



**Indiana University
School of Social Work**

MSW Student Handbook
2017

The IU School of Social Work reserves the right to make changes in this Handbook.

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The content in this document is based on information available at the time of printing. Every effort was made to ensure that this information is accurate. We reserve the right to make changes to this information as necessary. (Revised 03/17)

Introduction

Welcome to the Indiana University School of Social Work (IUSSW) and the Master of Social Work (MSW) program. The MSW Student Handbook has been designed as a set of documents that provide a guide for your graduate education. The Handbook supplements the Bulletin of the School of Social Work and other University materials. The MSW Student Handbook provides the historical background of the School, curriculum information, and policies and procedures for all students accepted into the graduate program, regardless of campus. Each campus has its own supplement that helps students identify campus-specific services as well as any minor nuances in program delivery at that site.

The central administrative offices of the IUSSW are located in the state capital on the Indiana University Purdue University Indianapolis (IUPUI) campus. These include the Office of the Dean and other administrative personnel that provide support to programs on all campuses. This Handbook will address state-wide administrative functions and policies. Students should also review their own campus supplement for additional administrative and faculty support information.

Indiana University School of Social Work: A History of Tradition and a Future of Excellence

In the late 19th Century, the State of Indiana began developing its unique set of organizations and institutions. Still predominantly rural, the population was beginning to shift from farms to towns and cities. As industrialized centers began to emerge, what is now Indiana University was first organized as a seminary by legislative provision in 1820. As time went on, the college remained a small liberal arts institution with the addition of a law school. In 1908, the new University School of Medicine was launched in Indianapolis, the state capital.

The early 1900's were a time when scientific and technical knowledge expanded rapidly, and school enrollments increased as young people came to see the value of education for entry into professions and specialized work. Indiana University President William Lowe Bryan recognized this in his 1902 inaugural address. "What people want is open paths from every corner of the state, through the school, to the highest and best things which men (sic) can achieve." In 1909, Indiana University was admitted to the American Association of American Universities. Bryan said this would not have occurred if the University had failed to expand its offerings into professional fields (Rogers, 1982).

In 1911, the first courses in the field of social work practice were offered through the Department of Economics and Sociology. Between 1911 and 1944 various administrative and curricular changes were put into effect, and degree programs at both the undergraduate and graduate levels were offered. In 1944, the Indiana University Division of Social Services was established by action of the Trustees of Indiana University. The organizational status was changed in 1966 when the Graduate School of Social Service was created. In 1973, the name was changed to the School of Social Service and, in 1977, the Indiana University School of Social Work, in order to reflect more clearly its identification with the profession.

The IU School of Social Work has been accredited by the Council of Social Work Education (CSWE) since 1923 with the most recent reaffirmation of accreditation in 2013. *The Education Policy and Accreditation Standards* (2015) of the Council on Social Work Education is available for viewing at <http://www.cswe.org/File.aspx?id=94704>. The Master of Social Work Program is currently offered on seven campuses of the Indiana University system: Indiana University-Purdue University-Indianapolis (IUPUI); Indiana University-Bloomington (IUB); Indiana University Northwest (IUN) in Gary; Indiana University East (IUE) in Richmond; Indiana University South Bend (IUSB), Indiana University Southeast

(IUS) in New Albany, and Indiana University Purdue University Fort Wayne (IPFW). The IU School of Social Work also offers MSW Direct, an accredited fully-online MSW program.

The main campus of the Indiana University School of Social Work is housed on the campus of IUPUI. IUPUI is an innovative experiment in higher education. Created in 1969, it represents a unique merger of two major state universities, Indiana University and Purdue University. IUPUI draws upon the traditional strengths of each institution, bringing together in downtown Indianapolis the best of both universities. Purdue University oversees educational programs in science, engineering, and technology, while Indiana University assumes responsibility for academic programs in art, medicine, nursing, optometry, physical education, dentistry, law, public and environmental affairs and social work. For budgetary and administrative management, IUPUI is housed within Indiana University.

IUPUI is a vast and complex educational institution. Each year approximately 30,000 students enroll in courses. Approximately 350 degree programs are offered at IUPUI. Educational resources include a state-of-the-art library, sophisticated computer technology centers available in convenient locations around the campus, and nearby access to the headquarters of major industries and to state government. IUPUI is an urban university that is involved with communities throughout the city of Indianapolis and the State of Indiana.

The Profession of Social Work and the MSW Program at Indiana University

The Preamble of the Code of Ethics of the National Association of Social Workers (2008) states:

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote the social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems. (p.1)

Social workers and social work students practice within the fundamental values and ethical principles of the social work profession. *The Code of Ethics of the National Association of Social Workers* (2008) is the primary guiding document in this regard and can be found on the NASW website, <http://socialworkers.org/pubs/code/code.asp>.

Through professional social work education that is based upon a liberal arts perspective, graduates acquire the essential knowledge, learn to apply the fundamental values and ethics of the profession, and learn to use the integral skills of social work in competent professional practice. Graduates of the IU Master of Social Work (MSW) program are prepared for social work practice across the continuum of

clinical to community, or micro to macro, areas of practice. Additionally, students complete specialized coursework in one of five practice areas: 1) Children, Youth and Families; 2) Health; 3) Leadership; 4) Mental Health and Addictions; or 5) Schools. Courses for all five practice areas are available only at the IUPUI campus. Regional campuses vary in terms of the practice area courses offered.

Social Work Policy on Nondiscrimination

Based on the tradition of the social work profession, and consistent with Indiana University's Equal Opportunity Policy, the Indiana University School of Social Work affirms and conducts all aspects of its teaching, scholarship, and service activities without discrimination on the basis of race, color, gender, socioeconomic status, marital status, national or ethnic origin, age, religion/creed, disability, political affiliation, sexual orientation or gender identity. The School of Social Work has a strong commitment to diversity and nondiscrimination. Indeed, diversity is celebrated as strength. This perspective is demonstrated by the composition of its faculty and student body, curriculum content, recruitment and retention activities, participation in University committees dealing with oppressed populations, numerous service activities including advocacy on behalf of the disadvantaged, selection of field practicum sites, and School policies related to promotion and tenure of its faculty.

MSW Program Structure and Roles

The Dean of the IU School of Social Work provides overall administrative oversight and decision-making for all programs, fiscal affairs, university and community relations. The Associate Dean supports the Dean in this role with primary responsibility for internal and academic affairs.

A MSW Program Director on the IUN, IUSB and IUPUI campuses, as well as a Director for MSW Direct, provides administrative leadership on her/his respective campus, including implementation of the classroom and field curriculum, course scheduling, admissions, financial aid, orientations, advising, and student services. Administrative leadership for the IPFW, IUS, and IUE campuses falls under the IUPUI directorship. As a team convened by the Associate Dean, the Directors provide overall administrative and curriculum leadership for the MSW Program statewide, assuring program delivery that is in compliance with accreditation standards of the CSWE.

The Faculty of the School of Social Work consists of full- and part-time members on each of the seven campuses. The Faculty Senate is the governing body from which a Chairperson of the MSW Curriculum Committee is appointed to coordinate faculty involvement in all aspects of MSW curriculum planning and program assessment.

The MSW Student Services and Admissions Coordinators are faculty that work in all aspects of student services, including MSW student recruitment and admissions, as well as registration, new student orientation, financial aid, commencement, and special events. The Child Welfare Scholars program has a Student Services Coordinator specifically assigned to that program, as does MSW Direct.

Field Coordinators are faculty that specialize in delivering field education at IUSSW. The IUPUI campus currently has MSW Field Coordinators who, in addition to the generalist focus, have specialized focuses based upon the current MSW practice areas. One MSW Field Coordinator currently serves students on all campuses who are pursuing international field placement opportunities. The Child Welfare Scholars Program Field Coordinator and MSW Direct Field Coordinators manage field assignments for MSW students in those programs.

Field Liaisons are faculty members assigned to students when they enter each field placement. Field liaisons serve as the educational link to help students integrate classroom learning with the agency experience and are also the institutional links between the placement site and the School of Social Work.

Program support staff include the MSW Recorders and Student Services Secretaries who perform much of the record-keeping and handle the processing of paperwork for such things as student address changes through the university, grade changes, removals of incomplete grades, etc. The MSW Field Secretary coordinates the paperwork related to field placement agencies, student field records, field liaison assignments, and provides communication with students, field liaisons, and students. The Administrative Secretaries on all campuses provide direct support to the MSW Directors and faculty, including the Child Welfare Scholars Program.

