



**Sandra Rosenbaum  
School of Social Work**  
UNIVERSITY OF WISCONSIN-MADISON

# **Full-Time MSW Program Program Guide**

**2020-2021**

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1350 University Avenue  
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## Welcome

Welcome to the Full-Time MSW Program at UW-Madison Sandra Rosenbaum School of Social Work! We are pleased you chose our program. The information provided in this Guide will help ensure that you have a successful academic year.

## MSW Program Mission & Goals

### Program Mission

Guided by the core values of the social work profession and grounded in the advanced generalist practice framework, the MSW program mission is to provide social work education that will nurture competent, ethical autonomous social work professionals committed to scientific inquiry, evidence-based practice, respect for human diversity, the promotion of human and community well-being, human rights, and social, economic and environmental justice.

We aim to cultivate skilled social work professionals and social change leaders capable of creating and advancing knowledge and addressing complex pressing social problems via multimethod and multilevel approaches.

### Program Goals

Derived from the MSW program mission and context, the program goals are to:

- Provide an MSW curriculum that builds on a liberal arts base, grounded in a person-in-environment, empowerment, and strengths perspective that promotes the values, ethics, and purposes of the profession.
- Prepare students for generalist and autonomous advanced generalist practice that is transferable across diverse contexts, locations, and problems by providing knowledge, values, and skills training regarding:
  - Populations and related social problems/issues;
  - Social, health, and/or human services systems and policies;
  - Systems of oppression, privilege, and power;
  - Multilevel and multimethod approaches based on scientific inquiry and best practices;
  - Ethical advocacy and social, economic, and environmental justice;
  - Reflective leadership;
  - Research informed practice, and practice and program evaluation methods that contribute to the profession's knowledge base.
- Develop and maintain an inclusive environment that will attract, nurture, and support diversity within the School, among students, faculty, and staff.

- Cultivate and maintain partnerships with a variety of social, health and/or human service organizations to provide meaningful field experiences and supervision while respecting and contributing to their respective mission.

## Professional School Behavior & Performance Expectations

The MSW is an advanced professional degree. Social work professionals adhere to the [NASW Code of Ethics](#) 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. We expect our students to comply with standards through appropriate professional behavior and demeanor in classroom settings, field placement settings, in group meetings; and in interactions with faculty, instructors, advisors, and staff and with each other. Additional information pertaining to professional and respectful behavior is found on the School's [Professional Programs \(MSW & BSW\) Students' Rights and Responsibilities](#) site.

## Advising

The Sandra Rosenbaum School of Social Work offers students both academic and professional advising. Two professional social work advisors are assigned to and responsible for advising all of the MSW students in our program. MSW students do not have individual faculty advisors. However, faculty are great resources relative to professional social work concerns in their areas of expertise.

### Academic Advising

Sarah Golla, MSW and Belinda Velazquez, MSSW are academic advisors for all professional 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 either Academic Advisor at least once a semester:

- **Belinda Velazquez, MSSW:** 323 Sandra Rosenbaum School of Social Work, 263-3660, [bvelazqu@wisc.edu](mailto:bvelazqu@wisc.edu)
- **Sarah Golla, MSW:** 325 Sandra Rosenbaum School of Social Work, 263-3660, [sarah.seibold@wisc.edu](mailto:sarah.seibold@wisc.edu)

In-person or phone appointments can be made via the [Sandra Rosenbaum School of Social Work's Advising Appointments website](#) or by calling the main office at 608-263-3660.

### Common Reasons Why You May Want to See an Academic Advisor

- Assist with course selection
- Discuss alternatives within the program
- Provide referral and support services for individual student needs
- Assist with career resources
- Guide Advanced Generalist Specialization students who want to select a focus area

- Clarify School Social Work and Graduate School policies and procedures
- Offer guidance regarding Certification and Licensure in Wisconsin

## **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 NetID**

The Graduate School and the Sandra Rosenbaum School of Social Work require you to activate your Net ID. You will need your 10 digit student campus ID number provided in your Graduate School acceptance letter. The NetID and password, are needed to access many campus applications and services, including "MyUW," Web Enrollment, and Office 365 for email. For assistance with activating your NetID, go to the [UW Knowledge Base \(NetID – Activating Your Account\)](#) or contact the DoIT Help Desk (608-264-4357 or [help@doit.wisc.edu](mailto:help@doit.wisc.edu)).

*NOTE: You need to activate your NetID before you activate your email account.*

### **Activate Your UW-Madison E-mail Account**

The UW issues a free email account for use throughout the time a student is enrolled for classes at the University. The UW email account is the mechanism for formal communication between university faculty and staff with students. If you are a new student at the University of Wisconsin-Madison, you set up your email account after enrolling in courses.

