

2015-2016

MSW

Graduate

Handbook

FRESNO  **STATE**

Social Work Education

Table of Contents

Faculty.....	5
Title IV-E & Field.....	6
Support Staff.....	7
Where to turn to for assistance.....	8
Mission of the University, College, and the Department.....	10
Program Goals.....	10
The Graduate Program.....	11
Accreditation.....	12
Prerequisites for Admission to the MSW Program.....	12
Graduate Curriculum.....	13
Student’s Responsibilities.....	13
Master of Social Work Degree Requirements.....	15
Samples of Course Schedule.....	16
Full-Time Graduate (2-year Program).....	16
Part-Time Graduate (3-year Program).....	16
Part-Time Graduate (4-year Program).....	17
Field Internship.....	18
Field Internship.....	18
Academic Standing & Eligibility for Field.....	19
Graduate Program Information.....	19
Academic Probation & Disqualification.....	19
Academic Advisors.....	19
Academic Policies.....	19
Standards of Scholarship.....	19
Advancement to Candidacy:.....	20
SWRK 298 Project/SWRK 299 Thesis:.....	20
Graduation:.....	20
Graduate Writing Competence Policy.....	20
Transfer of Credit.....	21
Course Repetition.....	21
Graduate Credit for Undergraduate Courses.....	22
Graduate Credit for Work Experience.....	22

Continuous Enrollment.....	22
Leaves of Absence.....	22
Time Limit/Extension of Time.....	22
Withdrawal from Courses.....	23
Withdrawal from the University.....	23
Withdrawal from the Program.....	23
Readmission.....	23
Academic Grievances.....	24
Performance That May Result in a Student Review.....	24
Policies and Procedures for Review.....	24
Access to Student Records.....	24
Plagiarism and Academic Cheating.....	25
Certificate in Cross Cultural Competency.....	25
Certificate in Alcohol/Drug Studies.....	25
Pupil Personnel (PPS) Credential Program.....	25
Title IV-E Child Welfare Stipend Program.....	26
Field Work Placement.....	26
Financial Aid.....	26
Graduation Application Procedures.....	26
Master's Degree Clearance.....	27
University Facilities.....	27
Henry Madden Library.....	27
University Computer Labs.....	27
Social Work Education Computer Lab (Room PHS 105).....	27
Standards of Conduct.....	27
Standards of Student Conduct.....	27
Standards of Faculty Conduct.....	28
Student Organizations.....	28
Social Work Student Association.....	28
African American Student Social Work Association.....	28
Trabajadores de la Raza.....	28
First Nation Student Organization.....	29
Asian Social Work Student Organization.....	29

Gerontology Student Association.....	29
Student Services.....	29
Services for Students with Disabilities.....	29
Employment & Career Services.....	29
Health and Medical Care.....	30
Health Insurance	30
Housing.....	30
International Student Services and Programs.....	30
Writing Assistance.....	30
Alumni Association.....	31
APPENDICES I.....	32
MSW Graduate Advising Forms.....	32
Full-Time (2-Year Pattern).....	32
Part-Time (3-Year Pattern).....	33
Part-Time (4-Year Pattern).....	34
Graduate Writing Competency Policy.....	35
Introduction.....	35
Exam Procedure.....	35
Grievance Procedure.....	35
The Writing Competence Committee.....	36
Guidelines for Enhancing Graduate Student Performance.....	37
Scholarship.....	37
Integrity.....	38
Personal Responsibility/Self-Directed Learning.....	38
APPENDICES II.....	40
Social Welfare Policy and Services.....	40
Human Behavior and the Social Environment.....	40
Social Work Research.....	40
Social Work Practice.....	41
Culminating Experience.....	41
Field Practicum.....	42
Fall 2014 Program Deadlines.....	42
First Year Program.....	42

Second Year Full Time & Final Year for Part Time Program	43
Forms and the signatures you need:.....	44
EMERGENCY INFORMATION.....	45
FOR EMERGENCY ASSISTANCE:.....	45
IN THE EVENT OF AN EMERGENCY REQUIRING EVACUATION:.....	45
EVACUATION OF PERSONS WITH DISABILITIES.....	45

Faculty

Virginia Rondero Hernandez, Ph.D.	Department Chair	Room: PHS-128 278-3992
Andrea Carlin, M.S.W., L.C.S.W.....	PPS Coordinator & Field Coordinator	Room: PHS-128 278-3992
Kris Clarke, M.S.W.	HBSE, Practice & Research	Room: PHS-112 278-2985
Nancy Delich, Ed.D. L.C.S.W.	Practice & Research	Room: PHS-144 472-9917
Betty Garcia, Ph.D.	Mental Health Coordinator & Practice	Room: PHS-142 278-2550
Debra Harris, Ph.D.....	Graduate Coordinator, Practice & Research	Room: PHS-146 278-2966
Jane Middleton, D.S.W	Research, Practice & Policy	Room: PHS-138 278-5218
Mitzi Lowe, Ph.D.	HBSE & Research	Room: PHS-149 278-5218
Salvador Montana, Ph.D.....	Undergraduate Coordinator, Policy & Research	Room: PHS-148 278-8581
Anne Petrovich, Ph.D.....	Practice	Room: PHS-141 278-8319
Richard Salsgiver, Ph.D..... (<i>Spring Semester only</i>)	HBSE & Practice	Room: PHS-144 278-5278
Roger Simpson, Ph.D.....	HBSE & Practice	Room: PHS-143 278-5385
Martha Vungkhanching, Ph.D.....	HBSE & Research	Room: PHS-147 278-8741
Gyanesh K. Lama, Ph.D.	Policy & Research	Room: PHS-140 278-0397
Iran Barrera, Ph.D.	Practice & Research	Room: PHS-149 278-0398

Title IV-E & Field

Maggie Armistead, M.S.W.	Field Liaison/Instructor	Room: PHS-115 278-6851
Christopher Cole, M.S.W.	Field Liaison/Instructor	Room: PHS-118 278-6698
Daniel Espinoza, A.C.S.W.	Field Liaison/Instructor	Room: PHS-118 278-1663
Frankie Frietas, M.S.W.	Field Liaison/Instructor	Room: PHS-118 278-1635
Hao Ho, M.S.W.	Field Liaison/Instructor	Room: PHS-118 278-3076
Estella Saldivar, M.S.W.	Field Liaison/Instructor	Room: PHS-118 278-8494
Eleanor Speakes, M.S.W. P.P.S.C.	Field Liaison/Instructor	Room: PHS-118 278-6485
Cheryl Whittle, M.S.W., L.C.S.W, A.B.D.....	Asst. Field Coord. & Title IV-E BSW Coordinator	Room: PHS-128 278-8687
Yeng Xiong, M.S.W.	Field Liaison/Instructor	Room: PHS-118 278-6846
Bee Yang, M.S.W.	Field Liaison/Instructor	Room: PHS-118 278-6489

Support Staff

Christy Smith	Administrative Support Coordinator	Room: PHS-128 278-3992
Patro Bryant	Administrative Support Assistant, Title IV-E	Room PHS 115 278-3076
Kristin Carraway	Administrative Assistant, Title IV-E & Administrative Support Coordinator Mental Health Stipend	Room: PHS-115 278-3076
Claudia Ceja	Field Internship Office Administrative Assistant	Room: PHS-128 278-3992
Azucena Rodriguez	Graduate Admissions Administrative Assistant	Room: PHS-128 278-3992
Maxine Watson	Administrative Support Coordinator, Title IV-E	Room: PHS-115 278-3076
Rebecca White	Administrative Support Assistant, Title IV-E	Room PHS 115 278-3076

Where To Turn To For Assistance:

For help with:

Academic Questions or Problems

Address Change (notification of)

Course Selection

Educational Problems

Employment

*Job Leads

*Resume Preparation

*Reference from School

**Field Instruction Issues
Academic Advisor;**

Financial Aid

Graduation Requirements and Deadlines

Grievances

Health and Psychological Services

Housing

Leave of Absence Request

Medical Emergencies and Concerns

Turn to:

Your Academic Advisor

Graduate Secretary, (PHS-128) 559-278-3992;
Public Contact Window, Joyal Admin.

Academic Advisor

Course Instructor; then Academic Advisor;
then Department Chairperson

Career Services, (Thomas Admin Bldg.)
559-278-2381
Social Work Career Fair—Spring Semester

Career Services, (Thomas Admin Bldg.)
559-278-2381

Your Academic Advisor

Your Field Instructor &/or Faculty Liaison,
then Field Coordinator 559-278-3992

Financial Aid Office, (Joyal Admin. 296)
559-278-2182

Graduate Studies Office—(Thomas Bldg.132)
website: www.fresnostate.edu/gradstudies
559-278-2448

Course Instructor, then Academic Advisor; then
Department Chair – 559-278-3992

Student Health Center: 559-278-2734

University Courtyard (Housing)
Residence Atrium: 559-278-2345

See page 16 for instructions

Health and Psychological Services
Student Health Center: 559-278-2734

Personal Challenges

Your Academic Advisor; Student Health Center 559-278-2734

Special Services

*For International Students

International Admissions,
559-278-2409,
Joyal Administration Building 256

International Student Services and Programs,
559-278-2782,
Joyal Administration Building 256

*For Disabled Students

Services for Students with Disabilities,
559-278-2811, Madden Library 1201

*For Veterans

Veterans Certification, Joyal Admin. 106
559-278-7030

Sexual Assault/Sexual Harassment

Campus Police, Public Safety Bldg.
559-278-8400; Human Resources,
Joyal Administration Building, 211
559-278-2364

Writing Assistance

Graduate Writing Studio
Madden Library, Room 2119
Monday – Thursday: 9:00am – 7:00pm
Friday 9:00am-4:00pm
(For appointment only call or email)
Phone: 559-278-2450
Studio Email: fresnostategws@gmail.com

Mission of the University, College, and the Department

The university, as an urban and rural-regional institution, is dedicated to the development of competent students, citizens and leaders through the provision of comprehensive bachelor's and master's degree programs. As a publicly supported institution, the university also has a special mission to serve students from groups that historically have not participated in university education, whether because of age, gender, ethnicity, socioeconomic background, physical disability, or geographic location. Similarly, the College of Health and Human Services seeks to provide professional education in health and human services for students pursuing either bachelor's or master's degrees and for those professionals in the community who have continuing education needs. The mission of both the university and the college includes the recognition of the unique service area within which they are located; thus, the primary institutional effort is directed to the higher education needs of the eight county region of the San Joaquin Valley. The Department of Social Work, in subscribing to the aforementioned purposes of the university and the college, is specifically committed to the education of social workers at the bachelor's and master's levels who will provide social welfare services and leadership within the central San Joaquin Valley. Graduates of both programs intervene with individuals, families, groups, and other small systems as well as with human service agencies, voluntary organizations, neighborhoods, and communities. The department is committed to enhancing both the quality of life in the region and the capacity of citizens to identify and address their own social welfare and social justice concerns and needs.

