



WESTERN
KENTUCKY
UNIVERSITY

Masters Of Social Work

**Student Handbook
2010 - 2012**

Revised: Summer 2010

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DEPARTMENT OF SOCIAL WORK ADMINISTRATORS AND STAFF

Dean May, Ed.D., MSW, B.A.

Department Head/ Interim MSW
Program Director

Susan Wesley, Ph.D., CSW

BSW Program Director

Vivian Hurt, MSSW, CSW

Departmental Field Director

Emily Gouvas

Field and Admissions Office Associate

Janey Cline

Office Associate

Marsha Hopper, MA

CFL Office Associate

Allison Gibson, MSW

MSW Child Welfare Support Coordinator

Kellye McIntyre- MSW

Director of Training Resource Center

DEPARTMENT OF SOCIAL WORK FACULTY

Eileen Arnold, M.S.W., C.S.W., Instructor, M.S.W., Indiana University

Research Interests: Field Education

Amy Cappiccie, Ph.D., M.S.W., Assistant Professor, Ph.D. University of Louisville.

Research Interests: Immigration and Refugees, Diversity, and related Social Policy, Evidence Based Education, Rural Social Work, and Poverty.

Janice Chadha, Ph. D., University of Illinois, M. S. W., University of Missouri.

Research Interest: Cultural Diversity, Emerging Populations, and Healthcare.

Patricia Desrosiers, Ph.D., M.S.W., L.C.S.W., Assistant Professor, Ph.D., University of Louisville and University of Kentucky Joint Program. MSW University of Southern Indiana.

Research Interests: Leadership, Gender, On-line Teaching

Jay Gabbard, Assistant Professor, Ph.D., University of Alabama; M.S.W., University of South Carolina, B.A., Washington and Lee University.

Research Interests: Homelessness, Spirituality and Social Work, Mental Health, Poverty.

Vivian Hurt, Assistant Professor M.S.W., L.C.S.W., M.S.W., University of Louisville

Research Interests: Field Education, Child Welfare, and Supervision in Child Welfare Agencies.

J. Dean May, Associate Professor; Ed.D., University of Memphis; M.S.W., Florida State University; B.A., Anderson University.

Research Interests: College Student Development, Particularly Intellectual Development during the College Years and Its Relationships to Quality of Effort.

Lori Nicholas, LCSW; A.B.D. University of Louisville, M. S. W. Ohio State University, B. S. Ohio State University.

Research Interest: Chronic Medical Illness at the Practice and Policy Levels, Interdisciplinary Gerontology Practice, Infusion of Aging Practice in Social Work Curriculum, and the Use of Technology in Social Work Education.

Larry Owens Assistant Professor; Ed.D. Spalding University, M. S. W. Carver School of Social Work, B. S. Gardner-Webb College.

Research Interest: Child Welfare, Leadership, and International Social Work.

Jan Peeler, Instructor, M.S.W., University of Louisville; B.S.W., East Carolina University.

Research Interests: Community Development, Social Activism, and Social Development Issues.

Tina L. Peterson, Ph.D. ; University of Alabama, M.S.W., University of Alabama, B.A., Taladega College.

Research Interest: Aging With an Emphasis on Minority Aging, Quality of Life, Serious Mental Illness, Family Health and Disparities, Child Welfare, Custodial Grandparenting.

Carol Robey, M.S.S.W., Visiting Assistant Professor, C.F.L. Instructor, B.S., Northern Kentucky University, M.S.S.W., University of Louisville

Research Interests: Foster Care and Adoption, Child Sexual Abuse, Adolescent Issues, Adults with Disabilities.

R. Dale Smith, Associate Professor, Ph.D., University of Alabama; M.S.W., University of Kentucky; B.S., Brescia University.

Research Interests: Social Work History, Social Work Education, Mental Health, and Foster Care.

Sandra Starks, Associate Professor; Ed.D., University of Louisville; M.S.S.W., Kent School of Social Work, University of Louisville; B.A., Western Kentucky University.

Research Interests: Diversity, Cultural Competency, Clinical Practice, Women's Issues, African American Women, Spirituality and Life Satisfaction.

Dana Sullivan, Assistant Professor, Ph. D., University of Louisville, and University of Kentucky (joint program). M.S.S.W., University of Kentucky. B. A., Western Kentucky University.

Research Interest: Child Welfare, Mental Health, Substance Abuse Prevention.

Gary L. Villereal, Associate Professor, Ph.D., University of Pittsburgh; M.A., Oakland University, B.A., Oakland University.

Research Interests: Positive Teachings, Post-Traumatic Stress Disorder, Ethics Audit, Crisis Intervention, International Social Work, Hispanic Aging.

Susan Wesley, Associate Professor, Ph.D., Case Western Reserve University; M.S.W., University of Louisville; B.A., Morehead State University.

Research Interests: Professional Ethics and Gerontology.

UNIVERSITY INFORMATION AND MISSION

Western Kentucky University's undergraduate division provides four-year programs leading to the bachelor of arts, the bachelor of fine arts, the bachelor of general studies, the bachelor of science, the bachelor of science in nursing, the bachelor of social work, and the bachelor of music degrees. Eighty-eight (88) academic majors and fifty-seven (57) academic minors are available. A number of professional and pre-professional curricula provide additional options.

Eighteen (18) associate degree programs are offered leading to the associate of arts degree, associate of science degree, associate of applied science and associate of general studies degree. Three certificate programs are also offered.

In addition to the MSW Program, Graduate Studies offers the Master of Arts, Master of Arts in education, Master of Business Administration, Master of Science, Master of Music, Master of Public Service, and the Master of Public Administration. Western also offers the Specialist degree and Rank I and II programs. A joint doctoral degree program is offered with the University of Louisville and the University of Kentucky. Consult the Graduate Studies Catalog for further information. Western Kentucky University shall be the University of choice for students and faculty who are dedicated to academic excellence.

True to the Western Spirit, the University offers an inviting, nurturing, and challenging environment, which is responsive to the intellectual, social, and cultural needs of a diverse learning community. Western's success is reflected in the success of its alumni, who are known for their leadership, adaptability, and commitment to Western. Western Kentucky University shall produce nationally and globally competitive graduates and provide optimum service and life-long learning opportunities for its constituents.

Western Kentucky University is committed to equal opportunity. It is an Equal Opportunity Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin, or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, on such basis under any educational program or activity receiving federal financial assistance.

If you experience discrimination in any educational program or activity, written procedures are available for consideration of complaints that allege such discrimination. These should be directed to the Office of the President, Western Kentucky University, 1906 College Heights Blvd, Bowling Green, Kentucky 42101-3576. Inquiries about such alleged discrimination also may be made directly to the Director, Office of Civil Rights, United States Department of Human Resources, and Washington, DC 20201

CSWE PURPOSE OF SOCIAL WORK

The MSW Program functions in accordance with the Council on Social Work Education (CSWE) standards. Full details of the latest educational policy can be downloaded from www.cswe.org.

Purposes of the Social Work Profession

The social work profession receives its sanction from public and private auspices and is the primary profession in the development, provision, and evaluation of social services. Professional social workers are leaders in a variety of organizational settings and service delivery systems within a global context.

The profession of social work is based on the values of service, social and economic justice, dignity and worth of the person, importance of human relationships, and integrity and competence in practice. With these values as defining principles, the purposes of social work are:

- 1) To enhance human well being and alleviate poverty, oppression, and other forms of social injustice.
- 2) To enhance the social functioning and interactions of individuals, families, groups, organizations, and communities by involving them in accomplishing goals, developing resources, and preventing and alleviating distress.
- 3) To formulate and implement social policies, services, and programs that meet basic human needs and support the development of human capacities.
- 4) To pursue policies, services, and resources through advocacy and social or political actions that promotes social and economic justice.
- 5) To develop and use research, knowledge, and skills that advance social work practice.
- 6) To develop and apply practice in the context of diverse cultures.

Purposes of MSW Social Work Education

The purposes of social work education are to prepare competent and effective professionals, to develop social work knowledge, and to provide leadership in the development of service delivery systems. Social work education is grounded in the profession's history, purposes, and philosophy and is based on a body of knowledge, values, and skills. Social work education enables students to integrate the knowledge, values, and skills of the social work profession for competent practice.

DEPARTMENT OF SOCIAL WORK MISSION STATEMENT

The mission of the Department of Social Work at Western Kentucky University is to provide quality BSW and MSW programs that prepare competent and responsible professionals to work successfully in a global society.

MSW PROGRAM MISSION STATEMENT

In keeping with the tenets of the Program, the purpose of social work, constituent needs, and the regional “rurality” characteristics of south central and western Kentucky, the MSW Program mission is “To educate and prepare students for professional social work practice to meet the needs of increasingly diverse rural populations.” The Program is particularly dedicated to addressing the work force needs of agencies working with Kentucky’s families, communities and with emphasizes on professional and scholarly service to rural areas, the community, the state, and the nation.

MSW PROGRAM GOALS, OBJECTIVES AND PERFORMANCE INDICATORS

Foundation Year

Program Goal 1: To produce competent practitioners within rural areas.

Foundation Objective 1: To apply a generalist perspective to social work practice.

Performance Indicators:

1. Utilize critical thinking within the context of social work practice, including an understanding of organizations and the need for planned change within service delivery systems. (EPAS 3.0.1 and EPAS 3.0.12)
2. Apply a generalist social work perspective across all system levels, integrating a broad range of knowledge and theories. (EPAS 3.0.M6)
3. Synthesize and apply theoretical frameworks of practice interventions that incorporate knowledge of developmental and behavioral interactions between individuals and multiple systems. (EPAS 3.0.7 and EPAS 3.0.12)
4. Utilize various communication skills differentially to articulate and advocate for diverse populations and communities. (EPAS 3.0.3 and EPAS 3.0.10)
5. Demonstrate professional use of self by engaging in consultation and supervision. (EPAS 3.0.11)

Program Goal 2: To increase the number of practitioners with professional values and standards of cultural competence who are creative and ethically accountable in their practice with diverse rural populations.

Foundation Objective 2: To produce practitioners who have a strong appreciation and

understanding of the values and ethics of social work.

Performance Indicators:

6. Understand and apply social work values and ethics in social work practice with an appreciation for empowerment, diversity, and client strengths. (EPAS 3.0.2)
7. Identify the impact of value conflicts and ethical dilemmas in social work practice related to ability, age, class, color, culture, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation. (EPAS 3.0.2 and 3.0.3)

Program Goal 3: To apply critical knowledge that cultivates and synthesizes an understanding of the complex needs within the culture of rural communities, including research, training, continuing education, and other relevant projects.

Foundation Objective 3: To produce practitioners who practice from an evidence-based perspective.

Performance Indicators:

8. Critique and interpret research studies on societal issues and evaluate their relevance and contributions to social work practice. (EPAS 3.0.9)
9. Integrate research techniques and technology for evaluating one's own practice. (EPAS 3.0.9)

Program Goal 4: To impact the social, economic, and political environment of rural areas in order to empower constituents and influence social welfare policies, practices, and services.

Foundation Objective 4: To produce practitioners for effective policy practice.

Performance Indicators:

10. Interpret historical events and circumstances as they apply to contemporary social policies and services. (EPAS 3.0.5)
11. Analyze policies and their implications in order to formulate effective service delivery. (EPAS 3.0.4 and EPAS 3.0.8)
12. Apply strategies and interventions that promote social, economic, and political justice that include an understanding of oppression, discrimination, and social change. (EPAS 3.0.4 and 3.0.12)

Concentration Year

Program Goal 1: To produce competent practitioners within rural areas.

Concentration Objective 1: To produce advanced practitioners for self-directed practice in rural settings.

Program Indicators:

1. Generalize foundation knowledge and skills to advanced direct practice in rural settings
2. Integrate specialized knowledge and skills necessary for effective advanced direct

- practice with rural systems.
3. Implement community organization and community development plans to impact rural communities.
 4. Demonstrate effective leadership and administrative skills.
 5. Demonstrate differential professional use of self.

Program Goal 2: To increase the number of practitioners with professional values and standards of cultural competence who are creative and ethically accountable in their practice with diverse rural populations.