A comprehensive list of program administrators, faculty and staff appears on the IU School of Social Work website: <http://socialwork.iu.edu/FacultyAndStaff/>.

Mission of the Indiana University School of Social Work MSW Program

The mission of the Indiana University School of Social Work MSW program is to educate students to be prepared for practice with specialized expertise that includes advocating for social, racial and economic justice; to be critically thinking, research informed, continuously learning, ethical, and competent social workers at a rural, urban and global level.

Goals of the MSW Program

The mission and goals of the MSW Program at Indiana University are consistent with the purposes, values, and ethics of the social work profession, the Council on Social Work Education (CSWE) accreditation standards, and the unique needs of the State of Indiana which the University serves. Program goals guide the educational preparation of students in ways that assure adherence to professional knowledge, values and skills. These goals reflect attention to promoting the general welfare of all segments of society and promoting social and economic justice, utilizing competency-based education.

The Master of Social Work program goals are to:

- Educate students to be effective and knowledgeable professionals prepared for advanced social work practice.
- Build upon a liberal arts perspective to prepare students to continue their professional growth and development through a lifetime of learning, scholarship, and service.
- Educate students to understand and apply the fundamental values and ethics of the social work profession in their practice.
- Prepare students for social work practice with diverse populations and with client systems of all sizes.
- Educate students about the social contexts of social work practice, the changing nature of those contexts, the behavior of organizations, and the dynamics of change.
- Engage in scholarly activity including the discovery, integration, application, dissemination, and evaluation of knowledge for practice.
- Promote and advocate for social and economic justice.

MSW Program Competencies

The MSW Program, in compliance with the educational policy of the Council on Social Work Education is a competency-based educational program. At the end of their curriculum, all MSW students will demonstrate mastery of the nine core social work competencies as operationalized by advanced practice behaviors measured in the concentration and field curriculum.

The core competencies are:

1. Demonstrate ethical and professional behavior
2. Engage diversity and difference in practice
3. Advance human rights and social, economic, and environmental justice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess with individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

CURRICULUM

(For Regular Standing Students entering in 2017 and Advanced Standing students entering in January 2018 only)

Overview of the Curriculum

The MSW curriculum includes three distinct levels through which students progress toward the advanced degree in social work. Upon admission, students enter into six courses that constitute the generalist foundation of social work practice:

- 1) Introduction to the Social Work Profession (1 CR)
- 2) Diversity, Human Rights, and Social Justice (3 CR)
- 3) Generalist Theory & Practice (3 CR)
- 4) Research I (3 CR)
- 5) Social Policy Analysis and Practice (3 CR)
- 6) Social Work Practice with Organizations, Communities, and Societies (3 CR)

Students who have already achieved a Bachelor of Social Work degree may be granted a waiver of this foundation curriculum if they are offered Advanced Standing status.

The second level of preparation is the Clinical and Community Practice concentration curriculum which entails 5 courses that all students take in common:

- 1) Clinical Theory & Practice (3 CR)
- 2) Community and Global Theory & Practice (3 CR)
- 3) Assessment in Mental Health & Addictions (3 CR)
- 4) Executive Leadership Practice (3 CR)
- 5) A field practicum course of 320 hours (3 CR- not required for Advanced Standing students)

Additionally, two common courses are taken in a specific practice area track

- 1) Research Integrative Seminar (Practice/Program Evaluation)
- 2) Social Policy and Services

The purpose of the concentration curriculum is to prepare students with more breadth and depth in their knowledge base for working across the micro to macro continuum and preparing for multiple types of clinical or community practice environments. In addition, the concentration curriculum serves to advance students' critical thinking and practice skills for entry into very specialized areas of practice.

Within the first 31 credit hours that constitute the foundation and concentration curriculum, the MSW Program offers multiple scheduling paths. These include full-time and part-time options on the IUPUI campus, a full-time hybrid (online and face-to-face) option on the IUB campus, and part-time only options on the IUN, IUS, IUSB, IUE, and IPFW campuses. Students enter the first half of their educational experience with a cohort of other students who are following the same sequence of classes. When entering practice area courses, students are no longer in cohorts and class times vary depending on the practice area chosen.

Practice Areas

Following the first 31 hours of the foundation and concentration curriculum, students enter into one of five practice areas. Four of the practice areas are direct practice/clinical in nature: Children, Youth and Families; Health; Mental Health and Addictions; and School Social Work. The fifth area, Leadership, has a macro focus, and prepares students for roles in supervision, administration, policy advocacy, and community planning.

The courses in the practice areas are offered throughout the week at a variety of day and evening times. It is imperative that each student understand that the practice area course schedule will be driven by the individual choice of specialization, not by her/his entering cohort. Therefore, each student can anticipate that in the final year of coursework, classes may need to be taken during the daytime and evenings. The IU School of Social Work tries to provide as much variety in course offerings as possible, but cannot guarantee offerings at any specific day or time.

Part-time students are accepted into the MSW program on a three year schedule. The first year of course work is spread over two years. The final year requires students to take nearly a full-time course load. This means that part-time students must be prepared to complete a 2-semester practicum during the day, or a full-time block practicum along with coursework, during their final year. If any student requests to spread the third year over two years in order to continue or proceed on a part-time schedule, all course work must be completed entirely before the practicum ends. This may mean that the start of practicum is delayed. Please remember that all MSW degrees must be completed within five years of matriculation.

The best way for students to appreciate the scope of practice within each area is to speak to a faculty member who practices and teaches in that area. The IUSSW Faculty and Staff Directory, found on the IUSSW website (www.socialwork.iu.edu), provides information that might guide students to the appropriate instructors. Here is an overview of each practice area:

Children, Youth and Families

Students in this practice area understand at an advanced level mandates of the children, youth, and family service systems and learn to effectively intervene within the current framework of state and federal legislation. They are able to assess the impact of trauma and assess for risk and resilience with children, youth, and families and design effective interventions that build on best-practices and strengths with individuals, families and communities. They identify and apply interventions that address trauma, risk, and resilience in advanced practice with children, youth, and families. They evaluate the impact of the

forms, mechanisms, and consequences of oppression and discrimination in the systems that impact children, youth, and families, including the impact on people of color, women, LGBT individuals, and other populations at risk as well as those groups distinguished by age, ethnicity, culture, class, religion, region, gender identity, and physical or mental ability.

Health

Students who elect to practice in the health arena, apply the knowledge and skills of advanced social work practice to build and work effectively with multi-disciplinary teams that include physicians, nurses, dentists, psychiatrists, and other health care professionals. Students learn the medical terminology to conduct bio-psycho-social assessments based on myriad disease entities and patient dynamics. As social workers, they understand how healthcare is financed in the United States, analyze how financial resources for healthcare affect individual patient care, and advocate for change that improves access for all individuals regardless of race, ethnicity, gender, age, sexual orientation, gender identity, or other factors.

Mental Health & Addictions

Students in this practice area assess mental health and addictions issues from person-in-environment, consumer focused, strengths-based, recovery-oriented, and other relevant perspectives. Students become competent in formulating intervention, prevention, or support and maintenance plans collaboratively with clients. Students gain preparation to serve as case managers, counselors, clinicians, and advocates for and with mental health and addictions consumers. Also, they are able to seek, discover, and evaluate relevant research studies and apply findings in evidence-based social work practice. Within the context of their practice, they conduct empirical evaluations of the effectiveness of interventions and services.

School Social Work

School social workers are certified educators/licensed mental health professionals who provide to school communities specialized expertise in social-emotional learning, trauma-informed care, children and adolescent behavioral health, family systems, and community services. School social workers provide culturally responsive clinical supports to vulnerable student populations who have a high risk for truancy and dropping out of school. These student populations may include homeless and foster children, migrant populations, students transitioning between school and treatment programs or the juvenile justice system, and students experiencing violence. They collaborate with teachers, administrators, parents, and other educators to provide coordinated interventions and consultation designed to keep students in school and to help their families access the supports needed to promote student success.

Leadership

Often students with some experience in human services seek to prepare themselves for supervisory and administrative roles in one of the systems represented in the other practice areas or in some other arena of practice. By selecting the Leadership practice area, students opt to immerse themselves in an educational experience focused predominantly on indirect and macro-level practice. The Leadership skill set gained in this practice area includes strategic planning, grant writing, financial management and budgeting, advanced policy analysis and advocacy, community organizing and development, among others.