Program Goals

The goals of the program are:

1. To educate beginning level generalists (BA) and advanced (MSW) social work practitioners to serve the surrounding region of the university, focusing primarily on the Central San Joaquin Valley.
2. To educate generalist and advanced social work practitioners to practice with a commitment to social justice. A commitment to social justice involves the ability to:
 - a) critically analyze social problems or conditions and existing or proposed policy responses;
 - b) to recognize individual and institutionalized forms of oppression; and
 - c) participate in social action to correct injustices, fight oppression, and promote social welfare for all.
3. To educate generalist and advanced social work practitioners to practice with diversity awareness and develop culturally competent practice skills. Diversity awareness and culturally competent practice refers to the ability of a practitioner to:
 - a) identify, understand, and celebrate differences that exist among individuals with respect to race, ethnicity, religion/spirituality, sexual orientation, physical or mental disability, age, gender, socioeconomic background, and other key features of human experiences; and
 - b) intervene with sensitivity to and respect for these differences, utilizing cardinal social work values and specific diversity/cultural knowledge and skills.

4. Practice within an empowerment perspective. The empowerment perspective implies active collaboration with the client system in an atmosphere of equality and mutuality. The goals of the intervention include maximizing social support and a balance between self-sufficiency and interdependency, which are premised on a strengths-based approach.

The undergraduate program prepares baccalaureate level students for beginning generalist social work practice in public and private agencies. The graduate program prepares students for advanced social work practice with a special focus on practice roles and methods of intervention across all system levels.

Both programs prepare graduates to provide social work services in a region characterized by enormous social, cultural, and economic diversity. The widespread poverty, population growth, and presence of numerous oppressed groups (e.g., women, persons with disabilities, ethnic communities, refugees) in Central California create complex and constantly shifting service needs. The context for this practice is a unique urban-rural configuration of people, agribusiness, social-political institutions in transition, and a host of social service needs. Accordingly, the department educates advanced master's level practitioners who can meet complex needs, perform a multiplicity of social work roles, promote institutional change, and enhance the problem solving capacities of individuals, families, groups, organizations, and communities.

The Graduate Program

The profession of social work and the Department of Social Work Education is dedicated to meeting the social service needs of diverse and often marginalized populations of individuals, families, groups, organizations, and communities. The graduates of our program deal with social concerns that range from societal oppression to the emotional/behavioral problems of individuals. The social work practitioner who is educated in our program is taught to help at-risk populations which typically include people of color, women, people who are recent refugees, aged, poor and/or homeless, children and adults who are abused/neglected, and people who have chronic mental illnesses, developmental disabilities, physical illnesses or disabilities, substance abuse issues, or who engage in criminal activities. In focusing on marginalized groups, the student is educated in the use of a growing repertoire of practice methods (e.g., client and systems policy advocacy, brokering, consultation, individual, family, and group counseling/psychotherapy, mediation, research, supervision, and education) to promote well-being, personal growth, and social justice.

While the discipline of social work is deeply rooted in a rich, 100 year history of service, what the professional social worker will "do" is no longer traditionally defined. The role of the social worker is constantly expanding into new and innovative service fields wherever a compassionate response to human need is indicated. Although not limited to the following, a graduate of our program will typically find employment as a child welfare/protective services worker, alcohol/substance abuse counselor, school social worker, mental health/family services practitioner, medical/rehabilitation worker, juvenile/adult justice worker, program developer, agency manager/administrator, volunteer coordinator, employee assistance program coordinator/worker, grassroots community organizer, or legislative advocate.

The master's degree in social work (MSW) offered by our department is designed to educate advanced social work practitioners who can meet complex client needs within diverse public and private human service settings and who can perform in a variety of roles using multiple social work practice methodologies. The goal of this course of study is to prepare the student learner for advanced social work practice at multiple levels of intervention as well as for possible doctoral study in social work and related human service professions.

Accreditation

California State University, Fresno is fully accredited by the California Board of Education, Western Association of Schools and Colleges (WASC), and the National Council for Accreditation of Teacher Education (NCATE). Both the undergraduate and graduate programs in social work are fully accredited by the Council on Social Work Education (CSWE).

Prerequisites for Admission to the MSW Program

The MSW applicant must have a 4-year bachelor's degree from an accredited college or university. The BA or BS degree may be in any major; however the applicant's overall academic record must show evidence of a liberal arts foundation. A student's prior coursework in the liberal arts is expected to promote the development of an educational perspective, values, and abilities necessary for professional social work practice. This liberal arts underpinning provides theoretical perspectives that facilitate understanding of factors that influence human behavior such as human biology, psychology, sociology, political science, economics, history, and encompasses the natural and physical sciences, arts and humanities, and social sciences. Undergraduate general education requirements commonly provide much of this liberal arts base. Note this requirement DOES NOT require you to have a "Liberal Arts or Liberal Studies" major.

Applicants must have completed the general education requirements at Fresno State or similar requirements at another institution and completed at least one course each that focuses exclusively on 1) human biological development and health issues over the life span, 2) data analysis (qualitative or quantitative) in the social or health sciences, and 3) an upper division course in ethnic/cultural diversity systems or women's studies. Ideally these prerequisites are completed prior to acceptance into the MSW program and must be completed in order to achieve classified standing in the program. Consultation is available from the chair of admissions or the MSW graduate program coordinator regarding eligible courses to satisfy these prerequisites.

To inquire whether a course you have already taken meets one of the requirements listed above, you should make your request in writing (a brief memo or letter), explaining how the course(s) you took meets the requirement to the Graduate Coordinator. Include a copy of the course description, course syllabus, and relevant information from the university catalog or program description.

Graduate Curriculum

The MSW curriculum in the Department of Social Work Education undergoes ongoing modification in response to changes in societal conditions and professional practice and to new developments in knowledge and theory. The course of study, whether full or part-time, focuses on a multisystem approach that includes advanced social work practice with individuals, families, groups, organizations and communities. This is organized and delivered on a semester basis with a concurrent classroom-field model of instruction. Thus, full and part-time students have specific days each week devoted to classroom instruction complemented by two to three days of the week exclusively designed for field/practicum instruction. Students must plan for two 9-month field/practicum internships scheduled during weekdays between 8 am – 5 pm over the course of the program. Courses ARE NOT offered online or at off-campus locations.

Our curriculum is designed to prepare social workers for agency and community-based practice; these social worker-citizens will be informed, compassionate and proactive in response to human needs. Three important dimensions of our program's mission include the development of 1) a commitment to social justice, 2) diversity awareness and culturally competent practice 3) an empowerment perspective. These three goals of social work education are equally important to practice at all levels of intervention, i.e., individuals, families, small groups, organizations, and communities.

Student's Responsibilities

It is the student's responsibility to be informed about, and participate fully in, his/her program. You are responsible for:

- Attending the mandatory orientations for incoming MSW students.
- Knowing and meeting/completing all degree requirements and deadlines for the MSW program AND the University. (Frequently used forms may be found in the hall rack outside of the department office; other forms are posted on the department [www.fresnostate.edu/socialwork] or Grad Studies [www.fresnostate.edu/gradstudies] websites, as applicable.)
- Carefully planning your schedule to accommodate courses, field commitments, and other life commitments.
- Attending and participating in classes.
- Obtaining hard copies (or accessing electronically) relevant curriculum/advising materials (e.g., catalog, schedule of courses, Social Work Graduate Handbook), learning to use these materials, and being familiar with University policies and the degree requirements of the University (Graduate Division) and the Master's in Social Work program.
- Contacting the academic advisor to review his/her academic program and progress *at least* twice during each semester while attending CSU Fresno.

- Conferring with the academic advisor *whenever* academic or personal problems begin to interfere with or impede the student's learning or performance in the classroom or field placement, and participating in the development of a plan of action to address the problems.
- Arriving to advising meetings prepared. This means reviewing the relevant catalog, Division of Graduate Studies information and/or MSW handbook. Students should:
 - a. Make a specific appointment,
 - b. Provide an unofficial transcript or other listing of course work completed to date AND, once advanced to candidacy, provide a copy of the most recent approved advancement petition, and any approved adjustments, which lists all courses the student proposes to take in his/her "contract" for the MSW degree,
 - c. Prepare a list of questions and tentative plans/solutions for discussion with the advisor,
 - d. Fill out forms for review/signature, and
 - e. Actively engage in problem solving/planning their academic programs.
- Maintaining personal records (i.e., personal copies of all relevant program documents/approved petitions) and seeing that University (Evaluations/Division of Graduate Studies [Frank W. Thomas Building, 132]) files contain all necessary information/documentation

NOTE: Personal counseling/therapy for the student is not within the scope of the student-advisor relationship or the academic advisor's role and responsibilities. The advisor will, however, make recommendations and refer the student to appropriate services and providers within the university.

