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## MSW Program Administration & Support

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, College of Education and Health Professions</td>
<td>Ann Bain, EdD</td>
<td><a href="mailto:abbain@ualr.edu">abbain@ualr.edu</a></td>
<td>501-569-8695</td>
</tr>
<tr>
<td>Director, School of Social Work</td>
<td>Steve Kapp, PhD</td>
<td><a href="mailto:sakapp@ualr.edu">sakapp@ualr.edu</a></td>
<td>501-569-8455</td>
</tr>
<tr>
<td>MSW Coordinator &amp; Associate Professor</td>
<td>Catherine Crisp, PhD</td>
<td><a href="mailto:clcrisp@ualr.edu">clcrisp@ualr.edu</a></td>
<td>501-569-3053</td>
</tr>
<tr>
<td>MSW Internship Coordinator</td>
<td>Elizabeth Fowler, LCSW</td>
<td><a href="mailto:edfowler@ualr.edu">edfowler@ualr.edu</a></td>
<td>501-569-3563</td>
</tr>
<tr>
<td>Admissions &amp; Recruitment Coordinator</td>
<td>Katie Logan, LCSW</td>
<td><a href="mailto:kclogan@ualr.edu">kclogan@ualr.edu</a></td>
<td>501-569-3057</td>
</tr>
<tr>
<td>Administrative Specialist</td>
<td>Erin Doddridge</td>
<td><a href="mailto:emdoddrige@ualr.edu">emdoddrige@ualr.edu</a></td>
<td>501-569-3240</td>
</tr>
</tbody>
</table>
### Who to Contact for What

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions about class</td>
<td>Your classmates</td>
<td>Ask them or email them</td>
</tr>
<tr>
<td>Questions about class</td>
<td>Your professor (after you ask your classmates)</td>
<td>Ask them or email them</td>
</tr>
<tr>
<td>Questions about advising and</td>
<td>Your adviser</td>
<td>Ask them or email them</td>
</tr>
<tr>
<td>registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAQ about BOSS and registration</td>
<td>Student Records</td>
<td><a href="http://ualr.edu/records/get-registered/">http://ualr.edu/records/get-registered/</a></td>
</tr>
<tr>
<td>questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions about the internship you</td>
<td>Your field instructor</td>
<td>Ask them when you are at your internship</td>
</tr>
<tr>
<td>are placed at</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions about financial aid</td>
<td>Financial Aid Office</td>
<td><a href="http://ualr.edu/financialaid/">http://ualr.edu/financialaid/</a></td>
</tr>
<tr>
<td>Questions about your tuition and</td>
<td>Bursar’s Office</td>
<td><a href="http://ualr.edu/bursar/studentaccounts/">http://ualr.edu/bursar/studentaccounts/</a></td>
</tr>
<tr>
<td>fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change of name, phone, personal</td>
<td>Records and Registration</td>
<td><a href="http://ualr.edu/records/change-my-info/">http://ualr.edu/records/change-my-info/</a></td>
</tr>
<tr>
<td>email, or mailing address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work about changes in your name,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>phone, personal email, and/or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mailing address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What date and time you register</td>
<td>BOSS</td>
<td>Check your registration time by logging onto</td>
</tr>
<tr>
<td>for classes</td>
<td></td>
<td>your BOSS account at <a href="https://boss.ualr.edu">https://boss.ualr.edu</a></td>
</tr>
<tr>
<td></td>
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</tr>
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</table>
# MSW Program Calendar Fall 2018 - Spring 2019


<table>
<thead>
<tr>
<th>Month &amp; Day</th>
<th>Time</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>8:30 – 4:30</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>August 20</td>
<td></td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>August 20 – 26</td>
<td></td>
<td>Late registration: must be completed by 4 pm on August 26, 2018</td>
</tr>
<tr>
<td>August 22</td>
<td></td>
<td>MSW Concentration year students start internship at agency</td>
</tr>
<tr>
<td>September 3</td>
<td></td>
<td>Labor Day: NO CLASSES</td>
</tr>
<tr>
<td>September 6</td>
<td>9:00 – 4:00</td>
<td>MSW Foundation Year Internship Orientation (mandatory for all 1st year students entering placement during Fall 2018)</td>
</tr>
<tr>
<td>September 7</td>
<td></td>
<td>All conditionally admitted students must meet with their adviser by this date</td>
</tr>
<tr>
<td>September 20</td>
<td></td>
<td>MSW Foundation year students start internship</td>
</tr>
<tr>
<td>October 1 – 26</td>
<td></td>
<td>Advising for all students</td>
</tr>
<tr>
<td>October 5</td>
<td></td>
<td>Graduation application for December 2018 graduation due</td>
</tr>
<tr>
<td>October 9 – 10</td>
<td>11:00 – 6:00</td>
<td>Grad Fest in DSC Lower Level for all December 2018 graduates</td>
</tr>
<tr>
<td>October 15</td>
<td></td>
<td>Approximate mid-term visit field date for MSW concentration year</td>
</tr>
<tr>
<td>October 16</td>
<td>5:00 pm</td>
<td>Last day to drop an individual class</td>
</tr>
<tr>
<td>October 29</td>
<td>6:00 am</td>
<td>Registration for Spring 2018 classes opens</td>
</tr>
<tr>
<td>November 19 – 23</td>
<td></td>
<td>Thanksgiving break: NO CLASSES</td>
</tr>
<tr>
<td>November 22 – 23</td>
<td></td>
<td>University closed for Thanksgiving Break</td>
</tr>
<tr>
<td>November 30</td>
<td>5:00 pm</td>
<td>Last day to withdraw from all classes</td>
</tr>
<tr>
<td>December 3</td>
<td></td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 4 – 11</td>
<td></td>
<td>Final exams</td>
</tr>
<tr>
<td>December 7</td>
<td></td>
<td>Approximate last day of internship</td>
</tr>
<tr>
<td>December 13</td>
<td>12:00 pm</td>
<td>Final fall grades due</td>
</tr>
<tr>
<td>December 15</td>
<td>9:30 am</td>
<td>UA Little Rock Commencement at Jack Stephens Center</td>
</tr>
<tr>
<td>December 20 – January 1</td>
<td></td>
<td>University closed for holiday break</td>
</tr>
<tr>
<td><strong>WINTER BREAK</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 21</td>
<td></td>
<td>Martin Luther King, Jr. Holiday: NO CLASSES</td>
</tr>
<tr>
<td>January 22</td>
<td></td>
<td>Spring 2018 classes begin</td>
</tr>
<tr>
<td>January 22 – January 30</td>
<td></td>
<td>Late registration: must be completed by 4 pm on January 30, 2019</td>
</tr>
<tr>
<td>January 23</td>
<td></td>
<td>MSW Concentration year students return to internship</td>
</tr>
<tr>
<td>January 24</td>
<td></td>
<td>MSW Foundation year students return to internship</td>
</tr>
<tr>
<td>February 18 – March 15</td>
<td></td>
<td>Advising to register for Summer 2018 and Fall 2018 classes</td>
</tr>
<tr>
<td>(TENTATIVE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 5</td>
<td></td>
<td>Internship/Career Fair at Jack Stephens Center</td>
</tr>
<tr>
<td>March 10</td>
<td></td>
<td>Graduation application for May 2019 graduation due</td>
</tr>
<tr>
<td>March 11</td>
<td></td>
<td>Approximate mid-term field visit date for all students</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
<td>Grad Fest in DSC Lower Level for all May 2019 graduates</td>
</tr>
<tr>
<td>March 17 – 23</td>
<td></td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 26</td>
<td>5:00 pm</td>
<td>Last day to drop an individual class</td>
</tr>
</tbody>
</table>
Welcome from the School of Social Work faculty

