Welcome to the University of Wyoming MSW Program

Did you know the MSW degree is among the most sought after degrees today? Part of that reason is the bright job market for social workers. Healthcare, mental health, addictions, child welfare, geriatrics, school social work, and veterans are among the areas where the demand for a MSW degree is high.

As Director of the MSW Program, I want to welcome you to the University of Wyoming Division of Social Work. Now is a great time to get your MSW degree at UW.

The MSW Student Handbook is your roadmap to successfully navigating your path to getting a MSW degree. It contains information on the curriculum and course of study for the MSW degree for both the Standard and Advanced Standing programs. Information on important policies and procedures is also included. Please carefully review the material contained in the handbook. You can also access information about the Division at www.uwyo.edu/SocialWork.

In addition to this handbook, you will want to look at other published or posted materials: the UW Catalog [http://www.uwyo.edu/registrar/university_catalog/crsdept.html] published annually by the University of Wyoming; the Course Schedule [http://www.uwyo.edu/registrar/class_schedules/index.html], published each semester by the University (WyoWeb is the most up-to-date); and the Graduate Student Resources website [http://www.uwyo.edu/ugrad/enrolled-students/]. Reading these University publications provides you with information about the many opportunities across campus for support, as well as university policies relative to graduate school.

Speaking for our dedicated faculty and staff, I hope your experience in obtaining your MSW degree is a rewarding one.

Sincerely,

Diane Kempson, MSW, PhD
Table of Contents

Faculty and Staff of the Division of Social Work ........................................................................................................5
Faculty and Staff Contact Information ........................................................................................................................5
Section I: The Social Work Profession .........................................................................................................................6
Career Opportunities for Social Workers .......................................................................................................................6
National Association of Social Workers ........................................................................................................................6
NASW Wyoming Chapter ..............................................................................................................................................7
Wyoming Mental Health Professions Licensing Board ..................................................................................................7
Section II: UW, College of Health Sciences, and Division of Social Work .................................................................8
University of Wyoming: The Land Grant Tradition .....................................................................................................8
University of Wyoming Mission Statement .................................................................................................................8
College of Health Sciences ...........................................................................................................................................8
Division of Social Work ................................................................................................................................................8
MSW Admissions Process ............................................................................................................................................9
Evaluating Program Outcomes .....................................................................................................................................9
Section III: Curriculum, Generalist & Advanced Generalist, Programs of Study .........................................................10
Curriculum .................................................................................................................................................................10
Generalist & Advanced Generalist: Perspective & Approach ....................................................................................10
Foundation Generalist Social Work Practice ............................................................................................................10
Advanced Generalist Social Work Practice ................................................................................................................10
Standard & Advanced Standing Programs of Study ..................................................................................................11
Standard MSW Program ............................................................................................................................................11
Advanced Standing Program ......................................................................................................................................11
Section IV: Course Schedule, Field, & Research Requirements ................................................................................12
Course Schedule ........................................................................................................................................................12
MSW Field Practicum ................................................................................................................................................12
Eligibility to Enter Field ..............................................................................................................................................12
Field Placements ........................................................................................................................................................13
Field Practice Grading ................................................................................................................................................13
Field Seminar Courses ...............................................................................................................................................13
MSW Research Requirement: Plan A/B .......................................................................................................................13
Termination from the Program due to Lack of Completion of Thesis Research at 6th year .......................................13
Section V: Concentrations & Post-MSW Certificate Programs ..................................................................................14
School Social Work ......................................................................................................................................................14
School Social Work Graduate Concentration .............................................................................................................14
School Social Work Post-MSW Preparatory Certificate ............................................................................................15
Section VI: Advising, Graduate & Transfer Credits, & Library Support .................................................................17
Advising for Graduate Social Work Students ...........................................................................................................17
Graduate Credits and Transfer of Credits ................................................................................................................17
Library Support for Graduate Students ....................................................................................................................17
Section VII: Student Resources ..................................................................................................................................18
Student Financial Support ...........................................................................................................................................18
Student Social Work Graduate Associations ...........................................................................................................19
Student Organizations and Student Representatives .................................................................................................19
AMSW^2 ...................................................................................................................................................................19
Appendix A: Misc. Resources ......................................................................................................................................20
Appendix B: University of Wyoming Policies ............................................................................................................21
Student Code of Conduct ..........................................................................................................................................21
Harassment and Discrimination ................................................................................................................................21
Academic Honesty ......................................................................................................................................................21
Faculty and Staff of the Division of Social Work

Mary E. Burman, PhD, Professor and Interim Director

Donna Leigh Bliss, MSW, PhD: Associate Professor

Carolyn Haney, MSW, LCSW: Associate Lecturer and BSW Program Director

Kirsten Havig, MSW, PhD: Assistant Professor

Diane Kempson, MSW, PhD: Associate Professor and MSW Program Director

Neely Mahapatra, MSSW, PhD: Associate Professor

Ashley Neff: Office Associate

Shontay Roe: Interim Field Director

Valerie Thompson-Ebanks, PhD: Assistant Professor

Faculty and Staff Contact Information

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<thead>
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Section I: The Social Work Profession

The social work profession has a long-standing commitment to working with vulnerable populations and advocating for social and economic justice. Social workers assist individuals, families, couples, groups, communities, organizations, and institutions to plan and institute change through the use of the problem solving process. At the heart of social work is the building of professional helping relationships from which to foster the change that may be needed. Social work professionals work with the strengths and resources that are inherent in the various systems. Social work seeks to enhance social functioning.

The social work profession engages in advocacy for the development of conditions for optimal wellbeing and for prevention and treatment of social problems. Beginning practitioners in Wyoming, a rural and sparsely populated state, must:

A. Internalize social work values and ethics,
B. Develop a sense of professional self,
C. Develop a variety of professional skills, and
D. Expand their knowledge and theoretical base appropriate for social work practice at all levels.

