (Extended Incomplete), a temporary grade for an extended time limit to remove an Incomplete.
- PI (Permanent Incomplete), a permanent grade replacing an Incomplete incurred in a student's last semester in residence and not removed within five years.
- NR (No Report), indicates that a grade was not submitted by the instructor. Has no net effect on GPA.
- NW (No Work)... "should be used for students who enroll in a course and then never attend. 'No Work' in this context means that the instructor has no evidence that the student ever attended, in that no course work was ever submitted. Any student who does attend for part of the semester, and then stops participating should be given a grade of 'F' unless there are grounds for assignment of a grade of 'I(Incomplete)."
- P (Progress), a temporary grade used for courses extending beyond one term. The final grade determines the grade for each term and replaces P grades for the course.
- Q (Question on Credits), a temporary grade used during grade reporting to indicate a credit problem. A Q grade may be represented on a grade report as "?."
- W (Withdraw) indicates the student withdrew from the University while enrolled in the course.

Audited courses, denoted as such by 'AU' in place of a number of credits, are graded either S (Satisfactory) or NR (No Report).

### **Satisfactory Progress Criteria**

Overall Graduate GPA requirement is 3.00.

Grades of C are accepted only if they are offset by an equal number of credits of A. Students who receive more than two grades of C or a grade of D or F will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program). Refer to the Field Education Handbook for more details about grades in Field. (<https://socwork.wisc.edu/files/field/PTPFieldHandbook.pdf>)

## **Probation Policy**

In any give semester in which the GPA falls below 3.0 the Graduate School will place you on probation. The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

## **Withdrawal from UW-Madison**

Students may need to withdraw from the program for a variety of reasons. Withdrawal indicates that a student intends to stop attending classes for the current semester. Submission of a withdrawal request in MyUW Student Center is required between the first and last day of the semester, when a student wishes to drop all classes in which he or she is enrolled for the current semester. The electronic withdrawal process will not require submission of a signed paper form. Instead, students will submit withdrawal requests via MyUW Student Center, and the requests are then routed electronically to the Graduate School for review. Approval from the Graduate School is required before a graduate student is formally withdrawn from the semester. For more information see Canceling Your Enrollment-Withdrawals on the Office of the Registrar's website at [https://registrar.wisc.edu/canceling\\_your\\_enrollment\\_withdrawal\\_info.htm](https://registrar.wisc.edu/canceling_your_enrollment_withdrawal_info.htm)

Students who withdraw from the Part-Time MSW program without having completed at least six (6) credits must reapply for admission to the program.

If you are considering withdrawal, please contact an academic advisor.

## **Access and Accommodations in Instruction for Students with Disabilities**

The University of Wisconsin-Madison and the School of Social Work are committed to providing an accessible, accommodating and supportive teaching and learning environment. The University has programs, resources and policies designed to assist students with disabilities to be successful in their education. McBurney Disability Resource Center: <http://www.mcburney.wisc.edu/> is very helpful. Please start by contacting an academic advisor.

## **Class Locations and Parking**

Classes at the Eau Claire site will generally be held at the Human Sciences and Services (HSS) building at 239 Water Street. Parking is available in the lot adjacent to the building and is free on Saturdays.

During each semester, classes at the Madison site can be impacted by "Football Saturdays" and other events held on weekends on the UW-Madison campus. Students attending class at the Madison site will have to pay special attention to information emailed periodically regarding events and plan accordingly when driving to class. Parking lots #17, #20, and #25 are the closest campus lots to the School of Social Work building. Students may also wish to park in a Park &

Ride lot away from campus and take the city bus into campus. The City of Madison Metro website is <http://www.cityofmadison.com/metro/>. Your Wiscard will allow you to obtain a bus pass for each semester you are enrolled giving you free access to the buses for most routes. See the UW transportation website for more information: <http://transportation.wisc.edu>

## **School Communication Mechanisms**

### **WisList (Social Work email distribution list)**

We have established a list-serve for our social work students in the MSW programs. The purpose of this email distribution list is to disseminate information to the social work community (students, faculty, staff and others) about job openings, seminars and other events of interest. To subscribe, visit the Digital Communication & Media (<http://socwork.wisc.edu/communication-media>) portion of our website.

### **Social Media**

#### **Facebook and Twitter**

Connect with the School of Social Work on Facebook at:

(<http://www.facebook.com/UWMadisonSchoolOfSocialWork>)

or Twitter (@UWMadSocialWork) for news, announcements, and updates. Facebook or Twitter accounts are not necessary to view content, but accounts are necessary to post or interact with the School's content. These accounts are moderated by the School of Social Work.

#### **YouTube**

Watch lectures, workshops, and clips about social work on the School of Social Work's YouTube channel (<http://www.youtube.com/UWMadisonSocialWork>). A YouTube account is not necessary to view content. The account is moderated by the School of Social Work.

## **Other Information**

### **Assistantships and Financial Aid**

#### **Graduate Assistantships**

Students enrolled in the Part-Time MSW Program are not permitted to accept teaching assistantships, project assistantships, research assistantships or other appointments that would result in a tuition waiver.