Master of Social Work Degree Requirements

REQUIREMENTS (Note: Courses and field internships are offered in fall and spring semesters only.)

All students are required to take the following SWRK courses (54 units):

- 200: Social Welfare Policy I (3)
- 203: Social Welfare Policy II (3)
- 212: Human Behavior and Social Environment (3)
- 213: Human Behavior and Social Environment: Cultural Diversity and Oppression (3)
- 220: Social Work Practice I (4)
- 221: Social Work Practice II (4)
- 224: Advanced Practice with Individuals (3)
- 225: Advanced Practice with Groups (3)
- 227: Advanced Social Work Practice with Couples and Families (3)
- 246: Advanced Practice with Formal Organizations (2)
- 247: Advanced Practice with Communities (3)
- 260: Quantitative Research (3)
- 261: Qualitative Research (3)
- 292: Seminar in Thesis/Project (2)
- 280: Foundation Field Instructed Practice I (2)
- 281: Foundation Field Instructed Practice II (2)
- 282: Advanced Field Instructed Practice I (3)
- 283: Advanced Field Instructed Practice II (3)
- 298: Project or 299: Thesis (2)

To complete 60 units, the remaining courses (totaling 6 units) must be selected from Social Work electives and topics courses (e.g., SWRK 271T, 272T). Offerings may vary.

Samples of Course Schedule

Full-Time Graduate (2-year Program)

Semester 1 (15 units)

SWRK 200 (3)
SWRK 212 (3)
SWRK 220 (4) ***
SWRK 260 (3) ***
SWRK 280 (2) (T, Th) *

Semester 2 (15 units)

SWRK 203 (3)
SWRK 213 (3)
SWRK 221 (4) ***
SWRK 261 (3)
SWRK 281 (2) (T, Th)*

Semester 3 (16 units)

SWRK 224 (3) ***
SWRK 225 (3) ***
SWRK 246 (2)
SWRK 292 9 (formerly 272T) (2)
Elective (3)
SWRK 282 (3) (MWF)* *

Semester 4 (14 units)

SWRK 227 ***(3)
SWRK 247 ***(3)
SWRK 298/299 (2)
Elective (3)
SWRK 283 ***(3) (M,W,F)

* = 16 hours per week in field agency placement

** = 20 hours per week in field agency placement

*** = courses need to be taken concurrently with field internship

Part-Time Graduate (3-year Program)

Semester 1 (9 units)

SWRK 200 (3)
SWRK 212 (3)
SWRK 260 (3)

Semester 2 (9 units)

SWRK 203 (3)
SWRK 213 (3)
SWRK 261 (3)

Semester 3 (9 units)

SWRK 220 (4) ***
Elective (3)
SWRK 280 (2) (T, Th) *

Semester 4 (9 units)

SWRK 221 (4) ***
Elective (3)
SWRK (2) (T, Th) *

Semester 5

SWRK 224 (3) ***
(3) ***
246 (2)
292 (2)
SWRK 282 (3) (M, W, F) **

Semester 6

SWRK 227 (3) SWRK 225
SWRK 247 (3) *** SWRK
SWRK 298/299 (2) SWRK
SWRK 283 (3) (M, W, F)

* = 16 hours per week in field agency placement

** = 20 hours per week in field agency placement

*** = courses need to be taken concurrently with field internship

Part-Time Graduate (4-year Program)

Semester 1

SWRK 200 (3)
SWRK 212 (3)

Semester 3

SWRK 220 (4)
SWRK 260 (3) ***
SWRK 280 (2) (T,Th)*

Semester 5

SWRK 246 (2)***
SWRK 224 (3)***
SWRK 225 (3)***
SWRK 282 (3) (MWF)**

Semester 7

SWRK 292 (2)
Elective (3)

Semester 2

SWRK 203(3)
SWRK 213 (3)

Semester 4

SWRK 221 (4) ***
SWRK 261 (3) ***
SWRK 281 (2) (Field T, TH)*

Semester 6

SWRK 227 (3)***
SWRK 247 (3)***
SWRK 283 (3) (MWF)**

Semester 8

SWRK 298/299 (2)
Elective (3)

* = 16 hours per week in field agency placement

** = 20 hours per week in field agency placement

*** = courses need to be taken concurrently with field internship

Note: Part-time students enrolled in more than 6 units pay full-time fees. See the current schedule of courses for more specific information.

Field Internship

Field Internship

Field instruction (SWRK 280, 281, 282, & 283) and practice classes are arranged on a concurrent model (see example below). In the first year, full-time students are in the field two days a week, i.e., 16 hr/wk, and three days a week in the second year, i.e., 20 hrs/wk (see sample programs, above). Part-time students enter field during the second year of graduate study. Students complete a total of 1000 hours of internship in the field (minimums of 400 hours in the first year of field and 600 hours in the second year of field). Students are placed in a variety of social service agencies approved by the Department of Social Work Education and are located throughout the Fresno metropolitan area and the central San Joaquin Valley. All students are supervised in these practicum experiences by a social worker who has a Master of Social Work degree. Included in these placements are federal, state, county and private agencies in practice areas such as Children and Family services, Adult Services, Corrections, Health and Mental Health Programs, Gerontology, Disability Services, and Student Support Services.

Required malpractice insurance when enrolled in field internship is included in student fees. Please note that students are expected to take responsibility for arranging transportation to their field internship and for meeting any costs involved (most field sites in current use are within a 90 mile radius of the campus). However, unless prevented by law or agency policy, it is expected that the agency will assume the expenses for all assigned social service activities that include travel undertaken as part of the field internship.

Internships are scheduled almost exclusively on weekdays between 8 a.m. to 5 p.m. for both **full and part-time students**. Weekends and evening placements are rarely available (or feasible). Students need to plan to adjust their work schedules accordingly.

Practice courses must be taken concurrently with SWRK 280/281/282/283 (field internship) and in the following sequence

Full-Time Schedule	
1st semester	SWRK 220
2nd semester	SWRK 221
3rd semester	SWRK 224, 225, 246
4 th semester	SWRK 227, 247

Part-Time Schedule	
Schedule: Options 3 & 4	
3 rd semester	SWRK 220
4 th semester	SWRK 221
5 th semester	SWRK 224, 225, 246
6 th semester	SWRK 227, 247

Academic Standing & Eligibility for Field

All graduate students are required to maintain a minimum GPA of “B” (3.0). Any MSW student whose GPA drops below a 3.0 will not be permitted to enroll in field placement (SWRK 280/281/282/283) or the concurrent practice classes (SWRK 220, 221, 224, 225, 227, 246, 247) until he/she has established an academic plan to return to good standing. Students who do not maintain a 3.0 GPA will be notified of their academic standing (academic probation) and will be referred to their faculty advisor for academic planning. If you know your GPA has fallen below a 3.0 (or will do so at the end of the semester), you should immediately contact your advisor to develop a plan to return to good academic standing. A CUM GPA (or program GPA once advanced to candidacy) below 3.0 in any 2 semesters will result in disqualification from the program and the university.

Graduate Program Information

Academic Probation & Disqualification

According to University policy, an MSW (graduate) student is immediately disqualified from the University and program when his/her GPA falls below 2.0 in any semester. A student whose GPA falls below 3.0, but is above 2.0, is placed on Academic Probation. A student who is placed on Academic Probation for any 2 semesters (need not be consecutive) will be disqualified from the University and program. A disqualified student who wishes to re-enroll in the university and program **MUST** file a Petition for Re-Admission with the MSW program in the Department of Social Work Education. Upon being placed on academic probation or disqualification, you **MUST** consult your academic advisor. (For further information, see appendix for the Department of Social Work Education Policy on Academic Probation and Disqualification.)

Academic Advisors

Each student in the Graduate Program is assigned an academic advisor who assists with course selection and general educational planning. Advisors also meet with their advisees periodically to monitor and assess academic progress, professional development, and the field practice experience. You will need to reach your Advisor directly to schedule an appointment.

Academic Policies

The chief consultative body responsible for formulating and recommending policies, standards, and procedures is the university’s Graduate Committee. This committee is composed of eight faculty members elected by the faculty, one graduate student member, and the graduate dean.

Standards of Scholarship

All graduate students will be held to the scholarship standards listed under Academic Regulations (page 72 in the university catalog). The following provisions also apply to master’s degree programs:

A student admitted to a master’s degree program in conditionally classified or classified graduate standing is required to maintain a minimum grade point average of B (3.0) on all work taken subsequent to admission to the program.

No course with a grade below C may apply to an approved program for the master’s degree. All courses (with the exception of field internship) on an approved MSW program must be taken for a letter grade.

Advancement to Candidacy:

After completing 9 units in the program, a student should petition to Advance to Candidacy. To be eligible for advancement to candidacy, a student must have:

1. Achieved classified standing (cleared any conditions of admission)
2. Earned at least a B average (overall, program, at California State University, Fresno) on all coursework completed after the date of embarking on the first course to be included in the master's degree program, and
3. Passed the graduate writing requirement.