Social work students also work to enhance their ability to locate and create resources needed either by a client or worker. The National Association of Social Workers (NASW) Code of Ethics guides professional social work practice.

Career Opportunities for Social Workers

Career opportunities are available to social workers in a wide variety of state, federal and other public agencies, private non-profit organizations, and private for-profit organizations, including hospitals, mental health centers, schools, adolescent treatment facilities, child care centers, nursing homes, substance abuse treatment centers, public assistance agencies, probation and parole offices, correctional centers, community action agencies, and research facilities.

Students may use the UW Career Center during their academic careers to help ready them for locating jobs in the state. Social workers are in demand every day. The Division of Social Work posts and emails job notifications that are sent to us so students can identify potential jobs after graduating.

Students can also visit the NASW social work website at www.socialworkers.org and the new social work website, Help Starts Here, which brings many career options to explore. The web address is: www.helpstartshere.org.

National Association of Social Workers

Students are strongly encouraged to join the professional organization, the National Association of Social Workers (NASW) https://www.socialworkers.org/. Applications are available in the Social Work office or from the Wyoming NASW website (www.wyomingnasw.com). For additional information, contact the NASW student representative or your regional representative [http://wyomingnasw.com/Board_of_Directors.html]. This information is accessible toll free through our state NASW office at NASWwyo@hotmail.com. The National NASW office may be reached at 800-742-4089.
Students receive discounted rates and the following benefits:
   A. Social Work- The Journal of the National Association of Social Workers.
   B. NASW News- reporting on issues of interest from NASW, state chapters of NASW, and on national and
      state political concerns.
   C. Professional liability, health, life and other types of insurance for social workers.
   D. Annual conferences at the state, regional, and national levels.
   E. Notification of workshops and meetings of interest to social workers.
   F. MSW students are encouraged to participate in the Wyoming chapter of NASW. A representative to
      this chapter may be selected from current graduate students.

**NASW Wyoming Chapter**
The Wyoming NASW is a professional membership association committed to growing, developing, and
supporting a strong social work presence while upholding and promoting social work standards, values, and
ethics. In September each year, the Wyoming chapter of NASW holds its Annual Program Conference. The
conference for 2016 will be held October 5-8 in Casper, Wyoming. For more information, you can
go online to [http://www.wyomingnasw.com/](http://www.wyomingnasw.com/).

**Wyoming Mental Health Professions Licensing Board**
Graduates of the Masters of Social Work Program at the University of Wyoming are eligible to apply for
licensure. For information about current requirements, one can look on the webpage of the Wyoming Mental
Health Professions Licensing Board: [http://mentalhealth.wyo.gov/](http://mentalhealth.wyo.gov/)

or contact:

Michelle Lamorie  
Executive Director  
2800 Central Ave  
Cheyenne WY 82002  
Phone: (307) 777-7788  
Fax: (307) 777-3508  
Email: WyoMHPLB@wyo.gov

Emily Cronbaugh  
Licensing Specialist  
2800 Central Ave  
Cheyenne WY 82002  
Phone: (307) 777-3628  
Fax: (307) 777-3508  
Email: WyoMHPLB@wyo.gov

For information on professional social work certification and licensing in all other states, students can contact:

**Association of Social Work Boards**
400 South Ridge Parkway, Suite B  
Culpeper, VA 22701  
Phone: (800) 225-6880  
Fax: (540) 829-0142  
[www.aswb.org](http://www.aswb.org)
Section II: UW, College of Health Sciences, and Division of Social Work

University of Wyoming: The Land Grant Tradition
The University of Wyoming is the state's only provider of baccalaureate and graduate education, research, and outreach services. UW combines major-university benefits and small-school advantages, with more than 180 programs of study, an outstanding faculty, and world-class research facilities all set against the idyllic backdrop of southeastern Wyoming's rugged mountains and high plains.

The early days of UW’s operation during the late 19th century was to serve the sparsely populated Wyoming Territory with a focus on a liberal-arts curriculum; the university consisted of only a few buildings. Today, the university is defined by its connections, from local to international. The university has expanded to include a vibrant UW campus in Casper, WY, six regional sites across the state, and Cooperative Extension Service centers in all 23 counties and on the Wind River Indian Reservation. Beginning in spring 2017, ZOOM technology will be fully operationalized for video/web conferencing, allowing students to attend outreach classes from their homes.

University of Wyoming Mission Statement
The University of Wyoming is one of the nation's finest public land-grant research universities, dedicated to serving as a statewide resource for accessible and affordable higher education of the highest quality, rigorous scholarship, technology transfer, economic and community development, and responsible stewardship of our cultural, historical, and natural resources. The University’s mission statement can be located at: http://www.uwyo.edu/registrar/university_catalog/mission.html

As Wyoming's only accredited university, we are committed to outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation, and the world.

College of Health Sciences
The College of Health Sciences (CHS) is one of seven colleges at the University of Wyoming. CHS houses the Division of Social Work, Division of Communications Disorders, Division of Kinesiology and Health, Division of Medical Education and Public Health, Fay Whitney School of Nursing, School of Pharmacy, and the Wyoming Institute for Disabilities (WIND).

More information about CHS, the Mission Statement and Goals can be found at: http://www.uwyo.edu/hs/ Education and training of a workforce for the health professions will continue to be the highest priority for the College in meeting the university's land grant mission and commitment to civic engagement. Wyoming faces continuing challenges in affordability and access to health care, coupled with a critical shortage of health care providers. Consequently, issues of education capacity will be linked to the priority of improving the health of the public through education, research and extension of selected clinical services in a rural environment.

Division of Social Work
The Division of Social Work (DOSW) offers both Baccalaureate (BSW) and Master’s (MSW) degrees in social work. The Division offers the BSW through on-campus education in both Casper (at the University of Wyoming/Casper campus) and in Laramie (at the main campus). The MSW is a hybrid program consisting of face-to-face weekend classes, video conferencing, and online course work. The MSW program does not offer a fully online program. Both of the BSW and MSW programs are accredited by the Council on Social Work Education (CSWE)
and are guided by the Council's Educational Policy and Accreditation Standards. The Division was reaffirmed by the CSWE in February 2011 for eight years.

