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FLORIDA A & M UNIVERSITY
Tallahassee, Florida 32307

UNIVERSITY ADMINISTRATION

President of Florida A & M University: Dr. Castell Vaughn. Bryant
VP of Academic Affairs Dr. Debra Austin
Interim Dean, College of Arts & Sciences: Dr. Ralph Turner
Dean, College of Graduate Studies: Dr. Chanta Haywood

DEPARTMENT OF SOCIAL WORK ADMINISTRATION

Chair, Department of Social Work: Dr. Brenda Jarmon
Interim MSW Program Director: H. Jean Hyche Jackson
MSW Field Director: Professor Kevin Carter
BSW Program Director: Dr. Brenda Jarmon
BSW Field Coordinator: Ms. Wanda Jackson

It is the policy of Florida A & M University to assure that each member of the University Community be permitted to work or attend class in an environment free from any form of discrimination including that based on race, religion, age, disability, gender, marital status, national origin, veteran status, sexual orientation or political orientation, as prohibited by state and federal statutes. This shall include applicants for admission to the University as well as to employment. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

Note: Applicants with disabilities or with special needs are encouraged to call the Department of Social Work (850/599-3456) so that reasonable accommodations may be arranged.

Florida A & M University is accredited by the Southern Association of Colleges and Schools and is a member of the American Association for Higher Education, the American Association of State Colleges and Universities, the Conference of Black Graduate Schools, the Council of Historically Black Graduate Schools, the Florida Association of Colleges and Universities, the National Association for Equal Opportunity in Higher Education, the National Association of College Deans, Registrars, and Admissions Officers, the National Association of State University and Land-Grant Colleges, and the Council of Graduate Schools in the United States.

The Bachelor of Social Work (B.S.W.) program of the Department of Social Work is fully accredited by the Council on Social Work Education (C.S.W.E.). The Master of Social Work (M.S.W.) program achieved candidacy status in November of 2000. The program received full accreditation status in November of 2002. The program will be reviewed for reaffirmation in the Fall of 2006. Please contact the Social Work Department for further accreditation information.
PREFACE

Welcome to the Master of Social Work Program at Florida A & M University! You have made an important decision in entering this program and we congratulate you on your admission. Having successfully entered the program, you are about to embark on an exciting and stimulating journey of learning and growth. That learning will begin with reading the information we’ve carefully prepared for you in this Handbook. Additionally, the Florida A & M University Graduate Catalog acquaints students with University policies and procedures, rules and regulations, and responsibilities and rights affecting you. All students are responsible for observing the standards and regulations governing this institution as published in the Graduate Catalog, the MSW Student Handbook, the MSW Field Manual, and all other official publications of the University.

The MSW Student Handbook is provided to all new students at the MSW Student Orientation and is intended to be a working document. It is the result of the contribution of administrators, faculty, staff, field instructors, community organizers, and students. It is designed to help you understand the MSW program, its structure, and its curriculum, as well as give you helpful information about our policies and procedures. Please use your handbook as a reference tool throughout your years with us. While every reasonable effort has been made to ensure the accuracy of the content, please recognize that certain policies and procedures may change, as conditions demand. Where policies are already under review, this has been noted.

You will soon find that graduate education for advanced professional social work practice is unlike graduate study, and is unlike most other professional graduate programs, as well. The experience you are embarking on is very structured. The information provided in this Handbook may help you understand why this is so. Our goal in developing this Handbook is to:

1. Provide a brief historical overview of the MSW program at Florida A & M University (FAMU) as a means of connecting you with our roots;
2. Educate you concerning the broader picture of social work education and the social work accreditation process as a way of enhancing your understanding of our program and curriculum;
3. Orient you by presenting the structural components of the MSW program and some basic lines of authority and accountability; and
4. Provide some useful information that will help you become a more informed consumer of your educational experience at FAMU.

The faculty of the MSW program is committed to continually improving upon not only what we do, but how we do it. It is our hope that you will join with us in the continuing process of critical study, change and refinement so that together we can strengthen the MSW program and train increasingly effective social work professionals and leaders. We welcome you to the MSW program and look forward to helping you achieve your academic and professional goals over the next few years.

The MSW Faculty and Staff
DEPARTMENT INFORMATION

History of Florida A & M University and the Department of Social Work

Florida Agricultural and Mechanical University (FAMU), founded on October 3, 1887, as the State Normal College of Colored Students, began classes with fifteen students and two instructors. Today, Florida A & M University is one of nine institutions of higher learning in Florida’s State University System, with “excellence with caring” remaining its goal. In 1998, Florida A & M University was ranked as the most outstanding university in the nation by the Time/Princeton Review. At the present time, Florida A & M University offers nineteen different master degree programs that include 28 areas of specialization, along with Doctor of Philosophy degrees in Pharmacy, Education, Chemical, Civil, Electrical, Industrial and Mechanical Engineering, serving over 10,000 students.

History and Overview of the Department of Social Work at FAMU

The official social work program began with one introductory course in the Department of Sociology during the 1950-51 academic year. By 1956, a six-course sequence was available as a minor for students majoring in the liberal arts. A bachelor’s degree in social work was first offered in 1979 under the outstanding leadership of Dr. Victoria Warner. Under her direction, the program achieved departmental status in the FY 1990-91 academic year.

Dr. Warner soon envisioned a master’s degree in social work at Florida A & M University and took steps within the University and with the Council on Social Work Education to make her dream a reality. When she retired in May of 1997, Dr. Sharon Williams became the Chair of the Department of Social Work, hiring a graduate faculty for the new MSW program in the 1997-98 academic year. In 1999, Dr. Marilyn Spearman was appointed to the position of Chair of the Department and led the program into candidacy in the C.S.W.E. accreditation process. In August of 2002, Dr. Brenda Jarmon was elected to the position of Chair of the Department of Social Work where she remains. The graduate faculty, along with the University, its students, social service agencies and a supportive community, strive to deliver a high-quality program committed to the enhancement of human well-being, social and economic justice, and the alleviation of poverty and oppression in all of its forms.

Mission of the MSW Program at Florida A & M University

The mission of the Master of Social Work program is to advance social and economic justice by educating students for knowledgeable, ethical, and culturally competent leadership as social service administrators in community-based social work practice designed for populations-at-risk.

The MSW program prepares students to solve human, organizational, policy and social problems, particularly those affecting impoverished and historically oppressed
communities. The MSW program seeks to produce and apply research and scholarship aimed at advancing social work practice. The identification of the causes, consequences, and elimination of all forms of oppression is woven throughout the curriculum.

The MSW program has a specific commitment to educating minority social work practitioners, educators and researchers. The MSW program works closely with social work practitioners, community groups, and organizations that promote, provide, and seek to influence social policies and social work services to oppressed populations in both urban and rural areas.

The program, located in an historically Black university, is sufficiently broad enough to provide students with the knowledge, values and skills necessary to work with diverse populations. Drawing from the painful history of the African-American experience, the program is particularly sensitive to the plight of all oppressed and under-served populations (e.g., women, the elderly, children, the poor, those with disabilities, the mentally retarded, those with chronic mental illnesses, gays and lesbians, Hispanics, Asians, Native Americans, refugees, immigrants, etc.). Accordingly, while attention is given to the various aspects of African-American life, the program is responsive to and concerned with other groups who share in the struggle for equality and freedom from oppression around the world.

Recognizing the interdependence of nations and the need for worldwide professional cooperation, the MSW program is also committed to the socio-economic well-being of people in other countries, particularly those in Africa and the Caribbean. The MSW program seeks to 1.) foster in its students an understanding and commitment to the international community, particularly those areas where issues of social and economic justice and social welfare for people of color and the impoverished are concerned, 2.) educate foreign students for positions of empowering social work practice, as well as for leadership roles in social welfare administration and community development in their homelands, and 3.) develop practitioners who can effectively work with refugees and other displaced populations. The MSW faculty continues to conduct international research, published in international journals and delivered research papers at international conferences in order to advance its commitment to the international community.

The MSW program seeks to teach students how to become lifelong learners who are motivated to continue developing new knowledge and skills throughout their careers. The faculty models this for students by assuming leadership roles within the profession, engaging in research and scholarship aimed at continually advancing social work practice, and offering curricula that is at the forefront of the new and developing knowledge bases of social work and its supporting disciplines.

MSW Program Goals Focus Upon:

- ETHICAL PRACTICE
- SOCIAL AND ECONOMIC JUSTICE
- PROFESSIONAL LEADERSHIP
- COMPREHENSIVENESS (Knowledge, Values, and Skills)
- CRITICAL THINKING
- ACQUIRING AND REFINING ADVANCED SKILLS
**MSW Program Objectives**

The MSW program ensures that students who successfully complete the graduate program in social work will meet the following program objectives:

- TAKING PROFESSIONAL RESPONSIBILITY
- THINKING PROFESSIONALLY
- ASSESSMENT OF HUMAN DEVELOPMENT AND SYSTEMS
- PROMOTING SOCIAL AND ECONOMIC JUSTICE
- REFINING SOCIAL WORK PRACTICE SKILLS
- PURSUING EXCELLENCE
- BUILDING COMMUNITY THROUGH ADMINISTRATIVE LEADERSHIP

**CSWE and Accreditation Status**

“Accreditation” is a system for recognizing educational institutions, and the professional programs affiliated with the institutions, for a level of performance, integrity, and quality. Such a process provides the educational community and the public they serve with a high level of confidence. The accrediting process requires institutions and programs to systematically examine its goals, activities, and achievements, and to detail their internal procedures as required by the accrediting body.

Social work education at the master’s level has participated in an accreditation process since its beginning. In 1952, the Council on Social Work Education (C.S.W.E.) became the official accrediting body for master-level social work education. Baccalaureate social work programs have been accredited by the Council since 1974.

The essential purpose of CSWE’s accreditation process is to provide a professional judgment regarding the quality of social work programs offered and to encourage continual improvement of each program. Social work programs value accreditation because it helps them to attract qualified students, retain its faculty, secure outside sources of funding, and remain a viable part of the University.

The MSW program supports the tenets of the accreditation process is actively engaging in the process of securing full accreditation by the Council on Social Work Education. The program achieved candidacy status in November of 2002. The MSW program will undergo the reaffirmation process in the Fall of 2006.
MSW ADMINISTRATIVE STRUCTURE

Departmental Chair’s Office
The chief administrator of a social work program must give educational and administrative direction to its BSW and MSW programs. This person must demonstrate leadership ability through outstanding academic attainment (including no less than an MSW degree from an accredited program in social work), and competent social work practice experience. The Chair’s position includes a broad range of duties. Those applying directly to the MSW program includes:

1. directs and coordinates the curricular offerings of the department;
2. appoints and supervises the BSW Program Director, the MSW Program Director, the MSW Field Director, and the BSW Field Coordinator;
3. coordinates activities, recruitment and grievances with social work students;
4. reviews, implements, and informs faculty and staff of School and University policies and procedures;
5. crafting, with faculty consultation, the Department’s budget to submit to the Dean of the College of Arts and Sciences;
6. acts as the liaison between the Department and the University as well as the larger community.

MSW Program Director
The MSW Program Director provides leadership in the ongoing oversight of the MSW curriculum, including the design, modification, approval, implementation, and evaluation of the program’s curriculum and educational policies; educational policy relating to the admission, advising, retention and graduation of students; the systematic and continuous evaluation of program outcomes in the light of the specified goals of the program; teaching of practice and other social work courses; coordination of field instruction with the MSW curriculum; and the maintenance of the program’s integrity. The position reports directly to the Chair of the Social Work Department. The roles and duties of the MSW Program Director include:

1. in conjunction with the Chair, coordinates the offerings of the MSW program;
2. convening the MSW Curriculum Committee which designs, modifies, implements, and evaluates the MSW curriculum;
3. working closely with the MSW Field Director to ensure that field and classroom activities are integrated and mutually compatible and that student learning needs are met;
4. ensuring that the MSW degree program achieves and maintains accreditation standards, preparing the accreditation self-study materials
5. coordinating student exit surveys and outcome assessments;
6. ensuring adequate library holdings to support the MSW curriculum;
7. representing the MSW program to the Chair, the faculty, the Deans, and the University;
8. answer inquiries regarding the MSW program to prospective students;
9. assigning MSW students to MSW faculty advisors based on expertise and interests;
10. review and approve all student degree outlines;
11. mediate student complaints, informing them of due process, and referring them to the Chair, if necessary;
12. advising the Chair on programmatic budget needs and strategic plans.

**MSW Field Practicum Coordinator**

The field practicum is the cornerstone of the MSW curriculum. It engages the graduate student in supervised social work practice and provides opportunities to apply classroom learning in the field setting. A faculty member who coordinates graduate field practicum must hold credentials that include a master’s degree in social work from an accredited program, with no less than two years of full-time post-master’s degree experience in professional social work. The coordinator must be knowledgeable about CSWE standards and ensure that accreditation standards are maintained in the field. The MSW Field Practicum Coordinator exercises responsibility for the administration of the field practicum, ensuring planned cooperation and coordination between the program and the agencies selected for the field placement of graduate students. The MSW Field Practicum Coordinator assumes the leadership in preparing the *MSW Field Practicum Manual* along with its field policies, procedures, and objectives, investigating and creating field placements, selecting qualified field instructors, reporting on past placements, developing orientation and training materials and programs, and evaluating student learning in the practicum. The position reports directly to Chair of the Department of Social Work. The MSW Field Director is responsible for crafting the field component of our program and includes the following duties:

► work closely with the MSW Program Director to ensure that field placement procedures, policies and implementation are integrated with classroom activities, and that field and classroom courses mutually support the mission of the MSW program;
► convene the MSW Field Committee to regularly review the field program operations;
► represent the MSW field program to the faculty, obtaining faculty input in order to review and refine field policies and procedures;
► develop and maintain high-quality field placements that support the educational mission of the MSW program;
► work closely with the field instructors to ensure that they offer appropriate learning opportunities to the MSW students;
► provide timely, ethical, and educationally-sound supervision to field instructors; fully document student learning activities;
► advise and place eligible MSW students in their practicum settings;
► appoint faculty field liaisons based on expertise and areas of research interests; teach field seminar courses.


MSW Faculty and Staff

Carter, Kevin. MSW, Howard University. Professor Carter is the MSW Field Director and is responsible for the maintenance of the graduate social work field program. His practice background includes social work practice in the areas of grief, loss and trauma, as well as in AIDS education.