Concentration Objective 2: To produce practitioners who have a strong appreciation and understanding of the values and ethics of social work.

Performance Indicators:

6. Integrate an understanding of “rurality” as a distinct culture that is interrelated with other aspects of diversity.
7. Manage value and ethical conflicts common in rural environments.

Concentration Objective 3: To demonstrate culturally competent standards of social work practice in rural settings.

Performance Indicator:

8. Evaluate compliance with NASW Cultural Competence Standards of Practice.

Concentration Objective 4: To demonstrate ethical standards of social work practice in rural settings.

Performance Indicator:

9. Evaluate compliance with NASW Code of Ethics.

Program Goal 3: To apply critical knowledge that cultivates and synthesizes an understanding of the complex needs within the culture of rural communities, including research, training, continuing education, and other relevant projects.

Concentration Objective 5: To produce practitioners who practice from an evidence-based perspective.

Performance Indicators:

10. Demonstrate research competencies within the rural practice milieu.
11. Critically analyze current practice research.

Program Goal 4: To impact the social, economic, and political environment of rural areas in order to empower constituents and influence social welfare policies, practices, and services.

Concentration Objective 6: To produce practitioners for effective policy practice.

Performance Indicators:

12. Perform as a policy practitioner within the rural setting.
13. Apply skills in administration, community planning, and development.

Western Kentucky University
MSW 2 Year Full-Time Traditional Program – 60 Credit Hours
(Bowling Green Campus Only)

Year 1 Fall Semester

<u>Course</u>	<u>Number</u>	<u>Name</u>	<u>Credit Hours</u>
SWRK	501	Cultural Competency in Social Work Practice	3
SWRK	510	Human Behavior in the Social Environment	3
SWRK	520	Generalist Social Work Practice	3
SWRK	540	Foundation of Social Research Methods	3
SWRK	560	Foundation Field Practicum I	3

Year 1 Spring Semester

<u>Course</u>	<u>Number</u>	<u>Name</u>	<u>Credit Hours</u>
SWRK	522	Group Dynamics in Social Work Practice	3
SWRK	523	Rural community Organization and Development	3
SWRK	530	Foundation of Social Welfare Policy	3
SWRK	561	Foundation Field Practicum II	3
		Elective 1	3
		ACAT Examination	

Year 2 Fall Semester

<u>Course</u>	<u>Number</u>	<u>Name</u>	<u>Credit Hours</u>
SWRK	610	Social Work Administration and Supervision	3
SWRK	620	Advanced Psycho-Social Approaches for Rural Practice	3
SWRK	623	Social Work Clinical Assessment and Intervention	3
SWRK	660	Concentration Field Practicum I	3
		Elective 2	3

Year 2 Spring Semester

<u>Course</u>	<u>Number</u>	<u>Name</u>	<u>Credit Hours</u>
SWRK	622	Advanced Social Work Practice with Families	3
SWRK	630	Rural Social Work Policy	3
SWRK	640	Applied Social Work Research	3
SWRK	661	Concentration Field Practicum II	3
		Elective 3	3
		Practice Readiness Exam (Comprehensive Exam)	

Electives may be taken in Winter and Summer terms

Year 2 – May

Graduation

**PART-TIME TRADITIONAL (60-CREDIT) PROGRAM – 4 YEAR
(Bowling Green and Cookeville site)**

Year 1 Fall Semester

Course	Number	Name	Credit Hours
SWRK	501	Cultural Competency in Social Work Practice	3
SWRK	510	Human Behavior in the Social Environment	3

Year 1 Spring Semester

Course	Number	Name	
SWRK	530	Foundation of Social Welfare Policy	3
SWRK	523	Rural Community Organization and Development	3

Year 2 Fall Semester

Course	Number	Name	
SWRK	520	Generalist Social Work Practice	3
SWRK	540	Foundation of Social Work Research Methods	3
SWRK	560	Foundation Field Practicum I	3

Year 2 Spring Semester

Course	Number	Name	
SWRK	522	Group Dynamics in Social Work Practice	3
SWRK	561	Foundation Field Practicum II	3
		Elective I	3
		ACAT Examination	

Year 3 Fall Semester

Course	Number	Name	
SWRK	610	Social Work Administration and Supervision	3
SWRK	623	Social Work Clinical Assessment and Intervention	3
		Elective II	3

Year 3 Spring Semester

Course	Number	Name	
SWRK	630	Rural Social Work Policy	3
SWRK	640	Applied Social Work Research	3
		Elective III	3

Year 4 Fall Semester

Course	Number	Name	
SWRK	620	Adv Psycho-Social Approaches for Rural Practice	3
SWRK	660	Concentration Field Practicum I	3

Year 4 Spring Semester

Course	Number	Name	
SWRK	622	Advanced Social Work Practice with Families	3
SWRK	661	Concentration Field Practicum II	3
		Practice Readiness Exam	

- Electives may be taken in Winter and Summer terms

FULL TIME ADVANCED STANDING (33-CREDIT) PROGRAM
Bowling Green Campus Only

Year 1- Fall Semester

<u>Course</u>	<u>Number</u>	<u>Name</u>	<u>Credit Hours</u>
SWRK	610	Social Work Administration and Supervision	3
SWRK	612	Social Work in Diverse Rural Communities	3
SWRK	620	Advanced Psycho-Social Approaches for Rural Practice	3
SWRK	623	Social Work Clinical Assessment and Intervention	3
SWRK	660	Advanced Field Practicum I	3

Year 1- Winter Term: Elective I, and/or II 3

Year 1 Spring Semester

<u>Course</u>	<u>Number</u>	<u>Name</u>	<u>Credit Hours</u>
SWRK	622	Advanced Social Work Practice with Families	3
SWRK	630	Rural Social Work Policy	3
SWRK	640	Applied Social Work Research	3
SWRK	661	Advanced Field Practicum II	3
		Practice Readiness Exam	

Year I- Summer Term:

Elective II if not taken in Winter term, Electives can also be taken the summer prior to the first Fall Semester if you are already admitted into the MSW program.

PART-TIME ADVANCED STANDING (33-CREDIT) PROGRAM
(Bowling Green campus and Paducah Site)

Year 1 – Fall Semester

Course	Number	Name	Credit
SWRK	610	Social Work Administration and Supervision	3
SWRK	612	Social Work in Diverse Rural Communities	3
SWRK	623	Social Work Clinical Assessment and Intervention	3

Year 1- Spring Semester

Course	Number	Name	Credit
SWRK	630	Rural Social Work Policy	3
SWRK	640	Applied Social Work Research	3

Year 1 – Summer Term

Course	Number	Name	Credit
		Elective I	3
		Elective II	3

Year 2- Fall Semester

Course	Number	Name	Credit
SWRK	620	Advanced Psycho-Social Approaches For Rural Practice	3
SWRK	660	Advanced Field Practicum I	3

Year 2- Spring Semester

Course	Number	Name	Credit
SWRK	622	Advanced Social Work Practice with Families	3
SWRK	661	Advanced Field Practicum II Practice Readiness Exam	3

Year – May
Graduation

Course Listings

Professional Foundation

SWRK 501 - Cultural Competency in Social Work Practice (3 hours)

Designed to provide the student with a conceptual basis for cross cultural social work interventions.

SWRK 510 - Human Behavior in the Social Environment (3 hours)

Examines behavior within the context of families, groups, organizations, communities, and cultures.

SWRK 520 - Generalist Social Work Practice (3 hours)

Designed to provide the student with an introduction to the knowledge, values and skills necessary for effective social work interventions with individuals and families.

SWRK 522 - Group Dynamics in Social Work Practice (3 hours)

Provides an introduction to social work group work practice, including dynamics of group interaction, stages of group development, and group types.

SWRK523- Rural Community Organization and Development (3 hours)

Teaches the knowledge, skills, and values of advanced macro level social work practice with a focus on complex skills in community development, economic development, and organizational change within the rural community.

SWRK 530 - Foundations of Social Welfare Policy (3 hours)

Designed to provide the student with an introduction to relationships between social policy, social welfare, and the American society.

SWRK 540 - Foundations of Social Work Research Methods (3 hours)

Provides an overview of social work research methods for graduate level practice. Topics include research paradigms and designs: qualitative and quantitative methods, and single-subject and group-comparison designs.

SWRK 560 –Foundation Field Practicum I (3 hours)

Focuses on application of skills, knowledge, and values of the generalist social work perspective.

SWRK 561 - Foundation Field Practicum II (3 hours)

Continues to focus on applied skills, knowledge, and values for the generalist social work perspective.

Credit for Learning Courses

SWRK 571 - Introduction to Kentucky Child Welfare Practice (3 hours)

Focuses on understanding problems and issues faced by children and families within an ecological framework. The complexities of social work practice within the Kentucky child welfare system are examined. (Open only to DCBS P and P workers.)

SWRK 572 –Family Violence: Social Work Practice (3 hours)

Provides students with the research, practice, and policy knowledge necessary for understanding, assessing, and intervening in various forms of family violence. students examine their own values, beliefs, and biases related to working in in this area of social work practice in the public child welfare system. (Open only to DCBS P and P workers.)

SWRK 573 –Assessment and Case Management of Child Sexual Abuse (3 hours)

This course prepares students to identify family dynamics associated with childhood sexual abuse, advocacy, crisis assistance and intervention. Students gain knowledge and skills required to assess and interview children, families, and offenders. Skills are gained to assess needs, make appropriate referrals, and prepare for the placement of the child, when indicated. Students will learn the social worker's role in a multidisciplinary team and increase their preparation for and participation in related judicial proceedings. (Open only to DCBS P and P workers.)

SWRK 574 –Enhancing Safety and Permanency for Children (3 hours)

Students develop professional social work practice knowledge and skills in the delivery of services to children and youth in foster care as well as families who care for them. Students are prepared to enhance the safety and permanency of children receiving services from the KCHF Services. (Open only to DCBS P and P workers.)

Advance Course Work

SWRK 610 -Social Work Administration and Supervision (3 hours)

Explores a variety of theories and models on managing human resources including non-professional and professional staff.

SWRK 612- Social Work in Diverse Rural Communities (3 hours)

Addresses issues of diversity, including rurality, in multilevel advanced social work practice for Advanced Standing students.

SWRK 620 – Advanced Psycho-Social Approaches for Rural Practice (3 hours)

Focuses on knowledge, skills, and values for advanced micro level social work within a rural area. Topics include clinical interventions with individuals, families, and groups; empowerment and interdisciplinary approaches..

SWRK 622 - Advanced Social Work Practice with Families (3 Hours)

This course builds on the knowledge and skills gained in the generalist social work practice classes. Knowledge and skills related to social work processes for planned change using engagement, assessment, planning, implementation (with interventions), evaluation, termination, and follow-up in working with families.

SWRK 623 – Social Work Clinical Assessment and Intervention (3 Hours)

Focuses on the process of assessment and diagnosis from a direct practice perspective

SWRK 630 - Rural Social Welfare Policy (3 hours)

Teaches advanced graduate-level skills in policy analysis and evaluation with an emphasis on skills for policy practice within the rural context.

SWRK 640 - Applied Social Work Research (3 hours)

Teaches the skills for evaluation of social work practice across client system levels within the rural practice context. It provides a value context for practice evaluations.

SWRK 660 - Advanced Field Practicum I (3 hours)

Focuses on the development of advanced applied skills, knowledge, and values for direct social work practice in a rural setting.

SWRK 661 - Advanced Field Practicum II (3 hours)

Focuses on the development of advanced applied skills, knowledge, and values for advanced direct social work practice in a rural setting.

Electives

SWRK 671 - Social Work and the Law (3 hours)

Prerequisite: SWRK 501 or permission of instructor.

Introduction to legal issues in social work. Identifies similarities and differences between legal and ethical obligations and dilemmas. Topics include courtroom evidence, procedure and testimony.

SWRK 672 - Child Sexual Abuse (3 hours)

Prerequisite: SWRK 510, and advanced standing or approval of instructor.

Dynamics, causes, and effects of child sexual abuse across the life span. Focuses on interventions, skills, and knowledge for working with families and individuals experiencing child sexual abuse.

SWRK 673 - Grief/Loss Issues Intervention (3 hours)

Prerequisite: SWRK 520 or permission of the instructor.