Social work courses were first offered in the Sociology Department in 1967. In 1974, the BSW program was accredited by the CSWE and became an independent department. In 1984, the department moved from the College of Arts and Sciences to the College of Health Sciences with other professional programs. The first 10 MSW students entered the program in the fall of 1997, and 21 students graduated May 1999.

Currently, an average of 70-100 undergraduates major in social work annually, with about 30-40 BSW graduates each year. The MSW student census is typically about 40-50 students across the state, with about 15-20 MSW graduates annually. Class size for MSW courses is typically 12-22. The Division has eight full-time faculty members including the Director, one full-time staff person, and many adjunct faculty/professionals who teach on a part-time, contract basis for the program. The Division maintains relations with human services organizations throughout the state, region, and nation.

More information about the Division of Social Work, the Vision Statement, Goals and Objectives can be found at: http://www.uwyo.edu/socialwork/about-us-pages/mission-and-vision-statements/

**MSW Admissions Process**

Admission to the MSW program is a competitive process. All applications are carefully reviewed in accordance with the Division’s admissions requirements and our mission. Decisions are based on review of all application materials as they reflect the applicant’s commitment to social work, social and economic justice, the values and ethics of the social work profession, and the applicant’s potential as a graduate student, social work practitioner, and leader in the social work field. Information on admission requirements and process is located on the Division’s website at: http://www.uwyo.edu/socialwork/admissions-pages/msw-admissions/admission-requirements.html

**Evaluating Program Outcomes**

The Division of Social Work has a planned approach to evaluate the outcomes of our program. At the end of each course, students are asked to evaluate each course and the instruction delivery of the professor for each course. These evaluations are anonymous and reviewed by the Division Director and the faculty instructor after grades are posted.

With the competency-based curriculum required by CSWE, students and teachers assess mastery of core competencies and associated indicators in select courses and in field. Assessment results can be found at
http://www.uwyo.edu/socialwork/about-us/accreditation/
Section III: Curriculum, Generalist & Advanced Generalist, Programs of Study

Curriculum

The Masters of Social Work curriculum in both the Standard Program and Advanced Standing Program is based on the advanced generalist practice model. The MSW program assumes two levels of professional preparation - the foundation level and the advanced level. Both levels of preparation include the study of nine curriculum areas, with the advanced generalist level being distinguished by increased complexity, depth, and range of knowledge and skills.

Generalist & Advanced Generalist: Perspective & Approach

The MSW program assumes two levels of professional preparation:

1) Foundation generalist: successful completion of an accredited BSW program and the summer bridge courses or completion of the first year of the MSW program.

2) Advanced generalist: successful completion of the second year of the MSW program.

Foundation Generalist Social Work Practice

Foundation generalist is the focus of the first 34 credit hours of the MSW program. The generalist curriculum of the MSW program is built on a liberal arts perspective and provides a foundation for generalist social work practice. It is informed by bio-psycho-socio-behavioral-spiritual and ecosystems knowledge; requires students to be theoretically and methodologically open and knowledgeable; involves intervention at all system levels; focuses on practice in rural areas; and is research-based. The generalist social work practitioner is prepared for beginning level social work practice and for beginning advanced generalist study.

Advanced Generalist Social Work Practice

The concentration curriculum of the MSW program prepares students for advanced generalist social work practice, especially appropriate and relevant for social workers practicing in rural or frontier areas such as Wyoming. The advanced generalist concentration builds on the knowledge, values, and skills mastered at the foundation level. The advanced generalist curriculum requires that students have greater theoretical and methodological sophistication; increased ability in the selection and integration of practitioner roles; increased ability to integrate research into practice; a greater depth in the provision of services in and with larger systems, such as administration, supervision, policy analysis, and social planning; increased ability to analyze value and ethical dilemmas; increased ability to prevent and/or help solve difficulties in a wide range of diverse client systems; increased skill in providing leadership within organizations, the community, the profession, and in the broader environment; increased skill in interdisciplinary collaboration; and increased ability to address issues of social and economic justice, especially with populations at risk. The Advanced Generalist year provides opportunities to more clearly understand the clinical nature of social work practice along with greater exploration of clinical content, including theories and interventions, in addition to a more sophisticated understanding of dynamics in working with individuals, groups, and families.
Standard & Advanced Standing Programs of Study
The Division of Social Work offers two graduate programs of study, both culminating in an MSW with a concentration in advanced generalist social work practice. The Standard program is designed for students who have an undergraduate degree other than a BSW, while the Advanced Standing Program is designed for those students with a BSW from a CSWE accredited program. We currently do not offer a part-time program.

The MSW curriculum for both programs is carefully sequenced to provide students the necessary information to proceed to the next level of coursework. Students must also successfully complete all required coursework at one level before being allowed to move to the more advanced level of coursework.

For example, all coursework from the foundation curriculum must be completed before a student may enroll in advanced generalist coursework. Students in the advanced standing program must successfully complete the summer bridge courses before enrolling in any advanced generalist courses.

Standard MSW Program
Students entering the Standard Program begin their studies in the summer semester. Their first 34 credit hours are directed towards mastery of foundation courses and practicum that help prepare students for entry into the Advanced Generalist concentration.

Advanced Standing Program
Advanced Standing Program students enter the MSW Program in the summer of each academic year. They complete bridge courses that prepare them for their continued study within the Advanced Generalist sequence.
Section IV: Course Schedule, Field, & Research Requirements

Course Schedule
The Standard and Advanced Standing programs include courses and experiences focusing on the integration of theoretical comprehension, knowledge acquisition, skill development, and critical thinking within the framework of social work values and ethics. The curriculum is designed to be integrative, providing depth across a range of areas, for advanced generalist practice proficiency. Elective courses and field practicum placements are used to provide additional emphasis in selected, advanced generalist areas. (See http://www.uwyo.edu/registrar/university_catalog/sowk.html). The list of courses and sequence of courses to be taken (depending on standard program or advanced standing program) can be found at: http://www.uwyo.edu/socialwork_/files/docs/msw/2013-14%20msw%20curriculum%20schedule1.pdf

MSW Field Practicum
According to the 2008 CSWE Educational Policy and Accreditation Standards, field education is the signature pedagogy of social work education as it “represents the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner.”