Haile, Barbara. D.S.W., Social Welfare Policy, University of Pennsylvania; M.S.W., Health Care Policy and Planning, Howard University; M.A., Sociology, Indiana University, B.S.W., University of Kentucky. Dr Haile has extensive experience in the areas of administration and social policy. The recipient of a Senior Congressional Fellowship, she served in the U.S. House of Representatives in two capacities: the Committee on Ways and Means’ Subcommittee on Public Assistance and Unemployment Compensation, preparing briefing documents for Congressional hearings, and in the office of a U.S. Congressman, tracking and analyzing legislative initiatives in health care, poverty, and human services. Dr. Haile’s current research interests are HIV/AIDS, in both the American and South African contexts; gerontology; and the role of social workers in affecting policy changes. She has conducted research, published, and presented scholarly papers in these areas. One of her passions is to decrease the incidence of HIV among African Americans, particularly women, through family and community education. Dr. Haile currently teaches graduate courses in social policy and is the Coordinator of the social welfare policies and programs sequence.

Hyche Jackson, H. Jean. (Need Bios)

Jarmon, Brenda J. (“B.J.”). Ph.D., Social Work, Florida State University; M.S.W. and B.S., Business Administration, Delaware State University. Dr. Jarmon has a distinguished record as an educator, scholar, community leader. She has conducted research and published extensively in the areas of teen pregnancy prevention, abstinence education, foster care and adoption recruitment and retention policy, and welfare reform. Dr. Jarmon is a highly-demanded speaker on the local, state, national and international arenas speaking on such diverse topics as school social work, child welfare, and enhancing cultural diversity and cultural competence. She serves on numerous national, state, and local boards and has appeared frequently on television shows devoted to teen pregnancy prevention and cultural diversity. Dr. Jarmon currently teaches graduate courses in social welfare research and is the coordinator of the social work research sequence.

Langley, Merlin. Ph.D., Clinical Psychology, Florida State University; M.S., Clinical Psychology, Florida State University; Ed.M., Counseling and Guidance, Boston, MA; B.A., Psychology, CUNY-the City College, New York, NY. Dr. Langley has secured numerous grants for the MSW program and its students in the areas of welfare reform,
child welfare, international social work and prostate cancer. He has presented numerous scholarly papers at local, state, national and international conferences and is interested in further research in behavioral health, women and minority mental health issues, aging, and social work practice with oppressed populations and communities. Dr. Langley teaches courses in human behavior and the social environment, theories of community development and organizations, dynamics of oppression, and psychopathology theory for social workers. He is the coordinator for the human behavior and the environment sequence.

Perry, Robin  (Need Bios)

Faculty Emeritus

**Warner, Victoria E.**  Professor Emeritus, Founder and Past Chair, Department of Social Work, College of Arts and Sciences. B.A., Florida A & M University; M.S.W., Atlanta University; Ph.D., Florida State University.

Staff

**Howard, Mary.**  Mrs. Howard is the Department’s office manager and also is a notary public. She is responsible for the day-to-day operations of the office and is relied upon by faculty and students, alike, for her competence and thorough knowledge of the Department and the University. She is a well-known public speaker within the Tallahassee community.

**Parker, Gwendolyn.**  Ms. Parker is a Senior Secretary in the Department of Social Work. She is responsible for the secretarial needs of the MSW program.
NASW Code of Ethics

One of the principal aims of the National Association of Science Writers, according to its constitution, is to "foster the dissemination of accurate information regarding science and technology in keeping with the highest standards of journalism." This code of ethics is intended to guide the behavior of NASW's officers and members in meeting that aim.

NASW or its members, when invoking their NASW membership, must act in accordance with the organization's aims, in keeping with the highest standards of journalism.

NASW does not take political positions, endorse candidates, support specific legislation, or allow the use of its name in connection with any political events. NASW officers and members may not invoke NASW's name, or their membership, in the course of personal political activities.

NASW may, however, take a position on issues related to journalism, freedom of information, and other public policy debates that relate to the members' ability to act in keeping with the highest standards of journalism. Such actions will be determined by the president, upon consultation with the other officers.

NASW may not undertake fundraising activities without the explicit permission of the president. Members may not use NASW's name in connection with any personal fundraising activities.

NASW members may not identify themselves as members of the organization in connection with any writing that takes a political position, endorses a candidate, supports specific legislation, or is related to fundraising activities or the promotion of a product, policy, or company or other organization.

NASW members may not speak for the organization without the authority of the president, the officers, or the members-at-large.

NASW may not accept funding from organizations or individuals whose aims might conflict with NASW's aims, unless specifically authorized to do so by the officers, with the exception of:

- Money paid to NASW for posting job opportunities on the NASW job board. The president or the officers reserve the right to reject ads deemed unacceptable.

- Other situations approved on a case-by-case basis by the NASW officers.
NASW's officers may choose to censure or expel members who violate this code of ethics.

Any disputes that arise concerning this code of ethics will be resolved by a decision of the NASW officers.

FLORIDA A & M UNIVERSITY
MASTER OF SOCIAL WORK PROGRAM
MSW STUDENT CODE OF CONDUCT

Adopted July 15, 2005

The mission of the Master of Social Work program is to advance social and economic justice by educating students for knowledgeable and culturally competent social work practice in community-based social service administration. The MSW faculty maintains responsibility for determining whether students demonstrate mastery of curriculum and field objectives, interacting in a professional manner with colleagues, faculty, field instructors, administrators, staff, clients, and the community. The MSW program is committed to treating each student with fairness and equity throughout the course of their educational experience. This Code of Conduct is applied to all MSW students from the point of admission throughout their graduate social work education to the point of graduation. Each student admitted to the MSW program is required to read and complete the MSW Student Code of Conduct contract. A copy is maintained in each student’s file and another copy is given to the MSW student during the MSW Student Orientation.

1.0 Student Standards

The Master of Social Work (MSW) program at Florida A & M University is a professional education program that adheres to the standards, ethics and values of the profession as identified by the National Association of Social Workers (NASW). Additionally, the MSW program is committed to meeting all of the accreditation standards set by the Council of Social Work Education (CSWE). To ensure that students meet these standards, the graduate social work faculty evaluates the academic performance of students in six general areas of competencies: (1.) professional readiness, (2.) professional commitment, (3.) academic performance, (4.) attendance and punctuality, (5.) professional behavior, and (6.) ethical conduct.

1.01 Professional Readiness
Professional readiness relates to the generally accepted standards of personal integrity, health, and emotional stability, communication skills, interpersonal skills, and self-awareness.

1. “Personal readiness” is defined as being open to learning and being honest with oneself as well as one’s colleagues.
2. “Health and emotional stability” is defined as the ability to use thoughtful judgment in professional situations. The individual seeks and effectively uses help and responsibly addresses one’s own health and emotional problems that may interfere with academic and professional performance.
3. “Communication skills” are measured by the individual’s ability to communicate responsibly and sensitively with respect toward colleagues, faculty, field instructors, administrators, staff, clients, and the community.
4. “Interpersonal skills” include the ability to express ideas and feelings which can be heard and understood by others, as well as the ability to demonstrate willingness and an ability to listen to others.
5. “Self awareness” is defined as the ability to exhibit knowledge of how one’s values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships. It includes the ability to accurately assess one’s own strengths, limitations, and suitability for professional practice on an ongoing basis. Additionally, it incorporates the ability to demonstrate self-awareness of how one is perceived by others. The individual is able to reflect on one’s own limitations as they relate to professional capacities. The individual is willing to examine and change behavior when it interferes in work with clients and other professionals.

1.02 Professional Commitment

Professional commitment relates to the individual’s commitment to the essential values of social work and the pursuit of promoting social, economic and political justice.

1.03 Academic Performance

Students are expected to:
(1.) demonstrate sufficient oral and written skills necessary to comprehend information and appropriately communicate ideas and feelings.
   a. Written communication. The student is able to write clearly, uses correct grammar and spelling, and applies appropriate writing style, including American Psychological Association (APA) referencing, as well as appropriate source citation and documentation. The student demonstrates sufficient skills in written English to understand the content presented in the MSW program and is able to adequately complete all written assignments, as specified by faculty.
   b. Oral communication. The student communicates effectively and sensitively with other students, faculty, staff, clients, community members, and professionals. The student expresses ideas and feelings
clearly and demonstrates a willingness and an ability to listen to others. The student demonstrates sufficient skills in spoken English to understand the content presented in the program, to adequately complete all oral assignments, and to meet the objectives of field placement requirements as specified by faculty.

(2.) exhibits sufficient knowledge of social work and clarity of thinking to process information and apply it to appropriate situations in the classroom and the field setting. The student demonstrates grounding in relevant social, behavioral, and biological science knowledge and research (including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice). The student will exhibit the ability to conceptualize, critically analyze and integrate knowledge, applying it to professional practice.

(3.) Exhibits sufficient motor and sensory abilities to attend and participate in class and field placement, with or without accommodation. (Please see the A.D.A. policy for further clarification.)

1. **Academic Dishonesty Prohibited.** “Academic dishonest” means employing a method or technique or engaging in conduct in an academic endeavor that the student knows, or should know, is not permitted by the University or a course instructor to fulfill academic requirements. Academic dishonesty includes, but is not limited to, the following:
   a. Stealing (such as theft of tests or grade books from faculty offices or elsewhere);
   b. Using “crib notes” or the unauthorized use of notes or other aids in answering questions during examinations;
   c. Securing another to take a test in the student’s place, both the student taking the test for another and the student registered in the course are at fault;
   d. Representing as one’s own work the work of another without acknowledging the source (plagiarism);
   e. Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;
   f. Giving or receiving unauthorized aid during an examination, such as trading examinations, whispering answers, passing notes, or intentionally making one’s examination answers visible so that another student can copy them;
   g. Openly cheating in an examination, as copying from another’s paper;
   h. Using another’s laboratory results as one’s own, whether with or without the permission of the owner;
   i. Falsifying results of laboratory experiments;
   j. Mutilating or stealing library materials or mis-shelving materials with the intent to reduce accessibility to other students;
   k. A student’s failing to report to the instructor or department chair an incident which the student believes to be a violation of the academic honesty policy;
   l. Misrepresenting academic records or achievements as they pertain to course prerequisites or co-requisites for the purpose of enrolling or remaining in a course for which one is not eligible.
m. Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic or field setting.

2. Students are required to maintain a 3.0 grade point average (GPA) and satisfactory performance in any non-letter graded course.

3. A student whose GPA falls below 3.0 (B) will be placed on academic probation.
   a. This student will be allowed to continue her/his enrollment only with the written recommendation of the Faculty Advisor and approval from the MSW Program Director. Permission to continue will be granted only if there is reasonable likelihood that the GPA will improve in the subsequent semester.
   b. Removal from academic probation is granted when the GPA is raised to B (3.0) or above.

4. Any course in which a grade of less than B is received must be repeated.

5. Students who receive a grade of C or lower or Unsatisfactory (U) in 12 semester credit hours of graduate credit, whether or not in repeated courses, will be dismissed from the MSW program.

6. Students are required to maintain satisfactory performance in all field practicum and seminar courses.
   a. A student who receives an unsatisfactory (U) from the field instructor in any semester of field will be placed on academic probation.
   b. This student will be allowed to repeat field practicum only with the written recommendation of the MSW Field Director and approval from the MSW Program Director.
   c. Students who receive more than one unsatisfactory (U) from the field instructor will be dismissed from the MSW program.

7. Graduation requires a cumulative GPA of 3.0 upon completion of all requirements for graduation.

1.04 Attendance and Punctuality

It is the expectation of the MSW program that all courses leading to the granting of the Master of Social Work degree will be attended and that students will be punctual. This expectation is a reflection of the student’s responsibility to the social work profession and to the clients whom social workers will serve.

1.05 Professional Behavior

1. The student will exhibit behaviors that are in compliance with program policies, institutional policies, and professional ethical standards in the classroom, the field, and the community, recognizing the strengths that exist in all students, faculty, clients, communities, and cultures.

2. The student will maintain an appearance and demeanor that are appropriate to the roles and settings encountered during the graduate educational experience.

3. The student will show responsible and accountable behavior by knowing and practicing within the scope of social work ethics, respecting others, being
punctual and dependable, prioritizing responsibilities, observing deadlines, completing tasks on time, and keeping appointments or making alternative arrangements.

4. The student will work effectively with others, treating them with respect, honesty, courtesy, fairness, altruism, compassion, and integrity, regardless of level of authority or academic position.

5. The student will advocate for herself/himself in a constructive manner and first use established channels for conflict resolution, avoiding unwarranted criticism in his/her interactions.

6. The student will show a willingness to acknowledge constructive feedback or supervision, as well as use such feedback to enhance professional growth and development.

7. The student will take appropriate responsibility for her/his own actions and consider the impact of these actions on others.

1.06 Ethical Conduct

1. The student will exhibit a strong commitment to the goals of the social work profession and its ethical standards, as outlined in the *NASW Code of Ethics*, demonstrating a commitment to the dignity and worth of every individual as well as to social, economic, and political justice for all.

2. The student will demonstrate an appreciation for the value of diversity, working with and relating to others who are different from oneself, regardless of the student’s own personal, religious/spiritual, and/or cultural values. The student will provide service to all persons in need of assistance, regardless of the person’s age, class, race, religious/spiritual beliefs, gender, disability, sexual orientation, and/or value system.

3. The student will demonstrate a comprehension of other individuals’ way of life and differing values. The student will use empathic communication and support of the client as a basis for a productive professional relationship.

4. The student will show respect for the rights of others. The student is committed to the rights of freedom of choice and self-determination for clients and other individuals.

5. The student will maintain the professional standard of confidentiality as it relates to human services, the classroom, research activities, and field placements.

6. The student will demonstrate consistent honesty and integrity by being truthful about one’s own background, experiences, and qualifications.

7. The student will demonstrate clear, appropriate, and culturally sensitive boundaries. The student will refrain from sexually harassing others, making verbal or physical threats, being involved in sexual relationships with clients, abusing others in physical, emotional, verbal, or sexual ways, or participating in dual relationships where conflicts of interest may exist.

8. The student will evaluate clients and their situations in a systematic, factual manner. The student will refrain from imposing personal biases during interactions with others.
9. The student will not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, class, ethnicity, national origin, geography, color, age, religion/spiritual beliefs, gender, sexual orientation, marital status, political belief, mental or physical disability, creed, ancestry, pregnancy, or parental status.

