

**University of North Carolina Wilmington**

**Master of Social Work**

**STUDENT HANDBOOK**

**School of Social Work**

**2021-2022**

## Table of Contents

<b><i>INTRODUCTION AND GENERAL INFORMATION</i></b> .....	<b>3</b>
Program Description .....	3
Mission and Goals .....	4
Accreditation by the Council on Social Work Education .....	6
Role of the MSW Program Coordinator .....	6
<b><i>PROCEDURES AND POLICIES OF THE SCHOOL OF SOCIAL WORK</i></b> .....	<b>6</b>
Admission Procedures .....	6
Financial Assistance for Graduate Education .....	6
Graduate Assistantships .....	7
Graduate Assistant FAQs and Guidelines .....	7
Testing Out of Courses .....	10
Student Performance Evaluation .....	10
Disciplinary Action/Termination .....	11
Support for Conference Travel .....	11
MSW and Graduate School Associations .....	11
NASW and Social Work Licensure/Certifications .....	11
<b><i>ACADEMIC REGULATIONS AND PROCEDURES</i></b> .....	<b>12</b>
Degree Time Limits .....	12
Transfer Credits .....	12
Retention Policy - GPA .....	12
Academic Grievance Procedures .....	12
Class Attendance .....	13
Academic Honor Code .....	13
Procedures for Graduation .....	13
Student Privacy Rights .....	13
The UNCW Honor Pledge .....	13
<b><i>MSW CURRICULUM</i></b> .....	<b>14</b>
Curriculum Guides .....	14

## INTRODUCTION AND GENERAL INFORMATION

### **Program Description**

The School of Social Work offers an MSW degree program preparing graduates for advanced clinical practice or advanced macro practice in settings such as mental health, child welfare, family services, and medical social work. The degree program is offered as a full-time, two-year program, an extended three-year program, or as an advanced standing program (ASP), summer and one full academic year (fall & spring). Social work practice is the professional and ethical application of social work theory and interventions that, in collaboration with the client, promotes individual emotional wellness, mental health, and family functioning, as well as enhancing the social environment. The program includes coursework in advanced social work practice based on professional knowledge and the related aspects of program development and management associated with the delivery of social work services.

The full-time UNCW MSW program curriculum is constructed with a foundation first year and an advanced practice-focused second year. The foundation content includes human behavior and the social environment, research methods, social policy, professional values and ethics, clinical practice, and diversity issues in practice. The clinical advanced year content includes coursework in advanced clinical research, clinical practice, the organizational and financial context of practice, and psychopathology. The macro advanced year focuses on leadership, management and organizational development. Extensive field placement in practice settings with close supervision by faculty and field supervisors is a key component of the degree program. The Extended three-year program spreads this structure out over three years, including summers, to accommodate those students who are unable to attend full-time coursework, such as nontraditional students, military-affiliated students, etc.

The advanced standing program curriculum is a shortened MSW degree program for students who have a BSW degree from a CSWE accredited school of social work. The program is comprised of 37 credit hours. In the summer, the students will take 7 credit hours. This includes 4 credit hours of practice courses and 3 credit hours of preparation for practice field. In the fall and spring semesters, students will enroll in courses that cover advanced research, specialty practice, the organizational and financial context of practice, and psychopathology. In addition, students will engage in an extensive field placement in a practice setting under the supervision of instructors and field supervisors.

Social work education is accredited in the U.S. by the Council on Social Work Education. Accreditation of programs is linked to eligibility for licensure and certification in N.C. and all other states. The N.C. Social Work Certification and Licensure Board was established by the North Carolina Legislature to provide a standard of practice for the social work profession. Graduates of the UNCW MSW Program will qualify for State Certification at three levels: Licensed Clinical Social Worker, Certified Master Social Worker, and Certified Social Work Manager. In all of these cases, graduates must pass a state-sponsored exam. The LCSW requires, in addition, evidence of two years of post-masters clinical practice with LCSW supervision. The MSW program is fully accredited by the Council on Social Work Education.

The guiding themes of curriculum and program development include up-to-date social work practice knowledge and skill, the strengths focus, knowledge-based practice, and leadership. The School of Social Work has extensive regional involvement in social development programs and projects and it is anticipated that opportunities for graduate student participation in such activities will be available.