The MSW standard program is designed to provide students with two distinct field-practicum learning experiences; the advanced standing program provides one graduate level field-practicum experience. Field-practicums represent the culmination of preparation for entry-level advanced generalist social work practice through a supervised practice experience in the 10 core competencies including knowledge, values and skills learned in the classroom.

- The foundation level practicum is 400 hours taken concurrently during Fall/Spring semesters of the student’s first year of study with other foundation course work. Students are typically in their field placement site from Oct 1 to April 30, for 16 – 18 hours per week.

- The advanced generalist practicum is a 500-hour practicum taken concurrently during Fall/Spring semesters of the student’s advanced year of study. Students are typically in their field placement site from Sept. 5 - April 30, for 16 – 18 hours per week.

(Note – Foundation MSW students can submit an exception request to complete the foundation placement as a block placement in the summer session after the successful completion of their foundation curriculum and prior to the start of the advanced year curriculum. This is typically a 12-week placement for 32 – 35 hours per week. See Field Manual for details)

Eligibility to Enter Field
In order to begin the field placement process, students must complete and submit the Request for Practicum Placement application and must have either completed or be concurrently enrolled in all prerequisite courses.

- Prerequisites for the Foundation Practicum include:
  - Current admission to the MSW Program
  - 3.0 GPA
  - Completed or concurrently enrolled in foundation year coursework.

- Prerequisites for the Advanced Generalist Practicum include:
  - Admission to the MSW Program
  - 3.0 GPA
  - Successful completion of all Foundation coursework.
If a student earns an incomplete or an unsatisfactory grade in any coursework, the student is unable to move forward with a field practicum placement.

**Field Placements**
In order to facilitate a productive learning experience for all field practicum students, many variables must be considered in determining a student’s field practicum. The Director of Field Education is responsible for maintaining an array of field practicum sites; students work directly with the Field Director in coordination of the placement process. Students are given the opportunity to state their preferences as to learning activities, geographic location and type of agency in which they would like to be placed. The Division, however, is ultimately responsible for determining where a student is placed for field practicum. More details regarding the process of placement and the field practicum expectations are provided in the Field Manual.

**Field Practice Grading**
Because of the unique nature of the field practicum experience, the conventional letter grade system of evaluation is ill-suited for this course. Therefore, students are evaluated in the field practicum course using an "S-U" grading system. A student who earns a grade of unsatisfactory (U) in a foundation level field practicum (SOWK 5450 or 5460) or in advanced generalist field practicum (SOWK 5850) will require review by the MSW Committee to determine whether the student will be allowed to continue in the program. The student may be dismissed or require a remediation plan.

**Field Seminar Courses**
As a part of the Field education sequence, students must be concurrently enrolled in the appropriate Field Seminar course. These courses are designed as the field seminar course in which students are further evaluated in their abilities to demonstrate competency in the 10 Core Competencies and associated practice behaviors required by CSWE and the Division of Social Work (Appendix B). The Field Seminar courses are traditional grading (A-F). Students must receive a passing grade in any Field Seminar course in order to continue in their field placement.

Additional policies and procedures related to field practicum expectations and process can be found in the MSW Field Practicum Manual located on the UW Division of Social Work web site.

**MSW Research Requirement: Plan A or Plan B**
All MSW students must successfully complete a capstone project with a written and an oral examination prior to graduation. The Plan A (also called Thesis) is a 2-credit course per semester for the fall and spring semesters that consists of the development of original research. The Plan B (also called Practice Evaluation) is a 1-credit course for the fall and spring semesters that consists of the utilization of a theoretical framework to guide practice evaluation. Students register for capstone projects under two course options: SOWK 5755 Practice Evaluation (Plan B), or SOWK 5960 Thesis Research (Plan A).

**Termination from the Program due to Lack of Completion of Thesis Research at 6th year**
The "graduate clock" is what finally indicates to a student that they must finish their research project or they will be dismissed from the University and the graduate social work program. The University of Wyoming has policies regarding petition under exceptional circumstances for extension of time, and this information can be found at: [graduate school forms](#)
Section V: Concentrations & Post-MSW Certificate Programs

The Division of Social Work has created optional secondary curricular areas with specialized content for graduate students. Concentration programs and minors are available only while graduate students are matriculated in their graduate social work programs. Certificate programs are post-graduate options and may be started while in a graduate degree program but can be completed after receiving the MSW degree.

Go to [http://www.uwyo.edu/socialwork/academics/graduate-certification/](http://www.uwyo.edu/socialwork/academics/graduate-certification/) for more information on other UW certificate programs.

School Social Work

Brief Description

The School Social Work Concentration and Graduate Certificate provide a specialization option in the Social Work program and serves as a specialized educational preparation for social workers that plan to work in Wyoming school systems. This concentration supports the post-graduate social worker that plans to seek certification with the Professional Teaching Standards Board of Wyoming (and possibly certified through other school boards in the U.S.). The concentration is offered for current students in the MSW Program, and the graduate certificate is offered for individuals who have graduated with an MSW degree in other concentrations or specializations and want to gain the pre-requisite coursework for certification in school social work.

Rationale

Working in the K-12 school environments hold great challenges and demands for social workers. Social workers often are responsible for major aspects of meeting the supportive services for students and their families. Ultimately, the school provides supports to allow students to achieve their educational potential. School social workers are a vital member in the primary and secondary educational arena. These social workers must learn about the educational issues that surround this area of practice. Issues include mainstreaming, access to educational resources, No Child Left Behind, and educational assessments that support the individualized educational planning for children and youth. Since 1978, the National Association of Social Work (NASW) has established guidelines for School Social Work Services. Social workers can apply to NASW for a certificate for school social work and can learn more through their official website.