10. The student will use sound judgment. The student will seek and effectively use help for medical and emotional problems that interfere with academic and professional performance. The student will engage in counseling or seek out support and help if personal problems, psychosocial distress, substance abuse, or mental health issues do interfere with academic or professional performance.

GRADUATE ADMISSION POLICY

General Admissions Information
Due to the sequential nature of graduate professional education in social work, students may begin their studies only in the fall of the academic year.

MSW Admissions Information Sessions
Recognizing that many prospective applicants have questions about the MSW program, its requirements, and curriculum, as well as about the social work profession, the Department of Social Work offers a series of admissions information sessions throughout the academic year. Interested persons should telephone the Department of Social Work at 850/599-3456 for information about upcoming dates and times.

MSW Applicant Procedures

Applicant materials are sent to those requesting admissions information regarding our MSW program. Each must apply to both the Graduate Studies Admissions Office and the Department of Social Work’s MSW Program. Two application packages, therefore, must be completed: 1.) the “Application for Admission into Graduate Studies,” and 2.) the entire application packet for admission into the MSW program. The admissions application for the MSW program contains several University and Departmental forms that must be completed prior to the evaluation for admission.

Admissions Requirements

Applicants requesting admission into the MSW program must meet the following requirements and complete the following forms:

1. An “Application for Admission to the Graduate Program at Florida A & M University.” This application is completed and sent back to the Graduate Admissions Office of Florida A & M University. Do NOT submit this form to the Department of Social Work. A copy of the form will be sent to the MSW program by the Office of Graduate Studies to indicate that the student has applied at the University level and has been entered into the FAMU computer system.
1. **An official transcript indicating completion of a bachelor’s degree from an accredited college or university.** The applicant’s undergraduate education must reflect a sound liberal arts foundation, including a course that includes introductory statistics, a course that includes human biology, and at least 21 credits in the humanities, the social sciences, the behavioral sciences, and the biological sciences.

2. **A grade point average of 3.0 or better (4.0 scale) for the last 60 credits of academic course work, as evidenced on the official transcript.** NOTE: Applicants holding law degrees and those with grades in law courses must have a grade point average of 3.0 or above, exclusive of law school grades, for the last 60 hours of academic course work, and a grade point average in law courses of 2.5 (on a 4.0 scale) or 75 (on a 0-100 scale). Students whose grade point average is below 3.0 may be admitted under “Special Student Status” for the first semester of graduate course work, permitting them to take up to 12 credits in the graduate program.

3. **A total Graduate Records Examination (GRE) score of at least 1000 (combined Verbal and Quantitative scores) or an equivalent score on a measurement approved by the Florida Board of Regents.** While the GRE is a requirement of graduate admissions at the University level, the MSW program uses the GRE score only if the applicant’s grade point average is below 3.0. Students whose grade point average is below 3.0 and whose GRE score is below 1000 may only be admitted under “Special Student Status” for the first semester of graduate work. Please refer to the section on “Special Student Status” admissions in this section of the Handbook for further details regarding such admissions.

4. **Three professional letters of recommendation** from persons who can address the applicant’s ability and potential for successful graduate education and professional social work practice (e.g., former professors, employment supervisors, etc.).

5. **A personal narrative statement** reflecting the applicant’s academic and employment history, as well as a discussion regarding her/his interest in the social work profession.

6. **A professional resume.** The applicant will submit a current resume that includes his/her work history.

7. **Proficiency in English.** Any student prior to admission or during their course of study, may be required to demonstrate English proficiency through submission of a satisfactory score on a test designated by the Chair of the Department of Social Work. Students whose written or spoken English proficiency is marginal in relation to the communication skills needed for effective social work practice may be required to seek instruction outside of the Department of Social Work to bring his/her communication skills up to an acceptable level.

8. **A current Florida State Immunization Record.** The Health Services Student
Clinic ensures that all students entering Florida A & M University are current on all required immunizations. A copy of that record must be included in the application package sent to the MSW program. Failure to comply with this requirement will result in a “hold” being placed on the student’s registration, preventing the student from completing the registration process.

9. **Completion of the “Certification of Eligibility Form”**. This form allows the MSW program to process and award any financial aid given to you by the University or the Department of Social Work. Failure to complete this form will result in your financial aid monies being forfeited and applied to another student.

10. **Personal Interview**. In some cases, a personal interview with the MSW faculty may be required of an applicant in order to better evaluate her/his potential for developing into a professional social worker.

**International Applicants**

Any applicant who is the holder of a nonimmigrant type visa (F-1 or J-1) is classified as an international student or applicant by Florida A & M University. Important University regulations pertaining to international applicants or students are found in the Florida A & M University Graduate Catalog. While some of these regulations are listed below, persons in this category should contact the Office of Graduate Studies for more detailed information regarding admission forms and requirements.

**General Regulations for International Applicants:**

Applicants from countries where English is not the usual means of communication must submit a TOEFL score of no less than 550. Test scores may not be more than two years old.

International students on nonimmigrant visas must carry hospitalization and medical insurance.

Nonimmigrant international students are prohibited from participation in employment, unless authorized by the United States Immigration and Naturalization Services.

**Special Student Status Admission**

Special conditional admission may be granted to applicants who have grade point averages of less than 3.0 (A=4.0) *only if the applicant*: (1.) has a grade point average of at least 2.5 in the last 60 semester (or 90 quarter) hours of academic work; (2.) meets all other admissions requirements; and (3.) submits a written request to be considered for special student status admission based on having met at least one of the following criteria:
(a.) completion of six hours of graduate level coursework taken outside of the Department of Social Work with a grade point average of 3.0 or above (4.0 = A), with documentation on an official transcript; or

(b.) submission of official GRE (Graduate Records Examination) scores on both the Verbal and Quantitative sections of the general test, taken no more than five years prior to application to the Department of Social Work; or

(c.) evidence of outstanding paid or volunteer experience in social work agencies or related human service organizations (documentation by additional letters of recommendation is required). To be considered “outstanding,” experience must
1.) clearly be experienced in a social work capacity,
2.) be no less than the equivalent of two years of full-time experience, and
3.) entail performance that far exceeds the norm, convincingly documented in support letters from persons who supervised the applicant.

Students who are admitted under “Special Student Status” may only take 12 credits of graduate social work courses. They are also not eligible for departmental financial aid packages. If, after completing a semester of graduate social work courses, the student is able to maintain a grade point average of 3.0 or above in all graduate social work courses, the student will be readmitted to the MSW program as an unconditional admission. NOTE: Students holding visas (F-1 or J-1) are not eligible for special student status admission at the graduate level.

Deadlines

Since the Department of Social Work admits students only once a year (in the fall semester), the deadline for receipt of all materials is March 15th. Applications completed after this deadline will be reviewed only if there is a reasonable likelihood that space will be available in the incoming fall class. Interested persons are urged to begin the application process far in advance of the March 20th deadline, as the school reserves the right to close the application cycle at an earlier date if all available slots are filled. Additionally, financial aid packages for the upcoming academic year are awarded to newly-admitted graduate students at the end of the previous spring semester, making early application particularly important. International applicants should complete their application by February 17th to ensure review of their completed folders. Students who fail to enroll in the semester they are admitted must reapply for admission to a future academic year and are not guaranteed automatic admission in any future year.

The Review Process

Applicants will receive postcard updates on the status of their application, including a notice that the application is complete and ready for faculty review. The admissions process is coordinated by the MSW Admissions Committee. In evaluating applicants,
faculty admission reviewers take into consideration many factors and no one criterion alone automatically determines acceptance or non-acceptance into the program. Among the factors examined carefully is the applicant’s undergraduate course work in relation to a strong liberal arts base and past academic performance as reflected in the cumulative grade point average (last 60 credit hours of academic work)? Consideration is also given to employment or volunteer efforts in social work, letters of recommendation, demonstrated ability to communicate effectively in writing (as evidenced by the Personal Narrative Statement and other written forms of communication presented by the student), and the applicant’s motivation for a career as a professional social worker.

After carefully reviewing the student’s application package, the MSW faculty votes on whether to admit, deny or defer the application. This decision is then forwarded to the Chair of the Department of Social Work on a “Graduate Student Status Form” for official departmental signature and approval. The form is then sent to the Dean of the College of Arts and Sciences for review and signature, and then to the Dean of the College of Graduate Studies for review and signature. The form is then sent to the University Office of Admissions and the applicant is notified by a letter from the Office of Admissions of Florida A & M University of their acceptance or denial into the program. **No admission decisions are given by telephone.** The MSW program is then notified by the Office of Admissions on the status of the application and all accepted students are contacted by letter informing them of upcoming orientation dates and pertinent information they need to know as a new graduate student in the MSW program.

**SPECIAL ADMISSIONS CATEGORIES**

**Advanced Standing Students**

Applicants holding a Bachelor of Social Work (BSW) degree from a Council on Social Work Education (CSWE) accredited undergraduate program may request consideration for “Advanced Graduate Standing” (the waiver of specific foundation courses).

**A. To qualify for advanced standing, you must:**

1. have earned a minimum grade point average of 3.0 (based on A = 4.0 scale) for The last 60 semester credit hours (or 90 quarter hours) of your total academic work; and
2. have a minimum grade point average of 3.0 (where A = 4.0) for all undergraduate social work courses; and
3. have earned a BSW degree from a CSWE-accredited program within the last five years.

**B. How to apply for advanced standing:**

1. Request the “Application for Advanced Standing” from the MSW program and mail it in with your graduate admission application. All documents are to be
returned to the Department of Social Work to the attention of the Graduate Admissions Committee.

2. At least one of your three references for your application must be from your faculty advisor or from the Chairperson of the Social Work Department at your college or university.

3. Upon acceptance into the MSW program, you will be asked to supply copies of your undergraduate research papers, field education contracts/plans, field evaluations, college catalog, and course syllabi, unless the Department of Social Work at Florida A & M University has them on file for your BSW degree. Please check with the Department of Social Work to see if your materials are on file. Advanced standing waivers are assessed after your acceptance into the graduate social work program.

C. The Outcome:

1. You may be waived from any or all of the MSW foundation courses – up to 33 credit hours – which repeat content that you already mastered in your undergraduate program. The materials from each applicant are evaluated individually. Waivers are not automatic.

2. An individualized plan of study will be developed to guide you in completing any required foundation courses and beginning your advanced concentration courses. In most cases, your course work will begin the fall semester for which you were admitted.

The MSW Program Director, in consultation with faculty, will assess competencies already achieved for students requesting advanced standing. Deadlines must be met to allow adequate time for review of materials and to arrange for special advising.

Social Work Transfer Students

Students who transfer to the MSW program at Florida A & M University from another CSWE-accredited graduate program must meet all admissions requirements and have at least a 3.0 (B) average in all graduate social work courses in order to receive transfer credit. A maximum of 33 hours credit, earned within five years of the student’s enrollment at Florida A & M University’s Department of Social Work, with grades of “B” or above, may be transferred for credit toward the MSW degree. In addition to the usual application materials, transfer students must also submit an evaluation of first year field performance, course syllabi, a “Statement of Good Standing” from the Dean or Chairperson of their previous program, and a catalog from the institution in which s/he has been enrolled. Transfer student applications and materials are reviewed by the MSW Program Director in consultation with MSW faculty on a course-by-course basis.

Non-Social Work Transfer Credit

The Department of Social Work recognizes two categories of transfer credit for courses that are taken in disciplines or fields other than social work.
1. A maximum of six semester hours of graduate credit, earned within five years of the student’s enrollment at Florida A & M University’s Department of Social Work, with grades of “B” (3.0) or better, may be transferred as credit toward the MSW degree’s elective credits, providing they meet the program’s mission and objectives. That is, if a student has taken a series of graduate courses, but did not earn a master’s degree, a maximum of six graduate credit hours may be applied toward the MSW.

2. A maximum of six semester hours of graduate credit, earned within five years of the student’s enrollment at Florida A & M University’s MSW program, with grades of “B” or better (where 4.0 = A), may be transferred from an earned master’s degree toward the MSW now in progress. That is, a student may have earned a master’s degree in a different discipline, and may now wish to apply that credit toward the MSW degree, providing the credits meet the mission and objectives of the MSW program.

In both cases, the student must request consideration of transfer credit with the MSW Program Director after admission to the MSW program. Students will need to present course outlines and related information in order for the MSW Program Director to evaluate the request. Request for non-social work transfer credit are evaluated largely on relevance to the student’s present course of study and career objectives, as well as for academic soundness. The student’s request, accompanied by supporting information and the MSW Program Director’s written recommendation, will be submitted to the Department Chair for final approval. In all cases, graduate credit from other disciplines must be consistent with the goals and objectives of the MSW program as well as with our accrediting body, the Council on Social Work Education (CSWE).

Graduate credit is not granted for correspondence courses, extension courses, continuing education courses, advanced standing examinations (except as pertaining to advanced graduate standing in the Department of Social Work), life or employment experience, or if an equivalent course offered by Florida A & M University does not warrant graduate credit.

**Postbaccalaureate Students**

The Department of Social Work at Florida A & M University does not have a post baccalaureate program. Only those persons who have been admitted formally into the Department of Social Work may be part of the MSW program.

Post baccalaureate students who later decide to apply for admission to the Department of Social Work will be allowed no more than six (6) credit hours earned as a post baccalaureate student. Graduate students from other colleges who wish to enroll in social work courses must obtain prior approval from the MSW program before enrolling. College approvals come from (1.) the instructor of the course, who determines the student’s academic preparedness for the course and (2.) from the MSW Program Director, who considers the demand for the course by formally-admitted MSW students. Post baccalaureate students are only permitted to enroll in courses which have excess slots after degree candidates have registered. The Department of Social Work regrets that
it is sometimes necessary to retract approvals when expected enrollment exceeds actual
enrollment in a course. A written request to enroll in a course should be sent to the MSW
Program Director. It is the post baccalaureate student’s responsibility to speak with the
course instructor, and to obtain written approval to enroll.

M.S.W. CURRICULUM

MSW Degree Requirements

The general requirements for the Master of Social Work degree include:

1. Satisfactory completion of a minimum of 66 semester credit hours in class and field
   instruction in social work within four years of the admission date; and
2. At least a 3.0 (“B”) grade for all required graduate social work courses plus a “B” or
   better (3.0) in all field practicum and seminar courses for an overall GPA of 3.0 or
   above; and
3. Faculty recommendation for award of the Master of Social Work degree.