Social work is a growing, dynamic profession that offers many challenges and rewards. The School of Social Work (SSW) at the UA Little Rock is committed to preparing students to engage in social work practice at the micro, mezzo, and macro levels. Our aim is to deliver social work education in a style that challenges students to think differently about problems faced by our most vulnerable populations.

Consistent with the mission of the social work profession, graduates of our program are prepared to apply the values of social justice and self-determination to their work with individuals, families, groups, organizations, and communities. Empowering students to recognize the implications of race, gender, sexual orientation, gender identity and expression, age, religion and spirituality, health status, and economic hardship prepares them to more effectively deal with the complexity of the human condition. Through the application of these concepts, students develop the analytical and technical skills necessary for professional social work.

Welcome to the social work profession. The challenges you face at the UA Little Rock School of Social Work will prepare you for a rewarding and fulfilling career in social work practice. You will learn about change, joy, sorrow, resilience, hope, faith, and much more. We look forward to working with you.

Message from a Graduate

Social workers seek to inspire, empower, and create positive changes. Whether it’s through therapeutic techniques, education, case management, connection to resources or policy change, social workers understand the identified needs of each individual, group, or family as unique and crucial to their well-being. Where there is darkness, we work to create or discover a glimmer of light to share with others. In a world where one constant appears to be change, we must be cognizant of working to improve the lives of others. Additionally, social workers seek to be change agents in the world, making differences by standing up to social injustices such as discrimination and oppression as well as helping to create better policies to improve the rights of others and our environments.

While the MSW program teaches you the skills, theories, research, and history concerning social work, it also provides a chance to take a closer look at yourself as an individual. The way you interact with the world will be challenged to encourage more self-awareness within
yourself. Reflecting about where you stand with your values, beliefs, and feelings will aid in a better appreciation of the complexities of the people you’ll work with in the future. Flexibility, diversity, community, social justice, self-awareness, and leaning into what may be uncomfortable are just some of the concepts you’ll become familiar with here. Ultimately, you can expect to grow tremendously both personally and professionally within this program.

Your social work journey is just beginning. The MSW program may be challenging but it will change your life as well as your perspectives and help you become a great social worker. Learn to appreciate what the present moment may unveil. After all, being present with clients is an important part of meeting them where they are in their lives.

Trust the process and utilize the knowledge given to you. Be open and compassionate with yourself in each new experience. Each step can be a grand adventure throughout this part of your life. It truly is an honor to be part of a profession that allows you to impact lives, empower others and encourage positive changes in the world.

Luanne Nelson, BSW, MSW
UA Little Rock
BSW Class of 2016
MSW Class of 2017

History, Mission, and Goals of the School of Social Work

The School of Social Work was established in 1965 as part of the University of Arkansas at Fayetteville and became part of the University of Arkansas at Little Rock in 1975. The School of Social Work began as a graduate program and was the only MSW program in the state for many years. In 1998, we started the BSW program. Both have remained accredited by the Council on Social Work Education (CSWE) since their inception.

Competency-Based Education

In 2008 the Council on Social Work Education (CSWE) introduced new Educational Policy and Accreditation Standards (EPAS) for all BSW and MSW programs. Whereas previous CSWE standards focused more on what went “into” programs in the form of content, the focus of the new standards was on “outcomes,” or what students were expected to “do” by the time they graduated. Programs were required to incorporate ten core competencies, each of which included specific practice behaviors comprised of knowledge, values and skills. In 2015, these ten competencies were revised to the nine competencies 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.
Each competency in the foundation and advanced curriculum includes its own unique set of practice behaviors—comprised of knowledge, values, skills, and cognitive and affective processes—that operationalize the competencies.

School of Social Work Mission

“The mission of the UALR School of Social Work is to prepare ethical graduates who accept and appreciate diversity, who empower people and communities to meet the challenges of poverty and social and economic injustice, and who serve oppressed and vulnerable populations at the local, state, national, and international levels.”

The School of Social Work pursues this mission through providing undergraduate, graduate, and continuing education, through the engagement of faculty and students in community service, and through adding to the practice knowledge of the profession.

In support of our mission, we see the School, its faculty, and its students as an important resource to the communities where we offer our program and to the state as a whole.

Motivated by our profession’s commitment to make social institutions more humane, we seek opportunities to collaborate with public human and community service systems.

The School of Social Work, part of the College of Education and Health Professions at UA Little Rock, has a Community Advisory Board comprised of a broad range of practicing social workers along with leaders in social service agencies and systems. The Advisory Board helps keep us in touch with the changing needs of the clients and deliverers of social services and with what is required of social workers in the workplace.

Goals of the School of Social Work

1. To prepare generalist and advanced practitioners for careers in social work.
2. To add to the practice knowledge base of the social work profession through the provision of critical thinking skills, scientific inquiry, faculty research, and applied scholarship.
3. To build and maintain collaborative relationships with community health and social welfare organizations and community groups in promoting effective and efficient service delivery, and the development of resources to meet the needs of client populations.
4. To advocate for and encourage the dignity and worth of the person and the empowerment of oppressed and vulnerable client populations.
5. To ensure graduates are knowledgeable of the profession’s missions, values, principles, and standards, and will seek the well-being of the client population in a consistently ethical manner.

