



The UNIVERSITY of OKLAHOMA
Anne and Henry Zarrow School of Social Work
Norman and Tulsa Campuses
2023-2024



Anne and Henry Zarrow Hall- Norman Oklahoma

MASTER OF SOCIAL WORK
PROGRAM HANDBOOK

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ADMINISTRATION

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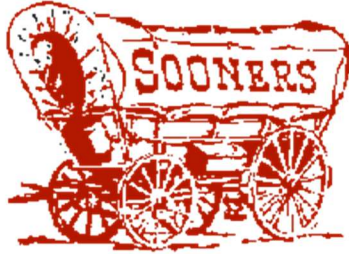
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MASTER OF SOCIAL WORK PROGRAM



BACKGROUND OF THE MSW PROGRAM

The profession of social work is devoted to the enhancement of human well-being and to the alleviation of poverty and oppression. These goals are accomplished through the promotion, restoration, maintenance and enhancement of the social functioning of individuals, families, groups, organizations and communities. The expansion of human service programs and areas of practice that utilize social work knowledge and skills create a demand for professionally-educated social workers. Social Work offers a challenging and exciting career for

the individual who is motivated to help others and who has a personal commitment to the advancement of social justice. The MSW degree program at the University of Oklahoma is accredited by the Council on Social Work Education, the accrediting body for educational programs in social work.

Social work education has been a part of the curriculum at the University of Oklahoma since 1917. A separate School of Social Work was established in 1935. The graduate program was fully accredited in 1957 and has maintained continuous accreditation. The school became the Anne and Henry School of Social Work in 2009 and moved into its state of the art facility Anne and Henry Zarrow Hall in the fall of 2011.

MISSION AND GOALS

The school achieves its mission by preparing skilled social work practitioners who are committed to practice that includes services to the poor and oppressed, by improving and developing social service programs, and by promoting professionalism in social work in Oklahoma. To this end, the school offers two degree programs: an undergraduate major in social work leading to a Bachelor of Arts in Social Work and a graduate program leading to a Master of Social Work. The mission of the school follows:

The Anne and Henry Zarrow School of Social Work advances relevant and high-quality knowledge and values of social work practice useful in preparing competent social workers who can elevate the status of people, populations or communities that experience considerable vulnerability and injustice within Oklahoma and the broader society.

The University of Oklahoma Anne and Henry Zarrow School of Social Work aims to:

1. Develop social workers who are critical thinkers and competent at practice infused by professional values and ethics.
2. Prepare social workers with the knowledge and systemic skills necessary for effective practice with diverse individuals, families, groups, organizations, and communities.
3. Respond to the professional practice needs of historically oppressed groups and diverse backgrounds in Oklahoma, the nation, and the globe.
4. Affect societal change by improving social service delivery systems through:
 - faculty and student scholarship, research, and/or creative activities;
 - service, leadership, and evaluation of state and national human service programs; and
 - innovative continuing education and advanced training for practicing social work professionals.

DESCRIPTION OF PROGRAMS AND PROGRAM OPTIONS

The Master of Social Work degree is offered on both the OU-Norman and OU-Tulsa campuses. The program is also offered online, but there is a separate manual for that program. The traditional program is 60 credit hours; completed in a variety of options. The first 30 credit hours of the program are termed *Foundation Social Work Practice* and the final 30 credit hours *Concentration Advanced Integrative Social Work Practice*.

The advanced standing MSW is 36 credit hours and designed for students with a **Baccalaureate degree in Social Work** (no other degrees qualify, per accreditation standards). Advanced Standing students begin in the summer semester by taking a foundational seminar meant to review and enhance their baccalaureate social work coursework.

	MSW - 60 hour	MSW - 33 hour
<u>Foundation Practice</u> (First 30 hours)	Full Time – one year or Part Time – two years	<u>Advanced Standing</u> – 1 seminar course in summer
<u>Concentration Advanced Integrative Practice</u> (Final 30 hours)	Full Time – one year Or Part Time – two years	Full Time – one year Or Part Time – two years

Upon consultation with their advisor, and agreement from the Graduate Coordinator, students may adjust their plans of study. The Graduate College requires the MSW to be completed within five years. Students who need longer must consult with the Graduate Coordinator. **Students MUST COMPLETE ALL Foundation curricular requirements before proceeding into Concentration Advanced Integrative.**

The content of courses taken during Foundation practice is geared toward essential foundational social work practice skills across micro, mezzo and macro levels of practice. The Concentration curriculum content offers Advanced Integrative Practice coursework incorporating system levels for advanced skill development, along with the completion of three selective courses of choice from offered social work electives that create an individualized opportunity to specialize in a student’s own area(s) of interest.

GRADUATE ADMISSIONS POLICY

GRADUATE STUDENT ADMISSION REQUIREMENTS

All students admitted to the graduate program in social work must meet the following requirements:

- Possess a bachelor’s degree from an accredited college or university. The applicant’s course of study must include liberal arts content which is broadly defined as coursework in the natural and social sciences and in the arts and humanities.
- Students are to have a grade point average of 3.0 or above. For all applicants, the Graduate College admission’s office calculates GPA based on cumulative coursework for the last degree completed.
- Students can be admitted on a **conditional basis** with a GPA of 2.75-2.99. These students must maintain a “B” average (3.00 GPA) for the first 12 hours of coursework to remain in the program.
- The successful applicant is expected to meet the requirements for ethics and physical and emotional well-being as presented in the Student Performance Policy.

ADVANCED STANDING GRADUATE STUDENT ADMISSION REQUIREMENTS

To meet eligibility for advanced standing status applicants must possess a bachelor’s degree in Social Work (only) from a CSWE-accredited undergraduate program, within the most recent five years, and with a minimum 3.0 cumulative GPA. Only CSWE-approved baccalaureate Social Work programs are eligible.

Often, applicants to the program have not completed their BSW degrees at the time of application and admissions. Applicants to the Advanced Standing Program who do not have a GPA of 3.0 and are currently enrolled in a BSW program should follow these steps:

1. Indicate in their application that they are still awaiting final grades
2. Determine if they are enrolled in enough *graded* coursework in the spring semester to raise their GPA to a 3.0.
3. Once the above determination has been made, the student can then submit their FINAL transcripts to the Graduate College to have their new GPA verified.

4. If the GPA is still not a 3.0 but between 2.75 and 2.99, student should refer to the policies related to Conditional Admission into the Advanced Standing Program.

DUAL DEGREE GRADUATE STUDENT ADMISSION REQUIREMENTS

Dual degree applicants must be accepted by both programs independently. After receiving notification of acceptance to both, students should meet with the Graduate Coordinator to discuss their program of study. Once admitted, dual degree students will be assigned to a Faculty Advisor who is familiar with the integration of social work and their additional field of interest.

SOCIAL WORK TRANSFER GRADUATE STUDENT ADMISSION REQUIREMENTS

If an applicant has completed all MSW Foundation coursework (30 hours) at a CSWE-accredited MSW program, or is an Advanced Standing student, they may apply for admission for Concentration Advanced Integrative Practice coursework.