The Division of Social Work at the University of Wyoming has stipulated requirements to meet the preparatory requirements for school social work. This preparatory coursework has been evaluated by the Wyoming Department of Education (Professional Teaching Standards Board) and deemed sufficient for graduates of our program.

School Social Work Graduate Concentration
(for current MSW students)

The following describes the requirements for students who are currently in the MSW program and would like to complete the requirements in order to apply for school social work certification.

Goals

The goals for this concentration are as follows:

1) prepare MSW social workers to help children and their families overcome the barriers to learning through interventions in the home, school, and community;
2) enable graduate social work students to meet the Professional Teaching Standards Board requirements for school social work certification in Wyoming; and
3) encourage communities through the state to develop and maintain effective school social work services.

Course Requirements

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<td>SOWK 5810</td>
<td>School Social Work</td>
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<tr>
<td>SOWK 5820</td>
<td>Working with Children &amp; Families</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SOWK 5850</td>
<td>Advanced Field Practicum in school setting</td>
<td>10 cr.</td>
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<tr>
<td>SOWK 5755 or SOWK 5960</td>
<td>Research Field Practicum in school setting or Thesis*</td>
<td>3 cr. total (minimum) or 4 cr. (minimum)</td>
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*An internship certificate obtained through PTSB is required in order to complete a practicum in a school setting.
*Project must be focused on K-12 educational arena.

Application & Eligibility Process

Persons interested in this concentration should write a letter of interest to Carolyn Haney. Admissions to the program are accepted throughout the year. Applicants must be accepted to the MSW program, have a 3.0 or better in MSW courses and have completed their BSW or MSW Foundation year.

School Social Work Post-MSW Preparatory Certificate
(for individuals who already have an MSW degree)

The following describes the requirements for individuals who already have an MSW degree and want to complete further education to meet the requirements to apply for school social work certification.

Goals

The goals for this graduate preparatory certification for school social workers are as follows:

1) prepare post-graduate MSW social workers to help children and their families overcome the barriers to learning through interventions in the home, school, and community;
2) enable qualified post-graduate MSW professionals to meet the Professional Teaching Standards Board requirements for school social work certification in Wyoming; and
3) encourage communities through the state to develop and maintain effective school social work services.

Course Requirements

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<tbody>
<tr>
<td>SOWK 5810</td>
<td>School Social Work</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SOWK 5820</td>
<td>Working with Children &amp; Families</td>
<td>1 cr.</td>
</tr>
<tr>
<td>SOWK 5850</td>
<td>Advanced Field Practicum in school setting</td>
<td>4 cr.</td>
</tr>
</tbody>
</table>

*120 hours of practicum must be completed in a K-12 school setting. An internship certificate obtained through PTSB is required in order to complete a practicum in a school setting. As part of the practicum the student is required to create a ‘service learning’ project in a school setting to cover a period of 50 hours. Project proposals must be submitted to the instructor in the first week of the semester. Projects must be completed in the semester the student is enrolled.
Tied to the service learning experience, each student will create a professional paper (equivalent to one credit hour of coursework or 30-45 hours of time commitment to paper’s development and completion). This paper will be reviewed and graded (either "Satisfactory" or "Unsatisfactory") by the Faculty Advisor. The paper must examine social work practice, policy, program development, or practice-related research. The paper should be approximately 15 pages in length, and follow APA guidelines.

**Application, Eligibility Process, & Advisor Assignment**

MSW post-graduates may apply for this preparatory certificate program. Persons interested in applying should write a letter of interest to Carolyn Haney. Applicants must have a 3.0 GPA or better in MSW courses. When accepted into the certificate program, the student is to be assigned a faculty advisor who provides assistance in planning the student's course of study.
Section VI: Advising, Graduate & Transfer Credits, & Library Support

Advising for Graduate Social Work Students

Communication and information are necessary for successful progress towards earning the MSW. This is accomplished through student orientations, student representation on Division of Social Work Committees, and the advisement process. Student orientation/advisements are scheduled throughout the MSW program to facilitate smooth progress from semester to semester, from foundation content to advanced generalist content, and from coursework to field practicum.

Attendance at student orientations is required.

Advisors are responsible for academic and career advising, monitoring a student's progress in the program, and problem solving. Students meet with their advisor each semester during advising week. In addition, advisors are available throughout the semester as the need arises for consultation. The Graduate Program Coordinator serves as the advisor for all new incoming students.

As the start of the Advanced Generalist coursework is anticipated, students are required to select a faculty member to serve as their Chair of their Graduate Committee. In consultation with the selected Chair, two additional faculty members, one from within the Division of Social Work and one from a related department/division, are selected to serve on the student's Graduate Committee. The recommended committee members are forwarded to the Registrar's Office for approval. The Chair of the student's committee is responsible for providing research guidance throughout the Advanced Generalist portion of the MSW program.

Graduate Credits and Transfer of Credits

Academic credit for life experience or previous work experience in whole and in part in lieu of the field practicum or of courses is not allowed, as specified in the Curriculum Policy Statement of The Council on Social Work Education. Students who have completed graduate social work courses at another institution that is accredited by CSWE may be allowed to transfer up to nine credits, providing that:

1) The course is demonstrated to be a graduate level course;
2) A student has earned a grade of B or better in the course;
3) The courses were taken within the past six years;
4) The MSW Program Director approves the credits.

Library Support for Graduate Students

Graduate students are very fortunate to have Piper Martin at the UW Coe Library who serves as a student advisor/resource person to help with research and reading assignments. Ms. Martin can be reached at the Coe Library or via email. She can be contacted via phone at 307-766-5657 or email at pmarti17@uwyo.edu.
Section VII: Student Resources

Student Financial Support

Students may apply for scholarships and Graduate Assistantships within the Division and across campus, as they are available. The Division may also provide assistantships through grants. In addition, the College of Health Sciences or other programs throughout the university may provide funding for assistantships. The responsibilities of a graduate assistantship, its funding level, and who is eligible vary depending on the expectations of a funding source. Specific information will be given to each student selected for a graduate assistantship. Students are selected based on the expectations of the funding source, financial need, academic success, and full-time graduate student status.