You will list by name/number/semester/year all courses you have taken or plan to take to fulfill the requirements of the MSW. This is your contract. If you subsequently take different courses or take the courses in different semesters, you will need to file a "Program Adjustment." To be granted your degree, the plan approved on the "Advancement to Candidacy" and your transcript must match exactly. You must type/print out your Advancement to Candidacy for Social Work petition using the template at: <http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>
Grad Studies will reject a handwritten petition.

SWRK 298 Project/SWRK 299 Thesis:

To be eligible for enrollment in the thesis or project, a student must have been advanced to candidacy and maintained a minimum overall Fresno State and program grade point average of **B** (3.0). In the MSW program, you must also have successfully completed Social Work 292.

Graduation:

To be eligible for the granting of the master's degree, a student must have maintained a B (3.0) average over all courses taken, beginning with the first term listed on the Petition of Advancement to Candidacy. In addition, grades must be posted in all courses taken, including those that are not part of the student's approved program, beginning with the earliest semester or summer term listed on the Petition of Advancement to Candidacy. Students may not graduate with an "IC," "RD," or "RP" in any course on their records, beginning with the earliest semester/term listed on the advancement petition.

To be eligible to receive the master's degree with distinction, a student must have earned at least a 3.9 grade point average on all coursework taken from the first semester of the approved master's degree program. A minimum GPA of 3.9 must also be attained on the approved program to qualify. This honor appears on the graduate's diploma and is determined after the final semester grades are posted; this information is not available at graduation.

Graduate Writing Competence Policy

ALL graduate students must meet the graduate writing competence requirement. A writing exam, administered in Social Work 200, meets this requirement under the MSW graduate writing policy. (See appendix for a copy of the DSWE graduate writing competence policy.)

Transfer of Credit

Transfer credit may be used toward a California State University, Fresno master's degree only if the institution offering the work is accredited (A-rated) and would accept the work for a comparable master's degree program. The off-campus institution must also have listed the units as post-baccalaureate graduate units on the student's transcript. Credit at California State University, Fresno will be granted if it is judged by appropriate university authorities to be particularly relevant to the individual student's program. The student must present appropriate documentation, including official transcripts of work completed and photocopies from the catalog of the institution where the transfer work was taken that includes: the relevant course description(s), evidence that the course(s) may be used toward a graduate degree at that institution, the course numbering and grading systems, and information clarifying whether the institution used the semester or quarter system. A copy of a course syllabus is very helpful when one is available. Credit for courses used for another earned degree may not be transferred.

Courses taken through the Division of Extended Education (Extension and/or Open University) are not normally used to fulfill the requirements toward a master's degree. Students intending to take a course through the Extension Division must request special permission from their Graduate Program coordinator to use the course toward their program. If approved, a maximum of 18 transfer (including California State University, Fresno Extension and/or Open University) units may be used in a 60-unit program. Students may not enroll through Open University in order to bypass the university fee structure.

Courses used to fulfill G.E. curriculum (Capstone, Integration, or Multicultural/International), undergraduate writing "W" courses, lower-division courses, and 300-level courses may not be used in fulfillment of the program requirements of the master's degree.

Credit by Examination (CBE) may be used to fulfill prerequisites, but may not apply toward the master's degree program.

Graduate students may not elect to take a course for a CR grade to fulfill either prerequisite or major program requirements unless the course is only available for CR/NC grading as indicated by footnote 14 in the Schedule of Courses. A maximum of 12 units of CR-graded course work may be applied to a 60-unit program.

With approval of the graduate program coordinator, post baccalaureate/graduate credit allowed for work taken prior to the granting of the baccalaureate degree may be applied toward a master's degree. However, the amount of post baccalaureate credit used toward the master's degree may not exceed one-third of the student's entire approved program.

Course Repetition

A post baccalaureate student pursuing a graduate degree may repeat a course for academic credit regardless of what grade was originally earned in the course. However, such a student is not eligible to petition for grade substitution. All coursework taken, beginning with the first term of the student's master's degree program, is used in determining the student's grade point average and graduation eligibility.

Graduate Credit for Undergraduate Courses

Graduate students may get credit for undergraduate Social Work *electives* only. Check with the Social Work Graduate Coordinator for the current list of approved courses.

Graduate Credit for Work Experience

The Department does not award graduate credit for work experience or life experience.

Continuous Enrollment

University policy requires graduate students to be continuously enrolled at the university (1) while completing a grade of RP in either thesis or project, or a grade of RP or I in any other course; (2) while preparing to take a comprehensive examination; or (3) during the semester in which an application for the degree to be granted is filed. This policy does not apply to students who are either enrolled in a course for a letter grade (regular registration) or who have been officially granted a planned educational leave of absence. All students must maintain continuous enrollment during all fall and spring semesters, and during any summer term in which they apply to graduate. To maintain the required enrollment, students must enroll in Graduate Studies Continuation through regular university enrollment, SWRK 298C (Project) or SWRK 299C (Thesis). For further details, check the university catalog

Leaves of Absence

A student may request a leave of absence by submitting a letter of request to the Department. The request should outline the reason for requesting a leave and the student's plan for returning to the program and completion of his/her degree. The request needs to be approved by the Graduate Coordinator and the Department Chair. The leave may not exceed two semesters. Such a leave DOES NOT change the five year time limit for completion of the degree. Student must reapply for admission to the university after a break in enrollment. Please check with Graduate Admissions for details.

A student who fails to maintain continuous enrollment in the MSW program and who has not filed a written request for a leave from the program and plan for completion is automatically (administratively) dismissed from the program for discontinuous enrollment. He/she must apply for reinstatement to the program; see readmission, below.

University: A planned educational leave for graduate students must be recommended by the Dean, Division of Graduate Studies. Information is available at the Division of Graduate Studies Office, Frank W. Thomas Building, 132

Time Limit/Extension of Time

Exclusive of prerequisite coursework, a period of five years is allowed for the completion of all requirements for the Master's degree. This time limit is indicated for each student on the approved advancement to candidacy petition. A student whose program has been interrupted by military service should consult the dean of the Division of Graduate Studies about provisions for military extensions. Outdated coursework will not be approved for inclusion on the Petition of Advancement to Candidacy at the time formal approval of the petition is granted. Those courses completed more than five years before the date for completion of all requirements for the master's degree cannot be used to meet total unit requirements except through validation as follows:

Out-of-date coursework may be validated only if such work was taken at California State University, Fresno, and has been approved previously on this Petition of Advancement to Candidacy. A maximum of one-third of required degree units may be thus validated, by such means as are recommended by the department and approved by the graduate dean. Coursework from other institutions are not eligible for validation.

Withdrawal from Courses

Through the fourth week of instruction, a student may drop courses without a serious and compelling reason. After the fourth week of instruction, a student may drop a course only for a serious and compelling reason that makes it impossible for the student to complete course requirements. A serious and compelling reason is defined as a medical, emotional, or other condition acceptable to and verified by the dean of the college/school in which the course is offered. During the final three weeks of instruction, dropping an individual course is not permitted unless special approval is given by the registrar in cases such as accident or illness where the cause of the drop is due to circumstances beyond the student's control. If the student has completed a significant portion (2/3) of the required coursework, incomplete grades are often assigned.

Withdrawal from the University

A student may totally (completely) withdraw from all courses up to the last three weeks of instruction. Complete withdrawal is only permitted during the last three weeks of instruction in cases such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control. If a student withdraws through the first four weeks of instruction, only the date of withdrawal is posted on the permanent record. If the student withdraws after the first four weeks, a "W" is posted for each class as well as the official date of withdrawal. For purposes of subsequent registration and catalog determination, students are considered as having been enrolled for that semester. Consult the current Schedule of Courses for specific withdrawal instructions, procedures and deadlines. When a student withdraws from the university, he/she must also withdraw from the program (see next item).

Withdrawal from the Program

A student may formally withdraw from the program by submitting a memo to this effect to the graduate coordinator; he/she must also withdraw from the university. A student is administratively withdrawn from the program if he/she is dismissed for discontinuous enrollment. In order to return to the program, he/she must file a new application for readmission with the program and the university (see next item).

Readmission

A student who has withdrawn from the Master of Social Work Program or who has been dismissed for discontinuous enrollment must file a new application for admission to the program and the university. Under this new application review, readmission is not guaranteed. Contact the chair of admissions for the MSW program for details.

Academic Grievances

The student must first make a good faith effort to resolve the matter informally by talking directly with the individual concerned (e.g., the course instructor, teaching assistant, field supervisor, liaison); the matter should then be discussed with the academic advisor and then may be brought to the department chair, and the college/school dean. (The student must make a written request presenting the details of the issue and provide any supporting documentation.) If resolution is not reached through the departmental procedures, students should contact the Office of the Vice President for Student Affairs and Dean of Students. Grievances must be filed no later than the semester following the incident(s) in question. See also university policies/student affairs, 278-2541.

Performance That May Result in a Student Review

Student reviews can occur under any of the following circumstances:

- Failure to meet or maintain academic requirements
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair advantage to the student. (Faculty must adhere to university guidelines on reporting such incidents. For complete University policy and procedures, see the California State University, Fresno General Catalog, Policies and Regulations).
- Behavior judged to be in violation of the current NASW Code of Ethics
- Behavior judged to be in violation of the university Policies and Regulations (see university catalog)
- Any threat or attempt to harm oneself or someone else
- Commission of a criminal act that is contrary to professional practice

Policies and Procedures for Review

Information disclosed during student meetings with faculty, program coordinators, or school administrators will be shared with other appropriate personnel if the information raises concerns about professional performance. Faculty and program administrators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow university procedures related to student performance issues.