Dynamics of grief and loss. Theories/models for interventions that are relevant for advanced direct social work practice in rural settings.

SWRK 675 - Expressive Therapies (3 hours)

Prerequisite: SWRK 520 or permission of the instructor.

Teaches therapy from a holistic perspective that embraces alternative practices for personal change and growth. Students will obtain knowledge from various theories and models with interventions that are relevant for social work practice.

SWRK 695- Special Topics in Social Work (3 hours) A variety of electives are offered on a limited basis under this course number.

SWRK 433G- Ethical Issues and Dilemmas in Social Work (3 hours)

PROGRAM ACADEMIC POLICIES

Academic Advising

The MSW Program places high value on the advising process. Advisors' office hours are posted on their office doors. Students are assigned a faculty advisor during the program orientation. The Department tries to match students and faculty with the same areas of professional interest.

Student Responsibilities:

The specific responsibilities of students include:

1. Plan a schedule for each semester to ensure that there is reasonable progress toward the degree. The faculty advisor will guide and offer counsel in this process.
2. Complete all courses for which the student registers.
3. Know the contents the Graduate Catalog and MSW Student Handbook. Ask clarifying questions if you do not understand.
4. Participate in advising prior to registration.
5. Notify advisor in timely way if student is experiencing a problem.

Faculty Advisor Responsibilities:

The specific responsibilities of the advisors include:

1. Assist students in selection of courses and program planning to prepare them for professional social work practice.
2. Provide an opportunity for students to evaluate their personal commitment to social work and readiness to enter the profession.
3. Engage students in comprehensive evaluation of their performance in the educational program.
4. Refer students with personal problems to appropriate resources with the University and community, i.e., medical, psychological, financial, housing, childcare, employment, career counseling, etc.
5. Participate in committees established to evaluate academic and/or professional performance.
6. Clear students for course registration (exception: cohort students who are registered by DELO).

Academic Load

A typical academic load for graduate students ranges from 12 to 15 semester hours. No student may carry more than 15 hours per semester. Full-time status is required for each semester of the program unless approved by the student's advisor. Courses may be taken in the summer to reduce the fall or spring load to no fewer than 9 semester hours. Approved electives may be taken within the Department of Social Work or in other departments. Typically, only courses numbered 500 and above are taken by graduate students. A course designated 400G may be taken with written permission from both the student's advisor. Undergraduate courses will not count toward MSW degree requirements.

Grades

Candidates for an MSW degree are required to maintain a combined average grade of B (3.0 grade point average) in all course work. Grades lower than a C may not be used in meeting degree requirements. Graduate students must maintain a 3.0 cumulative GPA in all courses taken as a graduate student (including all transfer courses and undergraduate level courses). Students who fail to meet the 3.0 GPA requirements for the graduate program GPA (courses on approved Form C) and overall cumulative GPA will not be awarded a degree or certificate.

Any student with two consecutive semesters with a grade below a B must meet with their academic advisor to ensure that the student has a plan to remain in good standing with the University and the Program. The plan must be written and placed in the student file prior to the student continuing in the program.

Any student with a grade below a C will be placed on academic probation by the Department regardless of GPA. The student will be required to meet with advisor and draft a plan to master the content of the course, which include repeating the course as soon as it is offered. The student's plan must be submitted to the Program Director for approval and, once approved, placed in the student's file.

Graduate Academic Probation and Dismissal

Graduate students must maintain a 3.0 grade point average (GPA) for all courses taken at WKU and those graduate courses transferred to WKU to fulfill graduate program requirements. Students must maintain a minimum grade point average of 3.0 in both the major and the cumulative (overall) GPA to earn a degree or certificate. If a student's overall GPA falls below 3.0, the student will receive a letter of academic warning informing the student that the GPA is below 3.0. The student will have one additional full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. If the GPA remains below a 3.0 after completing the one semester of full-time course work or the equivalent (9 hours), the student may not register for any additional graduate credit at WKU and will be dismissed from the graduate program. Students placed on academic probation are not eligible for graduate assistantship appointments.

Any student failing to obtain the required 3.0 GPA after the probationary period who wishes to be readmitted to Graduate Studies must submit a written academic plan detailing how the required GPA can be obtained. The request for readmission must have the support of the graduate faculty in the academic program before being reviewed/considered in Graduate Studies. This request for readmission must be submitted with a new application following the semester of academic probation. Each case will be reviewed by the Dean of Graduate Studies and Research for a determination regarding readmission to the desired academic program. If they are accepted for readmission to the program, readmitted students will have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. Please note that each program reserves the right to apply more restrictive requirements to graduate students regarding probation and dismissal.

Dismissal

Academic

Students may be dismissed from the program for having failed twice the final comprehensive examination for the MSW degree. A graduate student may also be dismissed from the graduate program if the overall GPA, as a graduate student, (including graduate and undergraduate course work) falls below 3.0 as described in the academic probation section above. **Students who receive two failing grades will be terminated from the Masters Program.**

Capstone Courses

All students are required to complete capstone courses (SWRK 622 in conjunction with SWRK 661) prior to graduation.

Class Attendance

Learning in a graduate professional program is based in part on the interaction that occurs between the instructor and the students in the classroom. Regular attendance at class is an expected responsibility of students. Each course syllabus may have specific requirements, including online instruction.

Credit for Learning Courses

WKU's graduate program participates in the Credit For Learning Program (CFL), which is a collaborative program between Kentucky's three public MSW programs, ECU, and the Cabinet of Health and Family Services. CFL is supported by WKU's Division of Extended Learning and Outreach (DELO). Students enrolling in these courses must complete the University's graduate application, a registration form (EQU), and have completed a baccalaureate degree from an accredited university. Credit for Learning (CFL) courses may be used as electives for the completion of WKU's graduate social work program if completed for a grade within 6 years of admissions into the graduate program. CFL courses may not be used to meet any core course requirements. It is the student's responsibility to ensure that CFL courses do not exceed the number of credit hours a student may transfer to WKU. It is also the student's responsibility to ensure that CFL courses being offered at WKU will transfer to other programs or universities prior to enrolling in the course. ***Only students employed by the Cabinet of Health and Family Services (P and P) may enroll in a CFL (SW 57X) course as an elective for the program.***

Credit for Life Experience

In accordance with CSWE regulations the MSW program awards no academic credit to students for life and/or previous work experience. Credit toward all social work courses, including the field practicum must be completed within an academic environment.

Graduate credit for courses taken as undergraduate; No MSW credit will be given for any course that is taken while a student is still an undergraduate. This is also in accordance with the CSWE requirements.

Dropping and Adding Courses

After the registration period for each semester and before the beginning of the semester, students may make schedule adjustments at times indicated in the Class Schedule Bulletin. The student's advisor or the program director must approve all course additions or withdrawals. The student is responsible for all fees associated with dropping or adding a course. Please refer to the 2010-2011 Graduate Catalog for further information.

Electronic Policy

Technology applied to or used for a course and/or official departmental business may not be used for any other purpose. Technology includes but is not limited to electronic mail services (both e-mail and list-serves), the Internet, software, and course web site programs.

Activities specifically prohibited include, but are not limited to, the following:

1. Giving or selling of e-mail addresses or other personal information regarding students, staff, instructors, or faculty to anyone outside Western Kentucky University.
2. Using e-mail list or list serves for solicitation purposes.
3. Enabling a non-registered individual's access to a course without permission from the instructor of that course.
4. The department does not support the use of pirated software on departmental computers.

Grading Linked Classes

There are several courses which are linked in the Program's curriculum. SWRK 520 is linked to SWRK 560. SWRK 521 is linked to SWRK 561. SWRK 620 is linked to SWRK 660. SWRK 622 is linked to SWRK 661. These courses require that students be concurrently enrolled during the appropriate semester. If a student is successfully completing one course, but not doing satisfactorily in the concurrent course (for any reason), the particulars are examined on a case by case basis by the designated curriculum committee to determine appropriate academic action. Since concurrent registration is required, if one course is dropped, the companion course must be dropped. If a student fails one course, the companion course must be re-taken as well.

Incomplete Grades

All students requesting an incomplete must gain the instructors approval and the written approval of the MSW Program Director. Requesting an incomplete does not guarantee that the request will be granted. A student may not enroll in subsequent coursework with a grade of "I," unless specifically approved by the MSW Program Director.

Independent Study Policy

The Office of Graduate Studies indicates that a maximum of 6 hours of workshops, independent studies, special problems, individual special topics, and research or reading in the discipline may be used in any degree program.

If you need to complete an independent study, you must contact the professor you wish to lead the course for you. Together you need to draw up a plan which meets graduate level expectation and includes the independent study application form 9 available in the main departmental office or departmental website). The plan and form are then presented to your advisor for approval. If the advisor approves the plan, the plan and the form is then forwarded to the MSW Program Director for faculty assignment approval. It is always advisable to talk with your advisor prior to developing the full plan for advisor input.

It should be noted that just because one request an independent study, the program reserves the right to deny request that do not met graduate level standards or if appropriate resources (including faculty workload concerns) are not available. Given that independent studies are outside the normal workload expectation of faculty, no faculty member is obligated to provide independent study options.

Institutional Review Board

The Department of Social Work requires students who conduct research to comply with all professional and University guidelines for ethical treatment of subjects.

Human subject is defined by the Code of Federal Regulations (CFR) as "a living individual about whom an investigator obtains (1) data through intervention or interaction with the individual or (2) identifiable private information." The regulations extend to the use of human organs, tissue, and body fluids from individually identifiable human subjects as well as to graphic, written, or recorded information derived from individually identifiable human subjects. The use of autopsy materials is governed by applicable state and local law and is not directly regulated by the federal human subject regulations.

Research is defined in the Code of Federal Regulations (CFR) as "a systematic investigation designed to develop and contribute to generalizable knowledge."

Examples of activities that constitute research include:

- Any study intended to result in publication or public presentation;
- Any activity resulting in publication or public presentation, even though it involves only review of existing data that was collected with no intent to publish; or
- Any use of an investigational drug or device.

Thus, research with human subjects *includes survey and interview research*, as well as evaluation studies.

An example of an activity that is not research would be any evaluation of an employee, course, program, or service in which such evaluation is not designed to lead to generalizable knowledge. If an activity does not involve research, it does not require approval or review by the HSRB. If the investigator has any doubt as to whether an activity constitutes research, he or she should contact the HSRB Human Protections Administrator.

For all research activity, the investigator--whether an administrator, faculty member, staff member, or student--must file a protocol, or description of the procedure(s) to be used to gather information from subjects, with the HSRB. The HSRB must then approve the protocol *prior to the collection of any data or research information from the research participants.*

The guidelines have provisions for exemption of some studies that involve no risk to subjects and for expedited review for some types of studies involving no more than minimal risk to subjects. The determination of the type of review required must (by federal mandate) be made by the Human Subjects Review Board.

Those planning to conduct any type of research with humans, including survey or interview research or evaluation studies, should complete well in advance of data collection the *Application for Approval of Investigations Involving the Use of Human Subjects*, available in the Office of Sponsored Programs. An HSRB Information Packet -- including a description of the review process, criteria for determining and expedited or exempt review and guidelines for writing a protocol and an informed consent document -- is also available from the Office of Sponsored Programs

For further information, you can view the online HRSB Information Packet at:
<http://www.wku.edu/Dept/Support/SponsPrg/grants/pols/hsrb.htm>

Legal Charges or Conviction of a Misdemeanor or Felony

Students considering a degree in social work who have been convicted of a misdemeanor or felony should be aware of the following:

- 1) A number of agencies/organizations that provide field practicum placements for social work students require a criminal background check, as well as a child/adult protective service check, prior to agreeing to provide field education.
- 2) Some state licensure laws for social workers inquire about whether the applicant has been charged with or convicted of a misdemeanor or a felony prior to allowing the applicant to sit for the licensure exam.

The Department strongly recommends that any applicants or students in this situation consult their advisor or the Program Director. Students who incur charges or convictions after admission must discuss the charges or convictions with an advisor within two weeks of the occurrence. Failure to formally notify the program director within two weeks of a new charge may result in dismissal from the MSW program.