#### **Financial Aid**

Contact the UW-Madison Financial Aid Office at <http://www.finaid.wisc.edu/> for information on financial aid and how to apply. A Part-Time MSW student must carry a minimum of four (4)

credits and no more than seven (7) credits during fall and spring semesters in order to be eligible to apply for aid. For the summer semester, the minimum is calculated depending on course load and how many weeks a course is held. You are encouraged to consider your entire academic credit load for a full year when considering a financial aid award. If you are a veteran or a spouse or child of a veteran, please contact the Office of Registrar and click onto Veterans' Services for information on benefits as a Part-Time MSW student (<http://veterans.wisc.edu/>).

### **Writing Center and Use of APA**

The Writing Center (<http://www.writing.wisc.edu/>) is a valuable resource for students. The Center in Madison offers many of their supportive services electronically, so it is a resource for students no matter where you live. In addition, the UW-Madison Part-Time MSW classes require that all students use the American Psychological Association's (APA) style for writing and formatting their papers. Please check the following web site to learn more about the APA style: <http://writing.wisc.edu/Handbook/DocAPA.html>. Many of the courses in the Part-Time MSW program are completed in only seven (7) weeks. Please allow enough time for the Writing Center to review your submitted work.

### **Library**

The Virginia Franks Memorial Library, more informally known as the Social Work Library, is located in Room 236 of the School of Social Work and is part of the UW-Madison General Library System. The library has approximately 27,000 book titles and 85 current journal subscriptions. A reference section contains handbooks, dictionaries, and encyclopedias, including the *Encyclopedia of Social Work*. In addition, a special collection of approximately 350 commercial videos, DVDs, and reserved materials for your courses are available to library patrons. The library is equipped with eight computer workstations, a high-speed scanner, two copiers, and several study spaces. A valid student ID is required to check out library materials including laptops. The web site for the Social Work Library is <http://socialwork.library.wisc.edu/>. You are encouraged to use this library routinely. The librarians are always willing to assist you with locating materials, etc. The hours of the library vary each semester so please routinely consult the website to confirm library hours.

<http://www.library.wisc.edu/socialwork/about-social-work/library-hours/>

Students who do not live near the UW-Madison campus have access to the Social Work Library via the internet. An inter-campus library loan program is available to all students whether you reside in Wisconsin or a neighboring state. Your UW-Madison campus ID will provide access and check out opportunities at any UW system library across the state of Wisconsin.

### **Campus Maps**

Madison campus map web page: <http://map.wisc.edu/>

Eau Claire campus map web page: <http://www.uwec.edu/Maps/maps.htm>

### **Student Lounge**

Student attending classes at the Madison site can use the Student Lounge, room 201, on the second floor of the School of Social Work. There you will find vending machines, and a microwave and refrigerator available for your use.

Students attending classes at the Eau Claire site can use the Student Lounge, room 263, on the second floor in the BSW office. There you will find a refrigerator, microwave and Keurig available for your use.

### **Important Dates – 2017 – 2018**

Friday, August 18, 2017	<b>MANDATORY:</b> New Student Orientation at Eau Claire site - <u>UW-EC Davies Center</u>
Friday, August 25, 2017	<b>MANDATORY:</b> New Student Orientation at Madison site – <u>Wisconsin Institute for Discovery</u>
Saturday, August 26, 2017, 9am-11am	Exemption Exam at Madison & Eau Claire sites <i>SW 605 Field of Social Work</i>
Monday, September 4, 2017	Labor Day Holiday
<b>Saturday, September 9, 2017</b>	Classes begin at Madison & Eau Claire sites
Saturday, September 9, 2017, 1:15pm-3:15pm	Exemption Exam at Madison & Eau Claire sites <i>SW 606 Social Policy</i>

### **Important Phone Numbers / Email Addresses**

*Part-Time MSW Program office is open Tuesday – Saturday*

Part-Time Program Main Office-Madison	(608) 263-3576
Director (Betty Kramer: <a href="mailto:ejkramer@wisc.edu">ejkramer@wisc.edu</a> )	(608) 263-3830
Eau Claire Site Director (Michelle Helmer: <a href="mailto:helmer2@wisc.edu">helmer2@wisc.edu</a> )	(715) 836-5365
Program Coordinator (Stephanie Van Pay: <a href="mailto:svanpay@wisc.edu">svanpay@wisc.edu</a> )	(608) 265-4569
Field Coordinator (Amanda Ngola: <a href="mailto:amanda.ngola@wisc.edu">amanda.ngola@wisc.edu</a> )	(608) 265-4570
Academic Advisor at Madison	(608) 263-6330
Academic Advisor at Eau Claire	(715) 836-3603
Office Manager-Eau Claire site (Nicole Kruschke: <a href="mailto:nkruschke@wisc.edu">nkruschke@wisc.edu</a> )	(715) 836-2777
Office Manager-Madison site (Nicole Lairson: <a href="mailto:nlairson@wisc.edu">nlairson@wisc.edu</a> )	(608) 263-3576
Virginia Franks Memorial Library-Madison	(608) 263-3840
University Financial Aid Office	(608) 262-3060
University Graduate School	(608) 262-2433
Enrollment Helpline	(608) 262-8011