About the Masters of Social Work Program

The MSW program offers a generalist and advanced curriculum. After the generalist first year, students choose one of two concentrations for their second year of study: advanced direct practice (ADP) or management and community practice (MCP). For most students, the MSW curriculum consists of 60 hours of graduate work, including 32 core hours, 22 concentration
hours, and six elective hours. Field instruction is an integral part of the curriculum design, totaling 18 hours of course work or 1136 practice hours by graduation (16 credit hours and 960 practice hours for advanced standing students). Advanced standing students are given credit for 17 hours of graduate work and need 43 hours to graduate.

Masters of Social Work Program mission

“The mission of the graduate program of the UA Little Rock School of Social Work, building on a strong generalist foundation, is to prepare graduates for leadership roles in clinical practice and in management and community practice within the social welfare system in Arkansas. Our commitment is to discover and disseminate knowledge, embrace diversity, to serve our communities and organizations, and to eliminate the barriers that oppressed and vulnerable people face.”

Goals of the MSW Program

1. To provide a generalist foundation preparing students for advanced practice with individuals, families, groups, organizations, and communities, and supporting students’ development as professional social workers and identification with the profession.
2. To prepare students to utilize knowledge, skills, values/ethics, and critical thinking necessary for effective social work practice.
3. To instill in students respect for diversity, human rights, and social justice.
4. To prepare students with the analytic knowledge and skills to evaluate and improve practice, influence policy, and advocate for social and economic change.
5. To prepare students who understand and respond to the changing context of social work practice and who assume the responsibility for ongoing professional growth.
6. To instill in students and faculty an appreciation for and commitment to applied research, service, and social action within the community.
7. As faculty, to conduct and disseminate social work research that contributes to knowledge and best practices in clinical and community settings.

MSW Program Curriculum

There are currently four program options available to students pursuing a MSW degree, most of which require students to complete 60 credit hours. The MSW program requires that all students entering the program have earned a bachelor’s degree (no exceptions) with a liberal arts perspective from an accredited college or university. An overall GPA of 3.0 is required. On occasion, an applicant may be conditionally admitted if this requirement is not met. A conditional admission requires the student to demonstrate adequate academic ability by maintaining a 3.0 in core courses within the first twelve semester hours of core courses in order to continue in the program. A student may be admitted while he or she is completing the requirements of a bachelor’s degree but may not take graduate courses until the bachelor’s degree is complete. We must receive official transcripts with degree posted prior to the student enrolling in a graduate level course. There are no exceptions to this policy.
### Scheduling Classes

All courses are only offered once a year and may be taught during the day, evening, weekend, and/or online. The MSW Program guarantees that students will be able to register for the classes they need to complete their degree but students may not be able to get the day and time of the section they want. Students who do not get their first choice of sections should place their name on the wait list for their first choice of classes. All SOWK and GERO classes have a waitlist of up to 7 students. Info about waitlists can be found at [http://ualr.edu/cob/waitlist/](http://ualr.edu/cob/waitlist/). Students should note that if they are offered a seat in a class for which they are on the waitlist, they have only 24 hours to register for the class after they have been notified that a seat is available. If they fail to register during this 24 hour window, their seat will be given to the next student on the wait list.

### Electives

Students must take two electives while in the MSW program. If the elective is not in the Social Work or Gerontology program and/or on a list of approved electives, students must obtain prior approval for the elective to count towards their MSW degree. Students should speak with their advisor about the process for this.

### Program Options

The MSW Program offers a variety of different options in which to obtain an MSW degree. Most students will be required to complete 60 credit hours. Students must apply to and be accepted to one of the following program options:

**Advanced Standing Program**

This program allows qualified students who have earned a bachelor of social work degree from an institution accredited by the Council on Social Work Education (during the last five years) to complete the MSW degree in a shorter, concentrated program. This program may be completed on either a full-time (12 months) or part-time (21 months) basis.

<table>
<thead>
<tr>
<th>Summer [Foundation]</th>
<th>Fall [Concentration]</th>
<th>Spring [Concentration]</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 7316: Advanced Standing Seminar</td>
<td>SOWK 8371: Statistics</td>
<td>SOWK 8302: ADP II</td>
</tr>
<tr>
<td>SOWK 7370: Research Methods</td>
<td>SOWK 8301: ADP I (ADP) or SOWK 8305 (MCP I)</td>
<td>SOWK 8390: ADP III (ADP) or SOWK 8159: Evaluation Research II (MCP)</td>
</tr>
<tr>
<td>SOWK 7391: Assessment &amp; Differential Diagnosis</td>
<td>SOWK 8259: Evaluation Research I (MCP Only)</td>
<td></td>
</tr>
<tr>
<td>SOWK 7603: Advanced Standing Internship</td>
<td>Concentration Internship I (SOWK 8503: ADP Internship I or SOWK 8507 MCP Internship I)</td>
<td>Concentration Internship II (SOWK 8504: ADP Internship II or SOWK 8508: MCP Internship)</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

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**FULL-TIME, ADVANCED STANDING CURRICULUM PLAN**

**12 MONTHS, 43 CREDITS**
**PART-TIME, ADVANCED STANDING CURRICULUM PLAN**

<table>
<thead>
<tr>
<th>21 MONTHS, 43 CREDITS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fall (Foundation)</strong></td>
<td>Summer (Foundation)</td>
</tr>
<tr>
<td>SOWK 8371: Statistics (Optional)</td>
<td>SOWK 7370: Research Methods</td>
</tr>
<tr>
<td>Elective (Optional)</td>
<td>SOWK 7391: Assessment &amp; Differential Diagnosis</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fall (Concentration)</strong></td>
<td>Spring (Concentration)</td>
</tr>
<tr>
<td>SOWK 8371: Statistics (if not taken previous fall)</td>
<td>SOWK 8301: ADP I (ADP) or SOWK 8305 (MCP I)</td>
</tr>
<tr>
<td>SOWK 8301: ADP I (ADP) or SOWK 8305: MCP I (MCP)</td>
<td>SOWK 8390: ADP III (ADP) or SOWK 8159: Evaluation Research II (MCP)</td>
</tr>
<tr>
<td>SOWK 8259: Evaluation Research (MCP only)</td>
<td>Elective (2nd one, if not previously taken)</td>
</tr>
<tr>
<td>SOWK 8503: ADP Concentration Internship I (ADP) or SOWK 8507: MCP Concentration Internship I (MCP)</td>
<td>SOWK 8504: ADP Concentration Internship II (ADP) or SOWK 8508: MCP Concentration Internship (MCP)</td>
</tr>
<tr>
<td>Elective* (Optional)</td>
<td>Elective* (Optional)</td>
</tr>
</tbody>
</table>

**Full-time Two Year Program**

This option requires 60 credit hours and is divided into two academic years, the foundation year and the concentration year. Internships are completed during both years of the program. Students enrolled in this program may pursue either the Advanced Direct Practice (ADP) Concentration or the Management and Community Practice (MCP) Concentration.