<table>
<thead>
<tr>
<th>Short List of Vital Phone Numbers for UW Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Center</td>
<td>766-4310</td>
</tr>
<tr>
<td>Campus Directory Operator</td>
<td>766-1121</td>
</tr>
<tr>
<td>Campus Express (Student ID Card)</td>
<td>766-5267</td>
</tr>
<tr>
<td>Coe Library</td>
<td>766-3190</td>
</tr>
<tr>
<td>Computer Lab Help Desk</td>
<td>766-4357</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>766-2116</td>
</tr>
<tr>
<td>On-Campus Housing</td>
<td>1-800-423-5809</td>
</tr>
<tr>
<td>Road and Travel Information</td>
<td>1-888-996-7623 or 511</td>
</tr>
<tr>
<td>Student Health Clinic</td>
<td>766-2130</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>766-6340</td>
</tr>
<tr>
<td>Union Bookstore</td>
<td>766-3264 or 1-800-423-5809</td>
</tr>
<tr>
<td>UW Counseling Center</td>
<td>766-2187</td>
</tr>
<tr>
<td>Writing Center</td>
<td>766-5250</td>
</tr>
</tbody>
</table>
Student Social Work Graduate Associations

Student Organizations and Student Representatives
Representation on Division Committees provides an excellent opportunity for students to impact education policy and stay informed of student issues.

MSW students may elect representatives to the following Division of Social Work committees:

- Faculty Meetings
- Faculty Search Committee
- MSW Curriculum Committee
- Student Recruitment and Retention

AMSW²
The Council on Social Work Education requires the Division of Social Work have a recognized and active student organization in order to maintain accreditation. The Associated MSW Students of Wyoming (AMSW2) became an officially recognized student organization by ASUW in 1998. MSW students are urged to join in order to connect, support, and be supported by other Masters students.
Appendix A: Misc. Resources

Student Financial Aid Information

Social Work (SOWK) Course Descriptions
http://www.uwyo.edu/registrar/university_catalog/sowk.html

Graduate Student Resources
http://www.uwyo.edu/uwgrad/enrolled-students/

Graduate Student Regulations and Policies
http://www.uwyo.edu/registrar/university_catalog/grad_students.html

National Association of Social Workers Code of Ethics
Appendix B: University of Wyoming Policies

Student Code of Conduct
http://www.uwyo.edu/dos/conduct/index.html

Harassment and Discrimination
Campus environment characterized by diversity, free inquiry and expression, and balanced by interpersonal civility has always been, and continues to be, a top priority of the University of Wyoming. Civil discourse is an essential aspect of the search for and transmission of knowledge. Words and actions that promote and encourage self-worth, respect and dignity are consistent with the university's mission. Conversely, words or actions that reflect prejudice, stereotypes and discrimination are antithetical to the mission of the university and cannot be countenanced. Please refer to this website for more detailed information on the discrimination policy: Civil Rights Discrimination

Academic Honesty
Academic honesty is expected. Academic dishonesty, such as cheating and plagiarism, will not be tolerated; the provisions of University Regulation 6-802 [http://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-6-802.pdf] apply.

Continuous Enrollment
Students must remain continuously enrolled throughout their degree program. Reactivation is required if a student's enrollment lapses beyond 12 months. More information is available on the UW graduate student resources webpage: http://www.uwyo.edu/uwgrad/enrolled-students/.

Sexual Harassment Policy
It is the policy of the University of Wyoming to prohibit sexual and all forms of harassment including race, color, religion, gender, national origin, age, disability, and sexual orientation, etc. All students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms.

Please refer to the policy regarding sexual harassment at:
http://www.uwyo.edu/dos/sexualmisconduct/index.html

University of Wyoming Appeals Process
The University of Wyoming, as a fully accredited public institution of higher education, must comply with general laws, regulations, and principles of fairness, uniformity, and accountability. Exceptions to uniform application of general regulations are justified only in extraordinary circumstances when necessary to prevent or remedy an unfair or unjust consequence. Exceptions to regulations may be petitioned by submitting the appropriate form to the Vice President of Academic Affairs. If any of the signers recommend that the petition be denied, the registrar may deny the exception, make further inquiries, or refer the matter to the Vice President for Academic Affairs for direction. If all the signers recommend that the exception be granted, the registrar may concur (and process the exception) or may deny the exception and refer the matter to the Vice President for Academic affairs for direction. If the registrar denies the petition, the student may elect to pursue the petition with the Vice President of Academic Affairs.
For more detailed information, please refer to the Petitions and Appeals heading located at:
http://www.uwyo.edu/registrar/university_catalog/grad_students.html and at the UW graduate student resources page: Student Appeals Process
Appendix C: College of Health Sciences Policies

Academic Ethics Guidelines

College of Health Sciences Appeals Process
In 2007, the College of Health Sciences updated its policies for academic misconduct within the College and refined the appeals procedures (Appendix A).
College of Health Sciences Academic Ethics Guidelines [http://www.uwyo.edu/hs/college-of-health-sciences-academic-guidelines/]
Appendix D: Division of Social Work Policies

Student Academic and Professional Performance Review
One of the most important considerations in successfully completing the degree requirements in the Division of Social Work is for students to perform at the appropriate level academically and professionally. While this is the case for the vast majority of Division of Social Work students, there are occasions where there may be faculty concerns about a student’s academic and/or professional performance.

Listed below are representative areas of academic and/or professional performance by students that should trigger a concern, although other areas could as well.