Professional Performance

The NASW Code of Ethics will be the guiding framework and source for identifying professional performance. The program requires that all students sign a statement of adherence to the Code of Ethics.

The program has the following termination for professional reason protocol in place.

Procedure for Termination for Professional Reasons, Graduate Students

Policy and Procedures: Professional Performance

This policy is a component of the *Procedure for Termination for Professional Reasons, Undergraduate and Graduate Students* and will be reviewed and implemented per University guidelines.

Faculty may initiate a mandatory advising meeting with a student and their advisor by completing the Professional Misconduct Form (attachment).

The form will be submitted to the MSW Program Director with a copy to the student's Academic Advisor.

The Advisor will meet with the identified Student within 10 days to review the stated concerns and respond in writing within 10 days after reviewing the stated concerns.

The student must also respond in writing within 10 days to the concerns as indicated on the Professional Misconduct Form.

A recommendation from the advisor will be to develop (1) a plan of action, (2) refer to committee review or (3) initiate the termination process.

The student will have the opportunity to appeal at any stage of the process by writing to the party and sending a copy to the MSW Program Director.

If the student is not in agreement with the actions of the MSW Program Director, the advisor, of committee, the student may elect to inform the Department Head in writing of their concern and request the Department Head oversee the process.

The NASW Code of Ethics will be the guiding framework and source for identifying professional performance.

All actions and decision will reflect those established guidelines of Western Kentucky University Graduate Studies and Research Catalog, page 279 – 283, <http://www.collegesource.org>.

Non-Academic Termination

Four categories of behaviors warrant consideration as dismissal from the program:

1. Professional Practice: *Any violation of the NASW code of ethics may be grounds for dismissal.* Determining whether the violations of an ethical standard is sufficiently

serious to warrant dismissal from the program should be based on the nature of the violation, the circumstances surrounding the violation, and the degree to which the violation is part of a pattern of behavior.

2. **Mental illness/substance abuse:** This category considers impairment as a result of mental illness and substance abuse. While mental illness itself does not constitute a basis for dismissal, of concern is the effect of the symptoms on the students' ability to perform in class and field. Consideration will be given to the students' involvement in remedial intervention.
Rarely, there are also some physical illnesses and other conditions that may warrant probation or termination from the program if the student cannot perform competently and in a professional manner.
3. **Illegal activity:** Violation of the law, outside a professional social work role, is considered to be serious behavior that may tarnish students' professional image and impair their effectiveness. A felony conviction may also prevent students from acquiring a license to practice social work. The nature of the criminal activity may also violate the values of the profession. The circumstances surrounding students' convictions of crimes will be reviewed on an individual basis with consideration given to an evaluation of whether the criminal activity transgresses the professional values of social work and compromises the students' ability for future professional conduct.
4. **Classroom behavior:** This category covers behavior by students that undermines the work of faculty, students and staff employed by or in any other way connected with the University and/or the fieldwork agency. Of concern is the nature of the disruptive behavior and the degree to which the behavior is an impediment to learning or assisting client systems. The severity and history of the behavior will be major factors considered in students' dismissal.

In the event that non-academic termination is being considered, the following steps will occur.

1. Formal allegations will be presented to the MSW Program Director.
2. The Program Director, in consultation with the student's advisor, will examine the situation and determine the appropriate course of action. If they determine that the situation can be handled informally, the advisor will meet individually with the student. If, however, they decide that grounds for possible termination exist, the procedure continues as described.
3. The MSW Program Director will meet with the student.
4. The student will meet with the Program Director, an ad hoc MSW faculty committee consisting of at least five members, and if appropriate, field agency personnel. The student may also invite a (willing) faculty member to serve as her or his advocate. This will usually be the advisor, but the student may decide.
5. After the meeting, the faculty majority will determine the outcome, which the Program Director will communicate in writing to the student. (The Program Director will break a tie vote). A copy will be placed in the student's permanent file.
6. The student has two weeks following the meeting in which to appeal to the Department Head. (See Grievance Policy in this manual).

Non-Classified Student Status

Non-classified students may enroll in social work courses with the exception of practice and field courses. The primary purpose of this status is for continuing education or for students who are interested in obtaining a clearer understanding of the major. Up to 9 hours may be accepted toward the degree if a student is later accepted in the graduate program. Students must obtain written permission from the Director of the MSW program to enroll in courses. Non-classified status does not constitute acceptance into the graduate program, even if the student excels in the course work. Students must still apply for the graduate program and complete admissions process. Successful completion of these courses may be considered in the evaluation of applicants for the graduate program.

Pass/Fail Grading

In the MSW degree program, a grade of Pass/Fail is authorized for SWRK 560, SWRK 561, SWRK 660, and SWRK 661 (field courses). A passing grade is not computed in determining grade point averages. However, a grade of Fail is considered for purposes of academic or non-academic probation and dismissal from the MSW Program. (See policies on academic and non-academic probation and dismissal.)

Practice Readiness Examination Policy

Students are required to pass (70%) or better a comprehensive Practice Readiness Examination (PRE) during the final semester in order to complete all requirements for the MSW degree. The following comments provide an overview for students, as well as an outline of expectations for the PRE and the process through which these expectations may be fulfilled. **Graduate School policy states that a student has only two attempts to pass the comprehensive examination.**

The PRE Exam

This objective exam will provide an opportunity for the student to demonstrate competency in essential content areas of social work practice with an emphasis in rural settings. The objective exam is a comparable measure of social work competencies as licensing exams and should adequately prepare the student for the Intermediate licensure exam. The objective exam contains approximately 100 multiple-choice questions. The content of the exam will include questions in the following areas: human development and behavior in the social environment; cultural competencies; assessment, diagnosis, and treatment planning; direct practice; communication; social worker/client relationship; social work values and ethics; supervision and administration; practice evaluation and research; social work policy, and rural social work practice.

There will be one administration of the objective exam for the graduating cohort approximately one month prior to graduation. If there are extenuating circumstances that prevent a student from taking the exam on the scheduled date, it is possible but not guaranteed an alternative date can be arranged. Students should be prepared to provide appropriate documentation for any exceptions

and gain approval from the MSW Program Director. If a student has a disability, appropriate accommodations will be made in accordance with university policy.

To receive a passing grade on the objective exam students will need to correctly answer 70 or more questions. Students who do not pass the objective exam will be provided written information regarding their performance and allowed to retake the exam one time. Students will need to make arrangements with the MSW Program Director to schedule another administration of the objective exam.

The PRE will be given three times each academic year: two Mondays in April and the Second Tuesday in September. Students are expected to take the exam on the first April date (unless other arrangements are made with the chair of the PRE Committee for serious reasons). Students that must retake the exam may choose whether to schedule for the second April date or the Second Tuesday in September. Remember that you only have two chances to pass either portion of the exam. Retaking the exam in September allows for a longer study period. Students that choose to take the test in September will have a delayed graduation date.

Repeating a Course

The guidelines for repeating a course in the master's degree program are governed by the Graduate School policy. The policy is as follows:

A course in which a student has received a passing grade (C or better) may not be repeated for the purpose of raising the grade. A course in which a grade of D or F is received may be repeated, but both grades are used in computing the grade point average.

Research Sequence and Thesis Option

Students may elect to conduct research and write a thesis. See Appendix C for information.

Returning Student Policy

Students in good standing who leave WKU's MSW program before completing the requirements may reapply. Readmission can only be considered if the student will complete all requirements for the MSW degree within six years from the initial enrollment date. Candidates for readmission should contact the social work office for advising.

Transferring Credits

The transfer of credits from an accredited institution of higher learning toward the MSW requirements will be examined on a case-by-case basis. If transfer is granted by the program, all University requirements for transferring credits must be met. Only 9 hours of electives may be transferred. Students transferring from CSWE Accredited MSW Programs must complete the entire application process, including all application materials. Students transferring from a CSWE accredited MSW program must have a 3.0 GPA and be in good standing with the originating school. Transfer students are highly encouraged to meet with program personnel. All transfer credits must be earned within six years of graduation.

Waiving Courses

Students who have completed accredited social work courses can apply to have a MSW course waived if they believe it is material that has been covered in the BSW course. Only SWRK 510, SWRK 530, and SWRK 540 are eligible to be waived from the foundation year.

The waiver process consists of the following steps: a) the student submits in writing a request to waive a specific foundation course and attaches the course syllabus and proof of grade to the MSW Program Director; b) the Director reviews the materials for comparability of content with the specific MSW foundation course; c) If the MSW Program Director determines that the course material is equivalent, the student is exempted from the class in the foundation curriculum and replaces those credits with social work elective credits; d) this determination is communicated to the student and a copy of the Director's determination filed in the student's MSW file.

Potential students are asked to submit all materials for waiver requests by April 1.

If a waiver is granted the student must select an elective course for each waiver approved. A waiver does not change the total number of hours needed to graduate. In order for a waiver to be considered, the student must have completed the course within the past 6 years and earned a grade of B.

Withdrawal from the University/Readmission

It is occasionally necessary for a student to withdraw from the University. In such a case the student should report to the Office of the Registrar to initiate withdrawal procedures. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which enrolled and endanger their future status in the institution. Students withdrawing after the eighth week of the semester (or the fourth week of a bi-term or comparable period during the summer session) must consult with their instructors as to withdrawal grades. The official date of withdrawal is the date written notification is received in the Office of the Registrar. Students wishing to return to Western at a later date must submit another application. Students seeking readmission should contact the MSW Program Director as well as the Department of Graduate Studies.

FIELD EDUCATION PROCEDURES

Students are required to complete 250 hours per semester for their Field Practicum. (During the first semester, traditional students complete 200 practicum hours.) Field education provides students with the practical, “hands-on” application of theories and procedures learned through other courses. The field placement process not only follows an orderly progression, it also attempts to seek an appropriate “fit” between students and their field environments. Students will work with Field Supervisors and Liaisons to maximize their individual learning experiences. The main goal is to provide students with a broad range of experiences to improve their knowledge and skills within an agency setting. Students are encouraged to suggest agencies and areas of interest for their field placement (keeping in mind the time required for agency approval and that final responsibility for such approval lies with the MSW Field Director).

Students are required to submit an application for field placement during their new student orientation for the first field placement and by the 3rd week of January for subsequent field placements. Students should also complete the appropriate form for requesting worksite or other agency. The application is available from the Social Work Department Office or the Field Office.

Students are expected to adhere to all policies and procedures described in the WKU MSW Field Manual.

UNIVERSITY FACILITIES

Computing Facilities

There are seven computer labs available to students. They are at the following locations: Academic Complex, Mass Media and Technology, Downing University Center, Grise Hall, Student Technology Center of the Helm Library, Environmental Science and Technology building, Cherry Hall, and one in Thompson Complex Central Wing. The ResNet Office is located in Tate Page Hall.

Downing University Center (D.U.C.)

The Downing University Center, with its many facilities and services, is the center of Western's recreational and entertainment activities.

Hours are 7:00 a.m. - 11:00 p.m. (Sunday through Thursday)
7:00 a.m. - 12:00 midnight (Friday and Saturday)

The four-story structure is a multi-purpose facility for the entire university community and houses the following:

First Floor - Post Office and Mail Room, offices for Aramark, Niteclass with Subway restaurant, offices of Student Government Association, computer lab, telephone services office and ID Center.

Main Floor - The Topper Cafe dining facility, Food Court (Chic Filet, Pizza Hut, and Taco Bell), a 750-seat theatre showing contemporary movies, meeting rooms, Freshen's Coffee Shop, Information Desk, and the University Center offices (room reservations, lost and found, administrative office).

Third Floor - Offices for: Student Activities and University Centers; University Center Board; Interfraternity Council; Panhellenic Council; Spiritmasters; the College Heights Bookstore, containing a full line of materials and supplies; and meeting rooms.

Fourth Floor - A recreational center equipped with twelve bowling lanes, video arcade, 20 billiards tables, table tennis, game tables, concession areas, dance floor, and lounge area with a big-screen television.