**FULL-TIME, TWO YEAR PROGRAM CURRICULUM PLAN**

<table>
<thead>
<tr>
<th>2 YEARS, 60 CREDITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1: Foundation Year (32 hours)</strong></td>
<td></td>
</tr>
<tr>
<td>Fall (16 hours)</td>
<td>Spring (16 hours)</td>
</tr>
<tr>
<td>SOWK 7330: HBSE I</td>
<td>SOWK 7302: Foundations II</td>
</tr>
<tr>
<td>SOWK 7350: Social Welfare Policies &amp; Services</td>
<td>SOWK 7370: Research</td>
</tr>
<tr>
<td>SOWK 7390: Diversity &amp; Oppression</td>
<td>SOWK 7391: Assessment and Differential Diagnosis</td>
</tr>
<tr>
<td>SOWK 7301: Foundations I</td>
<td>SOWK 7331: Foundations III</td>
</tr>
<tr>
<td>SOWK 7403: Social Work Internship I</td>
<td>SOWK 7404: Social Work Internship II</td>
</tr>
<tr>
<td><strong>YEAR 2: ADP Concentration Year (28 hours)</strong></td>
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</tr>
<tr>
<td>Fall (14 hours)</td>
<td>Spring (14 hours)</td>
</tr>
<tr>
<td>SOWK 8301: ADP Methods I</td>
<td>SOWK 8302: ADP Methods II</td>
</tr>
<tr>
<td>SOWK 8371: Statistics</td>
<td>SOWK 8390: ADP Methods III</td>
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<tr>
<td>SOWK 8503: ADP Internship I</td>
<td>SOWK 8504: ADP Internship II</td>
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<tr>
<td>Elective*</td>
<td>Elective*</td>
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</table>
**YEAR 2: MCP Concentration Year (28 hours)**

<table>
<thead>
<tr>
<th>Fall (16 hours)</th>
<th>Spring (12 hours)</th>
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</thead>
<tbody>
<tr>
<td>SOWK 8305: MCP Methods I</td>
<td>SOWK 8306: MCP Methods II</td>
</tr>
<tr>
<td>SOWK 8259: Evaluation Research I</td>
<td>SOWK 8159: Evaluation Research II</td>
</tr>
<tr>
<td>SOWK 8371: Statistics</td>
<td></td>
</tr>
<tr>
<td>SOWK 8507: MCP Internship I</td>
<td>SOWK 8508: MCP Internship II</td>
</tr>
<tr>
<td>Elective*</td>
<td>Elective*</td>
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</table>

**Part-time Three Year Program**

This option requires 60 credits and is divided into three academic years with the first two years completed on a part time basis and the final (concentration) completed on a full time basis. Students enrolled in this program may pursue either the Advanced Direct Practice (ADP) Concentration or the Management and Community Practice (MCP) Concentration.

**PART-TIME, THREE YEAR PROGRAM CURRICULUM PLAN**

**3 YEARS, 60 CREDITS**

**YEAR 1**

<table>
<thead>
<tr>
<th>Fall (6 hours)</th>
<th>Spring (6 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 7330: HBSE I</td>
<td>SOWK 7331: Foundations III</td>
</tr>
<tr>
<td>SOWK 7350: Social Welfare Policy</td>
<td>SOWK 7370: Research Methods</td>
</tr>
</tbody>
</table>

**YEAR 2**

<table>
<thead>
<tr>
<th>Fall (6 hours/10 hours if Internship is taken)</th>
<th>Spring (6 hours/10 hours if Internship is taken)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWK 7390: Diversity &amp; Oppression</td>
<td>SOWK 7391: Assessment and Differential Diagnosis</td>
</tr>
<tr>
<td>SOWK 7301: Foundations I</td>
<td>SOWK 7302: Foundations II</td>
</tr>
<tr>
<td>SOWK 7403: Social Work Internship I (Optional)</td>
<td>SOWK 7404: Social Work Internship II (Optional)</td>
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<table>
<thead>
<tr>
<th>Summer I &amp; II (8 hours)</th>
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</thead>
<tbody>
<tr>
<td>SOWK 7403: Social Work Internship I*</td>
</tr>
<tr>
<td>SOWK 7404: Social Work Internship II*</td>
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</table>

**YEAR 3**

**Advanced Direct Practice Concentration (28 hours)**

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<tr>
<th>Fall (14 hours)</th>
<th>Spring (14 hours)</th>
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<tbody>
<tr>
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<td>SOWK 8302: ADP Methods II</td>
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<tr>
<td>SOWK 8371: Statistics</td>
<td>SOWK 8393: ADP Methods III</td>
</tr>
<tr>
<td>SOWK 8503: ADP Internship I</td>
<td>SOWK 8504: ADP Internship II</td>
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<tr>
<td>Elective*</td>
<td>Elective*</td>
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</table>

**Management and Community Practice Concentration (28 hours)**

<table>
<thead>
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<tr>
<td>SOWK 8258: Evaluation Research I</td>
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</tr>
<tr>
<td>SOWK 8371: Statistics</td>
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<tr>
<td>SOWK 8507: MCP Internship I</td>
<td>SOWK 8508: MCP Internship II</td>
</tr>
<tr>
<td>Elective*</td>
<td>Elective*</td>
</tr>
</tbody>
</table>
Online Program

This option requires 60 credits and, similar to the part time program, is divided into three years. Students enrolled in this program must take all of their classes online with the exception of their internship which must be completed in person. Online students may only pursue the Advanced Direct Practice Concentration. More information is available at http://ualr.edu/socialwork/msw/online-program/ and https://ualr.edu/online/

The Master of Social Work/Juris Doctor Concurrent Degree Program

This option is offered with the UALR Bowen School of Law. Students enrolled in the concurrent MSW/JD program use specified courses to earn cross-credits to be applied toward the fulfillment of both degrees. Students must obtain admission to both programs to receive cross-credit. To learn more about Bowen School of Law’s admission procedures and requirements, visit their Admissions page at this link.