The M.S.W. Curriculum

The MSW curriculum is guided by the Curriculum Policy Statement (CPS) of the
Council on Social Work Education, in line with CSWE’s accreditation standards. This
means that all accredited MSW programs will include certain content areas in their
curricula, even though an individual department’s mission, philosophy, and objectives
remain within their own discretion. Although various departments may use different
terminology, all will have courses in the following curricular areas: 1.) social work
practice; 2.) human behavior and the social environment (HBSE); 3.) social welfare
policies and programs (SWPP); 4.) social work research; and 5.) field practicum. The
current Curriculum Policy Statement is included in this handbook for your review. The
full manual of CSWE accreditation standards is available for review in the MSW
Program Director’s Office.

Students must successfully complete 66 semester credit hours in order to receive the
MSW degree. The curriculum consists of 35 credit hours of foundation courses followed
by 31 credits of advanced coursework in community development and administration.

MSW Foundation Curriculum Goals

As a result of the foundation curriculum, students will:
1. acquire sound knowledge, skill and value bases for intervention with persons,
families, groups, communities, organizations, institutions, and larger social, political and economic systems;

2. understand the relationship between individuals and their environment;

3. gain sensitivity and act responsibly in relation to the ways that racism, sexism, classism, and other forms of discrimination impede the achievement of full human potential;

4. acquire knowledge about the unique history and traditions of social welfare and the social work profession, particularly social work values and ethics;

5. gain self-awareness, including an understanding of their abilities, limitations, and potentials as social workers;

6. conceptualize complex social phenomena, understand the ways in which knowledge is gathered, processed and generated, and apply this as informed social work practitioners to both urban and rural settings; and

7. gain an understanding of international dimensions of social work policy and practice.

Advanced MSW Concentration in Community-Based Social Service Administration

In the second year of the MSW program, students are provided the knowledge, values and skills necessary to further the well-being of urban and rural communities and organizations while promoting social and economic justice. The advanced concentration in community-based social service administration prepares students to solve community, organizational, policy and social problems, particularly those affecting impoverished and minority areas located in both urban and rural settings. Students also engage in the production and application of research and scholarship aimed at advancing social work practice in community development and social service administration.

Students build upon the knowledge, values, and skills mastered in the foundation year and apply them to the central issues relevant to community-based social service administration. Advanced year students engage in a critical analysis of theories in community and organizational development. The advanced practice classes include program design and development, resource development and management, program evaluation, and community development. Additionally, the students engage in two advanced field placement settings that allow them to apply classroom learning to the field.

The program works closely with social work practitioners, community groups, and organizations that promote, provide, and seek to influence social development policies and services to oppressed populations, particularly those located in the communities of people of color. The advanced curriculum is sensitive and responsive to the needs of all
disenfranchised groups who share in the struggle for equality and freedom from oppression.

A Special Note about Graduate Field Practicum

Part of the uniqueness of the Master of Social Work degree is in its applied focus, as reflected by its required 900 clock hours of field practicum courses. In these courses, students are assigned as interns, under the supervision of a social work field instructor, in various social work agencies and settings. The Florida A & M University service area has many social service agencies and settings available as approved field practicum sites. All students are required to complete four graduate field courses. The first two field practicum placements take place in the Spring of the foundation year and in the Summer session between foundation and advanced concentration years. Each requires 225 clock hours of MSW-supervised instruction. The third and fourth field placements occur in the advanced concentration year, with each also requiring a minimum of 225 clock hours of MSW-supervised instruction. In addition, students are required to take a seminar class with each field placement to provide them with an opportunity to discuss their field placement sites with a faculty member and integrate classroom materials with field practicum experience.

There are professional liability and other related fees charged for each of the four required field practicum courses. Students must submit an application for field practicum to MSW Field Practicum Coordinator and meet all prerequisites for placement in the field. Specific deadlines are announced for Fall, Spring, and Summer semester placements. Refer to the MSW Field Practicum Manual for further information.

Advising and Degree Planning

Incoming students are provided with a degree plan that shows the enrollment model for each semester. Since the MSW program is very structured, all published prerequisites must be met and courses must be completed in their correct sequence. Students who enroll in courses for which they have not met the prerequisites will be dropped from those courses. Students are cautioned against deviating from the official degree plan, as this can result in substantial delays of a year or more in completing the program due to the sequential nature of the MSW program. Students are reminded that C.S.W.E. mandates that all requirements for the MSW degree must be completed within four (4) years of beginning the MSW program.

When students are admitted to the MSW program, they are appointed an MSW faculty advisor who assists them in degree planning, career planning and other academic and professional concerns. Students are strongly encouraged to make an appointment to meet with their MSW faculty advisor no less than two times per semester to review their academic and professional performance. Students meet with their advisors to discuss, select, and receive approval for courses, particularly electives, to ensure that the courses selected will enhance their learning experiences and further their professional development.
Concerns about MSW Course Scheduling

The Department of Social Work strives to maintain a diverse student body, many of whom are employed outside the home, and many of whom have family and child care responsibilities, in addition to school and/or employment. As a result, students must make numerous adjustments to their schedules in order to attend classes and fulfill the required clock hours for field practicum. We regret that we are unable to assure our students of a fully convenient schedule of courses, despite our best efforts.

While we are very sensitive to the multiple demands placed on our students, the program is highly structured and must be completed in sequence in order to retain its educational integrity and purpose. If a student is unable, for whatever reasons, to complete the courses as shown in the “Program of Study” model contained in this handbook, it may be necessary for that student to take a leave of absence from the program in order to return in sequence at a later date. We strongly recommend that applicants carefully plan to ensure successful completion of the MSW program. The Council on Social Work Education requires that a student complete all the requirements of the MSW program no more than four years from the date s/he began the graduate social work program.

A Caution about Full-Time Employment

Students are asked to carefully consider handling the rigors of a graduate program in social work while simultaneously working full-time outside of the home. Based on the experience of others, this may create problems in class attendance, generate significant barriers to the completion of field practicum courses, and may even result in academic failure for some. If at all possible, students are requested to think about choosing part-time employment for the two years of graduate study or full-time employment with the four year part-time MSW program.

Tuition and Fees

You will find a complete schedule of tuition and fees in the Florida A & M University Graduate Catalog or you may call the Registrar’s Office for a current schedule. Rates for graduate students are based upon premium tuition rates established by the Florida Board of Regents and are determined by residence status and the number of credit hours taken in a semester. Per credit hour fees include the additional fees collected by the University for special services (e.g., building fees, state financial aid fee, capital improvement, activity and service fees, athletic fees, etc.). These are minimum figures and do not include such fees as parking decals, etc.

While the MSW program has limited financial aid packages and grant monies to award to academically outstanding students, it is impossible to meet all of the financial needs of its graduate students. Graduate education is costly in terms of time, effort and money and students are cautioned to plan carefully to meet its costs via student loans, personal resources, etc., as financing a graduate education is the responsibility of each student.
The University reserves the right to change tuition and other charges without notice as necessitated by University or Legislative actions.

FLORIDA A & M UNIVERSITY
MSW PROGRAM
(66 GRADUATE CREDITS)
All requirements for the MSW degree must be completed in 4 years.

First Semester – Fall (15 Credits)
SOW 5106: Human Behavior and the Social Environment I [3 cr.]
SOW 5235: Social Welfare Policies and Programs I [3 cr.]
SOW 5341: Social Work Practice I [3 cr.]
SOW 5404: Social Work Research I [3 cr.]
SOW 5620: Dynamics of Oppression [3 cr.]

Second Semester – Spring (16 Credits)
SOW 5107: Human Behavior and the Social Environment II [3 cr.]
SOW 5236: Social Welfare Policies and Programs II [3 cr.]
SOW 5343: Social Work Practice II [3 cr.]
SOW 5425: Social Work Research II [3 cr.]
SOW 5534: Field Practicum I [3 cr.]
SOW 5545: Field Seminar I [1 cr.]

Summer Session (4 Credits)
SOW 5535: Field Practicum II [3 cr.]
SOW 5546: Field Seminar II [1 cr.]

Third Semester – Fall (16 Credits)
SOW 5534: Advanced Theories of Communities and Organizations [3 cr.]
SOW 5344: Community Development in Social Work Practice [3 cr.]
SOW 5386: Program Design and Development [3 cr.]
SOW 5433: Program Evaluation [3 cr.]
SOW 5538: Field Practicum III [3 cr.]
SOW 5547: Field Seminar III [1 cr.]

Fourth Semester – Spring (15 Credits)
SOW 5241: Advanced Social Welfare Policies and Programs [3 cr.]
SUGGESTED MSW PROGRAM OF STUDY
PART-TIME MSW STUDENTS
All requirements for the MSW degree must be completed in four years.

First Semester – Fall [6 Credits]
SOW 5106: Human Behavior and the Social Environment I [3 cr.]
SOW 5235: Social Welfare Policies and Programs I [3 cr.]

Second Semester – Spring [6 Credits]
SOW 5107: Human Behavior and the Social Environment II [3 cr.]
SOW 5236: Social Welfare Policies and Programs II [3 cr.]

Summer Session [6 Credits]
SOW 5620: Dynamics of Oppression
SOW ____: Approved Graduate Social Work Elective [3 cr.]

Third Semester – Fall [6 Credits]
SOW 5341: Social Work Practice I [3 cr.]
SOW 5404: Social Work Research I [3 cr.]

Fourth Semester – Spring [6 Credits]
SOW 5343: Social Work Practice II [3 cr.]
SOW 5425: Social Work Research II [3 cr.]

Summer Session [8 Credits]
SOW 5534: Field Practicum I [3 cr.]
SOW 5545: Field Seminar I [1 cr.]
SOW 5535: Field Practicum II [3 cr.]
SOW 5546: Field Seminar II [1 cr.]

Fifth Semester – Fall [6 Credits]
SOW 5534: Advanced Theories of Communities & Organizations [3 cr.]
SOW 5344: Community Development in Social Work Practice [3 cr.]

Sixth Semester – Spring [6 Credits]
SOW 5387: Resource Development and Management [3 cr.]
SOW ____: Approved Graduate Social Work Elective [3 cr.]
Summer Session [6 Credits]
SOW 5538: Field Practicum III [3 cr.]
SOW 5547: Field Seminar III [1 cr.]

Seventh Semester – Fall [6 Credits]
SOW 5386: Program Design and Development [3 cr.]
SOW 5433: Program Evaluation [3 cr.]

Eighth Semester – Spring [6 Credits]
SOW 5539: Field Practicum IV [3 cr.]
SOW 5241: Advanced Social Welfare Policies and Programs [3 cr.]
SOW 5387: Resource Development and Management [3 cr.]

COURSE MATRIX
All requirements for the MSW degree must be completed in 4 years.

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**ADVANCED**

SOCIAL WORK COURSE LISTINGS

**Graduate Course Descriptions: MSW Foundation Year**

**SOW 5106: Human Behavior and the Social Environment I.** Cr. 3. Prerequisites: Admission to graduate school or the permission of the instructor. This course lays the theoretical groundwork for social work practice with individuals and families. It provides the conceptual framework for the analysis of individuals and families using systems, developmental, cultural, and interactional frameworks in considering healthy and problematic functioning. *Offered only in the Fall semester.*

**SOW 5107: Human Behavior and the Social Environment II.** Cr. 3. Prerequisites: SOW 5106 or the permission of the instructor. This course focuses on macro social work practice with an emphasis on social systems theories and the person-in-environment perspectives as frameworks for understanding how larger systems such as groups, organizations, and communities behave. Organizational and institutional responsiveness to the needs of oppressed populations are examined. *Offered only in Spring semester.*

**SOW 5620: Dynamics of Oppression.** Cr. 3. Prerequisites: Admission to graduate school or the permission of the instructor. Theories of racism and oppression and how they relate to issues of social and economic justice are examined. Attention is specifically given to the various ways in which historically oppressed populations are impacted by discrimination in America. *Offered in Fall and Summer semesters.*

**SOW 5235: Social Welfare Policies & Programs I.** Cr. 3. Prerequisites: Admission to graduate school or the permission of the instructor. The course introduces students to the historical development of social welfare policies and programs. The course also examines the historical development, mission, values, and ethics of the social work profession in addressing social problems. *Offered only in the Fall semester.*

**SOW 5236: Social Welfare Policies & Programs II.** Cr. 3. Prerequisites: SOW 5235 or the permission of the instructor. This course provides content on social welfare policy formulation, frameworks for policy analysis, and the current status and accessibility of
social welfare programs and its impact on historically oppressed populations. Examines the intended and unintended consequences of public and organizational policies on such major social problems of poverty, racism, and gender inequality. **Offered only in the Spring semester.**

**SOW 5341: Social Work Practice I.** Cr. 3. Prerequisites: Admission to the MSW Program and completion of, or concurrent enrollment in, SOW 5106. Focuses on social work practice with individuals and families. Emphasis is placed on generalist practice models of intervention, including case management, advocacy, brokering, brief counseling, education, solution-focused issue management, and crisis/trauma management within a diverse and multicultural society. Issues of social justice, social policy, ethical responsibilities, assessment and evaluation are integrated into practice models. **Offered only in the Fall semester.**

**SOW 5343: Social Work Practice II.** Cr. 3. Prerequisites: Admission to the MSW Program, SOW 5341, and completion or concurrent enrollment in SOW 5107. Fundamentals of macro social work practice aimed at eliminating barriers to enhanced social functioning. Examines principles, theories, and skills of social work practice in groups, communities, organizations and large systems. Principles of social planning, community development, and social action are incorporated. **Offered only in Spring.**

**SOW 5404: Social Work Research I.** Cr. 3. Prerequisites: Admission to graduate school or consent of the instructor. This course focuses on the basic concepts and methods of scientific inquiry as utilized in building knowledge for social work practice. The course is intended to reinforce the objectives of the foundation curriculum by preparing students to follow the beginning steps of the generalist research process, including the development of a research question, conducting an exhaustive literature review, defining variables and their interrelatedness, problem formulation, and report writing. **Offered only in the Fall semester.**

**SOW 5425: Social Work Research II.** Cr. 3. Prerequisites: SOW 5404. This course focuses on introducing the student to statistics commonly used by social workers in their practice, analyzing how statistical procedures can be used for decisions that are directly relevant to effective social work practice, policy, and research. **Offered only in Spring.**

**SOW 5534: Field Practicum I.** Cr. 3. Prerequisites: Admission to the MSW program, successful completion of or concurrent enrollment in first year foundation coursework, and written consent of the MSW Field Coordinator. MSW-supervised field experience in an approved social work setting at the foundation-year level. The field practicum must be taken concurrently with Field Seminar I [225 clock hours].