Guidelines for Transferring Credit:

- Must be valid graduate credit in graduate-level courses
- Credit cannot be more than 5 years old of the time of admissions
- Credit must be applicable towards degree
- Credit carries a grade of A, B, or S. The S grade must be equivalent to a B or higher. Grades of a B-, P or CR do not transfer
- Credit must be approved by the School and the Dean of the Graduate College
- Credit from institutions that use the quarter, rather than semester system, may be subject to additional coursework and will be reviewed by the Graduate College and Graduate Coordinator.

INTERNATIONAL GRADUATE STUDENT ADMISSION REQUIREMENTS

International applicants should review the information offered by International Student Services at <http://www.ou.edu/content/cis/iss.html> when first considering application. International Student Services can help with matters related to immigration status and student work/study requirements. Please be aware that the practicum requirements of the MSW program are often considered as unpaid work, so students may need to account for these hours when arranging international study.

Graduate applications and admission credentials from international applicants are processed in the same manner as described above, with the following additions:

International graduate applicants should use the standard University of Oklahoma graduate application. Other credentials are usually required; these are detailed on the Graduate College and Admission Web site.

Graduate College Requirement:

<http://www.ou.edu/admissions/apply/international/graduate-admission.html>

International Student Admission Requirements:

<http://www.ou.edu/admissions/home/requirements/international.html>

ENGLISH PROFICIENCY REQUIREMENTS

English proficiency requirements are discussed in detail on the Admissions and Records Web site at <http://www.ou.edu/content/admissions/apply/international/english-proficiency-requirements.html>

Before being admitted to the Graduate College, all applicants for whom English is a second language must present documentation of proficiency in the English language in one of the following ways:

1. An official score of at least 550 on the paper-based Test of English as a Foreign Language, 213 on the computer-based TOEFL or 79 on the IBT TOEFL. (Some graduate programs require a higher score. Check with the individual department for more specific information). The score must be

sent directly from the Educational Testing Service. Scores over two years old by the beginning of the term the student wishes to enter are not acceptable unless the student has been attending school in the United States since the test date. Information about the TOEFL is available by writing to TOEFL, Box 899, Princeton, NJ 08541, U.S.A, or by accessing the TOEFL Web site, www.ets.org/toefl/

2. An official International English Language Testing System score of 6.5 (Some graduate programs require a higher score. Check with the individual department for more specific information). IELTS is jointly managed by the British Council, IDP, IELTS Australia, and the University of Cambridge English for Speakers of Other Languages Examinations. Information about the IELTS is available at IELTS website, <http://www.ielts.org/>
3. Secondary school work in the United States, including completion of the high-school curricular requirements required for freshman admission
4. Successful completion of 24 semester hours of college-level coursework, or a bachelor's degree or higher degree, from an accredited college in the United States or a country where English is the native language
5. Attendance at the University's Center for English as a Second Language or one of the other Oklahoma State Regents-approved intensive English language programs in Oklahoma until a satisfactory level of English proficiency (determined by TOEFL or IELTS and classroom assessment) is achieved. For programs that require a 550/213/79 TOEFL or 6.5 IELTS only, English proficiency can be established by submitting a TOEFL score of at least 500/173/61 or IELTS score of 5.5 and then satisfactorily completing 12 weeks intensive English language training at a Regents-approved school immediately prior to beginning regular classes. No college credit is awarded for intensive English language study.

***Consult the OU Graduate College Bulletin at <https://www.ou.edu/gradcollege/forms/bulletin> for greater detail.*

ADDITIONAL ADMISSIONS INFORMATION

- The on ground 60-hour MSW program begins in the fall semester.
- The on ground 33-hour Advanced Standing MSW program begins in the summer semester.
- The online 60-hour MSW program begins both fall and spring semesters.
- The online 33-hour Advanced Standing MSW program begins in the summer semester.
- Final undergraduate transcripts must be submitted to the Graduate College before beginning classes and final GPAs must remain eligible for admission.
- OU Graduate College policies require that all master's students complete their degree requirements within a five-year period from the time of first admission. When a student withdraws from the school, he or she must reapply to the Office of Admissions and Records of the University and to the School. So long as a student maintains continuous enrollment (two semesters with no enrollment are allowed), regulations applicable during the term of admission apply. Where degree requirements change during a student's enrollment, the student may be extended the opportunity to choose the new requirements. A student who interrupts enrollment for one year or longer and is readmitted is subject to regulations in effect at the time of readmission. Even if readmitted, all required coursework must be completed within the five-year period.

ADMISSION MATERIALS AND PROCEDURES

To apply to the University of Oklahoma Anne and Henry Zarrow School of Social Work, applicants must complete the University of Oklahoma Graduate College application. As a required part of this application, all applicants must also complete the social work supplemental materials (described below). For the complete application process, view the MSW Graduate Application Webpage at <http://www.ou.edu/content/cas/socialwork/admissions/msw.html>

Application Process

The University of Oklahoma Graduate College Application includes:

- Basic online Application
- Processing fee
- Official Transcripts
- Additional requirements by the School of Social Work include:
 - Professional Résumé
 - Personal Statement in response to application questions
 - Three (3) letters of recommendations using the online recommendation form. References whom you have had contact in a work, academic or volunteer environment are required. Advanced Standing applicants must have a letter from any faculty member of the BSW program where their degree was earned. Rarely considered adequate are letters from friends, relatives, or acquaintances known outside of a professional or academic context.

Scoring of Candidates

The School seeks mature, emotionally stable individuals with a strong sense of personal responsibility and integrity. The applicants are scored by the School's faculty through an evaluation that weighs all admission materials (e.g., personal statement, resume, recommendation forms and transcripts). In addition to academic performance, measured primarily by grade point average, faculty consider other factors that contribute to the good fit of an incoming professional social worker. Formal work experience in human services, particularly in settings that serve public social services clients, is important. Other factors for consideration include: volunteer experiences; life experiences and opportunities for personal growth, leadership, communication and interpersonal relationship skills; problem solving ability; a personal orientation of respect for people from diverse backgrounds; health and stamina; motivation for graduate work and a career in social work; and commitment to issues of social, political & economic justice.

As the faculty make admission decisions, we seek to build a student body composed of students from varied and diverse backgrounds with the potential and desire to work effectively with the varied vulnerable populations that social work serves.

Conditional Admissions Policy- Traditional Program Standing

Applicants with a GPA between 2.75 -2.99, with an otherwise outstanding application, may be considered for conditional admission by the Graduate College and the School of Social Work.

Applicants with a GPA between 2.50 - 2.75, with an otherwise outstanding application, *may* qualify for consideration of conditional admission *if*, subsequent to their bachelor's degree, they have completed **three years of paid, full-time work** (or the equivalent thereof) in social work, or a closely related human services field. Students with a GPA below 2.5 are not considered for admission.

All students admitted conditionally must maintain a 3.0 GPA in the first 12 hours of the program or they will be discontinued from the MSW program.

For more information on Graduate College policy, see the University of Oklahoma Graduate College Bulletin at: <https://www.ou.edu/gradcollege/forms/bulletin>

Advanced Standing Conditional Admissions Policy

To be considered for Conditional Admission into the Advanced Standing program, the following conditions apply.

- Applicants must have a 2.75-2.99 GPA from an earned BSW degree.