Access to Student Records

Statute and regulations govern access to student records maintained by the campus and the release of such records. The law provides that the campus must give students access to records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor (see academic grievance, above, for details). The law generally requires the institution to receive a student's written consent before releasing personal identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the Office of the Vice President for Student Affairs and Dean of Students. The vice president for Student Affairs and dean of students is the custodian of all student records maintained by the university. Students may inspect the contents of their academic records in the Department by making an appointment with the Graduate Coordinator.

Plagiarism and Academic Cheating

Plagiarism is the unacknowledged use of another person's labor, ideas, words, or assistance. Normally, all work done for courses—papers, examinations, homework assignments, oral presentations is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources—journals, books, or other media—these resources must be cited in a manner appropriate to the course. It is the instructor's responsibility to indicate the appropriate manner of citation. Everything used from other sources, including suggestions for organization of ideas, ideas themselves, or actual language, must be cited. Failure to cite borrowed material constitutes plagiarism. Academic cheating is generally, the thwarting or breaking of the general rules of academic work or the specific rules of individual courses. It includes falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize or cheat from one's own or another's work; or actually doing the work of another person. (See *General Catalog*, Policies and Regulations, Code of Academic Integrity/Honor Code)

Certificate in Cross Cultural Competency

A certificate of special study is awarded to those students who successfully complete a selective course of study of 12 units, two core courses (SWRK 136 AND 137) and two related interdisciplinary electives (See handout in department office). The certificate is designed to prepare students for professional practice in culturally diverse settings in the fields of business, education, health care, and human service. All coursework must be taken for a letter grade and completed with a grade of "C" or better in each of the six required units and six units of electives.

Certificate in Alcohol/Drug Studies

A certificate of special study is awarded to those students who successfully complete a minimum of 12 units of interdisciplinary academic coursework in the area of alcohol and drug abuse. Students seeking the certificate:

1. must have completed two years of college or two years of experience related to the field of alcohol/drug abuse, and
2. must be regularly enrolled in the university. All coursework must be taken for a letter grade and completed with a grade of C or better in each of the 9 required units and the 3 units of electives.

For further information you may contact the **Department of Public Health at 559-278-4041**.

Pupil Personnel (PPS) Credential Program

The PPS credential program prepares social workers to "perform services to children, parents, school personnel and community agencies to promote a school environment responsive to the needs of children and to plan educational programs which will prepare children to function in a culturally diversified society" (CA Ed Code 44046). The program is designed to maximize the integration of theory and classroom knowledge with field instructed practice in the schools.

This curriculum model ensures that students experience the breadth and depth necessary to be prepared for social work practice in the public schools.

The Department of Social Work Education, in conjunction with the Kremen School of Education and Human Development, recommends candidates for a PPS credential who have met all of the requirements of the M.S.W. and PPS credential programs. This credential authorizes the holder to provide school social work and child welfare and attendance services as an employee of a K-12 public school in the state of California.

Title IV-E Child Welfare Stipend Program

The CalSWEC Title IV-E Child Welfare Program provides a two-year stipend of \$18,500 per year to full-time MSW students who are preparing for professional social work careers in public child welfare. Students incur a “two year” pay back commitment

Field Work Placement

Placements are made by the Field Coordinator and Assistant Field Coordinator after consideration of student preferences, educational needs, and agency capacity.

All related field agency placement information, forms and policies can be accessed by following the link to our department website: <http://www.fresnostate.edu/chhs/social-work/policies-forms/fieldmaterials.html>

Financial Aid

You may access the Graduate Studies Financial Aid website:

<http://www.fresnostate.edu/academics/gradstudies/financial/typesoffinancialaid.html> for the most up to date information on scholarships, fellowships, grants, and awards.

Graduation Application Procedures

Before filing a “Master’s Degree Graduation Application,” a student must have achieved classified standing and have:

1. a previously approved “Petition of Advancement to Candidacy” on file in the Division of Graduate Studies
2. a minimum grade point average of 3.0 on all work being applied to their MSW program
3. completed or be in process of completing all courses as listed on your final plan on the petition of “Advancement to Candidacy.” If you have deviated from this plan you must file a “Program Adjustment” petition.
4. no outstanding incompletes (I) in coursework or missing grades (e.g., RP, RD)
5. no outstanding fees/charges

The form is filed during the first two weeks of the semester in which the student plans to graduate (consult the *Schedule of Courses* for exact deadlines). The form is available in the Graduate Studies Office, Frank W. Thomas Building, 132, and online. You will need the graduate coordinator’s signature. You should bring a copy of your transcript and your advancement petition for review when you see the graduate coordinator for a signature. An application fee of \$35.00 is required at the time of submitting the form at the Cashier’s window in the Joyal Administration building. If requirements are not completed by the end of the term, the student must reapply for graduation and pay another application fee.

Master's Degree Clearance

This form is submitted to the department office once all courses and requirements are completed. It is signed by your project/thesis chair (who assigns you your grade for the project/thesis), your advisor, the graduate program coordinator, and the department chair. The form is available in the department office and the deadline for submission is posted on the announcement board outside the department office. You should attach a copy of your transcript and your advancement petition for review when you see your advisor and the graduate coordinator for signatures.

University Facilities

Henry Madden Library

Located south/west of the University Student Union. The Library is a center for study, learning, and scholarship at Fresno State. Its collections and services are central to undergraduate and graduate instructional programs and to research of all kinds. More detailed information is available from the website:

University Computer Labs

Check the website: <https://help.fresnostate.edu/students/computerlabs/index.php> for the current lab schedules.

Social Work Education Computer Lab (Room PHS 105)

Standards of Conduct

Standards of Student Conduct

The department of Social Work Education maintains an obligation to hold students accountable not only for the mastery of academic content but also for the development of professional behaviors generally expected of those within the social work profession. These behaviors are consistent with high standards of honesty and integrity and are reflected in the National Association of Social Workers (NASW) Code of Ethics and in the University Policy and Regulations to which all students are subject. They are evident in responsible social interaction with faculty and peers on campus and in professional interaction with clients and staff in the field work setting. Professional interactions are based upon respect for the rights and needs of clients, and regard for the ethical standards of the social work profession.

Students should familiarize themselves with the University Policy and Regulations (2011-2012 university catalog, pages 520-524) and particularly with the behaviors that constitute violations of the policies.

Students should also become familiar with the Code of Ethics of the National Association of Social Workers (website: www.socialworkers.org) which is considered by the department to embody the ethical standards of the social work profession.

The department is responsible to its students, to the social work profession, to the social work clientele, and to society to promote these standards and to take action when students depart from them.

Standards of Faculty Conduct

The university is committed to providing a learning and teaching environment free from discriminatory, inappropriate, or disrespectful conduct and communication. Accordingly, university policies require fair and equal treatment of all students regardless of gender, age, ethnic background, religious preference, or sexual orientation.

Sexual harassment of students also threatens this environment and is expressly prohibited of all persons engaged in teaching at the university, including full-time and part-time faculty as well as teaching assistants. With reference to behavior between an instructor and students of that instructor, no instructor may make a sexually suggestive or intimidating remark, ask a student for a date or sexual favor, or in other ways make a sexual advance to the student. In situations where faculty members are not directly responsible for a student but in a position to influence that student's academic career, an instructor must desist from expressions of sexual or romantic interest if there is any indication that such interest is unwelcome by the student. No instructor may indicate, either explicitly or implicitly, that an academic reward or punishment could result from a student's reaction to an instructor's sexual or romantic advances.

Students who believe they have been the victim of sexual harassment should bring this to the attention of the Associate Dean. Complaints of this nature are treated in strict confidence. Threats or other forms of intimidation or retaliation against students initiating a complaint of sexual harassment in good faith are also strictly prohibited within the university and may, themselves, be cause for disciplinary action.

Student Organizations

Social Work Student Association

The Social Work Student Association (SWSA) is an organization composed of undergraduate and graduate social work students. The organization has been recognized by Associated Students Inc. (ASI) since 1981. The purpose of the organization is to provide the social work student with a forum to facilitate interaction with the administration and faculty of the Department of Social Work Education, with the community outside the university, and with each other to instill the desire for self-improvement, scholastic excellence, betterment of the profession of social work, and social action in the community.

African American Student Social Work Association

The African American Social Work Student Association (AASSWA) is a student group composed of graduate and undergraduate social work students. The members of the organization have committed themselves collectively to the interest of improving social conditions and developing an awareness of the African American individual lifestyle, the African American family, and the African American community. The student group also provides academic and other supportive services to its fellow students enrolled in the department.

Trabajadores de la Raza

Trabajadores de la Raza (T.R.) is an organization composed of undergraduate and graduate social work students. Founded in 1969, T.R.'s two-fold purpose is to encourage and promote involvement of Hispanic social work students in academic, community, and social work issues, and to serve as a support system for the Hispanic students enrolled in the social work program at Fresno State.

First Nations Student Organization

First Nations Student Organization at Fresno State works to bring awareness of indigenous culture by building upon the camaraderie of the indigenous communities of the Americas.

We actively seek to raise the social consciousness by creating an environment that is aware and understanding of First Nations. First Nations includes those directly connected to a sovereign nation prior to colonization; and in addition, those who support First Nations through participating in cultural, political, and social events.

Asian Social Work Student Organization

The Asian Social Work Student Organization (ASWSO) is a group comprised of undergraduate and graduate students enrolled in the social work program at Fresno State. Founded in 1989, the group's purpose is to promote the involvement of its members in academic and community-related social work issues. Additionally, the group serves as a positive educational and social support system for group members.