**SOW 5545: Field Seminar I.** Cr. 1. Prerequisites: Admission to the MSW program, successful completion of, or concurrent enrollment in, first year foundation coursework and Field Practicum I, and written consent of the MSW Field Coordinator. Focus on integrating knowledge, values, and skills in relation to the field experience.
SOW 5535: Field Practicum II. Cr. 3. Prerequisites: SOW 5534 and the written consent of the MSW Field Coordinator. Continuation of the foundation-year MSW-supervised field experience in an approved social work setting. The field practicum must be taken concurrently with Field Seminar II [225 clock hours].

SOW 5546: Field Seminar II. Cr. 1. Prerequisites: Admission to the MSW program, successful completion of, or concurrent enrollment in, first year foundation coursework and Field Practicum II, and written consent of the MSW Field Coordinator. Focus on integrating knowledge, values and skills in relation to field experience.

Graduate Course Descriptions: MSW Advanced Concentration Year

SOW 5534: Advanced Theories of Communities and Organizations. Cr.3. Prerequisites: Successful completion of all foundation year coursework or the consent of the instructor. Examination of economic, social and political contexts in which social work is practiced in organization and communities, including the analysis of community and organizational functioning, its capacity to change, its bases of power, the enhancement of community and organizational effectiveness, and the building of organized efforts aimed at bringing about social and economic justice. Offered only in the Fall semester.

SOW 5344: Community Development in Social Work Practice. Cr. 3. Prerequisites: Successful completion of all foundation year coursework, admission into the MSW program, and completion of, or concurrent enrollment in, SOW 5334. Focus on the utilization of community strengths in rebuilding at-risk urban and rural neighborhoods and communities. Students learn how to combine and mobilize community strengths in building stronger, more self-reliant and economically powerful communities. The course also focuses on how to incorporate public and private sectors in social and economic community development strategies in urban and rural areas. Offered only in the Fall.

SOW 5386: Program Design and Development. Cr. 3. Prerequisites: Successful completion of all foundation year coursework, admission to the MSW program, and completion of, or concurrent enrollment in, SOW 5334. Examines program design and development of social service agencies and organizations. The course addresses the components of designing an effective program in a human service organization, conducting a needs assessment, planning, designing and tracking the intervention, and calculating the costs and values of the intervention. Offered only in the Fall semester.

SOW 5387: Resource Development and Management. Cr. 3. Prerequisites: Successful completion of all foundation year coursework, admission to the MSW program, and completion of, or concurrent enrollment in, SOW 5334. Application of theories related to writing and procuring grants, managing fiscal resources, budget
evaluation, and fund-raising methods. Particular attention is given to developing and applying resources to underserved urban and rural populations, particularly women, people of color and other historically oppressed groups, in an empowering manner. Offered only in the Spring semester.

**SOW 5241: Advanced Social Welfare Policies & Programs.** Cr. 3. Prerequisites: Completion of all foundation year coursework or consent of instructor. This seminar course is designed to provide students with advance knowledge of policy development, implementation, and evaluation in social service administration. Special attention is directed to the role of the social service administrator as an advocate of policy change at the agency level. As developing administrators, students learn how to initiate and manage the process of planned change, working with stakeholders inside and outside of the organizational environment.

**SOW 5433: Program Evaluation.** Cr. 3. Prerequisites: Successful completion of all foundation year coursework or consent of the instructor. Provides students with the knowledge, values and skills required to measure and monitor the outcomes of social service programs and organizations. Students learn how to generate reports that can be effectively used by administrators and funding sources to determine the program’s efficiency and effectiveness, as well as ways to enhance its performance. Offered only in the Fall semester.

**SOW 5538: Field Practicum III.** Cr. 3. Prerequisites: SOW 5535 and SOW 5546, completion of, or concurrent enrollment in, SOW 5334, SOW 5344, SOW 5386, and SOW 5433, and written consent of the MSW Field Coordinator. Students are placed in approved MSW-supervised placement where they are engaged in a wide range of community development and administrative tasks where their advanced knowledge, values and skills may be applied [225 clock hours].

**SOW 5547: Field Seminar III.** Cr. 1. Prerequisites: SOW 5535 and SOW 5546, successful completion of, or concurrent enrollment in, SOW 5334, SOW 5344, SOW 5386, and SOW 5433, and written consent of the MSW Field Coordinator. Integration of advanced knowledge and skills applied in the field placement.

**SOW 5539: Field Practicum IV.** Cr. 3. Prerequisites: SOW 5538 and SOW 5547, completion of, or concurrent enrollment in, SOW 5433, and written consent of the MSW Field Coordinator. Students continue with their advanced MSW-supervised placement where they engage in community development and administration tasks [225 clock hours].

**Graduate Course Description of MSW Program Electives**

**SOW 5123: Psychopathology.** Cr. 3. Prerequisites: Admission to the MSW program or consent of instructor. A course designed to prepare social workers to understand and apply the various models of mental health practice (e.g., medical, biopsychosocial, ecological and strengths-based, etc.) to aid in mental health diagnoses and treatment.
Reviews of several theories and concepts of psychopathology help students develop a frame of reference for critically analyzing mental health practice with diverse cultural groups and addressing the mental health needs of oppressed populations.

**SOW 5372:** Supervision, Staff Development and Consultation. Cr. 3. Prerequisites: Admission to the MSW program or consent of instructor. Emphasis on the supervisory, consultation and staff development theories and skills necessary to nurture staff so they can function creatively, productively, independently and effectively. Comparative study of supervisory techniques with professionals, paraprofessionals and volunteers is undertaken.

**SOW 5335:** Empowerment. Cr. 3. Prerequisites: Admission to the MSW program or consent of instructor. Theory, methods and skills necessary for building collaborative alliances with consumer/community systems in order to increase access to, and control of, needed individual, family, group, community and organizational resources. Emancipatory interventions and multicultural practice methods at the micro, mezzo and macro levels are emphasized.

**SOW 5621:** Women, Power and Change. Cr. 3. Prerequisites: Admission to the MSW program or consent of instructor. Designed to provide students with knowledge and understanding of women’s issues in relation to changing roles, sexism, racism, and empowerment at the individual, family, group, community, and organizational levels.

**SOW 5349:** Case Management. Cr. 3. Prerequisites: Admission to the MSW program or consent of instructor. Provides knowledge regarding the historical development, processes and models for case management in the social services. Examines the comprehensive enhancement practice model of case management, establishment of case management programs in social service systems, and methods for evaluation of case management program designs.

**SOW 5336:** Rural Social Work. Cr. 3. Prerequisites: Admission to the MSW program or consent of instructor. An overview of theory and practice issues related to disadvantaged individuals, families, groups, organizations, and communities in rural settings. Particular attention is given to addressing the needs of vulnerable populations living in small and rural areas.

**SOW 5540:** Field Practicum Elective I. Cr. 1. Prerequisites: Admission to the MSW program and written consent of the MSW Field Coordinator. A one-credit practicum elective in which the MSW student is given the opportunity to extend, advance, and concentrate learning beyond the tasks required in the MSW field sequence. Requires 75 clock hours of field work in an approved MSW-supervised social work setting.

**SOW 5541:** Field Practicum Elective II. Cr. 2. Prerequisites: Admission to the MSW program and written consent of the MSW Field Coordinator. A two-credit practicum elective in which the MSW student is given the opportunity to extend, advance, and
concentrate learning beyond the tasks required in the MSW field sequence. Requires 150 clock hours of field work in an approved MSW-supervised social work setting.

**SOW 5542: Field Practicum Elective III.** Cr. 3. Prerequisites: Admission to the MSW program and written consent of the MSW Field Coordinator. A three-credit practicum elective in which the MSW student is given the opportunity to extend, advance, and concentrate learning beyond the tasks required in the MSW field sequence. Requires 225 clock hours of field work in an approved MSW-supervised social work setting.

**SOW 5906: Directed Independent Study.** Cr. 1-6. Prerequisites: Admission to the MSW program, written consent of the sponsoring faculty member, and written consent of the MSW Program Director. An individualized research study of a social work issues conducted under the direction and supervision of graduate faculty. Requires a carefully laid out contract between the student and the sponsoring faculty member showing what will be studied, how the study will be carried out, the expected outcomes of the study, and the timetable for completion of the study.

**SOW 5550: Special Topics in Social Work.** Cr. 1-6. Prerequisites: Admission to the MSW program and consent of the instructor. A variable content graduate course focusing on selected topics in social work and social welfare.

**SOW 6428: The Professional Paper.** Cr. 1-6. Prerequisites: Written consent of a sponsoring faculty member and the approval of the MSW Program Director. A research paper involving the systematic investigation and critical analysis of a social work or social welfare-related issue. Requires a carefully laid out contract between the students and the sponsoring faculty member showing what specific topic is to be systematically investigated, the framework for analyzing the topic, the format for the research paper, and a timetable for completion of the investigation, analysis and paper.
ACADEMIC POLICIES

Academic Advising

Upon admission to the MSW program, students are assigned a Graduate Faculty Advisor. Professional social work advisement orients students and assists them in assessing their aptitude and motivation for a career in social work, allows for early and periodic evaluation of academic and professional performance, guides students in selecting areas of course work, and assesses with students the field setting that best meets their educational needs and career objectives. In compliance with CSWE accreditation standards, all Graduate Faculty Advisors are full time, permanent faculty whose educational credentials include either a master’s degree in social work or a baccalaureate degree in social work plus a social work doctorate. Students are encouraged to meet with their academic advisor at least twice per semester to discuss their academic and professional needs. The list of all MSW students and their assigned faculty member is distributed to students at MSW Student Orientation and is posted on the graduate bulletin board located in the Social Work Department. Faculty office hours are posted for each faculty member. Students unable to meet with their faculty advisor during specified office hours must make arrangements to meet at a time that is convenient for both the student and the faculty advisor. Students with additional questions or concerns regarding academic advising may contact the MSW Program Director.

Enrollment Status

Applicants request admission into either full-time or part-time enrollment status. Full-time students complete the program in twenty-one months. This requires enrollment in 15 credit hours in the Fall, 16 credit hours in the Spring, plus 4 credit hours of enrollment in the Summer session of the foundation year. As specified in CSWE accreditation standards, part-time students have a maximum of four years in which to complete all degree requirements, including field practica. Part-time students are required to take six to eight credit hours during Fall, Spring and Summer sessions. Please refer to the “Full-
Time Program of Study” and the “Part-Time Program of Study” models found in the “MSW Curriculum” section of this handbook.

Most students are admitted into the specific enrollment status to which they have applied. However, the MSW program reserves the right to limit the number of full-time and part-time students admitted in any given academic year. Students who wish to change their status prior to their initial enrollment may have to postpone starting the program for a full year if all admission slots are full. Once enrolled officially (e.g., tuition and fees are paid), students may change their status only with the written approval of the MSW Program Director and the Chair of the Department of Social Work.

Annual Evaluation of Students’ Academic and Professional Performance

At the beginning of the Spring semester, each graduate student’s academic performance is evaluated by the entire MSW faculty at the “Student Evaluation Meeting.” Faculty members will review the student’s grade reports, field practicum evaluation forms, and all other pertinent information in this evaluation process. The purpose of this meeting is to provide empowering evaluative feedback to MSW students on their observed strengths, their growth while in the MSW program, areas for future academic and professional growth. Upon receiving this input from the MSW faculty, students are given the opportunity to ask questions or share comments regarding their academic performance, professional growth and areas for future growth and development. The outcome of the meeting is drawn up on the “Student Evaluation Form” and is signed by all attending MSW faculty members and the MSW student. The student has the right to follow grievance procedures if s/he believes the information contained on the “Student Evaluation Form” is inaccurate. The form is maintained in the student’s permanent student file.

Academic Performance Policy.

Students in the MSW program at Florida A & M University must comply with the following academic performance policies:

1. Graduate students are required to maintain a “B” average (3.0 on an A=4.0 scale) in all required social work courses.
2. If the MSW student receives less than a “B” in a required course or the GPA is less than 3.0 overall in a particular semester, s/he will be placed on academic probation and will be required to repeat the required course and obtain a grade of “B” or better on the second attempt.
3. MSW students are given one attempt in which to raise the grade to 3.0 or above. Failure to do so will result in academic suspension from the MSW program. Students will not be allowed to proceed with further coursework until receiving
a grade of “B” or better in a required course.

4. All MSW students must maintain a grade point average of 3.0 (A=4.0) each semester in order to be eligible to continue in the program.

**Academic Probation and Suspension**

A student whose grades fall below 3.0 (“B”) in any required MSW course will be placed on academic probation and will be allowed to return to the program to retake the course only with the written recommendation of the student’s faculty advisor and approval from the MSW Program Director. Permission to retake the course and continue on in the MSW program will be granted only if it is believed that there is reasonable likelihood that the student is capable of earning a grade of “B” or better in the second attempt. Removal from academic probation is granted when the student earns a grade of “B” or better in all graduate courses undertaken. Students are reminded that failure to achieve a grade of “B” or better in a required social work course may result in a delay of one year or more in completing the program, due to the sequential nature of the courses.

**Incomplete Grades**

The grade of “I” (Incomplete) is a conditional and temporary grade given in those rare circumstances when students are passing a course with a grade of “B” or better but, for reasons beyond their control, have not completed a relatively small part of all course requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking a scheduled examination. The grade of “I” must be changed by fulfilling the course requirements by the deadline set by the instructor, but no more than one semester from the date awarded. In conformance with University policy, the grade will automatically lapse into an “F” if the incomplete grade is not satisfied within the specified time. The approval of the Dean of the College of Arts and Sciences is required for all incomplete grades.

**Continuous Enrollment**

MSW students must maintain continuous enrollment through their graduate course of study. A temporary, time-limited leave of absence may be granted for compelling reasons with the written recommendation of the graduate faculty advisor and the approval of the MSW Program Director. However, students who fail to maintain continuous enrollment without initiating an official leave of absence and signing all the necessary forms will be considered as having withdrawn from the MSW program. In such cases, the student must apply for readmission to the MSW program.

**Time Limitation**

As an explicit accreditation policy of the Council on Social Work Education, all requirements for the MSW degree must be completed no more than **four (4)** years from the date of the MSW student’s first enrollment into the MSW program. There are no exceptions made to this policy.
Academic Honesty

All members of, and participants in, the academic life of the University are to be governed by academic honesty in all of their endeavors. Students and faculty are expected to uphold academic integrity and combat academic dishonesty. The academic honor system charges each faculty member and student with responsibility for:

1. Upholding the highest standards of academic integrity in one’s own work;
2. Refusing to tolerate violations of academic integrity in the FAMU community; and
3. Fostering a high sense of integrity and social responsibility on the part of every member of the FAMU community.