- Students who have a 3.0 GPA in the BSW/BASW courses, can be admitted into the 4 semester or Part Time Advanced Standing Program. They must maintain a 3.0 GPA in the first 6 hours of the program or they will be discontinued from the MSW program.
- Students who have a 2.75-2.99 GPA in the BSW/BASW courses can be admitted in the 4 semester or Part Time Advanced Standing Program. They must first complete 6 hours of graduate courses as determined by the graduate coordinator.
 - If successful in maintaining a 3.0 GPA in those first 6 hours, the School forwards a letter recommending admission into the Advanced Standing program.
 - If a student is unsuccessful in meeting the stipulations of conditional admission they are discontinued from the program.
- These policies apply only as space allows; otherwise, students with low GPAs below 3.0 are denied admission.
- Students with a GPA below 2.75 will not be considered for Advanced Standing.

Admission Decisions and School of Social Work Programs

Admission is Campus and Program-Specific

- On-ground campuses: Students must attend the *required core courses* on the campus of their admission (either Norman or Tulsa); although exceptions for unusual student circumstances could be made with the documented approval from both campus Graduate Coordinators.
- On-ground programs: Students may change from one program to another *once* (full-time to part-time or vice versa) but only with permission of their campus Graduate Coordinator. Students are also encouraged to consult with their Faculty Advisor regarding this request.
- Online program: Students must attend all courses (*required and selective*) through the online curricular platform and are not allowed to take courses from the on-ground program.
- Online/On-ground program change: Students may change from the program of their admission (online to on-ground or vice versa) *once*, but only with approval from both the Online Coordinator and the Graduate Coordinator of their admission campus.

Campus and Program Transfers

Students who wish to transfer to a different campus site (Tulsa to Norman or Norman to Tulsa) may request to do so. Students must contact and obtain approval from the Graduate Coordinator of their campus to make this request. Requests may or may not be granted as transfers will depend on the capacity of the other campus to accept an additional student.

Program Transfers

Students who wish to change their status in a program (from full time to part time, or on-ground to online), must obtain approval from their campus Graduate Coordinator. Seat availability and course sequencing are considerations. Some courses are only offered during specific semesters and a change in program may result in a delay of progress toward degree completion for the student. As much as possible, program transfer decisions are made with the student's best interest in mind.

Transfer Credit

Only graduate level coursework, not used for the completion of another degree, is applicable for the MSW degree. Students seeking a credit transfer should contact the Graduate Coordinator of the campus in which they are enrolled. The School may accept up to twelve hours of approved graduate course credit from

another college or university or up to a full first year (30 hours) from a school of social work accredited by the Council on Social Work Education. These actions are contingent on the approval of the Graduate Coordinator and the Dean of the Graduate College. Before requesting credit transfer please note:

1. The coursework transferred must represent valid graduate credit from an institution accredited to offer master's courses; undergraduate coursework is nontransferable.
2. Credit hours counted toward a completed master's degree are nontransferable
3. Credits must carry a grade of "A", "B" or "S" (Satisfactory).
4. Credits must not be five years or older at the time of beginning the MSW program
5. Credit hours earned by correspondence courses, workshops, seminars and other similar continuing education offerings are nontransferable.
6. Only practicum course credits earned from other CSWE accredited MSW programs are transferable for the purposes of fulfilling the foundation practicum.
7. Academic credit is not given for life experience or previous work experience.
8. The credits must be approved by the Graduate Coordinator and by the Graduate College Dean.

The credit must meet all university and Graduate College requirements. Key Graduate College policies as presented in the Graduate College Bulletin are on their website:

<https://www.ou.edu/gradcollege/forms/bulletin>

Exemption from Required Courses

Students who can demonstrate equivalent coursework may be considered for exemption from the required Foundation Practice courses (see list of courses within the MSW Curriculum section below). Where a student is exempted from a required course, they do not earn that course credit; instead they must take additional elective credit to complete the hours needed for MSW degree completion.

Students who wish to be considered for an exemption must notify their campus Graduate Coordinator at least two months prior to the first meeting of the class for which they seek an exemption. A copy of the syllabus for the course being considered and a transcript reflecting the student's grade, which must be a "B" or better, must be provided for consideration for exemption. Relevant content equivalency is required.

Students wishing to request an exemption should note the following:

1. The substituted course must be graduate level.
2. Not more than five years old at the time the program begins.
3. The course carries a grade of "A", "B" or "S" (Satisfactory).
4. The substituted course must be approved by their campus Graduate Coordinator.

MSW CURRICULUM

OVERVIEW

The program consists of both a Foundation and Concentration curriculum for a total of 60 hours. Students are required to complete Foundation courses (including practicum I and II) *prior* to taking any Concentration Advanced Integrative courses (including practicum III and IV).

Foundation Practice Curriculum

The Foundation Practice curriculum comprised the first 30 credit hours. It is based on a generalist model of social work practice that prepares students for the advanced coursework and skills needed for the Concentration Advanced Integrative Practice curriculum.

Required Courses – Foundation (30 hours):

- S WK 5403 Professional Social Work
- S WK 5433 Human Lifespan Development

- S WK 5333 Human Diversity and Societal Oppression
- S WK 5333 Theory, Practice, and Evaluation with Individuals
- S WK 5093 Theory, Practice, and Evaluation with Families and Groups
- S WK 5393 Theory, Practice, and Evaluation with Communities and Organizations
- S WK 5083 Social Work Research Methods
- S WK 5313 Policy Practice in Social Work: Analysis and Advocacy
- S WK 5413 Social Work Practicum I
- S WK 5423 Social Work Practicum II

Concentration Advanced Integrative Practice Curriculum

The Concentration Advanced Integrative Practice curriculum comprises the final 30 credit hours. The required courses sum to 21 hours plus 9 selective hours of student choice, for a total of 30 hours. Building on a generalist practice foundation, students completing the final Concentration curriculum shall have the skills to function competently in social work practice roles across the incorporation of system levels.

Thesis students take 2 - 6 hours of thesis credits and additional elective hours to bring the total to 30 hours.

Required Courses - Concentration (30 hours):

- S WK 5513 Client Centered Direct Practice (3 hours)
- S WK 5523 Macro Systems Practice (3 hours)
- S WK 5973 Advanced Integrative Seminar (3 hours)
- S WK XXXX Elective (3 hours)
- S WK XXXX Elective (3 hours)
- S WK XXXX Elective (3 hours)
- S WK 5816 Practicum III (6 hours)
- S WK 5826 Practicum IV (6 hours)

Advanced Standing students begin in summer with an introduction to Advanced Integrative Practice course, and then, advance directly to the Concentration Advanced Integrative curriculum. The course is a prerequisite for concentration year and must be successfully completed before matriculation into concentration practice coursework. This creates a 33-hour program for Advanced Standing students.

Conditional Admission Advanced Standing students must complete a plan with the Graduate Coordinator for 12 hours of foundation coursework prior to the seminar course.