Libraries

The University Libraries consist of the main library and three branch libraries to serve the academic community of Western Kentucky University. The Libraries' collections include more than one half million volumes, over 100,000 volumes of journals, more than one half million government documents, more than 2,000,000 microforms, over 1200 CD-ROMs, and the largest law collection of non-law school academic libraries in the state, a collection nearing 20,000 volumes. The library currently subscribes to over 4600 serials and each year nearly 10,000 books are added to the library's circulating collection.

Helm-Cravens Library constitutes the main library complex. Located near the center of campus, it houses the major portion of the University Libraries' circulating book collection as well as the Libraries' Circulation Services, Reference Center, Interlibrary Loan, Extended Campus Library Services, and Technical Services. Also housed in the main library are the reserve, periodical, government documents, law, leisure reading, and video collections.

The educational Resources Center (ERC) is located on the third floor of Tate C. Page Hall. The ERC is a library which supports the faculty and students of the School of Teacher Education. The collection contains educational methodology books, K-12th grade textbooks, curriculum guides, audio-visual curriculum materials, and children's and young adult books.

The Kentucky Building houses the Kentucky Museum and the special collections of the Kentucky Library and Manuscripts & Folklife Archives. These are non-circulating collections of materials relating primarily, but not exclusively, to all phases of Kentucky life.

The present site of the Glasgow Campus Library on Liberty Street in Glasgow opened in 1990. The Glasgow Campus Library Coordinator works closely with the Extended Campus Serviced Librarian to provide reference assistance and services to students enrolled at the WKU Glasgow Campus and other extended campus sites. Glasgow is the county seat of Barren County and is located 45 minutes northeast of Bowling Green.

The University Libraries are involved year-round in events such as exhibits, workshops, and lectures designed for the University community and the general public. For more information about the libraries and the services offered, visit its Web site at:

<http://wkuweb1.wku.edu/Library>.

UNIVERSITY POLICIES

Students who retake the PRE:

Students who retake the PRE in May: Student would be a May graduate and could participate in the May Commencement Ceremony (provided that the Form C, Form D and application for graduation are on file).

Students who retake comps on Sept 13th: Student would be an August graduate and could participate in either May or December of the following year Commencement Ceremony.

Student Complaint Procedure

Students who have a complaint must follow the university procedure for grievances. Students should note that the MSW program has a Director and that consultation with the Director should occur after consultation with the faculty member and before consultation with the Department Head. All other guidelines should be adhered to as prescribed.

University-Wide Academic Grievance Procedures

The Department of Social Work at Western Kentucky University is committed to the principles of non-discrimination and the practices of Affirmative Action. In the admission, recruitment and retention practices of this department, all efforts will be made to insure a diverse faculty and student body that reflect the value and importance of differences in but not limited to age, gender, culture, religion, ethnicity, physical abilities, and sexual orientation. The Department aims to create a culture of acceptance and inclusion. It is expected that students, faculty and staff will at all times conduct themselves in a manner consistent with these principles and work toward the creation of a learning environment that is pluralistic.

Students having concerns about issues of diversity, discrimination or unfair practices should consult the policies and procedures found in the University's *Hilltopics: A Handbook for University Life*; the *Western Kentucky University Personnel Policies and Procedures Manual*; and the *Catalog*. These publications, including information about University procedures, are available in the following locations:

Equal Opportunity/ADA Compliance Office
Room 445, Potter Hall
Western Kentucky University
(270) 745-5121

Office of Human Resources
Room 42, Wetherby Administration Bldg.
Western Kentucky University
(270) 745-5360

Office of the President
1 College Heights Blvd.
Western Kentucky University
(270) 745-4346

Inquiries about alleged discrimination may also be made directly to the Office for Civil Rights, 10220 North Executive Hills Blvd., Kansas City, Missouri 64153, (816) 891-8183; the Kentucky Commission on Human Rights, 832 Capital Plaza, 500 Metro Street, Frankfort, Kentucky 40601, (502) 564-5530; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 268, Louisville, Kentucky 40402, (502) 582-5851.

The student complaint procedure for resolving a complaint concerning a faculty member is outlined below in four steps.

Step 1 (Faculty Member)

The first step is for the student to discuss the complaint with the faculty member involved. If the University no longer employs the faculty member, the student should go directly to the department head that will contact and represent the former faculty member. If the complaint involves a grade, the student must take the complaint to the faculty member within the first two weeks of the first regular semester (fall, spring) following the assignment of the grade. It is hoped that the complaint may be satisfactorily dealt with at this level.

Step 2 (Department Level)

If the student and the faculty member are unable to resolve the complaint, the student may take the complaint to the faculty member's department head. Written notification of the complaint must be given to the department head within two weeks after the meeting with the faculty member. It is the responsibility of the department head to arrange for a conference where the student, faculty member and the department head will be present for discussion. Neither the faculty member nor the student will be allowed representation at the conference. The department head shall hear both sides of the complaint and shall attempt to mediate a settlement. The department head shall keep a written record of the proceedings, including the recommended solution. The department head's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

Step 3 (College Level)

Should the student be unable to receive the satisfaction desired at the departmental level, the complaint may be taken to the college level. Written notification of the complaint must be submitted to the college dean or his/her designated representative within two weeks after the

conference with the department head (Step 2). Upon receipt of the notification, the college dean or his representative shall provide the student a copy of the procedural guidelines to be followed by the College Complaint Committee. The procedural guidelines shall provide for a conference with both the student and the faculty member present for joint discussion of the complaint with the committee.

The College Complaint Committee will be responsible for scheduling the conference within two weeks following the submission of a written complaint to the chairman of the College Complaint Committee including as much detail as the student cares to include. The written complaint should clearly state what is considered to be unreasonable and/or unfair practices or procedures. Neither the faculty member nor the student will be allowed representation at the conference. The College Complaint Committee shall hear both sides of the complaint and render a decision. The copy being sent as a matter of record to the student, faculty member, faculty member's department head and the faculty member's college dean. The Office of the Vice-President for Academic Affairs shall be responsible for enforcing the decision of the college committee. The Office of the Vice-President for Academic Affairs shall not enforce the decision until two weeks after the college committee makes the decision. The purpose of the two-week delay is to provide either the student or the faculty member an opportunity to submit a formal written notice of appeal to the University Complaint Committee.

Step 4 (University Level)

Should the student or the faculty member desire to appeal the decision of the College Complaint Committee, a formal written notice of appeal may be submitted to the University Complaint Committee chair, with a copy to the Vice-President for Academic Affairs, within two weeks of the decision of the College Complaint Committee. The chair of the University Complaint Committee will provide the student and the faculty member involved with a copy of the University Complaint Committee's Procedural Guidelines. The University Complaint Committee will secure copies of the written proceedings from the department head and the College Complaint Committee. The University Complaint Committee will schedule a conference where the faculty member and the student jointly discuss the issue. Neither the faculty member nor the student will be allowed representation at the conference. The committee's decision will be sent to the Vice-President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, faculty member's department head and the faculty member's college dean. The Office of the Vice-President for Academic Affairs will see that decisions of the University Complaint Committee are carried out. The University Complaint Committee's decision is final.

WKU Academic Misconduct Disciplinary Policy

Disciplinary Actions

The following sanctions comprise the range of official University actions, which may be taken as the result of any disciplinary problem. Sanctions may be imposed only after a conference or hearing at which the student has had the opportunity to be heard. Disciplinary actions are listed

below which may be taken against students whose behavior or acts violate University regulations. Sanctions may be used independently or in combination depending on the particular circumstance of the violation. Chronic and/or multiple violations during the course of an individual student's college career may increase the severity of sanctions applied.

1. Warning and/or Reprimand - Official notice to a student that conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.

2. Creative Discipline - A sanction, which may be used in lieu of, or in combination with, sanctions numbered three through six below. Creative discipline will be consistent with the offense committed. In some cases, at the discretion of the hearing officer, a student found in violation may attend special educational seminars, classes, or workshops offered in the subject area of the violation or be sanctioned in another way which is directly related to the violation. In these cases, the student must always submit written proof of completion of the sanction to the hearing officer. The University may also contact parents or legal guardians of students found in violation of policy concerning the possession of alcohol or controlled substances if the student is under 21.

3. Disciplinary Agreement - Behavior contract between the University and the student whereby the student agrees, in writing, to correct inappropriate behaviors.

4. Restricted Use of Facilities - Denial of on-campus use of an automobile for a specified period of time, removal from a living group, or other privilege including the use of specific University facilities, consistent with the offense committed. Restricted use of facilities may be accompanied by other sanctions.

5. Restitution - Reimbursement by transfer of property or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other sanctions.

6. Restricted University Participation - Exclusion for a period of time from participating in extra-curricular activities including recognized student organizations and/or representing the University in any manner. Classroom attendance will be unaffected.

7. Disciplinary Probation - A period of observation and review of conduct in which the student demonstrates compliance with the provisions of University regulations.

8. Suspension - Exclusion for a period of time, generally from one term to one year.

9. Deferred Suspension - Exclusion for a period of time, generally from one term to one year, but a term beyond the current term in which the incident occurs.

10. Probated Suspension - Exclusion for a period of time but exclusion being set aside due to mitigating circumstances.

11. Expulsion - Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the University except upon application to the Board of Regents through the President.

Policy on Plagiarism and Falsification of Data

To represent ideas or interpretations taken from another source as one's own is plagiarism. The academic work of students must be their own. Students must give the author(s) credit for any source material used. Taking content directly from a source without giving credit or using a passage after having changed a few words, even if the source is cited, is plagiarism (WKU Faculty Handbook, 16th ed., p. 59). Such a breach of policy will result in automatic failure of the class *and* possible expulsion from the program.

STUDENT ORGANIZATIONS, DEPARTMENTAL AWARDS, AND FINANCIAL AID

National Association of Social Workers

The National Association of Social Workers (NASW) is the largest organization of professional social workers in the world. NASW serves over 155,000 social workers in 55 chapters throughout the United States, Puerto Rico, the Virgin Islands, and abroad. Founded in 1955, the NASW is the most recognized membership organization of professional social workers in the world. The Association promotes, develops and protects the practice of social work and social workers. NASW also seeks to enhance the well being of individuals, families and communities through its work and advocacy.

MSW students are expected to join NASW and participate in their local branch meetings and programs. Membership will serve to enhance understanding of the profession as well as strengthen socialization into the profession. NASW is a rich resource for students, making available to them web site information on scholarships, news, student liability insurance, and policies of the profession. The numerous books and journals available through the association can serve as invaluable reference material for student projects and papers.

Phi Alpha

Phi Alpha is a national honor society for social work students. The purposes of Phi Alpha Honor Society are 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. The Delta Mu Chapter of Phi Alpha Honor Society was established at Western Kentucky University in 1994.

A graduate student is eligible for membership after achieving the following national and local chapter requirements:

- a. Completed 9 semester hours of graduate social work courses
- b. Achieved a minimum grade point average of 3.7
- c. Character consistent with the NASW Code of Ethics.

There is an initiation fee of \$40, which covers the lifetime membership dues. Application forms are available at the Student Social Work bulletin board located on the second floor of Academic Complex, or the Social Work office in Room 211 of the Academic Complex or from one of the Phi Alpha officers or a faculty sponsor.

Graduate Student Social Work Organization

The Department of Social Work actively encourages students in the MSW program to organize, including the creation of its own constitution and governing body. The MSW student organization should serve for the betterment, education, and representation of themselves while gaining practical experience and providing service to the community. Membership in the MSW student organization offers the opportunity to enhance student careers through peer recognition, networking, and service. The MSW student organization is committed to conducting itself in accordance with the National Association of Social Workers' Code of Ethics. The inaugural student organization for the graduate program was formed during the academic year 2003-2004. Any student enrolled in a graduate level social work course may join the organization. There are annual dues for membership. The student organization has a virtual meeting space. Please contact the MSW office for more information.

Departmental Awards

The Department has several awards for outstanding graduate students.

The Legacy Award

Nominated by: Students

Selected by: Faculty

The legacy award honors a social work student for the outstanding achievement in all areas of the profession. Nominees of this award are individuals who represent the essence of the profession and possess values and ethics that personify the vision that social work represents... The legacy award is for an individual who displays dedication, trust, drive, and determination within the program as well as their professional careers. They go beyond the basic education criteria as outlined by CSWE and validating themselves as a role model for all social workers, this individual inspires and represents the essence of the profession.... That reflects the very heritage we hold so dear.