Foundation and Concentration Year:

The MSW program is divided into two academic years: the foundation year and the concentration year. Internships are an integral component of the curriculum and are conceptualized as the “signature pedagogy” in social work education. Regardless of which program students are enrolled in, they are required to complete two supervised internships in a setting chosen and approved by the School of Social Work. These internships provide opportunities to apply classroom learning to the practice environment.

Foundation Year

The first year is the foundation year which grounds students in the common body of knowledge, values, and skills (organized around CSWE’s nine core competencies). In the classroom, students are given content in the form of knowledge, values, and skills that is carefully organized around the nine foundation level competencies and their associated practice behaviors.

Concentration Year

The second year of the program prepares students for advanced practice with a concentration in advanced direct practice (clinical) or management and community practice. The advanced curriculum also incorporates the nine competencies augmented with concentration specific knowledge, values, and skills.

Advanced Direct Practice and Management and Community Practice:

- Advanced Direct Practice (ADP): Students who select the APD concentration develop specialized knowledge, values, and skills necessary in working with individuals, families, and groups. A central focus of the concentration is evidence-informed models of practice.

- Management and Community Practice (MCP): Students who select the Management and Community Practice concentration are prepared with the conceptual, analytical, technical, and interpersonal skills needed for planning, organizing, coordinating, evaluating, and leadership associated with management and community practice in community-based programs, hospital social services, and state health and human service bureaucracies.
Admission to the MSW Program with a BSW Degree

In order to avoid redundancy, promote program integrity, and contribute to the relevant graduate education, students admitted to the MSW Program who hold BSW degrees (within the last five years) from accredited programs shall be deemed to have demonstrated mastery in social work courses on foundations of practice, human behavior and the social environment, and social welfare policy. In order to demonstrate mastery, the applicant is required to have earned no less than a B in each of the above-mentioned courses in their bachelor’s program. For those students, the MSW degree requirements of Foundations of Practice I and II, Human Behavior and the Social Environment I, and Social Welfare Policies and Services may be waived.

The Admissions Committee, having determined whether admission is to be granted, shall examine the transcript of each applicant holding the BSW, and decide if any foundation-year degree requirements will be waived on the basis of demonstrated mastery of content and shall advise applicants of those waivers at the time the admission decision is communicated to the applicant. Entrance exam scores and the writing sample submitted may also be taken into account when assessing if credit will be given. If there is a question of whether the undergraduate (BSW) course is comparable to the learning objectives of the MSW course, the curriculum committee will make a determination by reviewing the course outlines from the undergraduate work. Course objectives, content outline, learning activities, theoretical frames of reference, and bibliographies will be evaluated.

Students will receive a letter that identifies waivers of course requirements. A copy of the letter will be filed in students’ records for use in academic advising. If the student wishes to take courses for which the requirement has been waived, the student and their adviser will document in the student’s record that the student is doing so as a matter of personal choice.

Transfer of Credit

Only applicants from other CSWE accredited graduate social work programs will be considered for transfer admission. The applicant must have an overall GPA of at least 3.0 in graduate work. No grade lower than a B will be accepted for credit. We require an official statement from the former school indicating the student is in good standing. The concentration year (28 hours) of graduate study must be completed at UA Little Rock.

Only one graduate level course from the UA Little Rock MSW program, other departments at UA Little Rock, or other universities taken prior to the student's beginning of core MSW courses at UA Little Rock may be considered for transfer of elective credits. Students must submit a request of transfer of credit at or before the time of their enrollment. The request should include a cover letter, which discusses the content of the course (other than UA Little Rock MSW courses), and its relevance to social work. A copy of the course outline shall be attached. This request should be addressed to the chair of the curriculum committee.

After the curriculum committee accepts requests for transfer of credit, the application for transfer of credit is forwarded to the Dean of the Graduate School who then approves and posts to transcript. Transfer grades are not computed as part of a student’s UA Little Rock cumulative GPA.
Academic Credit for Life/Professional Experience

Academic credit is not given for life experience and/or previous work experience, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas specified in the Curriculum Policy Statement.

Graduate Certificate in Gerontology

The Graduate Certificate is designed to provide professionals with knowledge of the biological, sociological, and psychological aspects of the aging process as well as an understanding of the social policies and services that respond to the needs of the older adult.

The certificate requires 12 core credit hours in gerontology and an additional 6 hours of elective credit for a total of 18 credit hours.

Core Courses

- SOWK/GERO/SOCI 5310: Social Gerontology
- SOWK/GERO 7320: Health and Biology of Aging
- SOWK/GERO 7321: Aging and Social Policy
- GERO 7322: Assessment and Care Management of Older Adults (Optional for MSW Students)

Approved Electives

- SOWK/GERO 5337: Adult Development and Aging
- SOWK/GERO 5336: Social Aspects of Death and Dying
- SOWK 5330: Animal Assisted Therapy
- Also see the Gerontology Program Coordinator, Dr. Rosalie Otters, for other approved electives.

Admission Procedures

Option A

The Gerontology Certificate Program may be completed in conjunction with the MSW or another graduate degree. Students already enrolled in another graduate program should also apply to the Gerontology Certificate Program. MSW students may use the courses taken in the certificate program for their required electives. Students in other graduate programs will need to submit the courses for acceptance as electives to their departments.

Option B

Students not in a graduate program but wishing to obtain a certificate must be accepted into the UALR graduate school and select the Gerontology Certificate Program as their program of choice. Once accepted, students must maintain a 3.0 GPA to remain in the program.