Violations of this code include receiving from a fellow student or another unauthorized source during examinations; obtaining, distributing, or referring to a copy of an examination which the instructor or Department has not authorized to be made available or such a purpose; any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor (e.g., removing or destroying library or other source materials); representing another’s work, published or unpublished, as one’s own; tampering with another student’s work; altering grades or any other records related to the academic performance of students; or submitting false records or information in order to gain admission to the University or the MSW program.

Academic penalties shall include, but may not be limited to, one or a combination of the following:

1. a lower or failing grade in the course;
2. a lower or failing grade or score on the assignment or examination;
3. additional work to provide evidence of the student’s academic performance and/or evidence that the student has mastery of the course material.

The following are the possible disciplinary penalties for violation of the academic code of honesty, which may be imposed singularly or in any combination:

1. Dismissal
2. Suspension
3. Probation
4. Reprimand

Criminal Background and Abuse Registry Check

In 1993, Congress passed the National Child Protection Act (NCPA) that authorized criminal history record checks for persons who work with children in either an employee or volunteer status. This Act was amended in 1994 to include elderly and disabled persons. It was amended again in 1998 and the Florida Legislature passed a law in 1999 consistent with the information to be obtained under NCPA. Together, these laws
promote a broader exchange of criminal history information for purposes of assisting entities that provide care, treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disabilities. These criminal background checks are referred to by different names (e.g., the National Child Protection Act, the Foley Act, the Volunteers for Children Act, the Oprah Winfrey Law, etc.) but are the same basic law, applicable to all school teachers, doctors, nurses, mental health and health care providers, social workers, and other professionals.

In accordance with Florida Statute 943.0542, all students working with these protected populations will be required by law to have a Criminal Background and Abuse Registry check on file prior to going into field practicum. Florida laws restrict access to children, the elderly, and disabled clients by persons convicted of felonies and specific misdemeanors (Chapter 435 Florida Statutes). These restrictions are imposed by law on all social service agencies and health care facilities, who in turn require students to comply with the same restrictions as do their volunteers and employees. A criminal background and abuse registry check is now also required for professional licensure in most states.

If the agency to which the student is assigned denies them admission and/or access to clients and the agency due to a felony or specific misdemeanor conviction, and if a comparable assignment cannot be made to meet course objectives, the student’s enrollment in the MSW program will be terminated. Each semester that the MSW student is in the field practicum, s/he may be required to provide the MSW program with a notarized affidavit stating that s/he has not had arrests or convictions during the intervening time frame. Additionally, some field placements require that a student have a criminal background and abuse registry check every semester s/he is placed at their agency. Absolute honesty is essential, with false information leading to the immediate expulsion of the student from the MSW program.

In order to comply with the Criminal Background and Abuse Registry check, students will be required by their field instructors to secure the following documents:
1. Fingerprint Card
2. Directions for completing the Fingerprint Card
3. Waiver for the Criminal Background and Abuse Registry check

The above listed items must be completed along with a check or money order for $33.00 made out to the “Florida Department of Law Enforcement” (FDLE). Further information on this law and governmental procedures surrounding it may be found on the FDLE website, www.fdle.state.fl.us or by calling FDLE.

In the state of Florida, an individual has the right to request his/her criminal history record for review to ensure that it is both accurate and complete. This procedure is known as a “Personal Review for Criminal History.” The requestor may use the results to examine it for accuracy and/or to challenge any information contained in the history that s/he feels is inaccurate or incomplete. Any other use of the results will constitute a violation of applicable State and Federal laws. Please contact the “User Service
Bureau/Specials Desk” at (850) 410-8114 for instructions on how to apply for a “Personal Review for Criminal History.”

NONACADEMIC POLICIES

Disciplinary Action and Enrollment Termination

The nature of social work dictates that practitioners use sound professional judgment. The NASW Code of Ethics serves as the guide to professional practice, and students are expected to familiarize themselves with and follow the Code. The MSW program reserves the right to terminate enrollment of any student at any time for what the faculty and administration may believe to be good and sufficient reason(s), such as cheating, plagiarism, misuse of University property, criminal convictions, or unprofessional conduct. In such cases, students will be notified with a written explanation by the Chairperson of the Department of Social Work. The student has a right to follow the Department of Social Work’s grievance policy procedures if s/he believes the decision is inaccurate.

The MSW faculty is responsible for acting as the gatekeeper of the social work profession. When a student is experiencing serious academic difficulties, the MSW Program Director addresses the issues directly with the student, after extensive consultation with the faculty members who are working with the MSW student that semester. In this interaction, the student is asked to discuss perceived barriers to academic and professional success. They then mutually build a strategic plan to help ensure future success.

The MSW Program Director also is responsible for addressing nonacademic issues, such as unacceptable behavioral performance in the classroom or in the field. Classroom performance and behavior will be collaboratively addressed with the MSW student, the classroom instructor(s), the Graduate Faculty Advisor, and the MSW Program Director. Issues of performance in the field practicum are addressed collaboratively with the MSW student, the MSW Field Coordinator, the faculty field liaison, and the MSW field instructor. The emphasis is on encouraging full and open communication so that collaborative and helpful solutions can emerge. After such collaborations, the decision choices include:

1. suggesting that the student take an authorized leave of absence, during which time specific corrective steps are to be taken; or
2. continuation in the program, but with regular contact, communication and collaboration with the MSW Program Director and/or the MSW Field Coordinator to ensure that all performance goals are being met; or
3. termination of the MSW student from the MSW program.

The student has the right to follow the Department of Social Work’s grievance policy if s/he believes the decision is inaccurate.
Grievance Policy and Procedure

Students have the right to appeal any action they believe is inaccurate or unfair. Students may follow the guidelines provided in the Department of Social Work’s “Departmental Grievance Policy” included in this handbook. *It is the responsibility of all students to become familiar with the various policies and regulations of the University and the Department of Social Work and to meet the conditions they impose.*

STUDENT ORGANIZATIONS

Social Work Association of Graduate Students (SWAGS)

The MSW program encourages and provides opportunities for graduate students to organize in their interests as students. The Social Work Association of Graduate Students (SWAGS) actively promotes professional and social activities among MSW students at Florida A & M University. Membership is open to all currently enrolled MSW students in the MSW program at Florida A & M University. The group meets to promote scholarship, leadership, service, and community awareness of the program, the profession, the University, and its students. Another important goal of the organization is to promote communication among students, faculty and administration. The organization relies on membership dues to fund its annual projects, including a party for family and friends of MSW graduates in April of each year. Additionally, the organization serves as a link to the Department’s administration and faculty. Students are encouraged to become involved in serving as a graduate student representative on the various departmental committees, which are the major decision-making bodies of the Department of Social Work.

Other Social Work Organizations

In addition to SWAGS, MSW students are encouraged to participate in other social work organizations, such as the National Association of Social Workers (NASW), the National Association of Black Social Workers (NABSW), Bertha Capen Reynolds Society (BCRS), the Council on Social Work Education (CSWE), as well as other social work organizations.

Alumni Association

Graduates of the MSW program at Florida A & M University are invited to become active members of the MSW Alumni Association. Students will be provided with membership information in their last semester of the MSW program or by contacting the MSW program.
Student Participation in Departmental Governance

The MSW program provides opportunities for its students to participate in formulating and modifying policies and procedures affecting academic and student affairs. The MSW program has a student association (SWAGS) which acts as the voice of students in various departmental standing and ad-hoc committees. Graduate student representation is sought on a variety of committees, such as the MSW Self-Study Committee, the Student Issues Committee, the Research, Planning and Development Committee, and the University/Community Liaison Committee. These committees are comprised of full-time faculty members plus student representatives. Student participation is vitally important for ensuring that the voice of students is heard in departmental policy decisions. Contact your SWAGS officers for information on becoming an official graduate student representative. Even if you are not an official graduate student representative, committee meetings are open to all MSW students, unless otherwise specified. You may check with the MSW Program Director for information on committee meeting days, times and places or see the posted times on the MSW bulletin board located in the Department of Social Work.
AFFIRMATIVE ACTION
POLICY STATEMENT

Florida Agricultural and Mechanical University is a four-year land-grant institution founded in 1887 to provide post-secondary education for the State’s Black citizens. It is one of the three oldest universities in the State University System. It is under the jurisdiction of the Board of Trustees. The Board of Trustees is appointed by the Governor and the Board of Education which is comprised of the Governor and the State Cabinet.

It is the policy of Florida Agricultural and Mechanical University to assure that employment at the University shall continue to be on the basis of qualification without regard to race, creed, color, national origin, age, handicap, sex, and veteran status. Sexual harassment is prohibited by state and federal statutes, as well as University policy. This policy shall include applicants for admission to the University and for employment within the University.

The Affirmative Action Program is designed to encourage diversity by establishing procedures designed to ensure a continuous and equal opportunity to all individuals, to assure equal and fair treatment particularly to minorities, the handicapped, and women, in the employment process; and to establish procedures which will attract and retain qualified minorities and women for employment.

Further, the University remains committed to the concept of equal employment opportunity and access to postsecondary education for Blacks and other minorities, as well as the preservation of the cultural values associated with that culture upon which the very foundation of the University was created.

Inquiries concerning this policy and procedures for filing complaints under this policy are to be directed to the University’s Equal Employment Officer.
FLORIDA A & M UNIVERSITY
POLICY FOR ACCOMMODATING
PERSONS WITH DISABILITIES

Florida A & M University is supportive of the Americans with Disabilities Act of 1990 and is willing and able to provide reasonable accommodations to students and employees with disabilities, as defined under the Act.

Students who have special needs because of a physical or mental disability should contact the Special Programs and Services Office as soon as they arrive on campus. This office has been established to assist students with handicaps attending Florida A & M University. The staff of the Special Programs and Services Office has close contact with federal and state agencies which provide services to individuals with disabilities. In dealing with students, the office staff will work with each student individually in order to develop solutions to meet her or his needs.

Departments within the University wishing to receive ADA training or additional information may contact the Director of Equal Opportunity Programs at 850/599-3076 or 850/599-3219.
Florida A & M University is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (e.g., between an employee and a supervisor, between a student and a teacher, etc.), but may also occur between student peers or employees of equal rank. At a university, sexual harassment also constitutes unprofessional conduct which compromises the university’s commitment to the pursuit of learning. Florida A & M University will not tolerate any form of sexual harassment. Furthermore, this institution is committed to providing the training necessary to educate the staff, faculty, and students about sexual harassment policies.

**Definition and Statutory References**
Harassment on the basis of sex is discrimination in violation of Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e and Title IX of the Educational Amendments of 1972, 20 U.S.C. 1981. In addition, sexual harassment by a public servant is a criminal offense under the Florida Penal Code and sexual harassment by any individual may constitute assault, sexual assault, public lewdness, or indecent exposure.

Unwelcome sexual advances, request for sexual favors, verbal and written comments, or physical conduct of a sexual nature may constitute sexual harassment when such conduct:

1. Is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in a university activity; or
2. Is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. Creates an intimidating, hostile, or offensive university environment.

In relation to the foregoing statements, sexual harassing behaviors may include, but are not limited to, the following: unwelcome sexual flirtations, advances, or propositions; verbal remarks of a sexual nature (whether to an individual or directed toward a group), including sexually explicit or offensive jokes; graphic or degrading verbal or written
comments of a sexual nature about an individual or the individual’s appearance; any suggestive or unwelcome physical contact; or physical assault. Sexual harassment is not limited by gender of either party, nor by superior-subordinate relationships.

Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the University’s Sexual Harassment Policy. The University is prepared to take preventative and corrective action in cases of sexual harassment. Individuals who engage in such misconduct are subject to appropriate disciplinary action. The right to confidentiality of all parties involved in a sexual harassment charge shall be strictly adhered to during the course of the investigation.

For more information, contact the Chair of the Social Work Department at 561-2253, or the FAMU Affirmative Action Office.

**FLORIDA A & M UNIVERSITY**
**UNIVERSITY DRUG AND ALCOHOL POLICY STATEMENT**

Florida A & M University will not tolerate the sale, possession, or use of controlled substances, with the exception of medication prescribed by a physician and taken in accordance with the prescribed usage. The use, sale, possession, manufacturing, and bartering of narcotic drugs, central nervous system stimulants, hallucinogenic drugs, or barbiturates, as defined by Federal, State or University regulations, shall be prohibited in all FAMU facilities, about the campus, or in any public gathering or recreational areas, or facilities. Those found in violation of this policy could be subject to dismissal in accordance with the procedures of the Student Conduct Code. In addition, legal sanctions by a court of competent jurisdiction may include specific term imprisonment with an appropriate fine. The court may also decree the forfeiture of property, suspend or cancel a license, remove a person from office, or impose any other civil penalty.
SOCIAL WORK GRIEVANCE POLICY
Department of Social Work
Florida A & M University

I. DEFINITION OF A GRIEVANCE

A “grievance” is an actual circumstance which can be substantiated and is regarded by a student or faculty person as a just cause for protest. A grievance within the Department of Social Work may deal with matters pertinent to grading and/or evaluation of the student. Also grievable would be a faculty member’s noncompliance with stated the stated policies and objectives of the Department. Such noncompliance may be related to the following five areas:

1. Student Advising
2. Classroom Teaching
3. Field (School and/or Agency) Teaching
4. Violation of usually accepted standards for professional and ethical behaviors in Department-related activities
5. Selection and/or retention of field instruction placement for the individual student.

A grievance can pertain to a classroom instructor, faculty advisor, field practicum instructor, administrator, or any other faculty member of the Department of Social Work.

Faculty persons may also bring grievance against a student. Among the criteria suggested for the determination of a grievable issue may be the following:

1. Pervasiveness (many complaints against a faculty member by many students, or many complaints against a student by many faculty members)
2. Duration
3. Severity (in the mind of the complainant)
4. Consistency (a repetition of instances)
5. Factual
These criteria imply that the first incident of specific behaviors would not necessarily substantiate the need for a grievance. A student-initiated grievance may be filed by the aggrieved student only. If a student has exhausted all other channels for dealing with the issue, this shall be deemed a sufficient basis for assuming that a grievance complaint may be filed.