CURRICULUM

(For Advanced Standing Students entering in 2017 only)

Intermediate Curriculum

Advanced Standing students enter the MSW program in the Intermediate curriculum, which entails 3 courses that all students take in common:

- 1) S513- Human Behavior and the Social Environment II
- 2) S514- Social Work Practice with Individuals, Families, & Groups
- 3) S517- Assessment in Mental Health and Addictions

The purpose of the Intermediate curriculum is to prepare students with more breadth and depth in their knowledge base (theories that underlie social work practice). In addition, the Intermediate curriculum serves to advance their critical thinking and foundation practice skills for entry into very specialized fields of practice, or concentrations.

Students generally enter the first half of their educational experience with a cohort of other students who are following the same sequence of classes (part-time or full-time). When entering concentration year courses, class times vary depending on the concentration choice so students may have to take classes at non-preferred times.

Concentration Curriculum

Following the Intermediate curriculum, students enter into one of five concentrations. Four of the concentrations are direct practice/clinical in nature: Children, Youth and Families; Health; Mental Health and Addictions; and School Social Work. The fifth concentration, Leadership, has a macro focus, including preparation of students for roles in supervision, administration, policy advocacy and community planning.

The courses in the concentration year are offered throughout the entire week; day and evening hours as well as Saturdays. It is imperative that each student understand that the concentration year schedule will be driven by the individual choice of specialization, not by her/his entering cohort. Therefore, each student can anticipate that in the final year of coursework, she/he may be taking classes during the daytime, evenings and/or weekends.

Part-time students are accepted into the MSW program on a three year schedule. The first year of course work is spread over two years. The final year students are full-time. This means that part-time students must be prepared to complete a 2-semester practicum during the day, or a full-time block practicum along with coursework, during their concentration year.

If any student requests to spread the third or concentration year over two years in order to continue or proceed part-time, all course work must be completed entirely before the practicum ends. This may mean that the start of practicum semesters are delayed. This is a major point in planning schedules. Please remember that all MSW degrees must be completed within five years of matriculation.

The best way for students to appreciate the scope of practice within each concentration is to speak to a faculty member who practices and teaches in that area. The IUSSW Faculty and Staff Directory, found on the IUSSW website (www.socialwork.iu.edu), provides information that might guide students to the appropriate instructors. Here, in a nutshell, is an overview of each concentration:

Children, Youth and Families Concentration

Students in this concentration understand at an advanced level mandates of the children, youth, and family serving systems and learn to effectively intervene within the current framework of state and federal legislation. They are able to assess the impact of trauma and assess for risk and resilience with children, youth, and families and design effective interventions that build on best-practices and strengths with individuals, families and communities. They identify and apply interventions that address trauma, risk and resilience in advanced practice with children, youth, and families. They evaluate the impact of the forms, mechanisms, and consequences of oppression and discrimination in the systems that impact children, youth, and families, including the impact on people of color, women, lesbian women and gay men, and other populations at risk as well as those groups distinguished by age, ethnicity, culture, class, religion, region, gender identity, and physical or mental ability.

Health Concentration

Students who elect to practice in the health arena, apply the knowledge and skills of advanced social work practice to build and work effectively with multi-disciplinary teams that include physicians, nurses, dentists, psychiatrists and other health care professionals. Students learn the medical terminology to conduct bio-psycho-social assessments based on myriad disease entities and patient dynamics. As social workers, they understand how healthcare is financed in the United States, analyze how financial resources for healthcare affect individual patient care, and advocate for change that improves access for all individuals regardless of race, ethnicity, gender, age, sexual orientation, gender identity or other factors.

Mental Health & Addictions Concentration

Students in this concentration assess mental health and addictions issues from person-in-environment, consumer focused, strengths-based, recovery-oriented, and other relevant perspectives. Competence in formulating intervention, prevention, or support and maintenance plans collaboratively with clients. Students gain preparation to serve as case managers, counselors, clinicians, and advocates for and with mental health and addictions consumers. Also, they are able to seek, discover, and evaluate relevant research studies and apply findings in evidence-based social work practice. Within the context of their practice, they conduct empirical evaluations of the effectiveness of interventions and services.

School Social Work Concentration

School social workers are certified educators/licensed mental health professionals who provide to school communities specialized expertise in social-emotional learning, trauma-informed care, children and adolescent behavioral health, family systems, and community services. School social workers provide culturally responsive clinical supports to vulnerable student populations who have a high risk for truancy and dropping out of school. These student populations may include homeless and foster children, migrant populations, students transitioning between school and treatment programs or the juvenile justice system, and students experiencing violence. They collaborate with teachers, administrators, parents, and other educators to provide coordinated interventions and consultation designed to keep students in school and to help their families access the supports needed to promote student success.

Leadership Concentration

Often students with some experience in human services seek to prepare themselves for supervisory and administrative roles in one of the systems represented in the other concentrations or in some other arena of practice. By selecting the Leadership concentration, students opt to immerse themselves in an

educational experience focused predominantly on indirect and macro-level practice. The skills set in this concentration includes strategic planning, grant writing, financial management and budgeting, advanced policy analysis and advocacy, community organizing and development, among others.

ACADEMIC POLICIES AND PROCEDURES

Advising

Once admitted, students are assigned an advisor to guide them in course sequencing and requirements for graduation. Advisors are also the first contact when students experience difficulty in coursework or timely completion of requirements, request for exceptions to curriculum policy, or change of status. Students are encouraged to meet with their advisor in their first year, but may request a meeting at any time. Advisors work with the MSW Program Director, who has the authority on their respective campus to take into account students' extenuating circumstances linked to policies related to admission, enrollment, and academic progress and/or appeals.

Class Attendance and Participation

Regular attendance in classes and practicum course meetings is viewed as the personal and professional responsibility of each MSW student. Active participation in course activities is the expected norm. In participating, it is expected that students reflect interest in and respect for their colleagues in a manner that is congruent with the values, ethics, and skills of the social work profession.

Academic Course Load

A student enrolled in 9 credit hours during the fall or spring term is considered a full-time student. A student enrolled in 6 credit hours during the fall or spring term is considered a part-time student. Students are typically permitted to enroll in up to 6 credit hours during the summer. Any student seeking to enroll in more than the maximum should seek special approval from their advisor and/or program director prior to enrollment.

Social Media Policy for MSW Students

Students are expected to adhere to the standards and guidelines of the social work profession when interacting with classmates, field instructors, and colleagues using social media or social networking sites. Establishing informal relationships with faculty and clients through social media and networking sites can make it difficult to maintain professional boundaries and are thus not appropriate.

Students should be aware that all social networking postings can potentially be made available to the public at large including their prospective clients, employers and colleagues. Privacy settings are never absolute, and confidential or personal information about peers, clients, and faculty should not be posted online. It is expected that students follow confidentiality standards in *both* face to face and online environments.

Before communicating online, students are cautioned to think through carefully their postings which reflect on themselves, their field agency, the IUSW and the social work profession itself. All postings should be professional and respectful in tone including those "private" posts between site members. Violations of the NASW Code of Ethics as evidenced online can result in disciplinary action including an official student review and/or possible dismissal. Please note the applicable portions of the NASW Code of Ethics, including ethical standards 2.01, 2.02, 4.06, and 5.01

(<https://www.socialworkers.org/pubs/code/code.asp>).

Scholarly Writing

In written assignments, students are expected to prepare documents in a scholarly and professional manner. **The *Publication Manual of the American Psychological Association (APA), Sixth Edition*, serves as the definitive guide for style and format of all papers submitted in the MSW program.** For example, paper submissions should be typewritten in double-spaced format and carefully edited for spelling and grammar. All direct quotations, paraphrases, empirical research findings and other statements of the research, scholarship or creative work of others must be appropriately annotated using the standard bibliographic citation methods set out by the most current APA manual.

Competent and effective social work practice requires well-developed and refined communication skills, including the use of the written word. Writing well helps social workers communicate information accurately and concisely to others involved in helping client systems. For this reason, formal writing assignments in social work courses will be evaluated on both the quality of the scholarly content as well as the quality of its presentation. Students experiencing writing difficulties are advised to seek assistance at their campus writing center.

Academic Dishonesty

Plagiarism, or the use of another's work without proper citation, is academic dishonesty and treated as a very serious matter in the School and larger University. Some students are not as familiar as they need to be with what constitutes acts of plagiarism and therefore plagiarize as a result of this lack of knowledge. Other students simply cheat. Neither form of plagiarism is tolerated at IUSSW.

An area that potentially allows for student problems to emerge is in the process of giving and taking help. The process of learning is as important as the actual outcome. Sharing projects, term papers, book reports, or other assignments denies the student the opportunity to learn and is considered cheating. It is very important to understand the difference between appropriate group work and the notion of sharing assignments.