Spirit Award

Nominated by: Faculty

Selected by: Students and Faculty

This award is awarded to a graduating Graduate Student who best embraces the "spirit of WKU" in the MSW program. The student represents the "intangible and unquantifiable yet very real and very deep spirit" which Dr. Ransdell discusses. She/he has found ways to put more hours in the

day. She has achieved a balance between academics, work, and family, which has been a positive influence on faculty, students, and the community. She/he possesses a passion for education and the community that is an essential part of the Western Spirit. She/he truly exemplified the “spirit is the master” in her/his MSW studies at WKU.

The student who receives this award must meet the following criteria:

- Be graduating from the MSW program in the year it is awarded
- Be a positive influence on the WKU community
- Be in good standing with the Program and University
- Demonstrate a passion for WKU’s MSW Program and communities
- Demonstrate professional and personal growth during their tenure at WKU
- Demonstrate a willingness to fight for anything which strengthens the University’s Program and communities
- Demonstrate a commitment to social work values and ethics
- Demonstrate a commitment to the profession of social work

Outstanding Graduate Student

Nominated by: Faculty

Selected by: Faculty

Each year this award is given to the student who demonstrates strong academic and professional skills. This award is forwarded to the College and University for consideration for additional awards. Students who typically receive this award have been active in the student organization(s), their community, and the program. They may have conducted professional development or published articles.

Program Honors

Each year the Department honors graduate students achieving cumulative GPA of 3.9 or higher in all graduate courses (including those not applied to their degree) during the MSW graduation ceremony.

Program Scholarships

Each year the MSW program has a variety of scholarship opportunities. Applications are available in the MSW office. The following scholarships maybe available:

Rural Social Work Scholarship

The faculty and advisory board of Western Kentucky University’s Social Work funds this scholarship each year to provide scholarships to an MSW student with a financial need status who plans on working in rural areas. Scholarship amount ranges from \$100 to \$500 per year.

Criteria

- Student must have a financial need or have minority status
- Student must plan on working in rural Kentucky

Kentucky Social Welfare Foundation Scholarships

The Kentucky Social Welfare Foundation was established by the late Martha Davis to augment social services, especially to Kentucky's rural poor. The Foundation's grant is designated exclusively to support scholarships for social work graduate students. Scholarship amounts are variable and are allocated each semester.

Criteria:

- Student must have financial need
- Student must be working and/or doing field placement in rural area

Graduate Assistantships

The Masters of Social Work Program has four graduate assistantships. Graduate assistantships require 20 hours of work per week. The award is approximately \$8,000 per year but this varies from year to year. A Graduate Studies' Assistantship Application must be completed with the Office of Graduate Studies and Research. Students wishing to be considered for a Graduate Assistantship in the Department of Social Work, please fill out MSW Scholarship Application.

Students applying for Graduate Assistantships should expect to complete a group interview process. It should be noted that an interview does not guarantee a graduate assistantship.

Loans

Federal Perkins Loan. This long-term loan is designed to assist the student whose family income and total assets place limitations upon other sources (bank loan, family savings, etc.) of educational funds. The loan is interest free while the student is in school and charges only five percent interest during the repayment period. In addition to the interest-rate advantage, the Perkins Loan can qualify for cancellation under certain conditions.

Federal Stafford Loan. The long-term loan may be secured through the United States Department of Education. Student applicants who qualify for interest subsidy begin repayment after expiration of a six-month grace period after student status ceases.

Minority Assistance Program

Minority Assistantships are available to eligible Kentucky residents. Students are encouraged to research and apply for these, along with pursuing all other financial aid available to them through other sources.

Research Grants

Graduate students are invited to submit proposals for University research grants. Information as to application deadline and required proposal form may be obtained from the Office of Graduate Studies or at www.wku.edu/Dept/Academic/Graduate/.

Alumni Grants

An alumni grant is available to qualified non-resident students whose parent, stepparent, legal guardian or grandparent completed a degree or a certificate program at WKU. Grant applications are available through the Office of Graduate Studies.

Veterans Administration Benefits

Western Kentucky University has been approved by the Kentucky State Approving Agency and the U.S. Department Veteran's Affairs (VA) for veteran's educational training. There are several categories of educational benefits for eligible students including Montgomery GI Bill, both Chapter 30 (active duty) and Chapter 1606 (reserve/national guard); Chapter 35 (Dependents Educational Assistance Program); Chapter 32 (Veteran's Educational Assistance Program) and Chapter 31 (Vocational Rehabilitation). Questions regarding eligibility for Chapters 30, 32, 35, and 1606 educational benefits should be directed in writing to the VA Regional Office, PO Box 66830, St. Louis, MO 63166-6830 or you may telephone toll free (888) 442-4551. Chapter 31 questions should be directed to VA Regional Office, 545 South Third Street, Louisville, KY 40202-1838, or you may telephone (270) 582-5836. Contact the Veteran's Coordinator at (270) 745-5482, for assistance in using/applying for these benefits at Western Kentucky University.

Senior Citizen's Scholarship

Kentucky residents who are 65 years of age and older on or before the day the semester begins are granted tuition scholarships for any college class for which they enroll, whether for credit or audit.

Western Kentucky University
 Master's Social Work (MSW) – Degree Audit

60 Credit Hour Curriculum
 (GPA requirement 3.0)

Foundation Coursework

	<i>Semester</i>	<i>Grade</i>	<i>Credit Hrs.</i>	<i>Quality Pts.</i>
501 Cultural Competency in Social Work Practice	_____	_____	_____	_____
510 Human Behavior in the Social Environment	_____	_____	_____	_____
520 Generalist Social Work Practice	_____	_____	_____	_____
522 Group Dynamics in Social Work Practice	_____	_____	_____	_____
530 Foundation of Social Welfare Policy	_____	_____	_____	_____
540 Foundation of Social Work Research Methods	_____	_____	_____	_____
560 Foundation Field Practicum I	_____	_____	_____	_____
561 Foundation Field Practicum II	_____	_____	_____	_____

Concentration Coursework (pre-requisite all Foundation courses)

610 Social Work Administration and Supervision	_____	_____	_____	_____
612 Social work in Diverse Rural Communities	_____	_____	_____	_____
620 Advanced Psycho-Social Approaches for Rural Practice	_____	_____	_____	_____
622 Advanced Social Work Practice with Families	_____	_____	_____	_____
623 Social Work Clinical Assessment and Intervention	_____	_____	_____	_____
630 Rural Social Welfare Policy	_____	_____	_____	_____
640 Applied Social Work Research	_____	_____	_____	_____
660 Concentration Field Practicum I	_____	_____	_____	_____
661 Concentration Field Practicum II	_____	_____	_____	_____

Electives (3 electives are required – 9 credit hours)

Elective: _____	_____	_____	_____	_____
Elective: _____	_____	_____	_____	_____
Elective: _____	_____	_____	_____	_____
Totals	_____	_____	_____	_____

Western Kentucky University
 Master's Social Work (MSW) – Degree Audit

33 Credit Hour Curriculum – Advanced Standing
 GPA Requirement 3.0

Advanced Coursework

		<i>Semester</i>	<i>Grade</i>	<i>Credit Hrs.</i>	<i>Quality Pts.</i>
610	Social Work Administration and Supervision	_____	_____	_____	_____
612	Social Work in Diverse Rural Communities	_____	_____	_____	_____
620	Advanced Psycho-Social Approaches for Rural Practice	_____	_____	_____	_____
622	Advanced Social Work Practice with Families	_____	_____	_____	_____
623	Social Work Clinical Assessment and Intervention	_____	_____	_____	_____
630	Rural Community Organization and Development	_____	_____	_____	_____
640	Applied Social Work Research	_____	_____	_____	_____
660	Concentration Field Practicum I	_____	_____	_____	_____
661	Concentration Field Practicum II	_____	_____	_____	_____
<u>Electives (2 electives are required – 6 credit hours)</u>		_____	_____	_____	_____
Electives: _____		_____	_____	_____	_____
Electives: _____		_____	_____	_____	_____
Totals		_____	_____	_____	_____

APPENDIX A

NASW CODE OF ETHICS

Students admitted into the social work program are required to sign the Western Kentucky University Department of Social Work Code of Ethics Agreement Statement indicating their agreement to practice by these standards. Any violation of the principles contained with the NASW Code of Ethics can result in dismissal from the program. The WKU program places special emphasis on social work values and ethics. The code of ethics can be downloaded from www.naswdc.com.

The Code of Ethics standards indicate that six areas of ethical obligation for social workers: (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.

These ethical obligations are based on the values and principles discussed below (NASW, 1999). These principles set forth ideals to which all social workers should aspire.

Value: *Service*

Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

Value: *Social Justice*

Ethical Principle: *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

Value: *Dignity and Worth of the Person*

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and

the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well being of individuals, families, social groups, organizations, and communities.

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

Value: *Competence*

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

Western Kentucky University
Department of Social Work
Code of Ethics Agreement Statement

Please read the National Association of Social Work Code of Ethics. You can review it on-line at the following address: www.naswdc.org.

Once you have accessed the NASW homepage, click on the Code of Ethics button and read the complete document.

The office associate for the Department of Social Work also has review copies of the Code of Ethics on file.

Please initial and date the following statements once you have read the NASW Code of Ethics:

___ I have read and understand the NASW Code of Ethics.

___ I agree with, support, and commit myself to uphold the principles contained within the NASW Code of Ethics.

___ I understand that any violation of the principles contained with the NASW Code of Ethics can result in my dismissal from the program.

Print Full Name

Signature

Date

APPENDIX B

MSW CURRICULUM PHILOSOPHY

The faculty at Western Kentucky University perceives the foundation of advanced direct practice in rural settings as generalist practice that includes an integration of skills, knowledge, and values across multiple systems levels. Foundation practice integrates a cultural competency perspective including a basic understanding of “rurality” (rurality is defined as the common thread that links rural areas, producing a unique culture). The profession’s values, principles, practice methods, and interventions are applied across systems levels. The MSW program is particularly dedicated to promoting knowledge and skills in cultural competence, clinical intervention and assessment, rural communities, macro theory, and service delivery within the rural environment that is responsive to the cultural context.

The Generalist Foundation

The faculty identified the generalist perspective as the framework for the foundation year of the MSW program. Social workers in rural areas need to have a broad foundation of knowledge and skills in order to function as competent direct practitioners in rural areas. The generalist perspective is grounded in social work values and principles with an eclectic knowledge base and skills set that allow practitioners to function effectively at the beginning level of social work practice. Generalist practitioners provide services at multiple levels with multiple systems at the same time. Multi-tasking is an essential component of social work practice. A generalist social worker practices with individuals, families, groups, organizations, and communities connecting them with specific tangible services.

There are multiple values that are essential in defining social work practice. Every individual has inherent value, integrity, and worth. The importance of human relationships is central to direct practice. Social work practitioners focus on competent service and practice. Their practice is guided by a desire to provide services and pursue economic and social justice. Mutual responsibility is also a central value of the social work profession. Each member of a system is interlinked.

Foundation level social workers are competent to identify and assess situations between individuals and social institutions. They review agency policies and procedures as well as assessing client systems. They work collaboratively with other social workers and agencies. Generalist social workers enhance the problem solving and coping skills of clients. The problem-solving skills are essential to the foundation level practitioner. The ability to identify, assess, plan, intervene, evaluate and terminate social services across levels is critical for effective practice. Foundation level social workers develop and implement a plan for improving the well being of client systems based on problem and strength assessment as well as the exploration of obtainable goals and available options. They intervene on behalf of vulnerable and discriminated populations. Generalist level practitioners are lifelong learners. They continually seek opportunities to evaluate and develop their practice.

Generalist level social workers possess a variety of skills. Case management is a core skill that

is performed at the foundation level of practice. Social workers must be able to complete both a psychosocial history and assessment. They demonstrate basic advocacy and problem solving skills. Basic group facilitation skills are central. These skills include the ability to facilitate psycho-educational groups, social skills groups, and task groups. They demonstrate effective communication skills, including active listening skills. Verbal communication is clear and concise. Social workers understand the nature of nonverbal behaviors. They listen to both the manifest and latent content of what others are saying. Social workers express ideas clearly using the written word. Competent foundation practice includes the ability to respond to systems in a manner that is helpful and appropriate. They manage the use of technology such as computers, interactive television, and web-based opportunities, which can be helpful at multiple levels of social service intervention.