## **Mission and Goals**

The MSW Program, as it strives to create an innovative clinical degree, is consistent with the CSWE Standards and Educational Policies, the UNCW Mission, and the mission of the College of Health and Human Services. Examination of the UNCW Mission indicates congruency between the MSW Program's mission and the UNCW mission. The UNCW Catalogue reveals a university mission that reads:

The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching and mentoring with research and service. Our commitment to student engagement, creative inquiry, critical thinking, thoughtful expression, and responsible citizenship is expressed in our baccalaureate and masters' programs, as well as doctoral programs in areas of expertise that serve state needs. Our culture reflects our values of diversity and globalization, ethics and integrity, and excellence and innovation.

(Retrieved 8/27/21 from <http://uncw.edu/aboutuncw/mission.html>)

Likewise, the College of Health and Human Services' mission states:

We create transformative learning experiences, advance knowledge through research and scholarly activity, and engage local and global communities.

To accomplish our mission we are committed to:

- *Collaboration*
- *Empowerment*
- *Innovation*
- *Passion*
- *Social Responsibility*
- *Sustainability*
- *Vitality*

(Retrieved 8/27/18 from <http://uncw.edu/chhs/about.html>)

Together these mission statements support the development of quality professional education that fosters close partnerships between the professions and the community to serve the public. This mission is achieved through the integration of teaching and mentoring with a commitment to diversity and inclusion. Hence the university focus creates a supportive environment for the School of Social Work, fostering a mission statement to enhance quality professional social work education. To this end, the **Mission for the School of Social Work** reads:

The School of Social Work is dedicated to a course of study and professional preparation that educates students, pursues scholarly inquiry, and performs community service in order to promote a strengths approach to social work practice. Such an approach teaches students practice skills that advance the empowerment and well-being of individuals, families, groups, organizations, and communities as they explore policies and programs to ensure social welfare and quality social work practice.

(retrieved 8/27/21 from [https://uncw.edu/chhs/swk/documents/ssw-strategic-plan\\_may-2019.pdf](https://uncw.edu/chhs/swk/documents/ssw-strategic-plan_may-2019.pdf))

And finally the mission for graduate social work education focuses the **Mission of the MSW Program** to read as follows:

The MSW Program is committed to the preparation of graduates for a career in social work practice dedicated to assisting individuals, groups, families, and communities. While promoting equality and social and economic justice, faculty will prepare graduates for practice in a culturally diverse society, upholding the values and ethics of the profession and teaching critical thinking skills designed to enhance the quality of life for all persons.

The MSW Program prepares students academically and professionally to be in tune with current demands and expectations of the professional labor market for MSW level social workers. The

program has a history of taking special care in relationships with public and private social services organizations that emphasize faculty involvement in professional and service organizations, as well as academic associations. To this end, social work faculty members have been selected on the basis of an ability to contribute to our instructional program and the various components of our curriculum and are expected to contribute to professional knowledge and development through research, publication, presentation, consultation, and outreach.

Thus the MSW Program, within the School of Social Work, articulates a commitment to scholarly inquiry and dedication to community service while pursuing skills in clinical and macro practice. Such a commitment necessitates an educational focus congruent with the Council on Social Work Education.

The goals of the UNCW MSW Program are to teach each student to:

1. Identify as a professional social worker and complete a professional internship in clinical practice while utilizing supervision and consultation appropriately.
2. Apply social work values and ethical principles to guide professional practice.
3. Apply critical thinking skills to inform and communicate professional judgments and perceptions.
4. Explore the needs of and engage with diverse populations, identifying the appropriate use of different practice approaches.
5. Advance human rights and explore social and economic justice to enhance resiliency of diverse populations.
6. Apply knowledge of human behavior and the social environment to engage in strengths-based practice and policy.
7. Demonstrate effective skills for engaging, assessing, planning interventions, and evaluating practice with client systems of all sizes (individuals, families, groups, organizations and communities), drawing on the strengths-based perspective.
8. Engage in research-informed practice and practice-informed research.
9. Demonstrate the ability to respond to contexts that shape practice, including a variety of systems and their impact on client systems.
10. Engage in policy practice to advance social and economic well-being to deliver effective social work services.