Very rarely do faculty members allow the submission of the same paper in two courses. Students should discuss any exception to this rule with both instructors beforehand and demonstrate how the submission goes beyond requirements and serves the learning expectations of each course. Otherwise, duplicate submissions will be treated as academic dishonesty.

Grades of Incomplete (*Revised and adopted by the Faculty Senate, February 2010*)

A grade of Incomplete (I) may be assigned by an instructor only when exceptional circumstances such as an illness, injury, or a family emergency prevents a student from finishing all the work required for the course. The grade of Incomplete may be considered only when a substantial portion of the course work has already been completed, the coursework is of satisfactory quality, and no more than one major exam or assignment is outstanding. The student who does not meet these requirements should meet with her/his advisor to withdraw from the course(s) in question. The student should refer to the Registrar's Office on her/his respective campus regarding the policies and deadline for automatic withdrawal for the semester in question.

The student is responsible for initiating the request for a grade of Incomplete. If the instructor agrees, the instructor and student complete and sign a *Record of Incomplete and Contract for Completion of Course*

Requirements form to ensure that a sound educational plan and time frame for completion of course requirements have been established. Failure to fulfill the terms of this contract within the stipulated time frame may result in a failing grade. For removal of a grade of Incomplete, the student is subject to the IUSSW policy, which has precedence over the University policy. The student in the School of Social Work is expected to complete outstanding course work expeditiously, since many courses serve as prerequisites for others. Additionally, the following apply:

- Students must satisfactorily complete all foundation courses or have an approved contract for removing grades of Incomplete before taking any concentration courses.
- Students must satisfactorily complete all concentration courses (except for 618 and 623, since those are offered in specific practice areas) before entering a specified practice area.
- Generally, students may carry no more than one grade of Incomplete at any given time. However, in cases of severe crisis, a student may work with her/his advisor to request grades of Incomplete in multiple courses.

Independent Study

MSW students may seek permission to substitute a course of independent study for an MSW elective under the direction of an IUSSW full-time professor. The student must seek permission from her/his academic advisor and the full-time faculty member **prior** to enrollment in the independent study. Independent study affords a student an opportunity to explore a topic not addressed in classroom courses or to examine a subject in greater depth. Sometimes the independent study involves research of human subjects. When that is the case, the proposed research project must receive formal approval of the Institutional Review Board (IRB) prior to course registration (website information is provided under Academic and Scholarly Guidelines below).

Please consult with your advisor to obtain the necessary forms for requesting an independent study. Faculty members, advisors and program directors will generally take the following into account when formally agreeing to a student's proposal for independent study:

1. The proposed course of independent study bears a direct relationship to professional social work and requires graduate level scholarship.
2. The student's academic advisor initially approves the independent study as relevant to the student's practice area.
3. The course of independent study is not duplicative of work done in another course taken for MSW credit.
4. The course of independent study is not to be used to meet requirements for another degree.
5. The level and amount of work required is comparable to the number of graduate credits to be earned. A general guideline is that about three clock hours of work per week are needed for each credit (total effort must be approximately 45-50 hours per credit hour per semester).
6. A full-time faculty member must be consulted in the planning and agree to oversee the independent study.

Human Subjects in Scholarly Research

Any student involved in research with human subjects must adhere to the policies and procedures set forth by the Indiana University Human Research Protection Program (HRPP). As stated on its website, "the overarching mission of the Human Research Protection Program (HRPP) at Indiana University is to protect the rights and welfare of human research participants recruited to participate in research conducted under the auspices of Indiana University. Rather than ensuring mere compliance with the federal

regulations, IU's HRPP strives to adhere to the highest ethical standards in its protection of human research participants and seeks to further develop the methods and mechanisms for protecting human research participants. The Human Subjects Office ensures that each human subject receives respect, beneficence, and justice during their involvement in research." Students should access relevant information at <http://researchadmin.iu.edu/cs-humsub.html>.

MSW POLICY ON STUDENT CONTINUATION, REVIEW AND DISMISSAL

(Revised and Adopted by the Faculty Senate, February 2010)

All students are admitted to the MSW Program based on evidence in their admissions applications that they have the potential *academic ability and personal suitability* for completing the professional graduate social work program. Once admitted, all students in the MSW Program are expected to maintain the standards established by the School of Social Work and those held by the social work profession.

Student Continuation

Academic Requirements

For continuation in and graduation from the program, students are required to:

1. earn at least a "C" in each Social Work course;
2. maintain a minimum 3.0 cumulative GPA in graduate Social Work courses;
3. have satisfactorily fulfilled any and all contracts for grades of Incomplete (see policy on Grades of Incomplete);
4. earn a passing grade (S555) or "Satisfactory" (S651& S652) in any practicum.

Professional Requirements

Students are expected to behave in a manner consistent with the *Indiana University Code of Student Rights, Responsibilities, and Conduct Handbook*, the *Code of Ethics of the National Association of Social Workers*, and other professional guidelines established in the Handbook. Refer to the section below that outlines some examples of conduct that violates professional and ethical standards.

Ongoing Academic Student Performance Review

At the end of each academic semester (December and May), at the end of each summer session (June and August), or at any time a delayed grade is submitted, the student's advisor will review academic performance for adherence to the academic and professional requirements.

Academic Probation

The Program Director may place a student on academic probation if she/he violates any of the academic and professional requirements. The condition of probation for each requirement shall be:

1. If a student earns a grade lower than "C" in any social work course, she/he must repeat that course in timely fashion in order to progress in the program. A failing grade due to academic dishonesty is a distinct case and subject to automatic dismissal from the program.
2. If a student's GPA falls below the required 3.0, she/he will have 12 additional credit hours of coursework to raise it to 3.0. The student must thereafter maintain a 3.0 GPA or be subject to automatic dismissal.

3. If a student receives a grade entry of Incomplete in any one semester, the advisor and Program Director will monitor the timely completion of the course. If the same student receives grades of Incomplete in subsequent semesters, the Program Director will place the student on academic probation and advise the student that she/he cannot progress in the program until all Incompletes are satisfied.
4. There is no probationary period or condition for a student who earns a failing grade in any practicum. If a student feels in jeopardy of not passing a practicum, she/he should seek guidance from her/his field liaison and advisor to remedy the situation.

Conduct that Violates Academic, Professional and Ethical Standards

The following list provides examples of academic and professional conduct that may subject a student to a performance review, probation, or dismissal:

1. Conduct that is not congruent with the values and ethics of the social work profession (e.g., NASW, NABSW, CSWE) and the academic code of conduct for students at Indiana University. This includes behavior in the student's field work and the classroom that is not appropriate or professional.
2. Behavior that interferes with the student's functioning and/or jeopardizes the welfare of those to whom the student has responsibility, such as clients and co-workers.
3. Failure to communicate effectively, both verbally and in written form, including interviewing skills and interpersonal skills which permit comfortable interaction with other people.
4. Failure to adhere to the School's field policies or practicum agency's policies and professional standards.
5. Failure to use sound judgment, both in work with clients and in regard to oneself, such as failure to seek professional help for physical or emotional problems which interfere with professional functioning.
6. Academic dishonesty, including cheating on examinations or plagiarism, which involves presenting the work of someone else as one's own. Plagiarism typically results in a failing grade that makes the student subject to automatic dismissal on academic grounds as well.
7. A request by a faculty member for a review due to student's poor course work performance or classroom behavior.

Procedures for Review of Academic and Professional Performance and Dismissal

The MSW Program has established mechanisms to respond to requests for students' performance reviews. A request for a student performance review can be initiated at any time by a faculty member, advisor, field coordinator, field instructor or liaison, the student her/himself, or the Program Director. The request is made to the Program Director on the student's campus – IUPUI (including IPFW and IUE) and IUSB, or IUN. The performance review is conceptualized as a mechanism to address as early as possible any developing problems with a student's academic and/or professional performance.

Upon receiving the request, the Program Director will form a committee comprised of the individual(s) making the request, the student and the student's advisor, at a minimum, and an additional faculty member if appropriate. The Program Director may decide to chair the committee. If deemed appropriate by the Program Director, the student may invite up to 2 guests to attend, but only those with direct information about the issue may speak. The committee determines what, if any, course of action could bring the student's performance into compliance with School and professional standards. In situations where such action is feasible and desirable, a contract will be created. The contract will set forth problems to be solved, actions to be taken to solve said problems, and a time period for completion of

designated actions and re-evaluation of student performance. Consequences for non-performance also will be included in the contract. The advisor will then work with the student and other relevant parties.