Scholarship and Professional Standards

Standards of conduct for students in the MSW Program are expected to be consistent with university policies as well as the ethical standards and values of the social work profession. See the UA Little Rock Student Handbook for a listing of behaviors specifically discussed.
Scholarship Standards

Students should be aware of the following policies and standards:

1. Students must attain a minimum grade point average of 3.0 to meet the requirements for graduation.
2. Students must complete the foundation year with both a cumulative and a core course GPA of 3.0 to continue in the second year. Electives or courses other than core social work courses may not be taken to increase the GPA.
3. If a student's cumulative GPA or GPA in core social work courses falls below a 3.0, the student is placed on probationary status (see Graduate Catalog). The student then has the next 12 hours of core social work courses to bring up the GPA to a 3.0 before being dismissed from the program.
4. If a student is admitted to the MSW Program on a "conditional" basis, the student must achieve and maintain a 3.0 during the first 12 hours of core social work courses in order to remain in the program (see Graduate Catalog).
5. If an F is received in a core course, the student must retake that course with a passing grade before enrolling in the next course in the sequence. The original grade is not removed from the transcript.
6. Grades of incomplete may be given at the discretion of the instructor. The student must make the request directly to the instructor and must complete the form found in the Appendix. After both the instructor and the student have signed it, the student and instructor keep a copy, a copy of the agreement is placed in the student’s advising file, and additional copies are given to the MSW Program Coordinator and the Director of the School of Social Work. All work must be completed within one year of the end of the course for which the Incomplete is being requested or the grade will convert to a failing grade.
7. An incomplete grade received in prerequisite courses must be removed before the student enrolls in the next course in the sequence.
8. Students must receive a grade of C or higher in core courses to continue in the related field work components of the program.
9. A student who receives a grade of No Credit in any fieldwork course is subject to dismissal from the program.
10. Only one social work approved elective taken prior to admission into the MSW Program may be counted toward meeting the MSW degree requirements.
11. Learning in a graduate professional program is based in large part on the interaction that occurs between instructors and students in the classroom. Regular attendance at class is an expected professional responsibility of students. Absences of greater than 20% of the total classroom time can constitute grounds for course failure.
12. Students may be subject to dismissal from the program if they violate the NASW Code of Ethics or UA Little Rock’s rules and regulations on academic integrity and discipline.
13. Once enrolled, a student has four calendar years to complete their degree.
**Student Rights and Responsibilities**

Graduate students neither lose the rights nor escape the responsibilities of citizenship through enrollment at UA Little Rock. The university and the School of Social Work assume that students have a serious educational purpose, are honest, responsible adults, and value their constitutional rights and freedom of others. Therefore, students are expected not only to obey all local, state, and federal laws, but also to abide by the UA Little Rock Code of Student Rights, Responsibilities, and Behavior. It is the students’ responsibility to be familiar with the UA Little Rock Student Handbook, which details students’ rights, responsibilities, and expected conduct; rules and regulations of the University on academic integrity and discipline; and procedures for grievance, appeals, due process, etc. Students are responsible for being familiar with the UA Little Rock Student Handbook and UA Little Rock Graduate Catalog.

In addition, students are expected to exemplify and adhere to the NASW Code of Ethics. Students who fail to adhere to these standards are subject to dismissal from the MSW program and the Graduate School.

**Honor Code**

All students registered for all courses in the School of Social Work are expected to adhere to the rights, responsibilities, and behavior as articulated in the UA Little Rock Student Handbook and the NASW Code of Ethics.

An essential feature of these codes is a commitment to maintaining intellectual integrity and academic honesty. This commitment ensures that a student of the School of Social Work will neither knowingly give nor receive any inappropriate assistance in academic work, thereby affirming personal honor and integrity.

**Academic Integrity**

The university has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent.

Academic dishonesty cannot be condoned or tolerated in the university community. Such behavior is considered a student conduct violation and students found responsible of committing an academic offense on the campus, or in connection with an institution related or sponsored activity, or while representing the university or academic department, will be disciplined by the university.

**Academic Offenses**

The most common offenses subject to grade penalty and/or disciplinary action are:

- **Cheating on an examination or quiz**: To give or receive, to offer or solicit information on any quiz or examination including (a) copying from another student’s paper; (b) using prepared materials, notes, or texts other than those specifically permitted by the professor during an examination; (c) collaborating with another student during an examination; (d) buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of an upcoming examination, or
the use of such material; (e) substituting for another person during an examination or allowing such substitution for oneself; (f) bribing a person to obtain examination information.

- **Plagiarism:** To adopt and reproduce as one’s own, to appropriate for one’s own use and incorporate in one’s own work without acknowledgment, the ideas of others or passages from their writings and works. For further information on plagiarism, your professor will be able to explain and cite examples to clarify the issue for any student requesting it.

- **Collusion:** To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.

- **Duplicity:** To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

**Classroom Disruptions**

Students may not disturb normal classroom procedures by distracting or disruptive behavior. A faculty member may, at their discretion, eject a disruptive student from the classroom for the balance of the class period. The faculty member should document the basis for the ejection. Students are strongly urged, following an ejection, to meet with the faculty member to resolve the issue. Additional information may be found at this [link](#).

**Student Performance**

**Formal Review Processes: Performance Reviews**

The School of Social Work has established formal review processes to encourage assessment and problem solving to help students having problems with the academic or professional expectations of the School. The student should make every attempt to follow guidelines listed below:

- When a problem arises for a student in connection with academic or professional expectations, the student must first attempt to resolve the matter with the professor or professors involved, such as a classroom teacher, internship instructor, and/or faculty liaison. Likewise, a faculty member who has concerns about a student’s performance must first share those concerns with the student and seek solutions there before calling for a performance review.

- Failing resolution at the above levels, a performance review may be initiated by either students or faculty members, as appropriate.

- The student’s academic adviser can be an important supportive resource, helping the student think through options and prepare for their attempt to resolve the problem. If the problem is with an internship, the internship coordinator may also be a helpful resource.

- A performance review committee usually consists of the student and several faculty members with experience relevant to the situation. Such a committee is intended to
increase the likelihood of a satisfactory outcome by adding additional perspectives to assessment and problem solving.

**Performance Review Process**

At the School of Social Work, we have a professional obligation and responsibility to assure that our graduates (BSW/MSW) are fully competent to enter the social work profession. In addition abiding to University and departmental policies regarding academic expectations and standards for conduct, all social work students are expected to abide by the National Association of Social Workers Code of Ethics.

Academic performance includes meeting grade expectations, being knowledgeable of and adhering to the UA Little Rock’s Code of Student Rights, Responsibilities and Behavior and adhering to professional and ethical behavior in both the classroom and field settings.

The School of Social Work encourages students, faculty, field instructors/adjuncts, faculty liaisons, and staff to work together to resolve problems that may arise, referrals to the Performance Review Committee should only be made after efforts have failed to produce a favorable outcome. In most instances, as a first step toward solving a problem, it is recommended that the School’s Professional Development Form be used to define the problem area; develop clear goals and objectives; and, set a timeline for follow up. If a student responds well to this process, no referral is warranted. However, if for any reason the student does not successfully resolve the problem, then a referral to the Performance Review Committee is warranted. The goal is for early problem identification, followed by efforts to remediate the problem between those closest involved to the situation.