Required Courses -Advanced Standing (33 hours):

- S WK 5043 Intro to Advanced Integrative Practice (3 hours)
- S WK 5513 Client Centered Direct Practice (3 hours)
- S WK 5523 Macro Systems Practice (3 hours)
- S WK 5973 Advanced Integrative Seminar (3 hours)
- S WK XXXX Elective (3 hours)
- S WK XXXX Elective (3 hours)
- S WK XXXX Elective (3 hours)
- S WK 5816 Practicum III (6 hours)
- S WK 5826 Practicum IV (6 hours)

The following competencies are operationalized by the Anne and Henry Zarrow School of Social Work faculty in order to illustrate expectations of students following the completion of Foundation curriculum:

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

Social workers:

- • apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- • present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- • apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably, and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- • apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and

- • engage in practices that advance social, economic, and environmental justice

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

Social workers:

- • use practice experience and theory to inform scientific inquiry and research;
- • apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- • use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

Social workers:

- • Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- • assess how social welfare and economic policies impact the delivery of and access to social services;
- • apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Social workers:

- • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- • use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

Social workers:

- • collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- • develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- • select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration.

Social workers:

- • critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- • use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- • negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- • facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Social workers:

- • select and use appropriate methods for evaluation of outcomes;

- • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- • critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- • apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

PROGRAM AND COURSE SCHEDULING

One of the biggest challenges for students is balancing class, work, life and practicum obligations. While the Anne and Henry Zarrow School of Social Work attempts to offer many courses in flexible formats that include weekday, weeknight, and weekend (hybrid), plus some online (synchronous and asynchronous), there are still times when students will have to take time off from work, leave early, or take up an entire day in order to attend class. Students are advised to plan ahead with their support systems. Core required courses do not vary significantly from semester to semester, and in some cases, are offered once annually.

REGISTERING FOR COURSES

Registration takes place electronically at <https://one.ou.edu> You must register your 4x4 and password (<http://account.ou.edu>) before you can log in to the enrollment site. Once you are logged in, use the search function to view, add and drop Social Work graduate courses. Online program students are enrolled through a different process led by the Student Success Coach.

COMMUNICATION FROM THE SCHOOL OF SOCIAL WORK

E-mail is the key source for communication for the University of Oklahoma campuses. It is the central way important information is disseminated to students. It is the student's responsibility to activate and maintain their University of Oklahoma e-mail account. Correspondence with OU should occur directly from your OU e-mail account.

COMPREHENSIVE EXAM

NON-THESIS-COMPREHENSIVE EXAM POLICY & PROCEDURES

The non-thesis comprehensive examination for the MSW follows the requirements set forth in the *Graduate College Bulletin*. Students preparing for non-thesis comprehensive examination are advised to consult the bulletin regarding application procedures and deadlines located here <https://www.ou.edu/gradcollege/forms/bulletin>

The following describes the non-thesis comprehensive exam and a description of the examination process within the School of Social Work. From this point forward, we will refer to the non-thesis comprehensive exam as the "comprehensive exam".

- The comprehensive exam requirement in social work is met by completing the concentration year practicum. The concentration year practicum consists of enrollment in two linked 6-hour courses. The second, or final, course SWK 5826 Practicum IV serves as the comprehensive exam.
- Several individuals including the student are involved in the preparation, planning, monitoring and evaluation of performance in the practicum. Students demonstrate each of the competencies required by the Council on Social Work Education in the concentration year practicum.
- Students are selected by concentration year practicum sites. The Field Education Coordinator approves each site that meets the criteria set forth in the Field Education Manual. The Field Education Coordinator also approves the final field education placement.
- Each student is required to complete a written Field Practicum Contract (FPC). The FPC teaching and learning plan outlines a developmentally graduated description of the Anne & Henry Zarrow School of Social Work program competencies, which must be incorporated into the practicum experience and addressed at each site.

Development of the Field Practicum Contract

During the first weeks of the practicum, the student works with the field instructor to identify or create practicum activities and assignments that can be incorporated into each competency area of the FPC. These activities are recorded in the Work Plans feature of the contract. In order to identify site activities, the student follows the directives of the Practice Tasks feature, which is linked, to each Work Plan. The student must come to understand why each set of Practice Tasks is bundled together under each competency area of the contract; how the tasks are relevant to the competency; and how they are related to each other. Then, through the guidance of the field instructor, the student develops *Work Plans* describing how he or she will go about acquiring and demonstrating program competencies while engaging in assignments and activities that are grounded in the mission, context, culture, and work of the practicum site.

At the School, during the early weeks of the practicum, the faculty liaison assists students with the development of *Work Plans*, with an emphasis on tying practicum activities directly to program competencies, ensuring that practicum assignments, in addition to being instructional, are designed to create opportunities for the student to demonstrate program competencies and receive instructive feedback and evaluation of their competency performance.

Students complete 500 practicum hours in the concentration year practicum and earn 12 graduate credit hours for the two courses. See the three possible practicum formats (listed below). The comprehensive exam consists of the final 6 hours of the practicum course SWK 5826 in the concentration year. The comprehensive examination is a requirement of the social work program and cannot be waived.

Practicum Formats	Course Enrollment	Comprehensive Exam Semester
Concentration Advanced Integrative Practice		
Spring BLOCK	Spring 5816 (6 hours) Spring 5826 (6 hours)	Spring 5826 (6 hours)
Spring/Summer EXTENDED	Spring 5816 (6 hours) Summer 5826 (6 hours)	Summer 5826 (6 hours)
CONCURRENT (PT students only)	Fall 5816 (6 hours) Spring 5826 (6 hours)	Spring 5826 (6 hours)

Eligibility for Social Work Comprehensive Exam

Eligibility for the comprehensive exam requires:

- A student is admitted to candidacy by the Graduate College before scheduling the comprehensive examination.
- A student is in good academic standing during the semester the comprehensive examination is scheduled. A student who is on probation may not schedule the exam until probationary status is cleared.
- A student should complete all required or core courses and at least 75 percent of all coursework listed on the approved *Program of Study/Admission to Candidacy* form before taking the exam.
- The Graduate Coordinator must request authority from the Graduate College before the comprehensive examination is administered. The result of an unauthorized exam is not valid.
- The comprehensive examination should be held before the deadline indicated on the Academic Calendar.
- In rare cases, a student who fails the comprehensive examination on the first attempt may, at the discretion of the School Director or Associate Director, repeat the exam once in a future term. Only two attempts to pass the comprehensive examination are permitted.

- The result of a comprehensive examination remains valid for two years from the end of the semester in which the exam is completed.

Enrollment Requirements for the Comprehensive Exam

- A student must enroll in at least two graduate credit hours at the University of Oklahoma in the semester in which the comprehensive examination is taken.
- Failure to maintain enrollment for the entire semester invalidates exam results.