- Student receives a grade Unsatisfactory in field practicum or a highly negative mid-term or final semester field evaluation;

- Student receives an overall cumulative grade point average below 3.0 for graduate students or 2.5 for undergraduates;

- Student is dismissed from field practicum;

- Student receives a grade of C or below in a required social work course;

- Student exhibits a pattern of behavior that is judged to hinder the student’s development as a professional. Behaviors prescribed in the University of Wyoming Student Code of Conduct and the National Association of Social Workers Code of Ethics [www.socialworkers.org/pubs/code/default.asp] will be used by faculty as a guide; Cases of academic dishonesty need to follow the procedures documented in UNIREG 6-802 [http://www.uwyo.edu/intstudy/courses/academic-dishonesty.pdf].

Procedure

Concerns raised by a faculty member should initially be directed to the appropriate program director (BSW, MSW, Field). In the event the program director believes the concern warrants further action, s/he will consult with the Director of the Division of Social Work to determine whether an Academic and Professional Performance Committee needs to be constituted to address the concern. In the event the decision is an affirmative, the Division Director will select three Division of Social Work faculty members to serve on an ad hoc Student Academic and Professional Performance Review Committee. These faculty members will then select one person to serve as Chair of the committee. Referrals of concerns will then be made to the Chair who, in turn, will collect information from appropriate faculty members, student’s faculty advisor, and referring faculty member. Once the information has been collected, the Chair will poll the committee to determine whether to initiate a full committee review. In the case that a full committee review is not recommended, the Chair may recommend that the student, referring faculty member, and program director develop and document a plan to resolve the concern. Progress on goals should be monitored and documented.

If a full committee review is recommended, the student, faculty advisor, and individual faculty member filing the concern will be notified in writing by the Chair that a full review will occur. Additionally, the committee chairperson will notify the student of the specific concern being raised. A full committee review will require the committee to do the following:

1. Collect and review written and other materials related to the student’s academic or professional
2. Have the option of requesting to speak with the student and faculty member filing the concern separately (Likewise, the student and faculty member have the option of meeting with the committee, but separately);

3. Have the option of speaking with other relevant persons such as the faculty advisor or other faculty member chosen by the student for support; the faculty liaison, the field instructor or other representative of the field agency, field coordinator, and field director if it is a field education performance issue; and/or the course instructor if it is a classroom or course performance concern; and

4. Render a decision and make a recommendation to the Division of Social Work Director, which may include, but is not limited to: a) No action, b) Modification of program of study; c) Remediation plan, d) Placement on probationary status, e) Field placement change with or without remediation, f) Leave of absence, or g) Dismissal from the program.

Finally, an unfavorable decision can be appealed to the following successive levels: 1) Director’s Office of the Division of Social Work; 2) Dean’s Office of the College of Health Sciences.

Excluded from the above procedures is any allegation involving discrimination or harassment in violation of the University of Wyoming’s Policy on Sexual Discrimination, Violence, and Harassment Involving Students. Those matters shall follow the procedures outlined in the above stated policies.

Grievance Procedures
Students may appeal academic evaluations which they feel are fundamentally unfair, based on arbitrary or capricious consideration. The appeals process includes interaction with each of the following: the instructor (if appropriate), the Division of Social Work, the College of Health Sciences, and the University of Wyoming. Appeals must be completed within the time frame specified.

Division of Social Work Appeals Process
Any student or student group may utilize the Division, College, and University procedures for resolution of student disputes arising from decisions or actions of College faculty, staff, or administrative officials. The only grounds for appeal shall be allegations of prejudice towards the appellant or capricious evaluation/treatment.

When the appeal relates to an action regarding a class, the appeal should first be initiated with the instructor. If the student is dissatisfied with the outcome, the appeal may be forwarded to the Division Director. The appeal must be presented to the director or designee no later than three (3) school days after the act complained of has occurred. If the act complained of occurred between academic terms, the student shall file the complaint no later than five (5) school days after the beginning of the next academic term. The director of the division shall make a determination within five (5) school days following the presentation of the complaint by the student to the director and will notify the petitioner in writing immediately thereafter. If a satisfactory outcome is not achieved, the appeal may be forwarded to the College of Health Sciences, for further appeal to the Dean.

Continuation of Plan B
If a student chooses to do a Plan B, the student must successfully complete the fall semester of the Plan B in order to move forward into the spring semester and courses.

Eligibility to Enter Field
In order to begin the field placement process, student must complete and submit the Request for Practicum
Placement application and must have either completed or be concurrently enrolled in all prerequisite courses.

- Prerequisites for the Foundation Practicum include:
  - Current admission to the MSW Program
  - 3.0 GPA
  - Completed or concurrently enrolled in foundation year coursework.

- Prerequisites for the Advanced Generalist Practicum include:
  - Admission to the MSW Program
  - 3.0 GPA
  - Successful completion of all Foundation coursework.

If a student earns an incomplete or an unsatisfactory grade in any coursework, the student is unable to move forward with a field practicum placement.

Final Examination/Plan A/B
All students will complete a final exam at least 10 days prior to the final completion date established by the University each semester. The final exam will be an oral defense of the Thesis or Plan B research project (See Research requirements for complete description of the process).

Graduation
In order to graduate, students must have an approved Research Advisory Committee form, Report of Final Exam, and Anticipated Graduation Date form on file with the Registrar’s Office. All must be received no later than one week prior to graduation or other date as determined by the Registrar. Students must also have successfully completed all coursework required for the graduate degree in social work. Social work faculty and staff will assist students with filing these forms at the appropriate times.
Appendix E: Division of Social Work Awards and Recognitions

Special Recognitions and Awards for Students, Faculty, & Alumni

Special recognition and award areas have been developed by the Division of Social Work at UW to express our appreciation for students, faculty and alumni achievements and, ultimately, to honor various types of contributions that support and advance the academic mission and direction of the Division. The Division of Social Work views these special recognitions and awards as a process that contributes to a spirit of "open appreciation" for the learning that is required of the social work professional and the investment made toward achieving a social work degree—the commitment needed to become a competent social worker. In the following series of boxes, each special recognition and award is described, including identifying the anticipated time frame for nominations, who can submit a nomination and some general criteria that defines these recognition awards.