A faculty member may initiate a grievance against a student when a student’s conduct, behavior, and/or statements cast question about the student’s competence in school-related activities, as well as fulfillment of his/her responsibilities to implement the policies of the school.

In the filing and hearing of a grievance, the following steps will occur when a student is filing:
Step 1: Student negotiates with the instructor or faculty member and attempts to resolve the issue at that level.
Step 2: If dissatisfied with the above outcome, the student seeks advice from her/his assigned Faculty Advisor.
Step 3: If, after consultation with her/his assigned Faculty Advisor, the student wishes to pursue the issue further, the student may appeal for intervention from the BSW Program Director (for undergraduate issues) or the MSW Program Director (for graduate issues). This intervention will take the format of a negotiatory meeting between the Director, the student, and the faculty member.
Step 4: If a student continues to be dissatisfied with the outcome of the above step, s/he may appeal to the Department of Social Work’s Grievance Committee by filing a written grievance and requesting a hearing. This written request is submitted to the Chair of the Department of Social Work. The Chair of the Department of Social Work shall select a Chair of the Grievance Committee. The Chair will then appoint members to the Grievance Committee to include at least three faculty members and two social work students. The written record must demonstrate the fact that the student has taken the previously-mentioned steps, along with the student’s perception of the outcomes of those steps.
Step 5: In the case of a class action grievance (one being filed by more than one student), the material filed with the appointed Chair of the Grievance Committee will indicate that a maximum of three from within the group is to give testimony at the formal hearing.
Step 6: The Chair of the Social Work Grievance Committee shall convene a meeting of the parties involved to determine who shall be present at the hearing, itself. The guiding rule shall be that such grievances are internal departmental issues and that non-department related persons will not attend. Each party involved in the grievance shall have the right to invite one advocate from within the Department of Social Work. The Chair of the Grievance Committee shall have the authority to decide whose presence is necessary at the hearing to assure a fair and impartial hearing. For compelling reasons, s/he may permit non-Departmental persons to attend, either as witnesses or advocates.
Step 7: The Chair of the Grievance Committee convenes a meeting of the Grievance Committee at a time when all parties may attend.
Step 8: The Grievance Committee hears the grievance, all pertaining testimony, and renders an opinion regarding the validity of the grievance along with its reasons for their final decision.

When a faculty person wishes to file a grievance against a student, the following shall occur:

Step 1: The faculty member discusses the issue with the student involved and attempts to resolve it there first.

Step 2: If dissatisfied with the outcome of Step 1, the faculty member requests a negotiatory conference with the BSW Program Director (for undergraduate issues) or the MSW Program Director (for graduate issues).

Step 3: If the faculty member continues to be dissatisfied with the outcome of Step 2, s/he may appeal to the Department of Social Work’s Grievance Committee by filing a formal written grievance and requesting a hearing. The written record must demonstrate the fact that the faculty person has taken the previously-mentioned steps, along with her/his perception of the outcome of these steps. The written request for the hearing is submitted to the Chair of the Department of Social Work.

Step 4: The Chair of the Department of Social Work will appoint a Chair of the Department of Social Work’s Grievance Committee. The Chair of the Grievance Committee shall convene a meeting to include no less than three faculty members and two social work students. It is the responsibility of the Chair of the Grievance Committee to convene a meeting of all parties involved to determine who shall be present at the hearing, itself. The guiding rule shall be that such grievances are internal departmental issues, and that non-departmental related persons will not attend. Each party involved in the grievance shall have the right to invite one advocate from within the Department of Social Work. The Chair of the Grievance Committee shall have the authority to decide whose presence is necessary at the hearing to assure a fair and impartial hearing. For compelling reasons, s/he may permit non-Departmental persons to attend either as witnesses or advocates.

Step 5: The Chair of the Grievance Committee convenes a meeting of the Social Work Grievance Committee at a time when all parties may attend.

Step 6: The Grievance Committee hears the grievance, all pertinent testimony, and renders an opinion regarding the validity of the grievance, along with its reasons for their decision.

II. PROCEDURES FOR FILING A GRIEVANCE

A grievance is initiated by the complaining party in written form and submitted to the Chair of the Department of Social Work within twenty (20) school days of the actual occurrence of the grievance. The filing must include an original and two copies. The written statement is to include:

1. Name of the aggrieved student or faculty member.
2. Name of the faculty member or student against whom the grievance is directed.
3. Description of the grievance, which may be based:
   a. on one or more of the five (5) possible areas of the faculty member’s noncompliance with stated policy, or
   b. on a student’s conduct, behavior, and/or statements.
4. Date(s) and place(s) of the incident(s)
5. Name(s) of witness(es) to the incident(s), and/or other supporting evidence.
6. Preliminary actions taken by the aggrieved student or faculty member to resolve the grievance, including documentation that the Grievor has attempted to resolve the grievance, including documentation that the Grievor attempted to resolve the situation with the Grievee, and taken other steps as indicated in this policy.
7. Desired outcome of the grievance procedure.
8. Other information considered pertinent.
9. Signature and date of signing.

The description statement of the grievance shall be submitted in writing in triplicate to the Chair of the Department of Social Work. The Chair of the Department of Social Work will then forward two copies of the documents to the assigned Chair of the Grievance Committee. The Chair of the Grievance Committee will acknowledge in writing the receipt of the two copies of all documents, and submit one of those copies of the same to the Grievor. The third copy will be filed in the office of the Chair of the Department of Social Work until the time of the hearing. This filing will be done in a confidential manner, but will allow access to the statement by the members of the Grievance Committee, as designated by the Chair of the Grievance Committee.

The Grievee shall respond in writing within five (5) school days after notification by the Chair of the Grievance Committee that a grievance has been initiated against him/her.

Upon receipt of the Grievee’s response, the Grievance Committee shall initiate action, conclude its review, hearings, and recommendations within a period of fifteen (15) school days.

The Grievance Committee shall consist of three (3) faculty members (and two alternatives) and two (2) students. In the case of a graduate student, one student representative will be a first-year student and the other will be a second-year student. Faculty committee members shall be appointed by the Chair of the Grievance Committee. Student members shall be appointed according to procedures set forth by the Social Work student association of which s/he is a member.

III. PROCEDURES FOR THE HEARING

The Chair of the Social Work Grievance Committee is responsible for convening a hearing at a time when all parties to the grievance and members of the committee can be present. S/he presides over the hearing, is responsible for maintaining order and procedure therein, and votes only in the case of a tie.
All parties directly affected by the issue in grievance (and their advocates) shall have the right to appear at the hearing. In the case of a class action grievance, only three individuals may be permitted to give testimony. When other witnesses are deemed necessary, they shall not have access to the hearing room except during the time of their own testimony. Exceptions to this rule may be made when, in large class action grievances or for other compelling reasons (e.g., time involved, protection of the rights of parties to the grievance, etc.), the Committee feels hearings should be open to other parties. The deliberations of the Grievance Committee shall be conducted in a closed meeting and, when voting becomes necessary during the Committee deliberations, shall be done by secret ballot.

The Grievor may withdraw his/her statement of grievance at any point subsequent to filing the statement with the Chair of the Department of Social Work. This action is accomplished by the Grievor submitting a written request to the Chair of the Department of Social Work. Upon receipt of such a request, the Chair of the Department of Social Work shall circulate an announcement to the Committee and the parties directly involved that the grievance at issue has been resolved as a finding of “NO GRIEVANCE.” The Chair of the Department of Social Work shall immediately notify the Chair of the Grievance Committee of such a decision by the Grievor.

In order to safeguard due process, all proceedings, deliberations, and the announcement of the results of voting shall be tape recorded. The tape recording, before destruction, shall be kept for one year following the termination or graduation of the student, whichever is sooner. All documents and tapes relating to the grievance at issue shall be kept by the Chair of the Department of Social Work in a confidential file. Transcriptions of the tapes will be done only under circumstances where a higher appeal outside of the Department of Social Work is made. Both parties to the grievance shall then receive copies of the transcription. It shall be the responsibility of the Chair of the Department of Social Work to assure confidentiality of the transcriptions.

In the hearing, the following steps shall be adhered to:

1. Chair of the Grievance Committee calls the meeting to order, states the purpose of the meeting, makes appropriate introductions, clarifies procedures to be followed, including the need for order and decorum during the hearing, and post-hearing processes. The Chair permits challenges to the format.
2. The Chair of the Grievance Committee qualifies the Committee.
3. The party submitting the grievance (Grievor) reads the grievance previously filed with the Chair of the Department of Social Work. The written statement is then passed to the Committee members for their inspection, if desired.
4. The Grievee party responds to the grievance. If the response is in written form, the same is then passed to the Committee members for their inspection, if desired.
5. The Grievor party responds to the Grievee’s responses, and submits any new evidence or testimony, as desired.
6. The Grievee party introduces any additional response and/or evidence or testimony, as desired.
7. The Committee is given the opportunity to question involved parties or request further evidence or testimony.

8. The Chair of the Grievance Committee informs the parties as to when they may expect to hear further from him/her/ with the exception that s/he shall be required to contact all involved before twenty four (24) hours have expired to notify them of the status of the Committee deliberations. The Chair of the Grievance Committee also reclarifies anticipated succeeding steps.

9. The Chair of the Grievance Committee dismisses all individuals from the hearing room except the voting members of the Committee.

10. The Chair of the Grievance Committee presides over Committee deliberations. The Committee, by majority vote, finds either “grievance” or “no grievance.”

11. A decision of “no grievance” is reported in writing immediately to the Chair of the Department of Social Work, with copies to both parties of the grievance. The statement will include justification for the Committee’s decision. Within twenty-four (24) hours after the dismissal of the parties and the beginning of the Committee’s deliberations, the Chair of the Grievance Committee will attempt to reach the parties to inform them of the status of deliberations or of the decision, if one has been reached.

12. If the Grievance Committee finds “grievance,” that is, a finding in favor of the Grievor’s complaint, it shall attempt to bring about a reconciliation between the parties. It cannot enforce any of its recommendations. It can only act as mediating body. If the issue is reconciled, this fact shall be added to the written findings of the Grievance Committee. If the Committee cannot effect a reconciliation and the aggrieved student or faculty member wishes to pursue the issue, this fact and the finding of “grievance” shall be forwarded in writing to the Chair of the Department of Social Work by the Chair of the Grievance Committee. The written statement shall include a justification for the Committee’s findings.

13. After receiving the report of the Grievance Committee (through either Step 11 or Step 12), the Chair of the Department of Social Work shall then exercise one of the several options listed below within thirty (30) calendar days:

   a. Acceptance of the finding of “grievance” or “no grievance” of the Committee;
   b. Reject for cause, and refer the issue back to the Committee for further study;
   c. Render a decision at variance with the Committee’s recommendations; or
   d. Refer the student to procedures of the University-at-large, as outlined on page 49 of the Florida A & M General Catalog, 2000-2002, under “Student Rights, Responsibilities, Etc.,” and explained in further detail in the FAMU Student Handbook and the FAMU Code of Conduct.

If the Chair of the Department of Social Work finds for a “grievance,” s/he takes appropriate action. The Chair of the Department of Social Work shall send written copies of her/his decisions to the parties of the grievance, and to the Chair of the Social Work Grievance Committee. All tapes and written documents shall be confidential and
kept on file in the office of the Chair of the Department of Social Work for a period of one year, or until the student involved graduates or terminates, whichever occurs first.

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5

NASW Press Journals: Submissions

This section describes how to assemble and submit a manuscript. Adhering to NASW Press format and style will improve the chances of acceptance if the substance of a manuscript has merit.

Manuscript Preparation

Appropriate Content

To determine which journal is most appropriate for your manuscript, please refer to chapter 3 in this booklet. You also should be aware that the following submissions will be rejected automatically without peer review:

- obituaries, biographical sketches, or testimonials
- organizational reports
- speeches that have not been recast in article format.

If the content is related to the mission of the journal and the manuscript is a scholarly article with utility for social work practice, the editorial boards generally will be interested in reviewing it. Editorial boards do not screen query letters.

Appropriate Length
Manuscripts submitted to any NASW Press journal should be no longer than 20 pages. You should be aware of the following information when you consider the length of your manuscript:

You should type the entire manuscript double-spaced with one-inch margins on all four sides.

- Every component of the manuscript text, references, tables, figures is included in the total page count.
- Editorial boards welcome short articles, and they do not equate length with quality.
- The NASW Press will return manuscripts in excess of 25 pages unreviewed.

Overwriting and excessive length for the subject at hand often result in rejection, even if the manuscript meets page limits. Consequently, you should review your manuscript carefully with an eye to tightening and condensing.

**Manuscript Components**

**Cover Sheet**

The cover sheet should contain the following:

- the full title of the article
- information on all authors: name; highest degree, credentials, and title; full address; telephone and fax numbers, and e-mail address if available
- the date of submission.

If there is more than one author, names should be listed in the order you would prefer for the byline of a published article. Designate one author as the corresponding author. The cover sheet is the only component of the manuscript that should identify the authors in any way.

**Title Page**

The title page will be circulated for review with the manuscript. An effective title expresses the essence of a manuscript in as few words as possible. Conciseness and precision, the hallmarks of good writing, are particularly important for titles. Try to use key words, without resorting to jargon, so that a title will attract readers and provide an accurate picture of the article. Do not attempt to communicate all of the article’s content in the title.

**Abstract**
The abstract should provide a distillation of the key concepts in the manuscript. Whenever possible, the abstract should be informative, and it should include theoretical concepts, major hypotheses, and conclusions. Abstracts for research papers should include the purpose of the research, the study sample size and characteristics, the measurement instruments used, and the conclusions. You should present the value of the contribution without exaggerating the results.

A comprehensive yet concise abstract is important because readers and researchers often decide to read an article on the basis of the abstract. Write the abstract as a single paragraph of about 150 words. Do not include any tables or references.

If your manuscript is accepted, the abstract will be published at the beginning of the article. Following publication of the full article, the abstract will be entered into the Social Work Abstracts database and will appear in the print version, as well as in SWAB+, available on CD-ROM and on Internet.

**Key Words**

List up to five key words that describe the content of the manuscript on the abstract page.

*Example:* Key words: administration, health, Hispanic, people of color, women

The NASW Press uses authors’ designations of key words to develop data on manuscript submissions. In addition, if the article is accepted, the key words will appear in the journal with the abstract and in the Social Work Abstracts database. Key words are not necessarily used for indexing.

**Text**

Reviewers are looking for new work that extends the knowledge base and builds on the contribution of others. There is, however, no one formula for a successful article. You may want to keep the following in mind.