Generalist social workers are able to think critically. They assist clients to make sense of conflicting and confusing situations. They are able to sort relevant information in a clear way in order to assist individuals in solving problems or dealing with crises and losses in their lives. They understand how social institutions affect the person and how the individual affects the social institution. Their assessment is based upon sound analytic skills.

The social work practitioner performs a variety of social work roles, including but not limited to the following:

- The enabler facilitates the client's accomplishment of a defined change, including altering the environment.
- The consultant role is based on a planned interaction to reconcile problems.
- The collaborator exchanges information, which results in a joint problem solving activity.
- The teacher provides new information necessary for managing and coping with the current situation.
- The mediator acts as a go between for two systems.
- The advocate speaks for the client.
- The broker links clients to existing resources.

Foundational social work practice utilizes a wide range of knowledge. Social workers have a basic understanding of the person in environment perspective. The environment is a complex whole consisting of a continuous, interlocking context. There is a mutual interdependence between person, behavior, and environment. Foundation practice recognizes the individual as a complex social, biological, spiritual, and psychological being. General systems theory drives the social work practice knowledge base. Generalist social work practitioners understand the policies, which influence social work practice as well as the historical context of practice, policy, oppression, social services, and poverty. They possess knowledge of human development and behavior as it interacts with social, political, economic, and cultural institutions. They identify and define basic ethical conflicts and dilemmas.

Generalist practitioners possess a multitude of traits, including but not limited to the following:

- Flexibility
- Critical thinking
- Reliability

- Ability to start where the client is
- Ethical thinking and behavior
- Passion for justice
- Assertiveness
- Warmth and genuineness
- Respect
- Caring
- Self-awareness
- Integrity
- Open-mindedness
- Nonjudgmental

The faculty determined that an understanding of rurality was also important for generalist level social work practice. Rural areas are unique and similar. While this may seem a contradiction, the common thread of rural areas produces a unique culture. The faculty recognizes that all rural areas are the same. It is understood that individual rural areas have diverse populations given their location. Issues of ethnicity, religion, gender, age and socio-economic variables influence the manifestation of rurality in each of these locations. Rural areas are experiencing transitional change regardless of their physical location. The program will explore both the uniqueness and the commonalities of rural areas in the curriculum.

In rural areas, social problems, which may seem common across geography, take on special parameters. Geography creates social and economic problems due to physical and social isolation. Transportation in rural areas tends to be privately owned vehicles, which is by far the most expensive form of transportation considering the cost of maintenance and insurance. Rural areas tend to have persistent intergenerational poverty. Rural areas tend to be “close knit.” Individuals in rural communities often resent outside experts advising them on how to address problems. Rural communities have a strong sense of “family” including extended family. Who one is related to often determines one’s ability to function within the community. Thus, social systems tend to be more informal than formal. They are more personalized. They tend to be characterized by personal caring and mutuality. Social closeness and reduced power differentials between helper and recipient are intrinsic to the social systems in rural areas. Rural areas are traditionally limited economically and are linked to the land. Agriculture and textile industries have provided the economic base in rural communities. This economic base has led to a strong sense of fatalism, “what will be, will be.” Rural areas tend to lean toward greater conformity with conventional norms, virtues, and prejudices.

Building upon the generalist foundation, the advanced direct practice in rural settings concentration, WKU utilize a variety of theories, skills, and knowledge. This practice is a multi-method practice across systems levels that allows for transdisciplinary practice. The theoretical underpinning rests on three components: systems theory, strengths perspective, and empowerment.

The social work faculty envisions rural practice as social work practice that allows the practitioner to function at multiple system levels with advanced knowledge about the rural culture and its dynamics. Advanced direct practice within in rural areas assumes that rural areas

are markedly different from urban settings in a variety of ways. While the skills needed for advanced direct practice may be common across geographical location, it is the way that social workers practice that is different. Direct practitioners in rural environments face different tasks, client characteristics, and social issues compared to practitioners in urban environments. Rural practitioners enact social work roles in ways that are more diverse than urban social workers. For example, while social problems are common to all geographic regions, rural localities have special concerns in the areas of legislation and regulation regarding economic development, employment, health care, housing, landownership, transportation, and the diverse needs of families and children. Welfare recipients who are required to work may find employment in rural areas non-existent due to the limited economic opportunities in rural areas.

Advanced Practice/Concentration

Advanced practice in a rural setting requires the professional use of self in an expanded variety of roles and responsibilities. The worker must possess a more developed professional self. They must possess a more robust toolbox of skills than the foundation provides. A deeper understanding of process across and within systems (individuals, family, group, agency, institution, communities, and societies) leads to an increased ability to influence these systems by the practitioner. They have a more developed sense of self in relationships, which is important due to the fluid boundaries often found in professional and personal relationships in rural areas.

Practitioners must have integrated knowledge and skills for social work in rural communities, which includes the ability to engage in transdisciplinary collaborations. They are skillful in working with a variety of helping agents (formal and informal), including and beyond professional social workers. They must be able to communicate and interact appropriately with people in the rural community to solve a wider range of problems. This requires an intrinsic knowledge of the culture and nature of rural communities.

Advanced direct social work practice in rural settings requires an eclectic knowledge base with a multi-dimensional framework of practice that is informed by historical, cultural, and social contexts. Practitioners must use a variety of theories and perspectives in order to determine the best strategy and intervention for the client system. Direct practice in rural areas requires an extensive knowledge of practice theories and wisdom. Rural social workers must be able to provide direct counseling and casework services. Their ability to work with families as partners in the change process is essential as well as their ability to utilize knowledge of rurality, including the customs, traditions, heritage, and culture of rural people with whom they are working to provide culturally competent direct practice. Social workers employ a fully developed understanding of the interplay of diversity across systems.

They also need to have community development skills, including expertise in economic development and administrative ability. They must perform careful study and analysis in order to understand the community in which they practice. This requires an in-depth knowledge of community theories and intervention strategies. Critical thinking and analysis of these theories and strategies are also required in order to determine the appropriateness of generalist methods for the rural area. Specific community development strategies should be a part of the practitioner's toolbox. Rural communities have historically survived by forming collaborations

with neighbors, relatives, and friends to help with farming chores, building, and childcare. Collaborating, networking, and partnering are key skills in advanced direct practice in rural settings.

Direct practice in the rural setting is based on an analytical and empirical understanding of competent practice that intervenes across multiple systems simultaneously. A thorough knowledge of practice evaluation, including single subject design and program evaluation is required. Practitioners have to be able to evaluate practice at multiple levels across multiple systems. They must also be critical consumers of the practice and research literature. Critical analysis of current practice and its effectiveness in rural areas is vital. Rural social work practitioners must demonstrate research competence, as well as skills as policy practitioners.

The practitioner must expand their understanding of social welfare policy beyond the “traditional” policies learned at the generalist level. Farm price support policies and agricultural extension programs are social welfare policies, which impact rural communities. Policies of deregulation of the transportation industry directly impact rural communities. Advanced direct practice in rural areas requires that the practitioner be able to identify, analyze, and impact gaps and strengths in government and non-government policies. Practice in rural areas involves being an active change agent. They develop and implement appropriate measures to enhance governmental representatives, policies, and procedures to be more responsive to rural communities. Legislative accountability is central to advanced social work practice in rural areas. Practitioners must influence the process of policy analysis and implement planned change within the political system at multiple levels of policymaking, including local (city or county), state, and federal levels.

Beyond carrying out a wider range of roles than beginning level social workers, direct practice social workers in rural areas have to identify and create new and different helping roles as they practice. The role of broker now goes beyond linking clients to resources that exist; it focuses on innovatively identifying resources that are not readily available or beyond the “traditional” solution base. Transportation in rural areas will have to take into consideration the geographic challenges of dirt roads and distance from the small city. With the manager role, the advanced practitioner must design and deliver social work services, including planning, negotiation, implementing, and evaluating services with innovative thinking. Meeting the client where he or she is takes on a new meaning. Practitioners must be comfortable with a loss of anonymity (constant public persona) and be able to practice in non-traditional and informal ways. Practitioners must go beyond the identification and understanding of ethical conflicts and dilemmas; they must manage these conflicts. For example, confidentiality in rural areas is almost non-existent with the rural culture. Everyone knows everyone. Thus, the practitioner must manage the dilemma of protecting client’s identity when every one knows that they are working with the family. It is almost impossible to avoid dual relationships. A practitioner attends social functions, school activities, and other expected social interactions with family members of clients. Practitioners must manage these dual relationships in such a way that it provides maximum protection for one’s clients. Social workers in rural areas must be able to perform the administrator role. Administration was identified by the faculty and Program Advisory Committee as an important aspect of direct practice in rural areas.

Practitioners should have a broad understanding of factors affecting rural communities, including environmental and socioeconomic conditions, behavior, health care, and mental health care. Advanced direct practitioners in rural settings must work from a strengths perspective to manage multi-system level challenges. This goal focused model centers on a client's perception of where to go with her or his life and empowerment. Advanced direct practice in rural areas includes the ability to provide clinical care as well as case management. This practice includes understanding clinical assessment, diagnosis, and intervention. Direct practice includes working effectively as team members and leaders in organized settings that emphasize high-quality, cost-effective, and integrated services. Leadership and management are key components of rural practice. Practitioners need to be able to transcend front line practice and administrative practice. Direct practice involves multiple systems in practice rather than myopically focusing on one level. Practitioners integrate knowledge, history, policy, and theory to develop competent independent practice interventions.

Competent practice includes information and resource management. Integration of skills and clinical judgment for independent practice becomes an essential component of advanced direct rural practice. Independent practice is necessary in rural areas where social service agencies and professionals have limited access to resources and other professionals. Competent practice means developing and maintaining informal relationships. Competent direct practice is intrinsically linked to competent cultural practice.

APPENDIX C

Thesis Option

A faculty member within the MSW program will be assigned as Chair for the Research Sequence and Thesis Option. The chair is responsible for the administration of the MSW Thesis Option. Duties of the sequence chair in relation to MSW thesis option include:

1. Administrating all aspects of the thesis option
2. Further enhancement of the thesis option policies and procedures
3. Ensuring compliance of University and Graduate College policies and requirements in relation to thesis option.

Thesis

The thesis is offered as an option to graduate students in addition to the required practice readiness examination. Each year, a limited number of students may be approved for pursuing this option. This option is suggested for students committed to developing a particular area of research interest and working independently under the guidance of a thesis committee. It builds on foundation level research skills and must be grounded in generalist practice perspectives. A thesis must address comprehensively the four major content areas of generalist social work practice: Human Behavior, Social Work Research, Social Policy, and Social Work Practice.

Eligibility

In order to be considered for the thesis option, a student must meet the following criteria:

1. Have a minimum of 3.5 or above GPA in foundation social work courses for the two-year fulltime students, or a minimum of 3.2 GPA in undergraduate social work courses for the advanced standing students.
2. Earn an A grade for the foundation research course for the two-year full-time students or in undergraduate study for the advanced standing student.
3. Passing the equivalency examination of SWRK 640—Applied Social Work Research.
4. Insure adherence to IRB guidelines

Requirements

The thesis option constitutes nine (9) semester credit hours toward MSW requirement, which substitute for SWRK 640 – Applied Social Work Research (2 credit hours) and other required elective credit hours.

Students approved for the thesis option need to register for nine (9) hours of Independent Study during the final (concentration) year of course work.

Thesis Advisor and Thesis Committee

Selection of thesis advisors and thesis committees must conform to University requirements.

Discuss your research plans with a faculty member who can help you decide if the thesis option is a good choice for you during the spring semester of the foundation year, or in the summer for the advanced standing students. If you decide to pursue the thesis option, identify a faculty member who will serve as your thesis advisor/chair of your thesis committee. The thesis advisor/chair will guide you through the application, proposal development, and the research process. The thesis committee will consist of thesis advisor/chair and two other faculty members. It is the responsibility of the student to enlist members for the thesis committee. Your thesis advisor may also be able to provide you with guidance and help in finding suitable committee members based on your research interest.