The process described below is designed to resolve academic and/or professional behavior-related issues that are brought to the School’s attention. The purpose of the review process is: identify the academic or professional performance issues that prompted the review; identify strategies to remediate the issues; create plans of action to facilitate student success; or, determine other outcomes necessary, which may include dismissal form the School of Social Work.

Referrals may be made to the Performance Review Committee for any of the following reasons:

1. Conduct that is inconsistent with the NASW Code of Ethics or state law.
2. Behavior that threatens the welfare of clients, agency personnel, faculty, or, other students.
3. Conduct that raises concerns regarding the student’s suitability to practice social work.
4. Conduct that raises concerns regarding the student’s intellectual or emotional capacity to perform the essential skills of social work practice.
5. Failure to demonstrate a minimal level of competence in one or more of the program’s practice behaviors.
6. Conduct that raises concerns regarding how the student’s behavior may be negatively impacting the learning environment for others.
7. Breaching HIPPA or related standards for handling client information.
8. Failure to follow internship site policies/procedures, including reporting.
9. Unprofessional behavior of any kind.
10. Failure to meet professional standards outlined in the UA Little Rock Student Handbook or the student’s program’s internship manual.

Composition of the Performance Review Committee
The committee will consist of three (3) School of Social Work faculty members who will serve two-year staggered terms. Both the BSW and MSW Field Coordinators will serve on the committee as alternates, depending upon which program the student being referred is currently enrolled. If the student being referred to the committee is a BSW student, the BSW Field Coordinator will serve on the committee. If the student being referred is an MSW student, the MSW Field Coordinator will serve. The other two active members of the committee will include those who are tenured faculty members in the School of Social Work, or, those who are at the rank of Advanced, or, Senior Instructor. In the event that a student’s academic advisor is a committee member, an alternate member will be selected by the Department Chair. The committee will select a chairperson, or co-chairs, at the beginning of each academic year.

Students are excluded from membership on the committee to ensure privacy regarding the referred student.

Committee Referrals
A student may be referred to the committee by any School of Social Work faculty/staff member, faculty liaison, field instructor, fellow student, or self-referred. Referrals must be first made to the committee chair, using the designated referral form.

Student Privacy and Confidentiality
All procedures and communications relating to the academic and performance review process will be kept confidential; however, depending on the nature of the performance issue and outcome, it may be necessary for the committee Chair to share information to others directly involved in the situation. Members of the committee and all persons involved in the committee proceedings are expected to observe the confidential nature of the information shared and made available to them.

Procedures
The following are general procedures when a student is referred to the Performance Review Committee:

1. The Chair of the Performance Review Committee must, as an initial step, make the determination that every effort has been made to resolve the problem between the student and person making the referral. The exception to this process may include situations that warrant immediate referral.

2. If it is determined that a referral to the Performance Review Committee is warranted, the Chair provides a referral form to the person making the referral. The form is then completed and submitted to the committee Chair, who, within five (5) class days, notifies the student (through their UA Little Rock email account) and other committee members that a referral has been made, and provides a copy of the referral form to the
The chair will then schedule a committee meeting, which the student is expected to attend, within ten (10) class days of initial written notification to the student. It is the responsibility of the student to contact the committee chair to confirm her/his intent to attend the meeting. If the student refuses to attend, the review will be conducted in the student’s absence.

3. The student may elect to invite at least one supportive person to attend the meeting, providing this has been communicated to the committee chair at least 5 class days prior to the meeting. Generally, the student’s academic advisor in addition to others who are deemed relevant to the situation will be invited to attend the meeting.

4. Prior to the meeting with the student, the chair will gather all necessary information pertaining to the reason for the referral, and will be responsible for assuring that committee members are provided the materials regarding the student. Before the student and any possible guests enter the meeting, the committee members will first meet to orient themselves to the factors specific to the student’s situation.

5. During the meeting with the student and any invited guests, it is the committee Chairs responsibility to facilitate the process. The Chair will present the evidence provided by the person who made the referral, in addition to other relevant information obtained in regard to the student’s situation. The chair will then provide the student the opportunity to respond to the evidence presented.

6. Once all the evidence regarding the situation has been presented and discussed, any invited guests will be dismissed, and the student will be asked to wait nearby until a decision is reached. During this phase, it is the goal of the committee to arrive at a consensus as to the recommendations and plan of action. Once a decision has been made, the student will be asked to re-enter the meeting and the recommendations will be shared with the student.

7. Possible outcomes include, but are not limited to:
   a. The committee recommends that the student may remain in the program and no further action required.
   b. The committee recommends a plan to remediate the problems identified (using designated form and procedures, and monitored by the appropriate program coordinator).
   c. The committee decides that the student is to be dismissed from the School of Social Work.

8. Following the meeting, the committee Chair will provide the student with a copy of the written recommendations no later than seven (7) class days following the performance review meeting. A copy will also be provided to the student’s advisor, program director, and Chair of the School of Social Work.

9. The committee, upon request of the program coordinators, may also meet periodically during the semester (fall/spring) to review the progress of any students who have an active remediation plan in place that is being monitored by the program coordinator. In the event that a student is not making satisfactory progress in relation to the
remediation plan, the committee Chair will reconvene the committee and meet with the student to make further recommendations.

**Appeal Process**

Any student who appears before the Performance Review Committee may appeal the committee’s decision. The first level of the appeal process is for the student to contact the Director of the School of Social Work, outlining the reasons for the appeal. The student must submit the appeal in writing within ten (10) class days of having received the committee recommendations. The School of Social Work Director will then review the appeal, and respond in writing to the student within ten (10) class days of having received the student’s appeal request. If the student wishes to appeal the School of Social Work Director’s decision, the student may proceed to appeal, in writing and within ten (10) class days, to the Dean of the College of Education and Health Professions. The decision of the Dean of the College of Education and Health Professions is final.

**Grade Appeal Process**

A student who is unsatisfied with the grade received for a course or internship must follow the procedure described in the UA Little Rock Student handbook at this link. It is important for the student to fully familiarize themselves with this policy, which involves three steps, each of which has specific timelines for completion and follow-up. Students who have a concern about the grade they earned should carefully read the UA Little Rock Grade Appeal policy and are encouraged to discuss the matter with their adviser.