If the student fails to fulfill the contract, or, if while working on the contract some serious impropriety or failing academic performance occurs, the Program Director may decide that the student cannot continue in the MSW program. Discontinuance can occur during any semester of enrollment in the MSW Program, including the last semester of enrollment. The Program Director will send an email and a letter by certified mail to the student indicating that she/he has been discontinued from the program for non-compliance with the contract and explain the due process procedures. Copies of the letter will be forwarded to the student's advisor and student file. Such notice will occur in sufficient time for the student to withdraw from classes in the subsequent semester.

In the case of academic probation, the Program Director is not required to convene a performance review committee for each student, but may review the progress of all probationary students with their advisors to decide if conditions are met. The Program Director will then inform students in writing of release from probation or dismissal.

Reinstatement Procedures

Within 15 working days following receipt of a letter of dismissal, the student who wishes reinstatement must petition to the Program Director. The petition should be presented in writing and should address two major points. First, the student should identify extenuating factors, if any, which contributed to the reasons for dismissal. Second, the student should discuss the steps which she/he would take to alleviate the impact of those factors and to improve performance if permitted to continue in the program.

Upon receiving the student's petition, the Program Director will review the case, including consultation with appropriate faculty such as the student's advisor, and make a decision about whether the process for reinstatement will go forward. The Program Director controls the process and outcomes for all petitions for reinstatement. She/he may decide to readmit or utilize a performance review committee to assist in the decision if one had not been previously formed to address the student issue. If the Program Director accepts the petition, she/he will advise the student and advisor of the decision via email and certified mail. The letter will include a statement that the student must comply with all academic and professional requirements as a condition of reinstatement and that no further opportunities for reinstatement will be considered. If the Program Director denies the petition, she/he will also advise the student of her/his right to petition for reconsideration by the Dean's Office.

Appeal Procedures at the Dean's Office Level

Within 15 days of receiving a Program Director's decision to deny a petition for reinstatement, the student may send an appeal to the Dean's Office. The appeal is reviewed by the Dean or Associate Dean (as his designee). This Office is the final option for appeal within the Indiana University School of Social Work.

In conducting a review of the case, the Dean or Associate Dean (as the designee) may decide to convene an Appeal Committee if more information is needed. This step is entirely at the discretion of the Dean or Associate Dean. The Appeal Committee will consist of at least three full-time faculty members who are not primary actors in the reason for the student's dismissal.

If an Appeal Committee is convened, the Chair of the Committee will inform all parties involved. The student will receive at least two weeks' notice by email and certified mail of its meeting date. The student will have the right to:

1. Present information on her/his behalf;
2. Have up to two additional guests present. The student should inform the Chair of the Committee in advance regarding the names of guests and the nature of information they bring. The Chair reserves the right to structure the hearing and the length of time each party can speak. Generally, only those guests with information relevant to the issue that led to the dismissal are invited to speak. The student and student's guests may be present only for the information-giving portion of the meeting and must leave prior to deliberation by the Committee.

The student's advisor will meet with her/him prior to the hearing and, in the hearing, present comprehensive information concerning the student's overall academic/professional performance. To prepare this background statement, the advisor shall secure performance information from classroom and field faculty who have taught the student. The advisor may ask questions at any time during the hearing, including during the committee's deliberations. The advisor may also recommend actions to resolve the performance problem. However, the advisor shall not have a vote in the proceedings.

The recommended actions of the Appeal Committee shall be forwarded in writing to the Dean's Office of the School of Social Work. Copies will be sent to the student, student's advisor, and placed in the student's file. The action by the Dean or Associate Dean (as his designee) is final.

Grade Appeal Policies and Procedures

If a student believes that a course grade was improper and capricious, she/he must use the following steps to seek resolution of the matter:

1. The student must meet with the instructor of the course in an attempt to resolve the matter.
2. If the matter is not resolved between the faculty member and the student, the student should discuss the issue with the Program Director on her/his campus. The Program Director will then consult the instructor to attempt a resolution. The Program Director may wish to meet with the student and faculty member separately or jointly. The Program Director will provide the student and the instructor of the outcome of this discussion in writing. If the Program Director is the instructor of the course in question, the student should proceed to discuss the grade issue with another Program Director, or with the Associate Dean.
3. If such a consultation does not result in a mutually agreeable solution, the student may submit a formal appeal to the Office of the Dean. The Associate Dean typically handles all student issues on behalf of the Office of the Dean. However, if the Associate Dean has already been involved in the grade issue because the instructor is a Program Director, the appeal will be handled by the Dean.
4. If the appeal is denied through the Office of the Dean, the student may consult the University grade appeal policies and procedures for further action.

Confidentiality

In accordance with applicable requirements, all procedures must be carried out in a manner that assures protection of the student's right to privacy regarding information about her/his academic records, performance, or any of her/his personal affairs. All written documents prepared for dismissal or review will be placed in the student's

permanent file. The student has the right to review all written information that is presented to either the Performance Review or the Appeal Committee.

Members of the committees are expected to maintain confidentiality with regard to all aspects of the process. Actions of the committee, the Director and the Dean are to remain confidential and are to be shared only with those persons involved with the student in an educational capacity.

STUDENT RIGHTS AND RESPONSIBILITIES

Graduate students are viewed as competent adults who have a right to participate in decision-making activities about the educational program and School in which they have enrolled. Students regularly contribute to the continued development and growth of our programs. Indeed, the School values student input in several critical areas: faculty evaluation, School committee work, faculty hiring, and student field placements.

Course and Faculty Evaluation

Faculty of Indiana University School of Social Work subscribe to the principle that a course syllabus constitutes a contract with the students and that constructive feedback represents an essential process for healthy social systems. The course syllabi will contain learning activities, experiences, assignments and evaluation procedures that relate logically to the course competencies and objectives. Toward the end of the semester, formal course/instructor evaluations are distributed electronically to all students. When completed, these evaluations are forwarded to the School's administration for aggregation, review, and analysis before being forwarded to each instructor. These formal course/instructor evaluations are used for numerous purposes, including promotion and tenure decisions, merit raises, and various faculty development activities. These are important to complete and provide essential information to the instructor, Program Director, and the School about the course and instructor quality.

Additionally,

- Students have the opportunity to meet both informally and formally with any candidates being considered for faculty positions.
- Students have the right to provide feedback about school policies and procedures as well as the behavior of faculty and staff members. (In providing either positive or critical feedback, students are expected to follow professional social work norms, values and ethics). Students should contact the Program Director with concerns or questions about school policies, procedures, or faculty and staff.
- If a student believes that she or he has been treated unfairly or unprofessionally by a faculty or staff member, or that a policy or procedure is unjust or unwise, then the student may submit in writing a formal grievance petition to the Dean of the School of Social Work. Grievance petitions are reserved for those issues or incidences that warrant formal investigations and full exploration, and such petitions should be submitted in a professional manner, consistent with social work norms, values and ethics.
- Student complaints regarding discrimination, sexual harassment, racial harassment, and harassment on the basis of sexual orientation or gender identity have established complaint procedures available in the Indiana University code of student ethics.

UNIVERSITY AND IUSSW POLICIES

Equal Opportunity

Indiana University and the Indiana University School of Social Work are equal opportunity, affirmative action educators, employers and contractors.

Code of Student Rights, Responsibilities, and Conduct Handbook

This document explains procedures and regulations for which each student is held responsible while enrolled in Indiana University programs as well as her/his rights. This IU Handbook is available on the web at <http://www.iu.edu/~code/>.

Sexual Misconduct

IU Does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those that need to know to ensure the University can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a Mental Health Counselor on campus (contact information available at <http://stopsexualviolence.iu.edu/help/index.html>). For more information about sexual violence, including campus and community resources, see <http://stopsexualviolence.iu.edu/index.html>.

Criminal Offense Disclosure and Sexual Offenders Policy

As part of the application process, students provide a disclosure statement regarding past criminal offenses. Master of Social Work graduates are eligible to apply for legal licensure by the State of Indiana. While such disclosure does not pre-empt an admissions decision, admitted students must realize that a criminal history may affect their eligibility for licensure.

It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offenses against children shall be eligible for admission or matriculation into the BSW, MSW or PhD programs. Any student who is already in an IUSSW program and whose name appears on the Registry during the time of matriculation, or has been convicted of an offense for which the student can be listed on the Registry, shall be ineligible for continuation or completion of the MSW degree. Any faculty member, student, field instructor, or other person within the school who becomes aware of such a situation should bring it to the attention of the respective program director for appropriate action.