Gerontology Student Association

This student-led organization provides students with the opportunity to meet once a month and discuss various aspects of gerontology. Students are encouraged to be involved in professional organizations such as the California Council on Gerontology and Geriatrics, the American Society on Aging, and with members of the aging network in the Fresno area. Students with a minor in gerontology are encouraged to join this association. Please see [Dr. Helen Miltiades](#) for more information if you are interested in joining.

Students involved in this organization are given leadership opportunities and work to improve the lives of older adults in the community. They organize a yearly symposium on aging issues that includes community agencies and community dwelling older adults.

Note: All students, regardless of race/ethnicity, are welcome to join any of the above mentioned student groups.

Student Services

Services for Students with Disabilities

The office of Services for Students with Disabilities is located in the Madden Library, Room 1201, (278-2811). The office provides specialized resources that help students with physical, psychological, and learning disabilities to achieve maximum independence while pursuing educational goals. Students who have temporary or permanent disabilities affecting academic functioning may be eligible for a variety of support services. The website for Service for Students with Disabilities can be found on the link provided: <http://www.fresnostate.edu/studentaffairs/ssd/>

Employment & Career Services

The university offers a variety of career counseling and job referral services to all students and alumni. The Career Services office is located in the Thomas Administration Building, Room 103. The office helps you to develop and implement your career plan. Services include career counseling, part-time employment, cooperative education, job search workshops, full-time job interviews (held on campus), and career information. This service is free to enrolled students and is available to alumni for a nominal fee. To receive assistance, telephone (559) 278-2381 for an appointment or see a counselor for consultation on a walk-in basis. The website for Employment & Career Services can be found on the link provided: <http://www.fresnostate.edu/studentaffairs/careers/>

Health and Medical Care

The University Health and Psychological Services provides outpatient clinical medical care and, separately, psychological counseling services to university students in accordance with policies set by the board of trustees of The California State University.

The university underwrites a portion of the costs of operating the center. Students, on a cost-sharing basis, contribute to the operation of the center by paying at the time of registration each semester a mandatory health fee, which may be used only to support the student health program.

Thereafter, the student pays nothing further for most services provided within the Health Center. The Health Center has prepared a brochure that gives more details regarding services available and charges, if any, for such services. The brochure is available at the center or at various locations on campus. The website for the University Health and Psychological Services can be found on the link provided: <http://www.fresnostate.edu/studentaffairs/health/>

Health Insurance

You may purchase an insurance protection plan for emergency illness and accidental injury during hours that the Health Center is closed. Sponsored by the Associated Students, this program provides coverage for hospital benefits, medical, surgical, and related services for any illness or accident. For more information, contact the Health and Psychological Services at (559) 278-2734.

Housing

Students have the choice to live at University Courtyard, Fresno State's on-campus living. Residents have the opportunity to become part of a community of students who share experiences and support each other in achieving academic success. For more information, call the Housing office at (800) 555-0482 or 278-2345. The website for the university housing can be found on the link provided <http://www.fresnostate.edu/catoffice/current/housing.html>

International Student Services and Programs

The office is located in the Joyal Administration building, room 211. The international admission staff members process your application for admission and evaluate your courses for transfer credit. The program sends international students information regarding arrival in the United States, visa and immigration, housing in the Fresno area, and registration after students are admitted. After arrival, the staff guides students through several mandatory pre-registration workshops, post-admission English testing, and registration. International students may need to enroll in English as a Second Language course during their first semester or a course in American culture and society. The website for the University Health and Psychological Services can be found on the link provided <http://www.fresnostate.edu/studentaffairs/issp/> or call 278-2782 for further information.

Writing Assistance

Graduate Writing Studio
Madden Library, Room 2119
Monday –Thursday 9:00am – 7:00pm
Friday 9:00am-4:00pm
(For appointment call or email)
Phone: 559-278-2450

Studio Email: fresnostategws@gmail.com

Website: <http://www.fresnostate.edu/academics/gradstudies/thesis/graduatewritingstudio.html>

Alumni Association

The Fresno State Alumni Association was incorporated in 1940 to promote higher education; encourage communication among alumni, friends, and former students; and support bilateral exchange and participation between community and university. More than 180,000 Fresno State graduates have migrated to every state in the nation. Additional graduates have settled abroad. The university maintains database records of more than 200,000 alumni and friends of the university. Annual members number approximately 3,500 and life members number approximately 1,600. The Alumni Association is governed by a 30-member board of volunteers who represent all schools and colleges of the university as well as students, staff, and faculty. The university president, the vice president for University Advancement, and Associated Students Incorporated (ASI) President each have a position on the Board of Directors.

APPENDICES I
MSW Graduate Advising Forms

Full-Time (2-Year Pattern)

NAME: _____ **ID#** _____

Semester One (15 units): Fall _____

- ___ SWRK 200 (3)
- ___ SWRK 212 (3)
- ___ SWRK 220 *** (4)
- ___ SWRK 260 (3)
- ___ SWRK 280 (T, Th)* (2)

Semester Two (15 units): Spring _____

- ___ SWRK 203 (3)
- ___ SWRK 213 (3)
- ___ SWRK 221 *** (4)
- ___ SWRK 261 (3)
- ___ SWRK 281 (T, Th)* (2)

Semester Three (16 units): Fall _____

- ___ SWRK 224 *** (3)
- ___ SWRK 225 *** (3)
- ___ SWRK 246 *** (2)
- ___ SWRK 292 (2)
- ___ SWRK (3) Elective
- ___ SWRK 282 (MWF) ** (3)

Semester Four (14 units): Spring _____

- ___ SWRK 227 *** (3)
- ___ SWRK 247 *** (3)
- ___ SWRK 283 (MWF) ** (3)
- ___ SWRK 298/SWRK 299 (2)
- ___ SWRK Elective (3)

* = 16 hours per week in field agency placement
 ** = 20 hours per week in field agency placement
 *** = Courses need to be taken concurrently with field internship.

Comments:

Part-Time (3-Year Pattern)

(Timing of electives may vary)

NAME: _____ ID# _____

Semester One (9 units): Fall _____

- _____ SWRK 200 (3)
- _____ SWRK 212 (3)
- _____ SWRK 260(3)

Semester Three (9 units): Fall _____

- _____ SWRK 220*** (4)
- _____ SWRK (3) Elective _____
- _____ SWRK 280 (T, Th)*(2)

Semester Five (13 units): Fall _____

- _____ SWRK 224 *** (3)
- _____ SWRK 225 *** (3)
- _____ SWRK 246 *** (2)
- _____ SWRK 292 (2)
- _____ SWRK 282(MWF) ** (3)

Semester Two (9 units): Spring _____

- _____ SWRK 203 (3)
- _____ SWRK 213 (3)
- _____ SWRK 261 (3)

Semester Four (9 units): Spring _____

- _____ SWRK***221 (4)
- _____ SWRK (3) Elective _____
- _____ SWRK 281 (T, Th)*(2)

Semester Six (11 units): Spring _____

- _____ SWRK 227 *** (3)
- _____ SWRK 247*** (3)
- _____ SWRK 298/299 (2)
- _____ SWRK 283(MWF) ** (3)

* = 16 hours per week in field agency placement
**=20 hours per week in field agency placement
***=Courses need to be taken concurrently with field internship.

Comments:

GRADUATE ADVISING FORM

Part-Time (4-Year Pattern)

(Timing of electives may vary)

NAME: _____ ID# _____

Semester One (6 units): Fall _____

____ SWRK 200 (3)

____ SWRK 212 (3)

Semester Two (6 units): Spring _____

____ SWRK 203 (3)

____ SWRK 213 (3)

Semester Three (9 units): Fall _____

____ SWRK 220*** (4)

____ SWRK 260 (3)

____ SWRK 280(T, Th) *(2)

Semester Four (9 units): Spring _____

____ SWRK 221*** (4)

____ SWRK 261 (3)

____ SWRK 281 (T, TH)* (2)

Semester Five (11 units): Fall _____

____ SWRK 246 *** (2)

____ SWRK 224 **** (3)

____ SWRK 225 *** (3)

____ SWRK 282 (MWF) ** (3)

Semester Six (9 units): Spring _____

____ SWRK 247*** (3)

____ SWRK 227*** (3)

____ SWRK 283 (MWF) ** (3)

Semester Seven (5 units): Fall _____

____ SWRK 292 (2)

____ SWRK Elective (3) _____

Semester Eight (5 units): Spring _____

____ SWRK 298/299 (2)

____ SWRK Elective (3) _____

* = 16 hours per week in field agency placement
**=20 hours per week in field agency placement
***=Courses need to be taken concurrently with field internship.

Comments:

Graduate Writing Competency Policy
California State University, Fresno
Department of Social Work Education

Introduction

The university has a Graduate Writing Requirement that states “All graduate degree students must demonstrate their competence in written English prior to advancement to candidacy” (2011-2012 California State University, Fresno, General Catalog, p. 508). The policy and procedures for the administration and evaluation of graduate writing competency at the graduate level outlined below are designed particularly for the M.S.W. degree program. They address the requirement that the advanced social work practitioner demonstrate competence in reading, writing, and analytical/critical thinking.

Exam Procedure

The week prior to the beginning of the academic year, newly admitted MSW students participate in a mandatory student orientation. At this meeting, students will be given the writing exam policy and procedures and will be given one article from a contemporary refereed journal to review. The articles will be chosen for their relevancy regarding current social work practice issues in social welfare policy, human behavior and the social environment, research, micro practice, and/or macro social work practice. Students will be informed that they will be required to write a two to five page essay based on the content of the article that they were assigned to read. The essays will be collected and forwarded to a committee (Writing Competence Committee) made up of social work faculty established to evaluate the work. The essays will be evaluated on a pass/fail basis according to a rubric. After evaluation, the results will be returned to the students who did not pass with feedback and recommendations. Students not receiving a passing score will be referred to tutorial services, the writing center, and/or independent study with a faculty advisor. Students not receiving a passing score will be given one more opportunity to pass the written exam. Students must pass the exam to be able to petition for Advancement to Candidacy. Students failing to pass the second written exam will be prohibited from continuing in the program.