For each special recognition area, the Director is responsible to give adequate announcement time requesting nominations be submitted. Nomination statements must address the defined criteria. When a nomination is made, the Division Director will ask the nominee for their resume and acknowledge that they are willing to be considered for the award for which they have been nominated. Written nominations should be submitted to the main office of the Division before final due dates.

An Awards Review Committee will be appointed by the Director in the early part of Fall Semester and serve through the academic year. The committee will consist of three faculty members representing both campuses. In addition, the Division Director may appoint committee members outside of these administrators. This committee will also be responsible to periodically review the nomination processes and work to assure that these special recognitions bring positive benefit to the Division of Social Work—its students, faculty and alumni.

These special recognitions and awards will be presented at the Student Appreciation/Social Work Division Reception each year and/or may be recognized at other events as they arise. A plaque will remain in the Division with the names of honorees each year.

**BSW Student(s) of the Year**

Nominations from BSW students and faculty.

This special recognition is given to a senior level BSW student or a defined group of students who has gone above and beyond the minimum requirements of the social work program. This student(s) should be a good student colleague, who has shown outstanding growth as a social worker through his/her studies and has taken on leadership and service roles. The student(s) should also show imagination, resourcefulness, and adherence to the Code of Ethics.

**MSW Student(s) of the Year Award**

Nominations from MSW students and faculty.

This special recognition is given to a graduating MSW student or a defined group of students who has gone above and beyond the minimum requirements of the social work program. This student(s) should be a good student colleague who has shown strong/outstanding growth as a social worker through his/her studies and has taken on leadership and service roles. The student(s) should also show imagination, resourcefulness, and adherence to the Code of Ethics.
Phoenix Award
Nominations from all students and faculty.

This special recognition is given to a graduating BSW or MSW social work student(s) who has persevered to graduate in light of great personal challenge(s). The student must uphold the Code of Ethics.

Innovation & Creativity - Graduate Student(s)
Nominations from MSW students and faculty.

This special recognition is given to an MSW student or defined group of students who has developed a creative and innovative project during his/her academic studies.

Exemplary Community Service and/or Good Citizenship
Nominations from students and faculty.

This special recognition is given to MSW or BSW student(s) who has taken extensive leadership and service role(s) within the community. The student(s) should also show imagination, resourcefulness, and uphold the Code of Ethics.

Graduate Research by a Social Work Student
Nominations from MSW students and faculty.

This special recognition is given to a graduating MSW student or defined group of students doing group research that has developed and undertaken an exemplary research study in accordance with current Division policies for Plan A or Plan B research. The student(s) must be in or beyond the data analysis stage in the research project. Students may be nominated in the year following their research completion and who may have been awarded their degree in the last 12 months.

Field Instructor of the Year
Nominations from students, faculty, and field agencies.

This special recognition award is given to a Field Instructor who has provided mentoring, supervision, and support for the student throughout field placement. This is done by balancing the learning objectives and the needs of the agency; assists with creative ideas for a broad base of experience at multiple levels of practice (micro, mezzo, macro), provides consistent and constructive feedback while balancing task and process during weekly supervision, models professionalism, models and teaches ethical behavior, applies research and best practices, and has a commitment to social justice.

Faculty as Significant Mentor
Nominations from students.

This special recognition is given to a faculty member who has been willing to serve as a mentor to a current or former student in the Division. The faculty mentor has served as an exemplary model of social work and made a significant impact for his/her student. Mentors provide more than advising information; mentors serve as important role models for how a future social worker wants to emulate themselves in the field of social work.
Alumnus of the Year
Nominations from students, faculty, and community.

This special recognition award is given to a social work student alumnus who graduated as either a BSW or MSW. The alumnus will have been working in the field for at least 2 years. The alumnus should also have advanced knowledge of social work practices, made significant contributions to a social agency, contributed to the profession through his/her research, and/or contributed nationally and/or internationally in ways that demonstrate vital leadership and commitment to individuals and families. The award is presented at the College of Health Sciences Alumni Luncheon on Homecoming weekend.
Appendix F: CSWE Educational Policy and Accreditation Standards

CSWE has revised its accreditation standards for providing competency-based education effective the beginning of the 2015-2016 academic year. This involves programs holistically assessing 9 core competencies identified below:

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

These competencies are assessed in the classroom and field via a set of indicators developed by the faculty of the Division of Social Work. While the same 9 competencies must be assessed in both the BSW and MSW programs, the indicators used differ in the foundation and advanced levels of the MSW program.

Generalist Social Work
Generalist social work is conceptualized by the Division using the core competency-directed education mandated through EPAS 2015. Miley, O’Melia, and Dubois (2010) describe the way that social workers view their practice, a view that is like the view through a wide-angle lens of a camera. “Generalist social workers view problems in context, combining practice techniques to fit the situation, and implementing skills to intervene at multiple system levels” (p. 9.) Many view the generalist foundation as the initial preparation for practice in agency settings (Schatz, Jenkins, & Sheafor, 1990).

Advanced Generalist Social Work
Landon (1995) informs us that generalist social work became analogous to the foundation year for master’s programs. The last year of the master’s degree was reserved for advanced practice (Hernandez, 2008). In addition to the generalist perspective and initial competencies, advanced generalist social work requires 1) increased knowledge of theories, concepts, models to understand practice with individuals, groups, organizations, and communities; 2) advanced practice skills to address complex direct practice situations including individual, family and group techniques; 3) increased skills to address more complex indirect practice situations including supervision, administration, policy, program evaluation techniques; 4) ability to synthesize, and refinement of generic and generalist competencies; and 5) ability to engage in theoretical and practice research and evaluation. (p. 226-227).

For more detailed information on accreditation standards, please refer to the CSWE website:
http://www.cswe.org/Accreditation.aspx