Nothing in this policy shall be deemed to preclude the School from taking other appropriate action in such cases, or in the case of applicants or students involved in other conduct or criminal activities not covered in this policy. Any applicant or student already admitted to one of the Indiana University School of Social Work programs who is deemed ineligible for admission or continuation based upon a record of criminal conviction may appeal to the Dean of the School for reconsideration if she/he believes there are extenuating circumstances that might mitigate the findings. The Dean will appoint a review panel of three full-time faculty members to consider the student's appeal. The review panel, in consultation with the office of University Counsel, will consider all pertinent information and make a ruling that shall be considered final.

STUDENT ORGANIZATIONS

Students are encouraged to be involved with both School sponsored organizations and professional associations. Some of the organizations are listed below. Students should check on their campus for campus-specific student organization and leadership opportunities.

Phi Alpha (ΦA) National Social Work Honor Society

The purpose of Phi Alpha National Social Work Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Information on selection processes is available from the Program Director on the student's campus. For more information, email iumswsa@gmail.com.

Alumni Affairs

An active IUSSW Alumni Association affords graduates the opportunity for continued participation in the improvement of the MSW Program and the achievement of the School's progressive goals. An executive committee and officers are selected biennially. The Associate Director for social work is Karen Deery-Jones (317-274-8959). The School invites alumni to become involved through IUPUI's Alumni Office or by starting a group on the campus from which they graduated.

MSW Student Association (MSWSA)

Master of Social Work students have organized a Student Association on the Indianapolis Campus and membership is open to students on all campuses. The School recognizes the student organization as an integral component of professional education. Although the organization is autonomous, the MSW Program Director and the MSW Student Services Coordinator serve as advisors and facilitators for the organization in order to encourage group identification and student participation in the formal decision-making process of the School.

MSW students elected by their peers participate as full voting members in School standing committees. Through these memberships, students contribute to the formulation and modification of policy affecting academic and student affairs, and participate in the ongoing evaluation of the MSW program. Email iumswsa@gmail.com for more information about the MSWSA.

SOCIAL WORK LICENSURE

The State of Indiana now requires all practicing social workers to be licensed. In order to fully adhere to the intent of the law, each student should:

- Obtain a copy of the Social Work Licensure Law (HB 1961).
- Be aware that a person convicted of a criminal offense may not be eligible for licensure.
- Apply to take the required written examination after completion of the MSW.

Social Work licensure is regulated by the Indiana Professional Licensing Agency (IPLA). Procedures on how and when to apply for a license and other information are available by contacting the IPLA at 317-232-2980 or <https://secure.in.gov/pla/index.htm>.

PROFESSIONAL MEMBERSHIP OPPORTUNITIES

National Association of Social Workers (NASW)

NASW has over 145,000 members worldwide. As members, students receive all of the benefits and privileges of a regular member at a reduced cost. Members receive the Social Work Journal, the monthly newsletter, the State Chapter newsletter, group rate health and disability insurance coverage, discounts on all NASW specialty journals, and other valuable information. Joining NASW as a student offers the new graduate transitional dues for 2 years after graduation if the student membership remains current.

The purpose of the organization is to:

- *Strengthen and unify the profession*
- *Promote the development of social work practice*
- *Advance sound social policies*

The contact information for NASW National Headquarters is: National Association of Social Workers, 750 First Street, N.E., Suite 800, Washington, DC 20002-4241. Telephone number: 800-742-4089. Website: www.socialworkers.org/ or www.NASWdc.org.

The contact information for the Indiana Chapter of NASW is: Indiana Chapter of the National Association of Social Workers, 1100 West 42nd Street, Suite 226 Indianapolis, Indiana 46208, Telephone number 317- 923-9878, Website: www.naswin.org.

National Association of Black Social Workers (NABSW)

NABSW was established in May of 1998 in San Francisco, California, to promote the welfare, survival, and liberation of the Black community. Membership is open to any African-American social work student and African-American employed in a social work capacity. Others not employed but working in a voluntary capacity in a social work setting or program that accepts and adheres to the Constitution and By-Laws of the Association are also welcome.

The purpose of the organization is:

- To provide a structure and forum through which Black social workers, any workers in related fields of social service, and interested citizens may exchange ideas, offer their services, and develop or refine skills in the interest of the Black community and the community-at-large.
- To work in cooperation with, or to support, develop, or sponsor community welfare projects and programs that will serve the interest of the Black community and the community-at-large.
- To strengthen human services in all service systems in all aspects pertaining to the Black community, and to ensure that services are available to Black individuals, families, groups, and the community.
- Support services for graduate social work students.

For information regarding the Indianapolis Chapter of the NABSW, contact: *National Association of Black Social Workers, Central Indiana Chapter, Inc., P.O. Box 20149, Indianapolis, Indiana 46220-0149, Voice mail: 317-767-5502.*

National Rural Social Work Caucus

The National Rural Social Work Caucus is a network of social work educators and practitioners who advocate for effective services and policies inclusive of rural areas. The Caucus convenes an annual Institute for Social Work and Human Services in Rural Areas in July of each year at various locations around the nation. For more information, contact Dr. Barb Pierce at barjpier@iupui.edu, Dr. Virginia Majewski at vmajewsk@iupui.edu, or visit www.ruralsocialwork.org.

UNIVERSITY SERVICES

Adaptive Education and Disabilities Services

Each campus of the Indiana University system has its own office that coordinates support services for students with disabilities. Within this group are students who are hearing impaired or deaf, visually impaired or blind, learning disabled, orthopedically disabled, medically disabled, temporarily disabled or disabled veterans. Medical disabilities include chronic illnesses, traumatic injuries, emotional disorders and rehabilitation from chemical or substance abuse. Efforts and services are directed toward enabling students to achieve their academic goals by augmenting their existing strengths and abilities.

Adaptive Education and Disabilities Services will not provide direct services until the student has documented need. A "documented" student is one who has filed with the office the appropriate forms and supporting information such as test results, evaluations by medical doctors, psychiatrists, psychologists, high school teachers, principals and/or counselors or appropriate service agencies. The primary method by which the office identifies students with disabilities is self-identification soon after admission. Students who discover disabilities while in college may document their disabilities even up to their final semester at Indiana University.

Indiana University School of Social Work strives to maintain a supportive, constructive relationship with Adaptive Education and Disabilities Services offices to ensure that otherwise qualified students with disabilities can achieve their professional education goals. For more information, visit campus websites.

Campus support offices:

Bloomington: Disability Services for Students www.studentaffairs.indiana.edu

Fort Wayne: Services for Students with Disabilities www.ipfw.edu/disabilities/

East: Student Support Services www.iue.edu/support/

Indianapolis: Adaptive Educational Services www.aes.iupui.edu/

Kokomo: Affirmative Action <http://iuk.edu/affirmative-action/index.php>

Northwest: Student Support Services www.iun.edu/~supportn

South Bend: Office of Disabled Student Services www.iusb.edu/~sbdss

International Student Affairs

The Office of International Affairs on the IUPUI campus is located in the Education/Social Work Building, Room 2126, 317-274-7000. This office provides the following services to IUPUI students:

- Admission processing for all foreign applicants and permanent resident applicants with fewer than two years of study in a U.S. high school
- Student ID cards for international travel
- Non-immigrant documentation for foreign students
- Advising on opportunities and scholarships for study and internship programs

- Advising on nonimmigrant regulations, employment authorization, university procedures, housing, and adjustment to life in Indiana
- Orientation activities and programs
- Additional information is available at www.international.iupui.edu.

Students on other campuses may reference the above information. IU South Bend students may reference www.iusb.edu/~oiss/.

Indiana University Purdue University at Indianapolis (IUPUI) Supplement

School of Social Work Facilities at IUPUI

Administrative offices of the Dean, Associate Dean, and Program Directors (PhD, MSW, BSW) are located on the southern end of the Education/Social Work (ES) Building off New York Street. The reception area is located in ES 4138 and may be reached by the elevator located at Entry 4 of the Educational/Social Work Building. Faculty offices are found along the long hallways that define the physical space of the School.

University Hall (AD building) opened its doors in June 2015. Students have the following space dedicated to them: AD 2010 – open area lounge; AD 2012 – kitchen area; and AD 2014 – computer lab. The MSW and BSW Student Associations share the maintenance of the lounges and they appreciate voluntary assistance in making this a pleasant and welcoming environment.

All School of Social Work facilities are typically accessible from 8am-5PM Monday through Friday, but doors may be locked at other times.

IUPUI Supports/Services

1. Communication with Students

Each IUPUI social work student is assigned a mail folder. The mail folders provide a means for the program director, faculty, recorder, student services, field coordinators and others to communicate readily with students. Mail folders are located in the University Hall, AD 2010 student lounge and should be checked frequently.