Any change in the composition of the committee requires justification and must be approved by the Chair of Research Sequence and Thesis Option, in the MSW program.

Thesis Advisor and Thesis Committee Responsibilities

The primary responsibility for monitoring the student's progress in thesis project rests with the student's thesis advisor/chair. However, the thesis committee will engage in regular review of the student's work throughout the period in which the student is enrolled in thesis. The thesis committee is responsible for approving the student's final proposal. Approval will be indicated on a form requiring the signature of all committee members. If the thesis committee does not approve the final proposal, they will indicate the specific changes required for approval. A report of these changes will be prepared by the thesis advisor/chair for delivery to and discussion with the student, with a copy retained for MSW program files. The thesis committee must also approve the final thesis. Final thesis committee approval requires that each member sign the University signature page.

Procedures

1. Thesis Option Information Session: Information on the Thesis Option and this document will be shared during the Thesis Option Information Session to be offered in March for the two-year fulltime and part-time students, and in June for the advanced standing students. Students will be asked to indicate their intention by using the Thesis Option Intention Form.
2. Taking the equivalence examination for SWRK 640 during the last week of March for the two-year full time and part-time students and in the last week of June for the advanced standing students.

3. Students who pass the equivalency examination are qualified to continue with the next step. No retaking will be accommodated. Students who do not pass the equivalence examination are not allowed to pursue the thesis option.
4. Students must identify their thesis advisor/chair and submit the Thesis Option Application Form before April 15 for two-year full-time and part-time students and July 15 for advanced standing students.
5. Approval notice by the MSW program research sequence and thesis option chair by May 1 and August 1, respectively.
6. Students who are rejected for the Thesis Option may appeal in writing to the MSW Program Director for review. Such an appeal needs to be made within 7 working days after receiving the notice.
7. Registration for independent study credits according to the University calendar.
8. The thesis committee needs to be informed no later than Oct 1 before the research proposal is submitted for approval.
9. Submission of research proposal: Oct 1.
10. Final date for approval of proposal: Oct. 15.
11. Submission of thesis by March 31 of the final year of course work.
12. Thesis oral defense and revision of thesis: April 1 to April 30. Any revision must be done before April 30. A final copy is to be submitted before April 30.
13. Notice of approval or rejection of final thesis: May 10, or the final day of the spring semester.

NOTE:

1. After the thesis option application form is approved and registration to the independent study is done, a student may decide not to pursue it, with the following consequences:
 - a. The student would receive a failing grade (F) in the independent study, if not able to withdraw from it before the university deadline.
 - b. The student must take SWRK 640.
 - c. The student would need to take courses to fulfill the elective requirements.
 - d. This would inevitably delay graduation for at least a year.
2. Only a few students will be approved for thesis option each year.

All complaints and appeals for matters in relation to the Thesis Option must be addressed to the MSW Program Director in writing within 7 days after the disputed decision or practice occurred.

APPENDIX D

Institution's affirmative Action Plan

The Department of Social Work functions within a broader university milieu that supports a learning context that respects and embraces diversity.

The following is a link to the Western Kentucky University Equal Opportunity Office:

<http://www.wku.edu/Dept/Support/Legal/EOO/>

Equal Opportunity Office - Mission Statement

Diversity, equity, accessibility, and tolerance encompass the core values of the Office of Equal Opportunity/504/ADA Compliance. We incorporate these values through a proactive stance in assisting the university with the interpretation, understanding, and application of federal and state laws, and regulations that impose special obligations in the areas of equal opportunity and affirmative action. Our mission is supported by our commitment to continuously develop, implement, evaluate, and revise (as necessary) action-oriented programs aimed at promoting and valuing diversity in the university's faculty, staff, and student body.

<http://www.wku.edu/Dept/Support/Legal/EOO/Mission%20Statement.htm>

Equal Opportunity Office – Letter from the Director

The Office of Equal Opportunity/504/ADA Compliance encourages you to embrace and value the differences presented by others.

We are dedicated to fostering Western Kentucky University's commitment to embrace diversity. We value each person as a vital and contributing member of the larger community. Our purpose is to promote justice and provide leadership at Western ensuring equal opportunity while maintaining an environment free of discrimination.

We welcome and encourage your involvement in furthering Western's mission for equality.

Huda Melky, Director

<http://www.wku.edu/Dept/Support/Legal/EOO/Letter%20from%20the%20Director.htm>

Affirmative Action Plan – Policy Statement from President Ransdell

The intent of equal employment opportunity initiatives such as affirmative action is to provide all individuals with the assurance that employment decisions will be made without regard to race, color, religion, gender, national origin, or age (except in a few rare instances where such factors are *bona fide* occupational qualifications). A further intent of these initiatives is to insure that discrimination does not occur with respect to an individual's marital status, medical condition, pregnancy, disability, or veteran status. Western Kentucky University strongly supports affirmative action and therefore takes a proactive approach regarding its implementation and maintenance.

As the University President, I welcome this opportunity to reaffirm this institution's ongoing commitment to providing equal employment and advancement opportunities for all individuals. Western conscientiously strives to uphold the principles inherent to affirmative action in all of its human resources policies and practices, including job classifications, recruitment, hiring, transfers, promotions, reductions-in-force (layoffs), reinstatements, compensation, benefits, training and education, tuition assistance, and social and recreational programs. Moreover, reasonable accommodations are also made for all individuals with special religious needs and for those with disabilities.

Western Kentucky University is dedicated to establishing a work environment free from all forms of discrimination. Accordingly, affirmative action is considered a high priority for all University administrators, faculty and staff. Our absolute and unwavering resolve is to achieve and maintain a totally non-discriminatory employment program. The vice presidents, department heads, managers and supervisors all share principal responsibility for ensuring that equal employment opportunity policies are consistently and successfully implemented and maintained. The Director of Equal Opportunity / ADA Compliance monitors the University's compliance with equal employment opportunity guidelines and affirmative action laws and coordinates and implements the provisions of Western's AAP.

Ms. Huda N. Melky was appointed Affirmative Action / ADA Compliance Officer effective September 22, 1995. In 1999, her official title was changed to Director of Equal Opportunity / ADA Compliance. Her responsibilities include establishing, monitoring, coordinating, and evaluating the AAP throughout the campus community.

As such, she will be provided with all the necessary support; i.e., resources and personnel, to accomplish these responsibilities. Both the Director of Equal Opportunity / ADA Compliance as well as the Director of Human Resources are available to assist any employee having questions or problems related to equal employment opportunities or affirmative action.

Equal employment opportunity and affirmative action initiatives are continually reinforced through demonstrated leadership and aggressive implementation of the AAP. The AAP identifies the specific affirmative action and equal employment opportunity expectations of all department heads, supervisors, and other employees. Everyone involved in the implementation of the AAP is expected to carry out their assigned responsibilities in a timely and cooperative manner. Furthermore, all employees are expected to demonstrate sensitivity to, and respect for, all other employees and to demonstrate a decisive commitment to the affirmative action policy in spirit as well as through their actions.

Western recognizes that its policy of equal employment opportunity and affirmative action requires a firm commitment to the design, development, and implementation of programs and activities that serve to eliminate all forms of discrimination, both real and perceived. This is true for any discrimination which may currently exist, as well as for what may have occurred in the past. Historically, many organizations, especially those as large and complex as an institution of higher education, may have discriminatory attitudes and practices woven into their employment structure. Western Kentucky University, without reservation, affirms that it will continue to take whatever actions deemed appropriate to achieve the ultimate goal of a totally non-discriminatory

employment environment. Those involved in making employment decisions will be thoroughly familiar with Western's AAP and will be actively involved in achieving its objectives.

GRADUATE STUDIES

PROGRAM FORM

Name Last First M/M WKU ID #

Address Street City State Zip

Email Telephone ()

Mark only one:

- Master of in Concentration
Specialist in
Planned Fifth-Year/Rank II
Planned Sixth-Year/Rank I
Certification Only

FOR GRADUATE STUDIES USE ONLY
Major Code Minor Code
Degree Hours Other Hours

For Certification degree/non-degree programs only:

Undergraduate Degree Institution Date
Graduate Degree Institution Date
Certification Held
Certification Pursued

THIS STUDENT HAS MET ALL CURRENTLY APPROVED ADMISSION REQUIREMENTS. SEE REVERSE FOR INSTRUCTIONS.

Table with columns: COURSES IN MAJOR/MASTER'S PROGRAM, HRS, TR, FOR GRAD STUDIES USE ONLY (DATE, GRADE), MINOR/SUBJECT AREA OR SPECIALIST/SIXTH YEAR, HRS, TR, FOR GRAD STUDIES USE ONLY (DATE, GRADE). Includes a row for RESEARCH TOOL and FOREIGN LANGUAGE EXAM.

Any course work listed below is NOT included in the degree GPA, but will be calculated in the overall graduate GPA.

Table with columns: DEFICIENCIES, HRS, TR, DATE, GRADE, DEFICIENCIES/OTHER COURSES, HRS, TR, DATE, GRADE.

PROGRAM APPROVAL—DO NOT SEPARATE THIS FORM.

Major Advisor/Chair Signature Date Graduate Student Signature Date
Minor Advisor/Member Signature Date Certification Officer Signature Date
Other Advisor/Member Signature Date Graduate Officer Signature Date

GRADUATE STUDIES
ADMISSION TO CANDIDACY

Please Print Clearly—Complete sections A or B and send to major advisor for approval (section C).

 Name _____ WKU ID # _____
Last First Middle/Maiden

 Address _____
Street City State Zip Code

 Email _____ Planned Semester of Degree Completion:
NOTE: If no personal student email is provided, correspondence will be sent to the student's WKU email account.
 May August December _____(Year)

 Have you paid your graduation fee? Yes No

Section A
MASTER'S DEGREE CANDIDATES

I have completed all attendant conditions and do hereby apply for Admission to Candidacy for the following degree:

Master of _____ in _____

*Major _____ **Minor _____

*For Master of Arts In Education (MAE) students only.
**For MAE In Secondary Education students only.
 Plan A (Thesis)

 Plan B(Non-thesis)

Number of hours on graduate program: Required for Degree _____ Completed in Program _____ GPA _____

Student Signature _____ Date (mm/dd/yyyy) _____

Section B

If you completed Section A, DO NOT complete Section B.

SPECIALIST DEGREE CANDIDATES

I have completed all attendant conditions and do hereby apply for Admission to Candidacy for the following degree:

 Specialist in School Psychology School Counseling: Elementary Secondary
 School Administration Education: Elementary Secondary

Number of hours on specialist program: Required for Degree _____ Completed in Program _____ GPA _____

Student Signature _____ Date (mm/dd/yyyy) _____

Section C
DEPARTMENTAL APPROVAL

This student has met all conditions attendant to full graduate standing (deficiencies removed, GRE scores and approved Form C on file, research tool/language proficiency, and 3.0 GPA) and is recommended for Admission to Candidacy.

 Advisor Signature _____ Date (mm/dd/yyyy) _____
(Invalid without appropriate graduate advisor signature.)
Section D
FOR GRADUATE STUDIES USE ONLY

- Admitted
- GRE Score _____ Graduate Officer Signature _____
- Form C Approved _____ Date _____
- Defic./Cond. Removed Notes: _____
- Res. tool/Lang. Prof. _____
- 3.0 GPA _____
- Form D approval emailed to student with Application for Graduation attached.

Professional Concerns Form

Date _____

Name _____

ID Number _____

Advisor _____

Professional Concern

Reporting Party Signature _____

Date Received by Program Director: _____

Program Director Signature

Date Received by Advisor: _____

Advisor Signature

Recommended Action: Resolution Plan: _____ External Referral: _____

Probation Status: _____ Withdrawal: _____

Initiate Termination Process: _____ Student Appeal: _____

Refer for Committee Review: _____ No Action: _____

Signature of Party _____ Date _____

Advisor Signature _____ Date _____

Committee Action: Continue in Program: _____
Withdrawal: _____ Termination: _____

Refer to Program Director: _____ No Action: _____

Signature – Chair Date

Signature- Dept Head Date