*State your purpose.* You should state your purpose clearly within the first few paragraphs of the article. If the reader cannot recognize what you hoped to accomplish in writing the article easily, the manuscript is likely to be rejected.

*Organize.* Establish a clear framework for the article and organize the manuscript so that it flows coherently. Use subheadings judiciously to help the reader track the flow of the article. If the article is organized properly, it will proceed logically and directly from the opening statements to your conclusions.

*Relate your work to existing knowledge.* You must relate your work to existing knowledge on the subject. However, you should not be tempted to run voluminous electronic searches and incorporate every related reference you find. Instead, use those references that demonstrate best how the new information will fill gaps in the knowledge base.

*Review and rewrite.* Reviewing and rewriting are basic steps in developing a manuscript for publication. As you review your work, eliminate redundancies and superfluous...
language. The use of pretentious jargon interferes with communication and can conceal the importance of your work. Write precisely in the active voice, use jargon only when absolutely necessary to convey specialized knowledge, and eliminate any language that might convey the perception of bias or any kind of stereotyping of people and behavior (see chapter 7). Finally, review your manuscript for spelling, punctuation, and grammatical errors. Use electronic tools, such as spell-check and a thesaurus, to assure that you have used words correctly.

References

Authors are responsible for the completeness and accuracy of the references in their manuscripts. Generally, take reference data for published material from the title page of a book or pamphlet, first page of an article, or contents page of a periodical. Take dates from the copyright page.

In general, a citation in the reference list comprises the following components in the order listed: author surname(s); author initial(s); publication date; title of article or book; for periodicals, journal name, volume number, and inclusive page numbers for the article; for books, location of publisher (city and state) and publisher name. See the subsection Reference List for examples.

• General Style Points

Arrange entries in the reference list alphabetically (by surname of the first author), then chronologically (by earliest publication date first).

In a reference that appears in parenthetical text, use commas (not brackets) to set off the date.

Example: (see Table 2 of Philips & Ross, 1983, for complete data)

Within a paragraph, do not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the article.

Example: In a recent study, Jones (1987) compared. . . . Jones also found. . . .

Use the past tense for in-text reference citations.


• In-Text Author/Date Citations

Reference citations in text primarily acknowledge original specific contributions or opinions of other writers. Indicate the source of quotations in text and, for any quotes more than three words long, provide page numbers. Arrange author/date citations alphabetically in text (by surname of the first author), then chronologically (by earliest publication date first). Use a semicolon to separate reference citations in text.


• Citations of Same Surname
If two authors with the same surname and year of publication are cited in text and their first initials are different, include both authors’ initials in all text citations to avoid confusion.

Example: (M. Henderson, 1990; P. Henderson, 1990)

- Personal Communications

Personal communications consist of letters, telephone conversations, interviews, and the like. Because they do not provide recoverable information, personal communications are not included in the reference list. Cite personal communications in text only. Use the following style: (personal communication with [first initials and last name], [title], [affiliation], [month, day, year of communication]).

Example: (personal communication with Jane Doe, professor of social work, University of California, Los Angeles, August 5, 1995)

If the reference citation is not parenthetical, then incorporate the name, title, and affiliation outside the parentheses and put the words "personal communication" and the date inside the parentheses.

Example: J. T. Jones, professor of sociology at the University of Maryland (personal communication, June 11, 1995), suggested. . . .

Reference List

- Citation Forms

Following are examples of citations found in reference lists.

Article in an edited book


Article in a journal


Book

James, F. J. (in press). Factors which shape the risks of homelessness: Preliminary observation from Colorado. Denver: University of Colorado Graduate School of Public Affairs.


Legal references

Follow A Uniform System of Citation (14th ed., pp. 55-56 and inside front cover) for citation forms of legal references.

Cite the name and year of an act in the text. If possible, cite statutes to the current official code or supplement; otherwise, cite the official session laws (see A Uniform System of Citation, p. 55, for examples).

For citations of the Federal Register, attempt to cite the original source. If the Federal Register is the original or only source the author can provide, then use the following format:

Education for All Handicapped Children Act (P.L. 94-142). (1977). Federal Register, 42(163), 42474–42518. [Note: This act does have an original source and is used as an example only.]

Newspaper


Nonprint media

When citing a review of nonprint media, include (if available) length (number of minutes) and format (such as videocassette, audiocassette).


Paper presented at a conference


Report


Sections of journals (other than articles)

Use brackets around departments such as Letters, Editorial, and Book Reviews in the reference list:


Unpublished manuscript


• Use of Cities and States in Reference Citations

In reference citations and in text, NASW follows Associated Press style for the omission of states and countries, except for Washington, DC. Use DC with Washington in text and in references.

Notes

Footnotes often distract readers; consequently, you should use them sparingly and incorporate them into the text whenever possible. When footnotes are essential, number them consecutively to correspond with the numbers in the text and submit them on a separate sheet. If the article is published, footnotes will appear at the bottom of the columns in which they are cited.

Tables

If you cannot present data easily and clearly in text, use a table. Tables should be self-explanatory and should supplement, not duplicate, the text. The table title should describe the contents completely so that the table can remain independent of the text. Only the highlights of the table should be discussed in the text. When you are presenting a series of tables, be consistent in terminology and format, and number them in arabic numerals in the order in which they should appear in the article. You may use standard abbreviations for nontechnical terms such as "no." for number and "%" for percent. Use
footnotes to the table to explain any nonstandard abbreviations, such as "NS" for not significant and "NA" for not applicable.

**Artwork**

You must supply camera-ready artwork for figures and graphs that accompany articles. Artwork should not exceed 81/2 ‘ 11 inches. You may be able to produce your artwork on your computer if you have access to a laser printer with a resolution of at least 300 dpi. Use a word-processing font, such as Times, instead of typewriter typefaces, such as Courier. If you cannot produce publication-quality art on your computer, lettering should be typeset or produced by a professional artist. All elements of each figure should be large enough to be legible even if the figures are reduced, as they generally are, for publication. Because reproduction reduces the legibility of any figure, you should start with a very clean, crisp figure. If you do not supply artwork, the NASW Press can prepare professional art and bill you for the cost. Staff can produce a cost estimate based on rough copy after an article is accepted.

**Guidelines for Preparing Manuscripts**

In 1989 the Health & Social Work Editorial Board developed guidelines to assist both experienced and aspiring authors. The following is an adaptation of their work.

**Content**

- State your purpose early in the article.
- Develop an organizing theme and consistently relate the article to the theme.
- Start with an outline and refer to it regularly to help maintain a coherent flow.
- Prepare a short abstract to provide a general overview of the manuscript. Use an introduction to define the topic areas more specifically.
- Document all statistical statements and clearly identify opinions.
- Use case material to illustrate major theoretical concepts rather than to serve as the substance of the manuscript.
- Relate your review of the literature to your conclusion.
- Relate subject matter to the journals’ editorial focus.
- Recognize that no one is as familiar with your topic as you are. Define terms and do not make too many assumptions about the reader’s knowledge.
- Focus: do not try to write the definitive work on a subject in one manuscript.
- Define key concepts and relate your data to those concepts.
Writing Style

- Use the active voice whenever possible. Overuse of the passive voice takes the life out of an article. The use of the first person is appropriate for scholarly work so long as the focus is on the information in the article instead of on the author. Excessive use of "we feel," "I think," "I did," and so on emphasizes the author, whereas language such as "we studied" or "in the study we found" imparts information.

- Avoid jargon and multisyllable words.

- Be concise. Omit unnecessary words.

- Aim for precision and accuracy. Eliminate qualifiers such as "very few" or "nearly all" that weaken the manuscript. Instead, provide comparisons that demonstrate what you mean.

- Eliminate language that might imply gender, ethnic, or other forms of discrimination, stereotyping, or bias.

- Use style manuals, a dictionary, and other resources to avoid poor grammar, misspellings, and incorrect punctuation. (Most word processors feature useful spell-check and thesaurus programs.)

Format

- Do not submit speeches unless they have been rewritten in article format.

- Use tables when they are the most efficient way to communicate information. Although tables appear impressive, sometimes the same information can be communicated more clearly and easily in a few sentences. Conversely, a well-designed table may enable you to eliminate many paragraphs.

- Make your manuscript flow logically from an interesting beginning to a justifiable conclusion.

- Use subheads to define carefully considered divisions of the topic.

- Review the journal you have selected to learn the range of topics, manuscript length, writing style, and style for footnotes and references.

Final Draft

- Ask a trusted colleague who has a publication record to review and comment before you submit.

- Incorporate comments from others as you rewrite and polish your manuscript.

- Be certain that your references and any footnotes are complete and accurate.

- Double space all sections of the manuscript, including tables, footnotes, and references.

- Proofread carefully.

- Take care with the appearance of the manuscript. It should be legible (no poor photocopies or unreadable typefaces) and clean, with no handwritten additions.

- Be certain the text contains no "About the Author" blurbs, bylines, or other references that identify you as author.

- Assemble the manuscript with cover sheet, title page, abstract, introduction, text, references, and tables and figures if used.
• Submit five copies of the manuscript.

• Notify the NASW Press immediately if you change your address or phone number.

Resubmissions

• Consider reviewers’ comments objectively.

• Review the manuscript as objectively as possible.

• Use the revision to sharpen the focus of the manuscript.

• Incorporate as many of the reviewers’ recommendations as possible.

• Attach a cover sheet that describes precisely how you have addressed reviewers’ concerns. If you disagreed with a review and did not change some element of the manuscript, describe your rationale succinctly.

Ethics

• Obtain all necessary clearances and permissions for tables or illustrations borrowed from other sources before you submit your manuscript.

• Submit the same manuscript to only one journal at a time.

• If the manuscript is part of a series, reference all previous publications.

• Avoid overlapping submissions. Do not submit manuscripts that contain substantial portions of material contained in manuscripts already accepted or under review elsewhere.

• Submit only original material that has not been published or widely distributed elsewhere.

Format for Research Articles

1. **Abstract--summarizes the entire article**
   - Provide five or six sentences.
   - Limit to approximately 150 words.

2. **Introduction--engages the reader**
   - State the specific purpose or goal of your study; include a statement of hypotheses.
   - Review the literature of previous related research studies and indicate how your study is related to them. (This develops a rationale for your study.)

3. **Method--explains how you conducted your study**
   - Describe subjects: who participated, how many, and how they were selected.
   - Specify design by name or type: the arrangements for collecting data and how groups are collected for statistical analysis.
   - Describe materials: measuring devices and special equipment, reliability and validity data.
4. **Results**—presents findings in the text and in tables and graphs
   - Use American Psychological Association (APA) format.
   - Present results of all statistical tests (significant and nonsignificant) including means, standard deviations, degrees of freedom, calculated values (for example, F ratios), significance levels, and effect sizes.

5. **Discussion**—gives a less technical interpretation of results, including why they turned out the way they did
   - Link results to literature reviewed earlier.
   - Describe weaknesses in design and offer alternative explanations.
   - Discuss the potential for generalizability and implications for research and practice.

6. **References**—lists books and articles discussed in the text

7. **Appendix**—only if necessary for new or special materials such as a copy of a new scale or computer program

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**Guidelines for Practice Highlights and Other Practice Descriptions**

In 1994 the *Social Work in Education* Editorial Board developed the following guidelines for describing practice.

**Purpose**

- Am I doing something others should know about?
- what is the core of what I want to say?
- What should go away?
Getting Started

• Write a short paragraph and check it out with someone else. Do they understand it? Is it too broad? too narrow?

• Write an outline, laying out the various steps.

• Use outlines as a checklist.

Grab the Readers Attention

• State up front what you are attempting to do.

• Take the reader with you as you move along.

• Use existing practice as a springboard.

• Describe the problem or issue you will focus on in two paragraphs or so.

Tell What Happened

• Tell the reader what you did.

• Describe the case intervention or program in as much detail as readers need to replicate--who was involved? what was the time span? what occurred?

• Include dialogue as appropriate.

• Use a flowchart if it makes the intervention clearer.

Help People Replicate the Practice

• What was the significance?

• Why is this practice intervention different? Is it unique?

• What impact does it have on others? On the practitioner?

• Answer the "So what?" question. What difference did it make?

Conclude the Article

Don't just let it drop.

Sum it up.

Tell where you plan to go in the future--or suggest future efforts by others.

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PEER-REVIEWED
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Adolescence
AFFILIA – Journal of Women and Social Work
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Alcohol Health & Research World
Alcoholism Treatment Quarterly
Alternative Therapies in Clinical Practice
American Journal of Alzheimer’s Disease
American Journal of Community Psychology
American Journal of Drug and Alcohol Abuse
American Journal of Family Therapy
American Journal of Mental Deficiency
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Bulletin of the Menninger Clinic
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Canadian Journal on Aging
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Child Abuse & Neglect, the International Journal
Child and Adolescent Social Work Journal
Child and Family Behavior Therapy
Child and Youth Care Forum
Child & Youth Services Review
Child Care Quarterly

Child Maltreatment: Journal of the American Professional Society on the Abuse of Children
Child Psychiatry and Human Development
Children
Children and Society
Child Welfare
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Clinical Social Work Journal
Clinical Supervisor
Community Development Issues
Community Mental Health Journal
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Criminology
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Developmental Psychology
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Family Networker
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Human Services in the Rural Environment
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New Social Worker: The Magazine for Social Work Students and Recent Graduates
Nonprofit and Voluntary Sector Quarterly
Occupational Therapy in Health Care
Occupational Therapy in Mental Health
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Physical & Occupational Therapy in Geriatrics
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Prevention in Human Services
Psychiatric Rehabilitation Journal
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Psychosocial Rehabilitation Journal
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Reflections: Narratives of Professional Helping
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Research on Social Work Practice
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Research on Social Work Practice
Rural Sociology
Scandinavian Journal of Social Welfare
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Sex Roles
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Social Work Research & Abstracts
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Special Services in the Schools
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Substance Abuse and Misuse
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Suicide and Life-Threatening Behavior
Urban Affairs Quarterly
Urban Social Change
Urban and Social Change Review
Violence Against Women
Women and Health
Women & Politics
Women & Therapy

HELPFUL TELEPHONE NUMBERS

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<td>Graduate Admissions</td>
<td>599-3505</td>
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<td>Registrar’s Office</td>
<td>599-3115</td>
<td>112 FHAC</td>
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<td>Social Work Department (599-3215 FAX)</td>
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<td>Sponsored Research</td>
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