The program has also developed specific program objectives for each year of the two-year program, three-year program, and the advanced standing program. These objectives detail the specific learning outcomes for students when they complete the year, and are available in the MSW Field Education Manual.

### **Accreditation by the Council on Social Work Education**

The MSW Program at UNCW is fully accredited by the Council on Social Work Education, the national accrediting organization for all social work education programs across the country.

**Consistent with the requirements for accreditation by CSWE, the School of Social Work does not offer academic credit for life experience.**

### **Role of the MSW Program Coordinator**

The MSW Program Coordinator has the responsibility to oversee and coordinate the MSW program for the School of Social Work. The Coordinator is also the primary liaison with the UNCW Graduate School. The Coordinator handles the admission process for the School, with the support of a faculty admissions committee, and assigns all Teaching Assistantships. S/he develops an orientation for entering MSW students and informs them about the program. S/he arranges for training for new TAs and monitors their performance during the year.

Graduate students should talk to the MSW Program Coordinator if they have questions about the program, issues or concerns about classes, or any other relevant concern about the program. The MSW Coordinator develops a procedure to evaluate the efficacy of the MSW program, and may periodically convene meetings of all MSW students and/or send out questionnaires to get feedback from students about their experience.

## **PROCEDURES AND POLICIES OF THE SCHOOL OF SOCIAL WORK**

### **Admission Procedures**

The MSW program adheres to the admissions requirements and processes of the UNCW Graduate School. The admission process is as follows: Applicants must submit the university admission form, transcript of their undergraduate work, GRE scores (if the applicant does not qualify for a waiver), three professional or academic references, and their written narrative electronically to the Graduate School by midnight February 1 of each year. The GRE score takes about one month to arrive at the Graduate School; therefore, it is advised that it is taken in November or December. The MSW Coordinator and faculty admissions committee evaluate all applications, and admit students with the greatest potential for success in the UNCW program. Admission decisions are transmitted to the Graduate School; applicants will be informed of their admission or rejection by both the School of Social Work and the Graduate School.

Students admitted to the UNCW master's programs must have a bachelor's degree from an accredited university with a 3.0 grade point average. Students may be admitted with lower GPA's under provisional status, which must be reviewed after the first semester. If a provisional student achieves a GPA of 3.0 or higher in the first semester of the MSW program, the MSW Coordinator recommends to the Graduate School that the student have regular admission status. Students without sufficient undergraduate backgrounds may also be admitted to the program. In this case, their admission letter identifies their specific deficiencies and how they must be addressed.

### **Financial Assistance for Graduate Education**

There are limited sources of funding for graduate education. The university Financial Aid office has a listing of scholarships and loans that are available to graduate students. The Graduate School also has a number of scholarships that are awarded; information can be found on the Graduate School webpage. In addition, the School of Social Work awards a limited number of graduate assistantships to each in-coming class of MSW students.

## Graduate Assistantships

The School awards a limited number of assistantships to entering students in the fall semester of each year. In exchange for 10 hours of work per week for a faculty member during each semester, the student receives payment each semester (dependent on University funds available). The School may also have an out-of-state tuition remission to award each year. The MSW Coordinator awards graduate assistantships and tuition remissions to incoming students who express an interest in this financial support based on their admissions qualifications.

Each faculty member working with a GA has discretion as to the types of activities and assignments that s/he requires of the student. Faculty members also have discretion as to how to assure that the student is meeting her/his time obligation.

## Graduate Assistant FAQs and Guidelines

### SCHOOL OF SOCIAL WORK GA/TA FAQs

*(Approved 08/30/2018)*

#### *What is a GA?*

A graduate assistant (GA) is a graduate student hired on a part-time basis to assist faculty members (who are the GA's supervisor) with their teaching, research, and scholarship. Graduate assistantships are a way of supporting the teaching and research mission of the university and school while providing financial assistance and support for the professional growth and development of graduate students.

#### *How are GAs funded?*

GAs are funded by the UNCW Graduate School and the School of Social Work. There are work-related requirements for all GAs.