Email is the primary means of communication and is done only through the IUPUI email account. Students must apply for a User ID and password that will allow use of email as long as the student is enrolled at IUPUI. To access and activate your account go to www.uits.iu.edu. For questions or further assistance, go to the UITS helpdesk located in the IT building or call 317-274-HELP [4357]. Additionally, you are able to forward your IUPUI e-mail to your personal email account. Instructions for forwarding your IUPUI email are available through the above mentioned link.

2. Advising/Cohort Issues

Student Services Coordinators are faculty who provide academic advising to MSW students. They work closely with students on planning class schedules, determining practice areas, and resolving any struggles that arise for students during their time in the MSW program.

Part-time regular standing students are accepted into the MSW program on a three year schedule. The first year of course work is spread over two years. The final year requires students to take nearly a full-time course load, including a practicum placement. Similarly, advanced standing students may enter the beginning of the program in a full or part-time program, but their final year of the program requires nearly a full-time course load. This means that students must be prepared to complete a 2-semester practicum during the day, or a full-time block practicum in one semester, along with coursework during their final year. These practicum placements are typically available Monday through Friday during day and some evening hours. Students must be flexible enough in their schedules to meet the course and practicum requirements. If any student requests to spread the third year over two years in order to continue or proceed on a part-time schedule, all course work must be completed entirely before the practicum ends.

This may mean that the start of practicum is delayed. Please remember that all MSW degrees must be completed within five years of matriculation. Consult your advisor if you need assistance scheduling your classes.

3. Field Placements

As the signature pedagogy for social work education, faculty members, referred to as Field Coordinators, specialize in delivering field education at IUSSW. Field Coordinators, located on all campuses and MSW Direct, are responsible for a variety of functions, including creating and sustaining community partnerships to support field placements; recruiting and training field instructors who supervise students in field practica; and engaging with students to identify and plan for individualized experiential learning opportunities that promote students' progression toward becoming competent practitioners. By monitoring field placement sites, Field Coordinators ensure that students have ample opportunities to integrate their classroom knowledge and develop proficient practice skills. The Child Welfare Scholars Program provides additional support for students admitted under the Federal Title IV-E Grant. The Child Welfare Scholars Program Field Coordinator ensures and maintains the quality of the MSW field practicum placements in the Child Welfare Scholars Program by recruiting field agencies and field instructors, engaging students in the field planning process and arranging specific children, youth and families and leadership student field practicum placements.

4. Computer Access

The School of Social Work students have access to computers and printers located in the student lounge, University Hall, Room AD 2014. The doors are usually open during regular business hours (8 am to 5 pm, Monday-Friday). However, access is available with the use of your IUPUI Crimson Card (student ID) at any time the building is open.

In addition, students have access to computer clusters in ES 2116 (Windows) or ES 2124 (Macintosh) for their academic needs. The clusters are open many evenings and weekend hours. Other computer clusters may be found at various locations on the Indianapolis campus. Check online at www.iupui.edu/~tcciupui/staffing/ for more information on lab hours.

5. Adaptive Educational Services

The Office of Adaptive Educational Services, Taylor Hall, UC 100, (317) 274-3241, provides the means for otherwise qualified students to overcome the consequences of their impairments rather than avoid the realities of them. Efforts are directed toward enabling students to realize and achieve their goals by augmenting their existing strengths and abilities.

The Office of Adaptive Educational Services provides the following:

- Specialized orientation to the campus
- Registration assistance
- Note takers, readers, and interpreters
- Coordination of financial support and services through Indiana Vocational Rehabilitation
- Approval for special area parking permits
- Learning Resources Room for blind and visually impaired students

Additional information can be obtained at www.iupui.aes.edu/. TTD/TTY: (317) 278-2050.

6. Student ID Cards

The IUPUI campus student ID card is called the Crimson Card. Campus Card Services is located at 420 University Blvd, CE 217, (317) 274-5177.

Students will need this card to access the computer lab in University Hall, when checking out books at any campus library, when student identification is required at campus facilities and events, and for available memberships and concession sales at the Natatorium. Students can also arrange for the card to be used as a debit card. The IUPUI Crimson Card is accepted at the Campus Bookstore, most campus copiers and vending machines, most food services on campus, as well as businesses off campus. Students can add or re-stock the balance at any time. There is no charge for the first photo ID. Replacement IDs are \$25.00. Additional information can be obtained online at www.jagtag.iupui.edu.

7. University Information Technology Services

University Information Technology Services (UITS) develops and supports the IUPUI campus technological environment, offering a single point of contact for all centralized computing, telephone, and media services. It is located at IT 129, Support Center (317) 274-4357. Important information about UITS is available in the IUPUI schedule of classes or via their website at www.uits.iu.edu. There is free 24-hour support for issues with Canvas, One, and other computer issues by calling (317) 274-HELP (4357).

The Student Technology Centers (STC) offer the latest in hardware and software, as well as on-duty consultants ready to assist you should you have any questions or problems. There's even a 24-hour STC available for your convenience! For a list of STC locations and hours, see www.stc.iupui.edu.

The STEPS (Student Technology Education ProgramS) offers free technology workshops to IUPUI students. This includes computing classes for students that cover a broad range of topics: Access, email basics, Excel, Canvas, Photoshop, PowerPoint, statistics (SPSS), Web development, and Word. Affordable and up-to-date software for students, faculty and staff is readily available, thanks to IU's license agreements with companies such as Adobe, Microsoft, Corel and Symantec. Offerings include operating systems, antivirus programs, and software for word processing, spreadsheets, Web development and more. IUWare, a compilation of must-haves for computing at IUPUI, is available to students through the Web at <https://iuware.iu.edu/>. Free training is also available to students through www.Lynda.com. Additional information on UITS' STEPS training is available at <http://ittraining.iu.edu/>.

8. Libraries

The IUPUI library system is composed of the following libraries:

- University Library – 755 W. Michigan St; Indianapolis, IN 46202-5163; (317) 274-8278
- School of Dentistry Library – 1121 W. Michigan St; Indianapolis, IN 46202-5186; (317) 274-7204
- Herron School of Art Library – 735 W. New York St., Indianapolis, IN 46202-5195; (317) 278-7484
- Ruth Lilly Law Library – 75 West New York; Indianapolis, IN 46202-5194; (317) 274-4028
- Ruth Lilly Medical Library – 975 Walnut Street; Indianapolis, IN 46202-5121; (317) 274-7182

While all libraries on the IUPUI campus are open to all students, social work students tend to use the resources available at the University Library. You may go to the library in person, or access the library

resources electronically via <http://www.ulib.iupui.edu/>. Most of the library resources are IP-restricted, making them non-accessible from off-campus unless you do one of the following:

- a) Authentication: Once you click on a database or e-journal link on the library webpage, a pop-up screen will appear that prompts you to authenticate yourself as being affiliated with IUPUI. You should enter your IUPUI login and passphrase to authenticate yourself. As long as you keep your browser window open, you should not have to re-authenticate.
- b) Set up a VPN link (<https://kb.iu.edu/d/aygt>)- A Pulse Secure VPN link will configure your computer to the IU network from an off-campus or a wireless network connection. As long as you are logged in to Pulse VPN, you can open and close browser windows just as you would on campus. You will be able to access library resources as if you were on campus.

For resources not available in full-text electronically or in-person at the library, you may use interlibrary loan to access other IU libraries as well as other libraries throughout the country. This interlibrary loan service is connected to the statewide online catalog for the IUPUI library system and all the libraries of Indiana University, which contain over one million items (monographs, serials, electronic databases and indexes, audio-visual materials, special collections, and federal government publications) accessible through [IUCAT](#). The staff at the University Library can help you locate books at other libraries. You may also connect with the libraries via the Internet through [IUCAT](#).

For individualized assistance using the library resources, please contact Kathleen Hanna, Social Sciences Librarian, at University Library, kgreatba@iupui.edu, or (317) 278-2300.

9. Book Store

Barnes & Noble is located at the IUPUI Campus Center, 420 University Boulevard, Indianapolis, IN 46202. The bookstore handles textbooks for courses offered at IUPUI. It stocks books needed by students and sells computers and software at discount prices. Hours of operation are Monday through Friday from 8:00 AM-9:00 PM, Saturday from 8:00 AM to 5:00 PM, and Sunday from 12:00 PM to 5:00 PM. For more information, contact the bookstore directly at (317) 278-2665. To purchase books and products online, visit www.bookstore.iupui.edu.