Unsatisfactory Performance

If a student receives an Unsatisfactory grade in concentration practicum courses (SWK 5816/5826), this will impact their comprehensive exam, and initiates a Level III at the School. These are outlined below:

Unsatisfactory Progress in Practicum III - IV	Comprehensive Exam & School Impacts
Student does not develop a SWK 5816 or 5826 Field Practicum Contract, that is approved by all parties, by the deadline on the Field Education Calendar.	<p>Student receives a “U” in the practicum course and thereby fails the comprehensive exam.</p> <p>A Level III is initiated to review the student’s plan for progression in the social work program.</p>
Student completes SWK 5816 Practicum III but due to unresolved insufficient performance, is awarded a grade of Unsatisfactory.	<p>Student cannot proceed to take SWK 5826 Practicum IV and is therefore not allowed to take the comprehensive exam.</p> <p>A Level III is initiated to review the student’s plan for progression in the social work program.</p>
Student might complete the entire practicum and, due to unresolved or insufficient performance in SWK 5826 Practicum IV, be awarded a grade of Unsatisfactory. The comprehensive exam committee then reviews the evaluation and determines the grade of U or S.	<p>If, on review of the final practicum evaluation, two of three members of the comprehensive exam committee indicate a grade of U; student is notified that they did not pass the comprehensive exam.</p> <p>A Level III is initiated to determine whether the student is permitted to repeat the practicum sequence (SWK 5816 & 5826) and take the comprehensive exam for a second time.</p> <p>If a student repeats the exam for the second time and receives a grade of U, then the student will be terminated from the social work program.</p>
The school or the practicum site might terminate a practicum placement if it becomes evident to the practicum site, Field Instructor, Faculty Liaison, Field Education Coordinator, and/or the School, that the student is unable to successfully complete the practicum. The Field Education Coordinator will investigate further, and if warranted, a grade of U will be assigned.	<p>If the termination occurred during SWK 5816 Practicum III, then the student does not proceed to SWK 5826 Practicum IV and is therefore not permitted to take the comprehensive exam.</p> <p>If the termination occurred during SWK 5826 Practicum IV, then the student thereby fails the comprehensive exam.</p> <p>A Level III is initiated to determine if the student is permitted to either repeat SWK 5816, or to repeat</p>

the entire practicum sequence (SWK 5816 & 5826), and take the comprehensive exam a second time.

If a student repeats the exam for the second time and receives a grade of U, then the student will be terminated from the social work program.

Comprehensive Examination Committee

The comprehensive exam committee consists of the Field Education Coordinator, the Graduate Coordinator, and the Associate Director or Director of the School of Social Work.

- The final practicum evaluation is completed by the field instructor and is reviewed by the faculty field liaison and the Field Education Coordinator.
- The Field Education Coordinator reviews the final evaluation of student performance and recommends a grade. Grades are recorded as S or U.
- The comprehensive exam committee reviews the final evaluation and field practicum contract. The committee reports its decision on the *Authority Report Form for the Non-Thesis Exam* by indicating a “satisfactory” or “unsatisfactory” result.
- Two of the three committee members must evaluate student performance as satisfactory. If two or more committee members do not indicate satisfactory performance, the exam is judged unsatisfactory.
- The Graduate Coordinator notifies the student of the decision and the decision is submitted to the Graduate College.

Unsatisfactory Result of the Comprehensive Examination

- According to Graduate College policy, a student cannot appeal an unsatisfactory result of the comprehensive examination on the basis that he or she had not completed all required or core courses and at least 75 percent of all coursework listed on the approved *Program of Study/Admission to Candidacy* form before taking the exam.
- A student who has failed the first attempt of the comprehensive examination may, **at discretion of the School’s Director or Associate Director**, attempt the exam a second time in a future term.
 - Pursuant to department policy, a grade of U or the termination from practicum automatically initiates a Level III Review. (See the Level Review process in the Student Performance Policy.)
 - If a student is permitted to proceed with a second practicum, they are also eligible to take the comprehensive exam a second time.
 - If the student is not permitted to repeat the practicum, the School’s Director recommends to the Dean that the student be terminated from the Master of Social Work program.
- A student may not attempt the comprehensive exam in the same semester as the unsatisfactory grade.
- Graduate College policy states: a student earning two or more credit hours of U and/or NP in one semester will be placed on academic probation for the next two semesters in which the student enrolls.
- A student who has failed the second attempt of the comprehensive examination is dis-enrolled from the social work program.

Appeals

- If a student issue involves a matter for which the student or the University has initiated a separate University administrative process (e.g. grade appeal, academic integrity charge, EEO or Title 9 charge or investigation), the Level III meeting *will be delayed* until the investigation is completed.

- The student is responsible for filing the appeal in accordance to the process described in the Graduate College Bulletin. Noted in the Bulletin is that appeals must be filed within fifteen (15) days of when results of the evaluation were made known to the student. Therefore, Level III meetings will not be held until at least fifteen days following the release of the evaluation to the student to allow this time period to lapse.

MASTER'S THESIS OPTION

MSW students have the option of completing a master's thesis, a product of individual, original, research.

The concentration year schedule for thesis-option students differs slightly from those for non-thesis students. Thesis-option students must earn from three to six hours of credit in S WK 5980, Research for Master's Thesis. The number of elective courses taken will vary according to the number of hours of S WK 5980 that a student takes. Students taking six hours of credit in S WK 5980 typically sign up for three credits of 5980 in the fall and three credits in the spring. Important information on the thesis option includes:

- A student in a thesis track program must work with the Graduate Coordinator to select both a thesis topic and a thesis committee.
- The thesis topic and committee must be chosen no later than the semester in which the student is required to submit the Admission to Candidacy form, or following the procedures established by the academic unit, if earlier. For almost all social work students the required semester is the fall semester prior to (spring) graduation.
- The thesis committee must consist of a major professor and at least two other members of the Graduate faculty. The Graduate Dean must approve the committee members.

Concentration requirements for these students consist of 21 credits of required coursework. Three to six thesis credits plus selective credits bring the total of Concentration credit hours to 30. Students in the 60 hour MSW program who choose the thesis option may want to begin the thesis process prior to beginning their Concentration work.

Note: Thesis-option students are still required to complete Practicum and the Comprehensive Exam, but the Thesis replaces the equivalent hours of selective credits. Also, if a student has completed thesis credit hours but then does not complete a thesis, these hours cannot be utilized retroactively as selective credits.

Elective Enrollment

Students in both the 60-hour and 33-hour MSW programs are required to take three elective courses from the social work program for degree completion.

- Elective social work courses are offered each semester (fall, spring, intersession and summer) on each campus but topics may vary.
- Students may request enrollment in cross-campus courses from both Graduate Coordinators and individual instructors. Approval will depend on availability.
- Exceptions to this policy are those courses required by a dual degree, certificate or specialty program, or other exceptions as approved by the Graduate Coordinator on the admitted campus.
- For exceptions, only one out-of-department three credit hour graduate course may be approved.

Elective Enrollment Exceptions

Students on occasion wish to enroll in elective courses outside of the School of Social Work to meet their specialized educational interests. These courses must be graduate level courses and not duplicate content of required coursework in the MSW program. The following process must be followed for these requests:

- Students must provide the course name, number, and description to the Graduate Coordinator with their request for approval. Students must also indicate how the course will enhance career goals.

- If the Graduate Coordinator confirms the course is appropriate and provides approval, the student then must contact the course instructor to request permission to enroll.
- If the course instructor grants permission for their enrollment, the student is responsible for requesting an override from department staff in the other hosting department in order to enroll.

Directed Readings

Directed readings allow the opportunity for a student to study an area of interest relevant to social work in depth. Students are responsible for negotiating a Directed Reading with faculty and seeking their support. The following process must be followed for these requests:

1. Recruit a faculty member to agree to sponsor the directed reading. These are voluntary to the faculty member, so some faculty may not be available due to workload or other considerations.
2. Notify and provide the Graduate Coordinator with a copy of the directed reading plan (topic, assignments, due dates) within three weeks prior to the beginning of the semester

DUAL DEGREE AND RELATED PROGRAMS

MASTER OF SOCIAL WORK AND MASTER OF PUBLIC HEALTH DUAL DEGREE

The Anne and Henry Zarrow School of Social Work and OU College of Public Health offer a dual master's degree in social work and public health. The MSW/MPH allows students to complete the requirements for each degree with a reduction of 20 percent of the required hours for both degrees. This dual degree is earned through the Health Promotions track within MPH degree requirements.