#### *Can GAs apply and receive financial awards or stipends from external sources and/or from other funded projects within the school or university?*

Yes, but some of these may affect the status of the GA. GAs are only allowed to work the maximum of 29 hours per week. For example, a GA can work 10 hours at the School of Social Work and work the remaining 19 hours in another department. However, please be sure to consult the MSW Coordinator to determine how any additional funding or financial awards might affect your GA **before** seeking or accepting such support.

#### *How are GAs matched to faculty member?*

The MSW coordinator receives requests from faculty members, examines the interests and skills of GAs and then makes the best match possible. A GA may be assigned to split his/her time between 2 or more faculty members.

#### *How do faculty members request GAs?*

Faculty members request a GA by the deadline and method provided by the MSW Coordinator prior to the beginning of classes in the fall. Late requests are not accepted since work assignments are made immediately so that work can begin when classes begin in the fall semester.

#### *Do some faculty members have priority in receiving a GA?*

Priority is given to those faculty members with ongoing research and/or teaching projects. Pre-tenure faculty members and those who have not recently been assigned a GA may also be given priority. Faculty members must request a GA to have one assigned to them. Some GAs are also assigned to faculty or administrators outside of the School of Social Work.

*How many GA positions are typically available?*

The numbers vary depending on the size of the incoming cohort, the retention/carry over number of second year students, and of course, the availability of support.

*What do GAs typically do?*

GAs are part of the school's teaching and research infrastructure—thus the major functions involve teaching, research, and scholarship support for faculty members. For research, GAs typically conduct literature searches, assist in manuscript preparation, grant development and proposal writing. They may also be involved in the preparation of IRB applications, data collection or management, or some other aspect of research planning and coordination. For teaching, GAs can help the faculty perform tasks that are related to the courses outside and inside the classroom. It is not recommended that GAs grade any assignments turned in by their peers. Previous GAs have conducted focus groups, interviewed subjects, helped create surveys, SPSS databases, built citation lists using RefWorks, written annotated bibliographies, and obtained hard copies of books and articles, for example. Some faculty members use GAs in their research and scholarship activities related to teaching, curriculum and program administration.

*What kind of skill level is required?*

The level of skill needed by the GA to perform the task varies with requests (e.g., interviewing skills, computer application or other technological skills, literature or other search skills, literature review writing skills, data entry or analysis, focus group facilitation). Sometimes the desired skill level wanted by the faculty member does not match the available skill sets of GAs and we make the best match possible in those cases.

*Where and when do GAs work?*

Typically GAs do computer-related work from the student lounge, their homes, or at the library. It is not unusual, however, for GAs to be called on to visit agencies or other departments, as called for by the task of a specific project. GAs are generally expected to manage and schedule their own work hours, in concert with their supervisors, when not needed for project-related appointments or meetings. The GA's supervisor is expected to monitor hours and daily responsibilities of their assigned GA.

*Can GAs be expected to travel?*

Sometimes local travel is required. GAs will be reimbursed at the current state rate. GAs who travel need to contact the MSW Coordinator to complete travel authorization. In cases of regional or national travel, the supervisor would seek initial authorization and later reimbursement from the school. Approval is needed before any travel can takeplace.

*What about other expenses?*

GAs are not responsible for any personal outlay of money at any time. Supervisors must provide GAs with the resources needed to carry out work. This would include supplies or money for off-site photocopying or other expenses related to material acquisition.

*Are there certain activities that GAs should not be expected to do?*

GAs can help the faculty with their teaching activities. This may include, but is not limited to, co-teaching, or grading papers or tests. GAs would not meet with students around their status in the class. Other activities that are not acceptable for GAs include doing personal errands, representing their supervisor on school and university committees, attending community meetings that are not related to teaching, research or scholarship, and doing administrative work that is not related to teaching, research or scholarship.

*When do GA work assignments begin and end each semester?*

GA contracts are 9 months from the beginning of the school year in mid-August through the end of the spring semester the following year. GAs follow the University academic calendar and are provided time off for holidays and breaks when the University is closed.

*How is GA time assigned, reported and supervised?*

The faculty member(s) to whom the GA is assigned is/are the primary supervisor(s). The supervisor is responsible for assigning sufficient and appropriate work to fill the hours of obligated time and giving on-going feedback via email and in-person meetings about the nature of the work and its consistency with expectations.