You activate your account from the My NetID link in [MyUW](#). More information can be found on the [UW Knowledge Base \(NetID – Modifying your account\)](#).

*NOTE: If you were enrolled in a class or completing your degree at UW-Madison in the most recent spring term, your wisc.edu email account is active and you do not create a new account.*

### **Social Work Information Management System (SWIMS)**

The checklist sent with your acceptance letter directs students to submit critical documents to the School through SWIMS (use the links in the email, or go to <https://gate.socwork.wisc.edu/>):

- NASW Code of Ethics
- School of Social Work Plagiarism Policy
- Duty to Disclose and Consent to Release of Information
- Student Rights & Responsibilities

- Exemption Declaration Form
- Field Preference Form
- Full Time Confirmation Response Form

Please follow instructions and timelines for completing each item.

## Enroll in Courses

New MSW students enroll beginning in early July 2020 for Fall classes. In your Student Center (found in MyUW) you will receive an invitation to enroll from the Office of the Registrar along with your assigned “Earliest Appointment Time”. Enrollment information is available on the [Office of the Registrar’s Enrollment Information](#) website as well as [Course Search & Enroll](#).

## Obtain your Wiscard (UW-Madison Photo ID Card)

Wiscard is your official UW-Madison identification card and you [obtain it at the Wiscard Office](#). It provides access to libraries, recreation facilities and other campus services. It is also a campus-wide debit card program, which turns your University ID into a debit card.

## Curriculum

The MSW Program curriculum is outlined below. Courses are taken sequentially. Most courses are only offered once per academic year. The Generalist Practice Year courses, must be completed before the Advanced Generalist Specialization Year courses are taken. Advanced Generalist Specialization courses are taken concurrently with Advanced Practice Field & Integrative Seminar (SW 800/801). See the Full-Time MSW Specialization Handbook (found on the [Social Work Student Resources site](#)) for course offerings for Fall and Spring semesters.

### Generalist Practice Year (1<sup>st</sup> Year)

<u>Fall Semester</u>			<u>Spring Semester</u>		
		Cred			Cred
SW605	Field of Social Work	2	SW606	Social Policy	2
SW711	Human Behavior & the Environment	2	SW640/710	Diversity, Oppression and Social Justice in Social Work	2
SW441	Generalist Practice with Individ., Families, and Groups	3	SW650	Social Work Research Methods	3
SW442	Generalist Practice with Communities and Orgs	2	SW612	Psychopathology in Generalist Practice	2
SW400	Field & Integrative Seminar I	<u>4</u>	SW401	Field & Integrative Seminar II	<u>4</u>
		13			13

*Generalist Practice Year courses are only available in the semesters listed.*

## Advanced Generalist Specialization Year (2<sup>nd</sup> Year)

Fall Semester		Cred	Spring Semester		Cred
SW840	Advanced Macro Practice or Free Elective *	2-3	SW840	Advanced Macro Practice or Free Elective *	2-3
	Advanced Practice Course **	2		Free Elective	2
	Policies and Services Course **	2		Free Elective	2
SW800	Field & Integrative Seminar III	5	SW801	Field & Integrative Seminar IV	6
		11-12			12-13

\* Free electives and macro practice may be taken in either semester. Electives may be taken inside or outside the School.

\*\* Only offered in fall semester, except Mental Health Policy and Services (SW836) which is only offered in spring

### Advanced Generalization Specialization Focus Area and Subfocus Area

The School offers students the option to pursue an area of focus in the Advanced Generalist Specialization year of the program. They may also choose to pursue a sub-focus within their chosen focus area. More information about focus areas and sub-focus areas can be found in the Full-Time MSW Specialization Handbook (found on the [Social Work Student Resources site](#)).

### Field Education

The Sandra Rosenbaum School of Social Work offers 12-13 field units with placements in over 100 agencies throughout Dane County and its contiguous counties. Occasionally there are opportunities for placements in other parts of the state (this option requires consultation with the Field Director). Field units and their associated placements run the gamut of social work venues of practice and cross a variety of system types and sizes.

<b>Generalist Year</b>
Generalist year field placements are 256 hours per semester, including a 2.5 hour weekly seminar. Time in field placement averages 15-16 hours per week.
<b>Specialization Year</b>
Specialization year field placements are 320 hours per semester, including a 2.5 hour weekly seminar. Time in field placement averages 20-21 hours per week.

Generally, Mondays, Wednesdays, and Fridays are reserved for field placement hours and field seminar. This means that classroom courses are held on Tuesdays and Thursdays. Field does not take precedence over Tuesday and Thursday classes.