Within the College of Public Health, students enroll in the Department of Health Promotion Sciences. This department is located at the University of Oklahoma Health Sciences Center in Oklahoma City, approximately 20 miles north of Norman. The MSW/MPH is open to students in the full-time, part-time and Advanced Standing social work program options. For students attending full-time, completion of both degrees takes about three years. Part-time program students typically take about four years. Students in the Advanced Standing option complete the dual program in about two years.

Admission to the MSW/MPH requires acceptance by both social work and public health within completion of 12 credit hours by either program. Students in dual degree programs are not awarded either master's degree until both degrees have been completed.

Courses offered through the Department of Health Promotion Sciences include: United States Health Care Systems, Social and Behavioral Sciences in Public Health, Integrated Public Health Practice, and Environmental Health. For more detailed information on the program, see the master's program area of the school's Web site at: <http://www.ou.edu/content/cas/socialwork/academic-program/dual-degrees.html>. While available in Tulsa, dual degree students should be aware that not all of the Public Health courses are available in Tulsa and some travel to Oklahoma City would be required.

MASTER OF SOCIAL WORK AND MASTER OF ARTS IN INTERNATIONAL STUDIES

The Anne and Henry Zarrow School of Social Work and OU College of International Studies offer a dual master's degree in Social Work and Arts in International Studies. The MSW/MAIS allows students to complete the requirements for each degree with a reduction of 20 percent of the required hours for both degrees. This dual degree is earned through the Global Studies option within MAIS degree requirements.

Within the College of International Studies, students enroll in the Department of Global Development. The Master of Arts degree in International Studies equips students with the tools to engage in a globally integrated environment, whether in the realm of international diplomacy, international security, the international economy, humanitarian aid and economic development assistance, or international advocacy. The MSW/MAIS is open to students in the full-time and part-time and social work program options. For students attending full-time, completion of both degrees takes three years. Part-time program students typically take four years. This option is only available on the Norman campus.

GENERIC DUAL DEGREES

The University of Oklahoma allows students to design dual degrees that meet their own individual educational desires and involve two professionally complementary departments. Typically, students earning a generic dual degree can reduce total credit hours for both degrees by as much as 20 percent.

Approval for a generic dual degree requires the student to be admitted into both programs prior to completing 12 credit hours. Neither degree is awarded formally until both degrees have been completed. Although generic dual degrees are not common, students have combined their master's in social work degree with a master's in public administration (MSW/MPA); a master's in education (MSW/MEd); and a juris doctorate (MSW/JD). Generic dual degrees possibilities are campus specific. Contact the Graduate Coordinator on the campus of admission with questions about generic dual degree process and options.

CERTIFICATE PROGRAMS

Students can participate in certificate programs to enhance specialized knowledge of an area of study. Certificate programs may utilize required MSW courses to fulfill some of the 12-15 hours and out-of-department electives with minimal additional coursework to complete it.

- The School of Social Work offers a Certificate in American Indians through Tulsa with online courses accessible to Norman students. (see: <http://www.ou.edu/cas/socialwork/academic-program/certificate-programs>);
- The Women & Gender Studies Certificate (currently unavailable in Tulsa) is offered in partnership with Women & Gender Studies (see: <http://www.ou.edu/cas/wgs/academics/graduate-certificate>);
- The Restorative Justice Administration Certificate is available through the OU Extended Campus (see: <https://pacs.ou.edu/certificates/restorative-justice/>).

PROFESSIONAL TRAINING PROGRAMS

CHILD WELFARE PROFESSIONAL ENHANCEMENT PROGRAM (CWPEP)

The Child Welfare Professional Enhancement Program provides financial support to selected students who make a commitment to work in public child welfare. CWPEP in partnership with the Oklahoma Department of Human Services (DHS) enhances and supports Oklahoma's public child welfare workforce through professional social work education for current and potential DHS employees. It affords interested students financial support by covering books, fees and in-state tuition in return for a specified employment obligation in a Child Welfare position with DHS or a Tribe with which DHS has a Tribal/State agreement. The employment commitment is 12 months (BSW) or 15 months (MSW) for each 30-hour academic year of financial support.

Application information and applicable due dates will be posted on the CWPEP website, <http://www.ou.edu/content/cas/socialwork/centers-programs/cwpep.html>. Applications may be open to full-time junior and senior undergraduates and to full-time and part-time graduate students in Norman and Tulsa, if slots are available. The CWPEP also is available (depending on annual decisions) to current DHS/Child Welfare employees and to employees of the tribes that have Tribal/State agreements with DHS.

CWPEP provides financial assistance to eligible applicants who are accepted into the program and agree to the terms of the legal contract. CWPEP works with the students in practicum placements within DHS/CW or the tribe's ICW program. Applicants must be citizens of the United States and have criminal background and driving records checks. Upon graduation with a BSW or MSW degree, social workers are employed by DHS as CW specialists or return to the tribe in ICW. Students who do not fulfill the terms of the contract are required to repay all the funds provided or expended in their behalf. CWPEP graduates are given priority-hiring status by DHS. CWPEP is an exceptional opportunity for those students who are interested in the challenge of CW social work. For more information, contact: Linda Smith at linda.smith@ou.edu in Norman or Amy White in Tulsa at (918) 660 -3351 or amy.white@ou.edu.

INTERDISCIPLINARY TRAINING PROGRAM IN CHILD ABUSE AND NEGLECT

The Center on Child Abuse and Neglect in the Department of Pediatrics at the University of Oklahoma Health Sciences Center, located in Oklahoma City, offers a two-semester Interdisciplinary Training Program in Child Abuse and Neglect for advanced students in medicine, dentistry, occupational therapy/physical therapy, psychology, law, social work, education, public health, nursing, sociology and related disciplines. Established in 1987, the ITP provides specialized training in clinical practice, prevention, policy formation, child advocacy, research and administration in the field of child abuse and neglect. More than 285 U.S. students and seven international students have participated in the ITP program. Learn more about the program here: <https://www.oumedicine.com/oumedicine/pediatric-services/developmental---behavioral-pediatrics/center-on-child-abuse-and-neglect/training/interdisciplinary-training-program>

Typically, MSW students take the ITP course sequence in their final (Concentration) year though students could possibly take it earlier than this. Students may earn up to 6 credits in the ITP program. Interested students should contact: Linda Smith at linda.smith@ou.edu or the Norman Graduate Coordinator.

- To be eligible for the ITP, students must:
- Be enrolled in a graduate or a postgraduate program.
- Have sufficient background in their major discipline to benefit from interdisciplinary training.
- Evidence a career interest and commitment to the field of child abuse and neglect.
- Demonstrate leadership potential; and
- Obtain the recommendation of their major advisor, Department Chair or Graduate Coordinator.