It is the responsibility of both the supervisor and the GA to ensure that the time commitment is fulfilled. Although the overall semester time commitment is based on 10 hours a week of GA time, the supervisor may or may not allow some variation to the 10 hours a week work schedule. For example, a supervisor may allow a GA to work 15 hours one week and 5 the next in a special circumstance, for example, illness or due to some research-related deadlines. The banking of hours, which introduces serious inequity of workload among GAs and misses the intent of providing consistent, available research support to faculty members, is not permitted.

If there are times in the semester when a supervisor does not have enough work for the required time for his/her GA hours, that supervisor should notify the MSW coordinator so that the GA can be temporarily re-assigned. Similarly, if a faculty member has GA assignments in excess of what his/her GA can do, the MSW coordinator should be notified to help find additional GA time. GAs are required to maintain an accurate time record of their work and activities devoted to GA assignments. Further instructions for keeping and submitting time record is provided at the GA orientation. The MSW coordinator provides oversight to clocked hours and is available to mediate any difficulties. All expected GA hours need to be accounted for at the end of each semester.

*Will the GA's assignment continue into spring and summer?*

GAs are assigned for the entire academic year (fall and spring) with one caveat: The coordinator of the MSW program reserves the right to reassign the GA if she or he is underutilized, used in ways inconsistent with the initial request, or used in ways that are inconsistent with the intended appointment.

*What has experience shown to be the basis of a successful GA – supervisor relationship?*

Previous GAs and supervisors all talk about the importance of reciprocal, clear, honest and regular communication related to projects/tasks and any questions related to the fulfillment of hours. Since this is a professional appointment, there is an expectation that GAs will take considerable initiative in whatever task is presented and seek out collaborative solutions if difficulties present themselves. If either a GA or the supervisor has questions or concerns about any GA assignment, he/she should communicate with and seek resolution with the person in question before asking for intervention from the MSW coordinator. It is important to remember that the written procedures and policies are necessary but not sufficient to ensure smooth operations of the GA system. Good interpersonal skills are also a requirement for the system to work to everyone's benefit.

*Are reassignments possible?*

A reassignment, and indeed all GA assignments, depends on GA availability, the faculty member's need for teaching and research support and contingent upon satisfactory performance. Thus, it is possible that a GA assignment to a faculty member may be terminated or not renewed if relationship or other issues cannot be resolved.

*Can a student's GA be terminated?*

Yes, continuation as a GA is contingent on performance, good academic standing, full-time enrollment, and compliance with all school and university rules and regulations and applicable ethical codes.

*Are part-time students eligible for a GA?*

No. All GAs must be full-time students as defined by enrollment in a minimum of 9 credit hours.

*When are GAs paid?*

GAs are paid once a month at the end of each month. Please visit the Human Resources site for exact pay dates.

*Who manages the paperwork for GA appointments?*

Each GA must sign a contract for the academic year that is provided by staff in the CHHS Core Business Services and the Program Coordinator.

*Are there benefits like health insurance, sick leave or vacation?*

No. Health insurance is available for purchase through the University. GAs observe student holidays and breaks. Reading days in the fall are not holidays. In cases of illness where medical intervention is required for someone in a GA position that affects their ability to work their obligated hours, the MSW coordinator should be contacted to help address the issue.

**Testing Out of Courses**

Students that have a BSW are able to test out of SWK 514, SWK 506 and/or SWK 520. If a student would like the opportunity to do so, a student should put his/her request in writing to the MSW Coordinator. The student will be informed as to when and how they may take an examination to ascertain if his/her knowledge of the course is sufficient to test out. If they pass the examination, they will not have to take that particular course, but they will not receive course credit for it. They must then register and complete another course of equivalent credit hours and relevance to the MSW program, such that the student has completed the required credit hours of the program.

**Student Performance Evaluation**

A student's performance in each course is evaluated by the criteria set forth by the instructor in the course syllabus. Additional evaluative procedures are undertaken during a student's field placement experience (see *MSW Field Education Manual*).

Additionally, students are encouraged to develop a poster presentation of the work

accomplished in the research courses. These poster presentations are displayed at the annual CHHS Research Day.