For complete details about the field program and how it operates, please refer to the Full-Time MSW Field Handbook (found on the [Social Work Student Resources site](#)).

## How Courses are Offered

Most courses meet once a week (two hours) on Tuesday or Thursday. Generally, Monday, Wednesday, and Friday are reserved for field placement hours and seminar. Courses like 605, 606, 650 and 711 are larger lecture-type courses. Some courses provide TA or lab sections of approximately 20 students per lab. Discussion Sections/Labs are generally scheduled on Mondays or Wednesdays. Most elective courses are seminar style with 25-35 students. Courses are usually offered only once a year. Refer to the Full-Time MSW Specialization Handbook (found on the [Social Work Student Resources site](#)) for elective and advanced level courses offered this academic year.

## Attending Part-Time in the Full-Time MSW Program

Attending the Full-Time MSW Program on part-time basis requires that students plan their course of study with an Advisor.

- Students must enroll in courses according to prerequisites and proper course sequencing.
- A minimum of two courses each semester (4 credits) is required.
- The required credit load in years 2 & 4 (illustrated below) is a full time credit load.
- Any exceptions to these policies must be discussed ahead of time with an Advisor. Consult with an Advisor before enrolling for courses each semester.

<b>Part-Time Curriculum Sequence</b>	
<p><b><u>Fall Semester, Year 1</u></b> SW 605 SW711</p>	<p><b><u>Spring Semester, Year 1</u></b> SW606 SW640/710</p>
<p><b><u>Fall Semester, Year 2</u></b> SW400 SW441 (with lab) SW442</p>	<p><b><u>Spring Semester, Year 2</u></b> SW401 SW612 SW650</p>
<p><b><u>Fall Semester, Year 3</u></b> Policy &amp; Services Elective</p>	<p><b><u>Spring Semester, Year 3</u></b> Elective Elective</p>
<p><b><u>Fall Semester, Year 4</u></b> SW800 Advanced Practice Course</p>	<p><b><u>Spring Semester, Year 4</u></b> SW801 SW840</p>

## Statistics, Exemptions, and Advanced Standing

Decisions about exemptions are made by faculty based on information provided on the Exemption Declaration Form (in SWIMS) or through passage of 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 MSW students are required to have completed an approved statistics course before starting the program in the fall. To be approved for exemption, the statistics 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 SWIMS) unless your course is listed on the Social Work/Social Welfare Course Equivalencies information. If you have not yet completed the statistics prerequisite, we are offering SW 673 Statistics for Social Work in the [Summer Bridge Term](#).

### 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 SWIMS.

Advanced standing is a status given to incoming MSW students based on having earned a BSW in a CSWE accredited program within the past five years (from academic year of graduation to academic year of enrollment in our MSW Program). In addition, BSW students must have earned grades of B or better in their comparable generalist courses. Full Advanced Standing means that the incoming MSW student has exempted out of all Generalist Practice (1st year) courses.

### Exemptions from Generalist Year 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 five years

from academic year of graduation to academic year of enrollment in our MSW Program).

- Students with a Social Welfare major from UW-Madison Sandra Rosenbaum School of Social Work better (no older than five years from academic year of graduation to academic year of enrollment in our MSW Program) who obtained a grade of B or better in one or all of the following courses: 205, 206, 457, 640/710, 650, will exempt from those courses without examination.
- Students who have completed one or more comparable generalist courses in a social science program with a grade of B or better.

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

Exemption exams are taken by:

- Students whose BSW is more than five years old from (from academic year of graduation to academic year of enrollment in our MSW Program)
- UW-Madison Social Welfare majors whose graduation date is more than five 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.

For those interested in testing out of a class, exemption exams are offered the week before classes begin each semester. Not all exams are offered every semester. See the [School's Exemption Exam Information and Schedule](#) page for more details and exam schedules.

## **Summer Bridge Term**

If you:

- Have not taken a generalist course in psychopathology; OR,
- Have not passed the course with a grade of “B” or better to qualify for full Advanced Standing; AND/OR,
- You have not taken or completed an approved Statistics course with a grade of “C” or better

Then, you should take these courses (listed below) in the [Summer Bridge Term](#) prior to starting the program in the fall.

- Psychopathology for Generalist Social Work Practice (SW612)
- Statistics (SW673)<sup>1</sup>
- Methods of Social Work Research (SW650)
- Diversity, Oppression and Social Justice in Social Work (SW710)

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<sup>1</sup> If it is not possible to take Statistics through the School, you may take any statistics class that covers all the courses topics listed in the above Statistics Prerequisite Requirement.

## Social Work Competencies

The curriculum is designed to prepare MSW students 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

## Grading

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

Points	Grade	Criteria
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 that students may receive but are excluded from the GPA calculation are:

- 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
- 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 (Withdrew) 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**

Graduate students are required to maintain and graduate with a cumulative GPA of 3.00.