LEADERSHIP EDUCATION IN NEURODEVELOPMENTAL AND RELATED DISABILITIES PROGRAM INTERNSHIP

LEND is an interdisciplinary internship training program facilitated by the Center for Learning & Leadership on the OUHSC campus. The LEND program is available to advanced social work graduate students interested in working with children with disabilities and their families. The School of Social Work collaborates with the College of Medicine at the Oklahoma University Health Sciences Center to provide a training stipend each year to one social work student to participate in the LEND program. This internship is designed to provide specialized training to professionals who work with children who have, or are at risk of developing, neurodevelopmental disabilities or other similar conditions such as autism and mental retardation. Social work interns train with 11 other students from medical and allied health fields for two semesters.

The social work stipend is typically awarded to a social work student in their concentration year. Students may earn up to 6 academic credits in the LEND program. Contact Dr. Steven Wells at spwells@ou.edu or (405) 325-1064. For further information see: <https://ouhsc.edu/thecenter/Projects/Training-and-Collaboration/OKLEND>

PRACTICUM

The practicum is an integral part of professional education in social work and is offered in collaboration with selected agencies and programs throughout the state of Oklahoma. The student is placed in the agency under an approved supervisor. Students in a traditional 60-hour program complete two practicums - one during Foundation and the other during Concentration study. Advanced Standing students complete only the Concentration practicum. The Foundation practicum is focused on generalist skills for student competency development. The Concentration practicum provides advanced integrative opportunity across micro and macro competency skills. Competencies from CSWE Educational Policy and Accreditation Standards 2022 guide learning and assessment of student competence in practicum. For more information, please visit: <http://www.ou.edu/content/cas/socialwork/field-education.html>

PERSONAL CONDUCT AND COMPORTMENT

ETHICS

The School of Social Work fully subscribes to and is guided by the NASW Code of Ethics (<https://www.socialworkers.org/about/ethics>). Social work program students are expected to demonstrate professional behavior that reflects a commitment to the ethics of the social work profession as exemplified in the Code of Ethics. Behavior and statements contrary to these ethics may be cause for denial of the student's admission to or the student's continuance in the School of Social Work's programs. Examples of behavior that warrants a review include, but are not limited to, derogatory oral or written statements towards students, staff, faculty, agency representatives or clients. Derogatory statements concerning racial, ethnic or cultural background, handicap status, religion, socio-economic background, sex, gender identity or expression, sexual orientation or other status also may warrant review. See the Student

[Performance Policy](http://www.ou.edu/content/cas/socialwork/current-students/policies-procedures.html) of the School of Social Work to review the expectations of students in the program:
<http://www.ou.edu/content/cas/socialwork/current-students/policies-procedures.html>

CRIMINAL OFFENSES

The school does not require submission of a criminal background check at the point of application, but students should realize that most practicum agencies do require a background check for placement. Further, applicants should realize that future employers may request a background check and that a criminal record may disqualify applicants from some social work positions or other potential professional certifications. In addition, the school, as part of its process of admission and practicum assignments, asks students whether they have a misdemeanor or felony conviction (or non-contested charge). When students have a history of criminal offense, disclosure is essential for school administration and the Field Office to assist in advocating for the student's educational opportunities.

SAFETY

University of Oklahoma -Norman Campus

In Norman, information on campus safety is available through the OU Police Department at <http://www.ou.edu/oupd>. The Web site, called The Police Notebook, provides safety information and numbers to call for help.

OU SafeWalk is available for students 7 days a week 8:00 p.m.-2:00 a.m. Call **(405) 325-WALK (9255)** for this free service. Within 10-15 minutes, an escort will arrive to walk with the student to their OU campus destination.

Safety numbers for Norman Campus:

- OU Police Department, Non-emergency: (405) 325-2864
- Call 911 for emergencies and they will notify OUPD
- OU has special telephones at various outdoor locations in academic and housing areas on campus that connect directly to OUPD. These phones have a **blue** light and a **blue** sign or **blue** pole with "Emergency." Simply open the cabinet and lift the handset to talk to the police dispatcher for free.

University of Oklahoma -Tulsa Campus

In Tulsa, the campus safety information is found on the OU-Tulsa Police Department website: <http://www.ou.edu/content/tulsa/police.html> This site provides information regarding safety on and around the campus, as well as emergency and non-emergency numbers.

The following are safety services the OU-Tulsa Police Department provides:

- Escorts - Security will provide police escorts upon request.
- Vehicle Assists - Security provides vehicle assistance to students, faculty and staff.
- Office/Room Door Unlocks - Proper identification is required.
- First Responders for Medical, Fire and Disturbances
- Lost and Found - items located at the Schusterman Center Security Desk

Safety numbers for Tulsa campus:

- Non-Emergency Security: (918) 660-3900
- Emergency Security: (918) 660-3333 or 911

STUDENT INSURANCE

Students can find more information on insurance and healthcare options for each campus at <http://hr.ou.edu/Students/Student-GA-Health-Insurance>

ACADEMIC STANDARDS FOR STUDENTS

Social work students must demonstrate a degree of academic accomplishment and professional potential. Thus, students are evaluated academically in the areas of class performance, practicum experience and the comprehensive examination. Satisfactory performance in the classroom, practicum and comprehensive examination are co-requirements in meeting the minimum goals for retention and matriculation in the program.

If a student's GPA falls below a 3.0, they are placed on academic probation by the Graduate College. These students are required to improve and demonstrate a 3.00 GPA within the probationary period of the next 12 credit hours and/or two semesters. Students will receive notification about this, which also triggers a Level I with the school. Once final grades are posted and the student is successful in raising their GPA, the Graduate College will send written notice that they are no longer on academic probation. A student admitted or retained under academic conditions shall be terminated from the program if those conditions are not met.

STUDENT ACADEMIC RESPONSIBILITIES

A student enrolling in the University of Oklahoma and the Anne and Henry Zarrow School of Social Work assumes an obligation to behave in a manner that is compatible with the institution and school as educational enterprises. It is the student's responsibility to know and abide by the OU Academic Code. This code is available online at <http://integrity.ou.edu/>.

Students can report academic misconduct to faculty/staff when it occurs even if the student does not have firsthand information about the incident. Only faculty or staff may take action to file a charge or impose an admonition for academic misconduct. A student also may be accused of academic misconduct. For more information about faculty and student rights under the code, please refer to <http://integrity.ou.edu/>.

STUDENT GRIEVANCES OF FACULTY OR STAFF OR PROGRAM CONCERNS

The School of Anne and Henry Zarrow Social Work strives to be an institution that is responsive to the needs and concerns of the students. Grievances may be about the systems or processes within the school, incidences of bias, or problems with peers, field or classroom instructional faculty.

- When possible, students should attempt to resolve problems or concerns by first discussing their concern with the individual or instructor.
- If this is not possible, students are encouraged to consult their faculty advisors.
- Students may also consult with the Office of Student Affairs for further assistance.
- The advisor may consult with or request that the student meet with the Graduate Coordinator and/or Director and/or Associate Director of the Anne and Henry School of Social Work.
- School faculty or administration may also consult with the university office of EEO, Title IX, ADRC, and DEI.

STUDENT IMPAIRMENT

If a person appears to be an immediate threat to themselves, or someone else or is incapable of caring for themselves, 911 must be called.

SCHOLARSHIPS AND FINANCIAL AID

The Oklahoma Department of Human Services and other state departments provide financial aid for some of their employees to attend graduate school. Federal agencies that administer scholarships for social work students include the Veterans' Administration and the Bureau of Indian Affairs. Additionally, some American Indian tribes offer financial support.