### **Disciplinary Action/Termination**

Generally, issues regarding termination from the MSW program result from concerns about performance in field placements (see *MSW Field Education Manual*). In the event termination may be warranted for other reasons, the termination process as set forth by the Graduate School and outlined on both the Graduate School website and in the *Code of Student Life*, are followed.

### **Support for Conference Travel**

The Graduate School has limited financial assistance for graduate students who wish to go to conferences and present papers. There is an application for this on the Graduate Student website that should be completed and signed by the MSW Program Coordinator.

### **MSW and Graduate School Associations**

The School of Social Work supports the Student Social Work Organization, which is open to membership of both graduate and undergraduate students. This active organization provides community services to agencies and sponsors student attendance at the annual NASW fall conference.

Students who meet eligibility requirements also may apply for membership in the Eta Omega Chapter of Phi Alpha Honor Society, the international honor society for Social Work students. MSW students also are eligible for membership in the University Graduate Student Council.

### **NASW and Social Work Licensure/Certifications**

Professional social workers practice in a wide variety of settings, from schools to mental health institutions to prisons. The National Association of Social Workers (NASW) is the professional association for the profession. It certifies social workers with an Academy for Certified Social Workers (ACSW) credential. In addition, social workers are licensed in all 50 states; however, the form and levels of certification and licensure vary widely. In some states, the term “social worker” has title protection and can only be used by persons qualified to do so through certification/licensure or holding a BSW or MSW degree.

In general, after receiving a BSW or MSW, social workers can receive an initial credential to practice. In North Carolina, these are CSW (Certified Social Worker) or CMSW (Certified Master Social Worker) certifications, which require the degree from an accredited program and passing an examination. North Carolina has two advanced levels of practice certification. After two years of supervised administrative experience and passing an exam, social workers may receive a Certified Social Work Manager (CSWM). All three levels of certification are voluntary. In contrast, the Licensed Clinical Social Worker (LCSW) is mandatory for all clinical social workers in North Carolina. It requires a minimum of 3,000 hours of post MSW paid clinical employment (with appropriately supervised clinical practice). And a candidate must have a minimum of 100 hours of supervision from an LCSW with 2+ years of LCSW experience. The following is a link for LCSW requirements across the country:  
<http://socialworksupervisor.com/social-work-license/>

## ACADEMIC REGULATIONS AND PROCEDURES

The School of Social Work's MSW program follows the policies and procedures developed by the UNCW Graduate School. Please see the Graduate Catalogue for a complete discussion of these and additional topics. Highlighted below are those topics of particular importance to MSW graduate students.

### **Degree Time Limits**

Masters level graduate students have five calendar years to complete their degree program. The period begins with the student's first term of work after admission to the MSW program. Should unusual circumstances arise, there is a provision to petition the Graduate School for an extension of time if this action is endorsed by the student's advisor and the Director of the School of Social Work.

### **Transfer Credits**

A maximum of **six** semester hours of graduate credit may be transferred from another accredited institution in partial fulfillment of the master's degree. If a student has taken MSW courses at another CSWE-accredited school, each course will be individually evaluated in order to determine whether transfer credit would be appropriate. There is some variation across MSW programs, and only certain courses may be appropriate for transfer. In special circumstances, a student may petition the Graduate School for additional transfer credits. Grades on transferred work must be equivalent to a B or better, and must be taken within the allowed time limits for the degree. The MSW Graduate Coordinator must be consulted, and will formally recommend credit transfer to the Graduate School.

### **Retention Policy - GPA**

The Graduate School requires that a student's GPA be maintained at a 3.0; should a student fall below this standard, he or she will go on academic probation and has nine credit hours to bring up their GPA to the required standard. Should a student receive three grades of C or one grade of F, they will be dismissed from the MSW program. A student who has received a grade of C in a graduate course may repeat that course once, and both grades will count toward the GPA. Courses with grades of A or B may not be repeated.

### **Academic Grievance Procedures**

#### *Procedure for Protest of Grade*

Should a student be dissatisfied with a final grade in a course, he or she should attempt to resolve the issue with the course instructor. If the student is unable to resolve the issue with the faculty member, the student should communicate with the MSW coordinator and follow the grade appeal process outlined in the Graduate Catalogue.