Grades of "C" are accepted only if offset by an equal number of credits of grades 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. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program, but will affect the GPA).

Students 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. Refer to the Field Education Handbook (found on the [Social Work Student Resources site](#)) for more details about grades in Field.

## **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, as well as from the Office of International Student Services for students on J-1 and F-1 visas, is required before a graduate student is formally withdrawn from the semester. For more information see Withdraw from UW-Madison, or [Cancel Your Enrollment on the Office of the Registrar's website](#).

Students who withdraw from the full-time MSW program without having completed at least 8 credits must reapply for admission to the program.

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

The University of Wisconsin-Madison and the Sandra Rosenbaum 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. The place to start is the [McBurney Disability Resource Center](#).

## **Career Development Series**

The Sandra Rosenbaum School of Social Work often provides to our MSW program students opportunities to prepare for the professional work environment.

Faculty, instructors, former students and community practitioners present on topics drawn from recent research, new practice techniques, certification and licensing requirements, and preparing for a career in social work. Sometimes the topic is about the use of technology in the practice or social work or how to take constructive feedback. Instruction may be delivered via lecture, seminar, workshop, mentoring, and book/journal article discussion.

Examples of previous offerings:

- Focus Area Information Sessions:
  - Aging
  - Child, Youth, and Family Welfare
  - Health
  - Mental Health
- Mindfulness Meditation for Stress Reduction
- Wisconsin Certification /Licensure: Beginning the Process
- Joining Professional Social Work Membership Organizations: The Benefits to Students as They Transition from Student to Social Worker
- Mindfulness: Self Awareness & Self Care in Social Work
- The Social Work Job Search
- Resume Writing
- Cover Letter Writing
- Job Interviewing
- Compensation Negotiation

Students are encouraged to meet individually with an advisor or faculty in their areas of expertise to discuss career related issues. The [College of L&S SuccessWorks](#) office provides Career Advising for undergraduate and graduate students. In addition, [the Writing Center](#) is available to assist graduate students with cover letters and resumes in individual sessions and workshops. The Graduate School also sponsors [professional development events](#). In addition, the Morgridge Center for Public Service offers a [Public Service Fair](#) twice a year, which provides students the opportunity to connect with local, state and national nonprofit agencies.

## **Professional Social Work Credentials & Continuing Education**

Social Workers are not credentialed in the same way in every state and/or the same way in specific areas of practice such as School Social Work. In Wisconsin “certification” is a legal status required to use the title "Social Worker," and “licensure” is necessary to practice clinical or school social work. To learn more about the requirements for these processes as well as requirements for continuing education post-degree, please review information on our [Certification & Licensure website](#).

Those interested in licensure as a Licensed Clinical Social Worker will also want to review the information found in *Appendix I* of the Specialization Handbook (found on the [Social Work Student Resources site](#)). Those interested in licensure as a School Social Worker in Wisconsin will want to review the information in *Appendix II* of the Specialization Handbook (found on the [Social Work Student Resources site](#)).

For information about license requirements in *other states* visit the [Association of Social Work Boards \(ASWB\)](#) website. Look for the topic “Moving to another state or province” link to links for every state’s requirements. For school social work requirements you will want to consult with the individual state’s department of education website.

## **School Communication Mechanisms**

### **WiscList (email distribution lists)**

At acceptance students are placed on the Social Work information list-serve for our social welfare and social work students in the undergraduate Social Welfare Major, BSW and 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. Upon graduation, you are welcome to stay on the distribution list.

### **Social Media: Facebook, Twitter, Instagram, and YouTube**

Connect with the Sandra Rosenbaum School of Social Work on:

- Facebook (<https://www.facebook.com/UWMadisonSchoolOfSocialWork>)
- Instagram (<https://www.instagram.com/uwmadisonsocialwork/>)
- 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 Sandra Rosenbaum School of Social Work.

Watch lectures, workshops, and clips about social work on the Sandra Rosenbaum School of Social Work’s YouTube channel

(<https://www.youtube.com/UWMadisonSocialWork>). A YouTube account is not necessary to view content. The account is moderated by the Sandra Rosenbaum School of Social Work.

## **Student Involvement & Student Organizations**

Sandra Rosenbaum School of Social Work students are invited to join social work or UW-Madison student organizations, organize their own student organizations (visit the [Center for Leadership and Involvement](#) for more information), and to join standing committees of the Sandra Rosenbaum School of Social Work. More information about active social work student organizations can be found on the [School’s Student Involvement page](#), along with information about School of Social Work committees and how to get involved.