The Anne and Henry Zarrow School of Social Work administers several scholarships due to the generosity of our donors. Information regarding these scholarships is sent out annually to all students. Partial tuition

waivers from the Graduate College may be available to assist selected exceptional students. Materials describing sources for students funding are distributed to admitted applicants along with other admission materials. Some practicum agencies award stipends to students placed in their agencies. The school has a limited number of graduate assistant positions. For financial aid specific to the MSW go to: <http://www.ou.edu/content/cas/socialwork/admissions/tuition-assistance.html>.

For other information on scholarships, stipends and loans, consult the University of Oklahoma, Office of Financial Aid Services, Buchanan Hall #216, 1000 Asp. Norman, OK 73019-4078, <http://www.ou.edu/financialaid.html>.

STUDENT RESOURCES

ADVISING

Students are assigned a faculty advisor during their first year in the program. Students are encouraged to consult with their faculty advisor about questions or concerns, and/or for professional mentoring,

UNIVERSITY OF OKLAHOMA - NORMAN CAMPUS STUDENT RESOURCES

OU-Norman provides a Writing Center to assist students with writing papers. The services include: helping students improve writing projects by providing resources and feedback in writing consultations, one on one consultation throughout the writing process and offering multiple ways to learn collaboratively with the staff. The Writing Center -Wagner Hall, Room 280- is reached at (405) 325-2936 or <http://www.ou.edu/writingcenter/>.

Students of OU-Norman have access to medical services at Goddard Health Center. Call 405-325-4611 (See <http://www.ou.edu/healthservices/>). Students also have access to behavioral health counseling at the Goddard Counseling Center. Call 405-325-2911 (See <http://www.ou.edu/ucc/counselingservices>).

OU-TULSA STUDENT COUNSELING SERVICES

Students of OU-Tulsa and their family members can schedule appointments for counseling, consultation or evaluation at no cost to the student or family member. These visits are confidential. More information can be found at <https://www.ou.edu/tulsastudentaffairs/counseling-services>

STUDENT ORGANIZATIONS AND PARTICIPATION IN GOVERNANCE

Each campus offers an MSW Student Association for participation in activism. Check the website for the latest info: <http://www.ou.edu/cas/socialwork/current-students/student-representatives-organizations>. Each campus also offers numerous opportunities for students to participate in campus wide organizations.

The Anne and Henry Zarrow School of Social Work encourages student participation in school events and governance. Students are elected or appointed to committees within the school through the MSW Student Association (for example, faculty search, field, student advisory committees and the ARREA Committee).

COURSE LISTING

REQUIRED FOUNDATION COURSES

S WK 5083 Social Work Research Methods Prerequisite: graduate standing in Social Work and an introductory course in statistics. Introduction to the design and implementation of quantitative and qualitative research methods used to evaluate the effectiveness of social work practice and policies. (F, Sp)

S WK 5403 Professional Social Work Prerequisite: Graduate standing in Social Work. This course is an overview of social work as a profession, including central concepts and theories, values, ethics, and career pathways. The profession's historical development is included along with a focus on poverty and economic disparity, human rights and social justice, and human diversity. It introduces the generalist practice model across system levels.

S WK 5433 Human Lifespan Development Prerequisite: Graduate standing in Social Work. Within a social systems framework and biopsychosocial perspective, students learn empirically based theories that deal with lifespan development and family theory. This course introduces small group dynamics and development as well as a theoretical foundation for micro and mezzo level generalist practice.

S WK 5373 Theory, Practice, and Evaluation with Individuals Prerequisite: Graduate standing in Social Work. This course provides the theoretical background, practice skills, and research experience necessary for generalist social work practice and evaluation at the individual level. The generalist intervention model is the foundation for teaching the knowledge, values, skills, cognitive, and affective processes necessary for engagement, assessment, intervention, and evaluation with individuals.

S WK 5383 Theory, Practice, and Evaluation with Families and Groups Prerequisite: Graduate standing in Social Work. This course addresses foundation-level components of theory, practice, and evaluation related to generalist social work practice with families and groups. Students learn key explanatory theories about how families and groups operate and are introduced to generalist practice models for practice with these client types. Students also learn about how to effectively evaluate practice with families and groups.

S WK 5393 Theory, Practice, and Evaluation with Communities and Organizations Prerequisite: Graduate standing in Social Work. Exploration of the generalist perspective focusing on the knowledge, values, skills, and techniques appropriate to assessment and interventions with organizations and communities.

S WK 5313 Policy Practice in Social Work: Analysis and Advocacy Prerequisite: graduate standing in Social Work. A historical and descriptive review of federal and state social welfare programming, an introduction to practice skills of policy analysis, and advocacy in affecting development, change, or implementation of social welfare policy.

S WK 5333 Human Diversity and Societal Oppression Prerequisite: graduate standing in Social Work. Provides graduate students with social work knowledge of human diversity from a social justice perspective. Knowledge of diverse groups' norms/values, differential power, societal oppression, and transactions between and within social groups is emphasized.

S WK 5413 Social Work Practicum I. Prerequisite: graduate standing in Social Work; 5103 or concurrent enrollment; permission of practicum coordinator. Professionally supervised foundation year practicum placement in an area social service agency.

S WK 5423 Social Work Practicum II. Prerequisite: graduate standing in Social Work; 5113 or concurrent enrollment; 5413 or concurrent enrollment. A professionally supervised practicum placement in an area social service agency; continuation of 5413.

REQUIRED ADVANCED INTEGRATIVE CONCENTRATION COURSES

S WK 5043 Intro to Advanced Integrative Practice Prerequisite: Graduate standing, admission to the MSW Advanced Standing program. This seminar course is designed to enhance the preparation of Advanced Standing students for graduate study in the MSW Advanced Integrative Practice social work level. This course orients students to graduate level writing and research, the generalist practice model, Social Work in rural and tribal communities, simulation as a tool for skill development, and an introduction to the Decision Case model. Individualized student professional development is emphasized. (Summer)

S WK 5513 Client-Centered Direct Practice Prerequisite: Graduate standing in Social Work. This course addresses clinical practice across the lifespan with application to individuals, families, and groups. Evidenced informed practice provides a framework within which empirically supported treatment modalities are explored as they relate to the intersecting domains of trauma, substance abuse, and mental health. (F)

S WK 5523 Macro Systems of Practice Prerequisite: Graduate standing and departmental permission. This course utilizes an advanced generalist perspective focused on advancing the knowledge, values, skills, and techniques appropriate to engagement, assessment, and intervention with organizations and communities. (F)

S WK 5816 Practicum III – 6 hours. Prerequisite: Graduate standing in Social Work, S WK 5513, S WK 5523, and permission of instructor. This course offers an educationally focused and professionally supervised practicum placement in a social service agency and requires a minimum of 250 clock hours at an assigned practicum site.

S WK 5826 Practicum IV - 6 hours. Prerequisite: Graduate standing in Social Work, S WK 5513, S WK 5523, and permission of instructor. This course offers an educationally focused & professionally supervised practicum placement in a social service agency & requires a minimum of 250 clock hours at an assigned practicum site.

S WK 5973 Advanced Integrative Seminar Prerequisite: Graduate standing in Social Work. Seminar enables students to integrate learning experiences in advanced integrative practices through case-based learning.