#### *Other Types of Grievances*

Students concerned about any other matter relevant to their courses, other than grades, should attempt to resolve the issue directly with the instructor. Should the concern not be resolved to the student's satisfaction, he or she should then discuss the matter with the MSW Coordinator. If the situation is still unresolved, the student may appeal to the Director of the School of Social Work, but must do so within 30 days of the initial discussion with the faculty member. If the

issue cannot be resolved at the School level, further instructions have been developed by the Graduate School to resolve the matter (please see the Graduate Catalogue).

### **Class Attendance**

Students are expected to attend all regular class meetings and examinations for all courses in which they are registered. Each faculty member is responsible for setting policy concerning the role of attendance in determining grades for her/his classes. It is the student's responsibility to learn and comply with the policies for each class.

### **Academic Honor Code**

As stated in the Graduate Catalogue, "... no form of dishonesty among its faculty or students will be tolerated. ... Academic dishonesty takes many forms, from blatant acts of cheating, stealing, or similar misdeeds to the more subtle forms of plagiarism, all of which are totally out of place in an institution of higher learning." Should any violation of the honor code be suspected, students should inform their instructor or the MSW Coordinator. The university has established methods for instructors, schools and departments to handle violations of the honor code.

### **Procedures for Graduation**

A student must have a 3.0 GPA on all graduate-level courses. At a designated date in the fall semester of the second year for full-time students or fall of third year for part-time students, students must submit an application for graduation to the Graduate School. This can be done on-line through the Graduate School website. The date for Commencement is designated in the academic calendar each year. Additionally, the School of Social Work holds its own celebration for graduating students.

### **Student Privacy Rights**

Federal law guarantees rights to privacy of educational records, and students should be aware of these provisions. Students have a right to inspect their education records; if they believe them to be inaccurate, they may request to amend the record. A student's personal educational information may not be released to anyone without his/her consent, with the exception of certain eligible parents where the student is their legal dependent. Any requests for student information will be directed to the University registrar.

### **The UNCW Honor Pledge**

All students enrolled at UNCW are subject to the UNCW Student Academic Honor Code (hereafter referred to as the Honor Code), which is intended to help every member of the UNCW community appreciate the high value placed on academic integrity and the means that will be employed to ensure its preservation. Students are expected to perpetuate a campus culture where each student does his or her own work while relying on appropriate resources for assistance. In such a climate students enjoy a special trust that they are members of a unique community where one's thoughts and words are attributed correctly and with proper ownership, and where there is little need for systems to sanction those who cheat. As such, all UNCW students shall commit to the principles and spirit of the Honor Code by adhering to the following pledge:

*"As a student at The University of North Carolina Wilmington, I am committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. I pledge to uphold and promote the UNCW Student Academic Honor Code."*

A graduate student assigned a course grade of “F” as a result of an Honor Code offense will be deemed ineligible to continue in the UNCW Graduate School. The full UNCW Student Academic Honor Code may be viewed at [https://uncw.edu/odos/documents/honor\\_code\\_12-13.pdf](https://uncw.edu/odos/documents/honor_code_12-13.pdf)

If a student violates any of these policies and deemed out of compliance. The graduate dean will issue a letter stating the compliance issue and the termination notice. This letter is sent via email and the MSW Program Coordinator is copied on the exchange.

## MSW CURRICULUM

The MSW curriculum is divided into a foundation and an advanced level, with specific courses taught each semester in a progression of increasing specialization of content. All students take the same courses, with the exception of chosen electives. Electives may be chosen from social work courses or graduate level courses in other departments at the university. Social work curricula provide instruction in several sequences of the content, which is described below.

### **Curriculum Guides**

Curriculum guides for students enrolled in the MSW program *prior to the Fall of 2021*:

- [MSW Full Time \(PDF\)](#)
- [MSW Part Time \(PDF\)](#)
- [Advanced Standing \(PDF\)](#)

Curriculum guides for students enrolled in the MSW program *during the fall of 2021 and after*:

- [Full-Time MSW Clinical](#)
- [Part-Time MSW Clinical](#)
- [Advanced Standing Clinical](#)

Curriculum guides for students enrolled in the MSW Macro program (admitting full-time in the fall of 2022)

- [Full-Time MSW Macro](#)
- [Part-Time MSW Macro](#)