Grievance Procedure

Upon failing the exam, students may appeal the findings of the Writing Competence Committee. They must request in writing to the Chair of the Committee their desire to appeal the evaluation of the exam. They must state the specific reason(s) for their appeal. The Writing Competence Committee will have the option of meeting or not meeting with a student. The Committee will within four weeks of receiving the request for appeal render a decision. If the final department decision is to deny the student’s grievance, the student may follow the university appeal procedure at this time. The university procedure is outlined in the California State University, Fresno General Catalog, p. 41.

The Writing Competence Committee

Each member of the Writing Competence Committee will be appointed by the chair of the Department of Social Work Education. The Competency Committee will be responsible for selecting the refereed journal article(s) for the essay, to be selected before the end of the current academic year for use in the Fall term. The committee will be responsible for evaluating the exam and the subsequent exam after student failure of the initial exam. The administration of the initial essay and the follow-up exam will be the responsibility of the delegated instructors of Social Work 200. The chair of the Department of Social Work Education will orient all adjunct faculty teaching Social Work 200 to this policy.

Guidelines for Enhancing Graduate Student Performance

California State University, Fresno

Department of Social Work Education

Welcome to Graduate Social Work Education at California State University, Fresno. As entering students, you no doubt have questions and perhaps some preconceptions about what to expect from your graduate education. Graduate Social Work Education has a long, honored tradition in the United States and in California. There are nearly on hundred accredited MSW programs in the United States, and seventeen in California, all of which are operating under very specific principles and guidelines of the national Council on Social Work Education (CSWE).

The MSW program to which you have been admitted shares the adherence to CSWE principles and guidelines, and also emphasizes characteristics unique to the San Joaquin Valley and the expertise of the Department faculty. The three central and distinguishing dimensions of our graduate program are emphases on cross-cultural diversity, social justice, and an empowerment perspective.

A more in-depth discussion of these Mission Goals may be found in the course outlines in each of the five major curricular areas: social work practice, social policy, social work research, human behavior and the social environment, and field practicum. The graduate program's unified "Advanced Multi-Systems Social Work Practice" concentration embodies coursework and practicum emphases on traditional "methods" of social work practice, including work with individuals, couples and families, groups, and communities, while embracing an approach to professional education relevant to current practice realities.

The most important goal which needs at all time to be in the forefront of your thinking and which permeates the curriculum and field components, is that you are being prepared for the autonomous practice of advanced social work.

This statement informs every decision made by the Department, and is the basis for preparing this brief overview of guidelines for student performance. The achievement of this paramount goal requires the serious consideration by each student and the fullest commitment of your time, energy, and intellectual capacity to the tasks which lie before you. Make no mistake, this course of study is very, very demanding, and will undoubtedly stretch most of you to some heretofore unknown limits. Your commitment to this program must simultaneously embrace these characteristics of student performance: scholarship, integrity, personal responsibility and self-directed learning. Let's take a moment to define each of these elements.

Scholarship

Students must be committed to completion of a vast amount of reading as part of every course, and to the careful preparation of all written work required for each course and the master's project/thesis. The minimum standard of class preparation is 2 hours of reading/preparation for every 1 hour of classroom work. Indeed, most graduate course content will require time spent beyond this minimum expectation. Students must be thoroughly familiar with the resources of the library, and have full access to the

internet for the purposes of course preparation and advanced graduate study. There must be a commitment to perform “quality” work: to promote critical thinking, to seek content appropriate to graduate education, to organize verbal and written communication in a logical, coherent fashion, and to present all products in a professionally acceptable format which is free of spelling, grammar, and structural deficiencies. The American Psychological Association’s (APA) standard guidelines for reference citations have been broadly adopted within the Department of Social Work Education. The “Handbook” is a recommended purchase for all incoming MSW students.

Faculties are here to perform a reciprocal function to promote scholarship befitting graduate education: we will be available for academic advisement; we will provide multiple opportunities and modalities for instruction; we will provide continuous feedback regarding student performance; and we will endeavor to maintain currency in our respective disciplines to enhance student performance and knowledge of the profession.

Integrity

The profession is guided by a Code of Ethics, located in the field practicum manual. This code contains prescriptive and proscriptive value statements which underscore the commitment of all social workers to personal and professional standards of conduct, including our work with clients, agencies, the larger society, and colleagues. Explicit among these standards is the commitment requiring honesty and fairness in all transactions with instructors and students, as well as other members of the academic community. As a community of scholars, it is incumbent on each of us to respect the views of others, while preserving the right to disagree, even vehemently, when cherished social work values conflict with competing perspectives. It is equally essential that the written and creative products undertaken during our course of study accurately reflect and attribute authorship/ copyright/ownership. From the most elementary written narrative to formal research papers, students must conscientiously utilize all appropriate forms of attribution/citation when drawing from another’s work. This applies to direct quotations, paraphrases, and the representation of ideas which are not one’s own. Copying another’s work whether published author or student peer, is unacceptable, constituting plagiarism (a form of fraud). Students also need to become familiar with the emerging doctrine applying to “Fair Use” of electronic communications (internet) and rules applying to the duplication of copyrighted material. (See *General Catalog*, Policies and Regulations)

Personal Responsibility/Self-Directed Learning

An equally important component of integrity is personal responsibility. When this value is applied to our context, it is essential that students fully understand the ramifications of their choice to enroll in the MSW program. It is a choice requiring, in most instances, the fundamental reordering of personal priorities for the duration of the program. Time management, which also involves choice and the acceptance of self-responsibility, becomes an essential dimension of success as a graduate student and ultimately as a professional social worker. The Department recognizes, for its part, the difficulties faced by students who must balance family and paid employment obligations with the enormous demands of graduate study. Each of you will make great sacrifices in pursuit of the MSW degree; we support your choice to be here and we seek to be sensitive to the struggles you may encounter.

Self-responsibility also includes the recognition that you are in charge of being present in mind and body to learn what it takes to be an effective, competent social worker. Anything less diminishes your command of knowledge and short changes our clients. A major expectation is that you recognize the primacy of your learning by your full attendance and participation in the teaching-learning transaction. Accordingly, all students are expected to attend every scheduled class session and field placement obligation from beginning to end. Unexcused absence or tardiness from classes or field placement may result in sanctions just as they would in any employment situation. Similarly, all written work and reading assignments should be completed by the due dates. This is part of the student's contract with the university and instructors.

Instructional faculty and field instructors bear equal responsibility for the clear delineation of assignments, for providing timely and explicit feedback and opportunities for improvement of performance, and for promoting a learning environment which deepens your knowledge, skill and appreciation for social work values.

Adequate class and field preparation, along with consistently high levels of participation in one's own learning is a central element of the master's program. Student initiative and peer group learning are essential elements of graduate education. Faculty is a resource which should be utilized to promote the fullest development and expression of student learning. Synthesis of theory and practice most easily occurs in the context of a fully engaged, participatory environment which stresses cooperation and collaboration with peers and faculty.

The ideal classroom environment respects and nurtures natural curiosity and the process of discovery. This requires mutual support as well as critical analysis of ideas and ideologies. It is not so often specific answers which are sought as it is the continuous process of critical thinking. Students and faculty must come to each class prepared to participate fully and freely.

The Department seeks your active engagement in a discussion of this document and equally commits itself to ongoing dialogue and support during your period of study. With great respect and great enthusiasm, we welcome you all in this adventure of graduate social work.

Disability Note: In accordance with the Americans with Disabilities Act (1990), the following is announced: If you have, or if you suspect you have, a condition or characteristic which may impact your performance in class, you are invited to consult the instructor within the first week of the semester to explore special approaches for enhancing your success. In order for special accommodations to be made, it is also necessary that you contact the Disabled Student Services Office for verification of eligibility.

APPENDICES II

Social Welfare Policy and Services

SWRK 200 Social Welfare Policy I

- Philosophical/historical foundations of social work profession
- Federally sponsored social policies/programs
- Relationship between social problems and programmatic responses
- Exam meeting University Graduate Writing Requirement administered in this course

SWRK 203 Social Welfare Policy II

- Analysis of social welfare policies
- Linkage of social, economic, cultural, political, legislative administration and legal domains
- Review of policy analysis frameworks
Human Behavior and the Social Environment

Human Behavior and the Social Environment

SWRK 212 Human Behavior in the Social Environment

- Bio-psychosocial System's perspective
- Transactional view of behavior (Person x Environment)
- Adaptive, coping view of human development over the life span
- Theories of small groups, organizational, and community behavior
- System's perspective

SWRK 213 Cultural Diversity and Oppression

- Theoretical base for practice with diverse populations
- Understanding the "Isms" (racism, sexism, ableism, etc.)
- Social power as a dimension of social identity

Social Work Research

SWRK 260 Quantitative Social Work Research

- Logic of empirical inquiry
- Quantitative methods (research designs) of empirical inquiry
- Understanding and utilizing the research literature

SWRK 261 Qualitative Social Work Research

- Logic of empirical inquiry
- Qualitative methods (research designs) of empirical inquiry
- Understanding and utilizing the research literature

SWRK 292 Thesis/Project Seminar

- Critical analysis of empirical reports/literature
- Identification and development of a study question
- Development of a written research plan (study design) for the thesis/project