10. Writing Center Services

The IUPUI Writing Center is located at Cavanaugh Hall, Room 425 or University Library, Room 2125. To schedule tutorial appointments call (317) 274-2049. Grammar Hotline: (317) 274-3000.

Students are invited to bring any writing project to the center when help is needed in finding a topic, focusing, organizing, writing, revising, or overcoming writer's block. The following services are available:

- Drop-in help – Immediate help is available if all instructors are not occupied with appointments
- Reference library
- Writing Center Hotline – The hotline will answer your questions concerning grammar, sentence structure, punctuation, formats, or any aspect of the writing process.
- Tutorial appointments – Call ahead for a one-half hour tutorial session.
- Handouts
- Workshops

Additional Information is available online at www.iupui.edu/~uwc/.

11. Tuition Information

Up-to-date information about tuition rates in effect at registration time is available through One.IU. Students may expect an increase in tuition fees annually. The University and the School of Social Work reserve the right to change rates at any time without notice, as necessitated by University and legislative action. Tuition rates are posted on the Bursar's web page at www.bursar.iupui.edu.

12. Financial Aid Services

The IUPUI Office of Student Financial Services is located in the Campus Center, Suite 250. The MSW Program at IUPUI has its own financial aid counselor for MSW students. The MSW Financial Aid Liaison, Nathan Loyd, may be contacted via email at gradaid@iupui.edu or via phone at (317) 274-5913.

There are two primary forms of financial aid available to graduate students via the federal aid program: Federal Direct Stafford Unsubsidized Loans and Federal Work-Study. The IUPUI Office of Student Financial Services administers these and other federal aid programs. To be considered for aid, students must submit the *Free Application for Federal Student Aid* (completed online at www.fafsa.ed.gov using federal school code 001813), meet eligibility requirements, and be enrolled at least half-time in a degree-seeking program. The priority deadline for submitting the FAFSA is March 10; however, the FAFSA can be filed later in the year. Please note that eligibility for Work-Study funds may be limited for late filers. The Federal Direct Stafford Loan is limited to \$20,500 per academic year for eligible graduate students. Additional federal loan funds may be available to students who reach this annual maximum. Total aid eligibility amounts are determined based on a student's enrollment status coupled with standard cost of living allocations. Additional information can be obtained online at www.iupui.edu/finaid.

The IUPUI Office of Student Scholarships can assist students with the best methods for searching for scholarship opportunities. The Office of Student Scholarships is located at 420 University Blvd, Campus Center (CE) Room 264. The office can be reached at escholar@iupui.edu, (317) 274-5516, or <http://scholarships.iupui.edu/>.

The School of Social Work also awards a number of graduate scholarships each year. Announcements are sent to students via the email listserv at the time applications are accepted.

13. Child Care

The IUPUI Center for Young Children, 321 North Limestone Street, Indianapolis, IN 46202, (317) 274-3508, is a licensed preschool that provides learning activities for children ages 3 through 12. The center is available to school-aged children during vacations and summer time. The center is open from 6:30 am to 6:00 pm year-round (except major holidays) and serves the children of students, staff, and faculty. Children are enrolled on a full-time basis. The center currently maintains a waiting list, and enrollment is limited. Additional information can be obtained online at www.childcare.iupui.edu.

14. Counseling Services

Counseling and Psychological Services (CAPS), at the Walker Plaza, 719 Indiana Avenue, 2nd floor, (317) 274-2548 offers IUPUI students counseling services at minimal fees. Students who are finding life stressors are interfering with academic or personal success may contact CAPS. CAPS also performs evaluations for learning disabilities and ADHD; fees are charged for testing. Additional information can be obtained online at <http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/>.

15. Food Services

In addition to the vending machines located throughout campus, food service is available at the Campus Center located at 420 University Blvd, JAG Connection (2nd floor BUS/SPEA), Jaguar Java Café (1st floor University Library), and The Law School Café. Food service is also available at University and Riley Hospitals. Additional information and hours of operations can be obtained online at <https://new.dineoncampus.com/iupui>.

16. Parking

The Parking and Transportation Services office is located in the Vermont Street Garage, 1004 West Vermont Street, which is adjacent to the Campus Center. Contact information for Parking & Transportation Services: 317-274-4232 or permits@iupui.edu.

An “ST” permit is the most popular student permit and allows the convenience of parking on the main campus. “ST” permit holders can park in any “ST” or “NC” space, as well as the Blackford, Barnhill, Gateway, Lockefield and Riverwalk Garages. “NC” permits are the least expensive parking permit and allow parking in the north campus lots along Indiana Avenue. Other options include permits for specific garages as well as reserved spaces. For information about different permit options and where each one is eligible to park, please visit parking.iupui.edu and click on “Where can I Park?” in the student tab.

Fees charged for parking in these areas are published each semester in the *Schedule of Classes*. Permit fees are assessed if you designate that you want a parking permit when you register. You can obtain your parking permit online and it will be mailed to you. Vehicles parked in any lot for which an incorrect permit is displayed will be ticketed and, in cases of continued illegal parking, may be towed at the owner’s expense. Unpaid parking fines may prevent you from registering for classes.

The Office of Parking and Transportation Services provides motorist assistance, including jump-starts, air for your tires and help getting gas. Please keep in mind you must be parked in a university lot to obtain these complimentary services. In addition, the IUPUI Police Department offers lockout and a safewalk escort service to IUPUI students.

If you have a physical disability, you may be eligible for a special parking permit. Additional documentation is required to obtain a disabled permit. Please visit parking.iupui.edu and click on “Where can I Park?” in the student tab for more information.

17. Campus Housing

For information contact the Office of Housing and Residence Life, 415 Porto Alegre Street, Suite 150, Indianapolis, IN 46202. Visit www.housing.iupui.edu or email reslife@iupui.edu.

18. Weather and Emergency Notice

Adverse weather conditions may cause university classes to be cancelled. Campus closures will be announced by means of area television and radio as well as social network sites such as Twitter and Facebook (if you have ‘liked’ IUPUI on either or both of those sites). IUPUI has also established a special phone number and website which will give the latest information about campus closures (317-278-1600 or <http://emergency.iu.edu/iupui.html>). You may also elect to receive campus notifications of closures or

other emergencies by cell, email, home phone, or text notification by adding your information to: One.IU>Emergency Notification Settings.

Students should also use Canvas to check if their specific class has been cancelled, as many faculty will post a notice there informing students of changes to schedules as well as changes in assignments due to cancellations. They can also contact the IUSSW Receptionist at (317) 274-6705 to find out about any Social Work class cancellations.

19. Student Health Services and Health Insurance

IUPUI students may be seen in the Office of Student Employee Health Service, Coleman Hall, 1140 W. Michigan St., on a fee-for-service basis, or the Campus Center. All labs, x-rays or referrals are the responsibility of the student. Appointments can be made by calling (317) 274-8214. The clinic is open Monday, Wednesday, and Friday from 8:30 am to 5:00 pm. Applications for health insurance are available at the clinic as well. Additional information is also available online at www.health.iupui.edu.

IUPUI offers student insurance coverage from two insurance companies. Insurance coverage is provided through Aetna. IUPUI students should choose from the options as they pertain to each student's individual situations. The health insurance policies are determined through negotiations of the IU Benefits office in Bloomington and the insurance providers. If you have further questions, please contact IU Benefits Office in Bloomington by email at studenthc@indiana.edu or by calling (812) 856-4650. For more information, please visit www.health.iupui.edu/students/insurance.html.

20. Career Services

Because the goal of a social work education is employment as a social worker, career planning should start when your education begins. In order to facilitate this goal, the IU School of Social Work provides a multitude of resources which can be used proactively throughout your time in the MSW program and continue to be available to you as an alumnus.

The School of Social Work maintains an active job bank, Social Work Talent, where all students are registered. It is your responsibility to update your profile and keep it current. This affords you the opportunity to start researching employers and job opportunities as soon as you enter the program. Lunch and learn workshops are scheduled on various topics throughout each semester to provide skills needed for social work career seekers and highlight employers in the Indianapolis area and beyond. Licensure workshops provide guidance on legal mandates for social work licensing. Career services offerings, including workshops and job postings, are highlighted via the MSW listserv on Fridays when school is in session. It is a student's responsibility to review the Career Services section of the IUSSW website and to be familiarized with events as well as tips and resources for your career path.

There is also an annual Social Work Job Fair, held in April of each year, for students from all campuses to attend, meet with potential employers, and learn more about the job market firsthand. Many employers advertise current openings through this fair. Students should dress professionally and bring plenty of copies of their professional résumé. Many former students have reported that they were able to secure employment through connections they made at the Job Fair.