Social Work Practice

SWRK 220 Foundations of Social Work Practice I

- Generalist Practice – Problem Solving Model
- Assessment
- Interviewing
- Crisis Intervention
- Practice with individuals, families, groups, organizations

SWRK 221 Foundations of Social Work Practice II

- Generalist Practice – Problem Solving Model
- Assessment
- Interviewing
- Crisis Intervention
- Practice with individuals, families, groups, organizations

SWRK 224 Advanced Social Work Practice with Individuals

- Theories and principles of clinical social work practice (micro)
- Diagnostic Statistical Manual IV – understanding and working with Mental Disorders
- Enhancement of assessment, intervention, evaluation of practice

SWRK 225 Advanced Social Work Practice with Task and Treatment

- Theory and Practice with treatment groups

SWRK 227 Advanced Clinical Social Work Practice with Couples and Families

- Family systems theory
- Sociocultural constructions of Family
- Family dynamics (beliefs, rules, secrets)
- Assessment (Genograms, ecomaps, intergenerational dynamics)
- Intervention
- Couples work

SWRK 246 Social Work Practice with Formal Organizations

- Theory and Practice of administration of formal human services organizations

SWRK 247 Social Work Practice with Communities

- Theory and practice of social work intervention with communities

Culminating Experience

SWRK 298 (Project) / SW 299 (Thesis)

- Implement study design development in SW 292
- Procedure written report of the study and its results

Field Practicum

Full Time Students

Year 1: SWRK 280, 281

Year 2: SWRK 282, 283

3 Year Part-Time Option

Year 1: (Classroom only) Year 2:

SWRK 280, 281

Year 3: SWRK 282, 283

4 Year Part-Time Option

Year 1: (Classroom only) Year 2:

SWRK 280, 281

Year 3: SWRK 282, 283

Year 4: (Classroom only)

Please note that part-time students enrolled in more than 6 units pay full-time fees. See the current schedule of courses for more specific information.

Fall 2016 Program Deadlines

You are responsible for knowing about and meeting all deadlines. They are posted in the various documents you receive/can access (see DSWE Graduate Student Handbook [posted on www.csufresno.edu/socialwork] and the Graduate Studies section at the end of the University Catalog. Here are some of the “essential” deadlines that affect whether you graduate on time. In most instances the student needs to petition the university (**not the department**) for any exceptions.

First Year Program

Item	Deadline date	Comment
<ul style="list-style-type: none"> • Proof of receiving BA/BS degree if a spring/summer 15 grad • GRE scores • Transcripts from all post-secondary schools attended 	<p>First day of classes Tuesday August 25, 2015</p>	<p>You may not enroll in or continue in courses without a valid BA/BS degree, GRE scores, and transcripts on file.</p>
<ul style="list-style-type: none"> • Advancement to Candidacy (Last chance) 	<p>The Last Day to File an “Advancement to Candidacy” Form for SPRING 2016 Graduation is September 21, 2015.</p>	<p>DELAY AND YOU WON’T BE ABLE TO GRADUATE IN NEXT SEMESTER</p>
<ul style="list-style-type: none"> • You were admitted with conditions: • You have pre-requisites to finish (e.g., human life span development, data analysis, diversity) 	<p>Submit forms to DSWE no later than December 18, 2015</p> <p>Forms are due in the Graduate Office no later than December 18th</p> <p>(conditions must be cleared by the time you complete 20 units in program)</p>	<p>Proof of completion of pre-req’s based on plan developed with your advisor; you need classified standing before you can advance to candidacy.</p> <p><u>If you delay, units earned after the first 20 may not count toward graduation.</u></p>

Second Year – Full-Time & Final Year for Part-Time Program

FALL SEMESTER (usually)		
<ul style="list-style-type: none"> ● Sign up for chair & committee for 298/299 – your chair will be your 292 instructor ● If you are doing a thesis, get your committee approved and filed with Division of Graduate Studies 	<p>End of fall semester (December 23, 2015) while taking SWRK 292</p> <p>Forms are online at our DSWE website</p>	<p>Number to register for 298/299 in spring semester issued in 292.</p>
<ul style="list-style-type: none"> ● Program Adjustment to Advancement to Candidacy petition ● Signed by advisor, graduate program coordinator, & dept. chair 	<p>Fall semester or the semester prior to graduation</p>	<p>If needed, make final adjustments to the list of courses on your advancement to candidacy petition prior to filing your petition to graduate.</p>
SPRING SEMESTER (usually)		
Item	Deadline date	Comment
<ul style="list-style-type: none"> ● Advancement to Candidacy – List all course you have taken and plan to take to count toward your MSW; you must name specific electives on the template/form ● Signed by advisor, graduate program coordinator & dept. chair <p>YOU MUST USE THE FORM ON THE DGS WEBSITE; IT MUST BE TYPED. http://www.fresnostate.edu/academics/grad_studies/for_ms/forms.html</p>	<p>First week of spring semester (beginning on January 14, 2015 or after completion of 9 units)</p>	<p>*Achieve Classified Standing (complete all conditions of admission) *Apply at completion of 9 units with GPA of 3.0. * Pass graduate writing requirement (exam)</p> <p>Revise your petition/file a program adjustment if your course plans (e.g., electives offered) change. (You can keep track of changes and file a single final adjustment in the semester before you file to graduate).</p> <p>You will receive a copy of your advancement petition approved by the Dean of Grad Studies. Keep this copy and any approved adjustments for review with your advisor during your program.</p>
<ul style="list-style-type: none"> ● Petition to Graduate (semester in which you will graduate) ● Take petition and copies of your approved advancement petition + adjustments and your unofficial transcript to meeting with your advisor. ● To be able to petition to graduate, the transcript needs to match your advancement to candidacy petition (+ any adjustments) on file ● Signed by graduate program coordinator 	<p>Application Deadline for Spring 2016 Graduation is January 29, 2016</p>	<p>AFTER DEADLINE YOU CAN'T GRADUATE UNTIL THE FOLLOWING SEMESTER</p> <p>Checklist (go over with your advisor):</p> <ul style="list-style-type: none"> ✓ Advanced to candidacy at least 1 semester prior to registering for SWRK 298/299 ✓ Received CR in all semesters of field ✓ Completed all coursework listed on advancement to candidacy with minimum of "C" ✓ Cleared all incompletes/RP/RD ✓ GPA of 3.0 ✓ Cleared outstanding fees, fines, etc.

<ul style="list-style-type: none"> Register for 298/299 YOU NEED A PASSING GRADE IN 292 FIRST 	(February 2, 2016)	YOU WON'T BE ABLE TO REGISTER LATE; YOU WON'T BE ABLE TO GRADUATE IN SPRING
<ul style="list-style-type: none"> Human Subjects clearance for project or thesis (DSWE AND UNIVERSITY IRB APPROVAL) 	March 7, 2016 (deadline for spring semester)	You cannot graduate in spring as you cannot complete 298/299
<ul style="list-style-type: none"> THESIS due to university. (DSWE due date will be first week of March – see schedule issued by DSWE) 	March 4, 2016 for Spring, 2016 graduation	File edited/committee approved copy
<p>PROJECT DUE</p> <ul style="list-style-type: none"> MSW clearance form with abstract of your project/thesis Signed by project/thesis chair/advisor, graduate program coordinator, & dept. chair Take MSW clearance form and copies of your unofficial transcript, advancement petition and any approved adjustments to meeting with your chair/advisor. To be cleared for graduation, the transcript needs to match your advancement to candidacy petition on file. 	<p>1st week of May. (Department of Social Work Education deadline). All clearance forms must be submitted to the Graduate office by the end of the semester.</p> <p>Allow time to obtain necessary signature(s); do not assume faculty will be around to sign things on the deadline date.</p>	<p>Your project/thesis chair is also your advisor in 2nd year if you have changed advisors. He/she</p> <ol style="list-style-type: none"> Verifies that you completed all required academic work Gives you a grade for your project/thesis <p>Note that your 292 instructor is your project/thesis chair.</p>

Forms and the signatures you need:

After obtaining signatures, submit to the department office (some need the chair's signature as well). Office will make a copy for your file and send forward.

FORM	ADVISOR SIGNS	PROGRAM COORD. SIGNS
To change from conditional to classified standing		√
Advancement to Candidacy petition	√	√
Program adjustment (to approved program on advancement to candidacy petition)		√
Overload	√	√
Petition to Graduate		√
Master's Clearance Form*	√	√

*also needs signature of Project/Thesis Chair who issues the letter grade for 298/299

EMERGENCY INFORMATION

Professional Human Services Building

FOR EMERGENCY ASSISTANCE:

- DIAL 911 from a campus phone line.
- DIAL 278-8400 from a cell phone.
- Utilize emergency blue phones located in various locations outside the building.

IN THE EVENT OF AN EMERGENCY REQUIRING EVACUATION:

- Quickly exit the building utilizing the nearest and safest marked EXIT.
- Proceed to the following building evacuation assembly point and wait for further instructions:
- **PEACE GARDEN, GRASSY AREA BETWEEN THE PHS BUILDING AND THE LIBRARY**

Report the location of individuals unable to exit the building.

- DO NOT LEAVE the assembly point without notifying the building safety coordinator or emergency response personnel
- Tune radios to 1040 AM for campus emergency information.

EVACUATION OF PERSONS WITH DISABILITIES

Persons with mobility difficulties should observe the following procedures:

- All persons shall move towards the nearest marked EXIT.
- When the physically challenged reach an obstruction such as a staircase, they should request assistance from others in the area.
- LIFE SLIDER is available for trained individuals to provide assistance to those unable to exit via stairwells.

LOCATION OF LIFE SLIDER: FFS building, third Floor-west side stairs-by men's restrooms, room 300