**Student Advising System**

All students who have been admitted to the MSW Program are assigned to a member of the faculty who will serve as the student's adviser. All full-time faculty share the responsibility for advising students currently enrolled in the BSW and/or MSW program. Each faculty member is assigned students for advising as a part of their regular workload. Faculty are responsible for being accessible on a continuing basis. All faculty are to leave their office hours posted on their office door and promptly return phone calls and respond to email messages. Faculty advisers are fully oriented to curriculum, policies, program objectives, and UA Little Rock procedures.

The major objectives of the student advisory system are:

- To provide opportunities for continuous, meaningful, and professional interaction between students and members of the full-time faculty;
- To provide students with information regarding the program, the School of Social Work, the university, and the community;
- To provide ongoing assessment of students’ aptitude and motivation for the social work profession;
- To guide students in the selection of curriculum offerings in line with their educational goals;
- To clarify educational policies and the expectations of the program as students progress toward becoming professional social workers;
• To assist students in clarifying questions or in relation to problems arising from their educational experience;

• To assume intermediary responsibility in regard to conflict issues in students' educational experience; or to serve as employment reference sources for students.

Faculty advisers and advisees meet, at a minimum, once prior to registration to determine courses for the next semester. Sign-up times will be posted on faculty doors two weeks before official registration and may be shared with students via other resources. Students are to schedule a meeting with their adviser any time they receive less than a B in any given course. During advising sessions, advisers and students are encouraged to evaluate each student's performance. Advisers may help students determine a concentration area that best suits the student's educational needs and career goals.

“Rs of Advising”*

Advising is two-way relationship between the student and the adviser. Students are encouraged to consider the “Rs of Advising”:

Responsibility: advising is your responsibility. Consequently, you should:

• Sign up for a meeting with your adviser as soon as you get the message about advising and registration.
• Most faculty are not around when classes are not in session or during the summer. It is your responsibility to schedule advising appointments before classes end for the fall and spring semesters.
• Be familiar with the MSW curriculum, including the core courses, electives and other courses, courses required for the degree, GPA requirements, and relevant policies.
• Come to the advising session prepared with:
  • A list of the courses you intend to take
  • Any questions you have.
• Follow through with your adviser:
  • If you say you will do something related to your advising, do it.
  • If your adviser agrees to check on something for you and you don’t hear back from him/her in a timely manner, call or email him/her.

Resources: be familiar with the resources for advising, UALR, and the MSW Program. You should:

• Know who your adviser is. A list is posted on the School of Social Work website and shared with students each semester.
• Learn the policies, procedures, and requirements of the MSW Program (see Responsibility).
• Read this student handbook and then read it again. You have to sign a form stating that you’ve done this so make sure you’ve actually read it as you’re responsible for the material in it.
• Check email frequently and read all messages sent to you.
• Use academic tools such as BOSS, your classmates, the advising sheet, and other information that is posted on the School of Social Work website at
MSW Student Handbook 25

http://ualr.edu/socialwork/

- Contact your adviser when you have questions and ask him/her about resources.

**Relationship:** successful advising is based on a strong relationship between you and your adviser. In order to build this relationship, you should:
  - Be open and honest with your adviser about what’s going on with you.
  - Ask for clarification if you aren’t clear about something.
  - Give your adviser appropriate time to advise you and answer your questions (do not expect that your adviser can answer all your questions immediately every time you contact them).
  - Come prepared to your advising session (see Responsibility).
  - When emailing your adviser, include a subject line in your email (e.g., questions about advising) and sign all emails with your name and T#.

**Respect:** relationships are based on mutual respect. To facilitate this respect, please:
  - Address your adviser by their appropriate title (e.g., Dr. Kapp, Dr. Crisp, etc.).
  - Use appropriate grammar and punctuation in your emails so that your adviser can understand the question(s) you are asking. Spell and grammar checking your emails conveys that you respect both your adviser and yourself.
  - Come prepared for your advising appointment (see Responsibility).
  - If you can’t make your appointment or are going to be late, please contact your adviser and let them know.

**Getting Things Done on Campus**

**PIN Numbers**

Your personal identification number (PIN) will enable you to register for classes and to access your student records in the university’s computer system BOSS. The student will get this number when completing the online graduate school application. You will need this number to register for classes. Your PIN is different from your Student ID number. Your PIN should be kept private so that no one else can change your registration. If you have questions about your PIN, contact the Graduate School at 501-569-8661. The School of Social Work does not have access to it and cannot replace it.

**Mandatory Use of E-Mail**

The School of Social Work and the university require that all students use e-mail. You are responsible for checking your UALR e-mail account in order to receive information distributed by the school and by the university and you are encouraged to check it several times a week but no less than twice a week. Messages will be sent to your student e-mail account at UA Little Rock and can be accessed at http://mail.ualr.edu.

The university routinely sets up e-mail accounts for enrolled students. The account naming convention is followed by <@ualr.edu>. Thus, Pat Smith Jones's account will be pjsones@ualr.edu. Your password the first time you log onto the account will be your social security number.
To access your UA Little Rock e-mail account, use a web browser to go to http://mail.ualr.edu and log on with your account name (psjones, for example) and your password (your social security number if it's the first time you've accessed the account, or whatever password you've designated).

**Change of Address**

If your address or other contact info changes, you must make the change with UA Little Rock through your BOSS account. Grades, financial aid information, and other vital information may be sent to the address that is listed with BOSS. The School of Social Work also sends information that may require a response so please notify the School of Social Work of any changes by completing the form at http://bit.ly/ualrsswcontactchange.

**FERPA**

If you want to share information with someone or have them attend an advising appointment or other meeting with you whereby your educational information will be discussed, you must record their name in your BOSS account. Go to https://boss.ualr.edu > Student Services tab > Student Services link > Student Records link > Privacy Settings link > list the individual(s) you are granting access to your educational records such as parents or guardians. You can revoke access at any time by removing the entry. If we do not have their a name listed, we are unable to share your educational information with them.

**Parking**

Parking in UA Little Rock parking lots requires a UA Little Rock Parking Permit. Even in parking lots marked “Open Parking” you are still required to have a UA Little Rock Parking Permit. Most gated lots open after 4:00 p.m. daily and can be accessed by any student with a student ID card.

To obtain a parking permit, you must go to the office of Public Safety, located in the University Plaza to the east of Big Lots. The Campus Map will show you where the various parking lots for UA Little Rock. These lots are also labeled so that you will know which lots are open to you for use.

The parking deck on the north side of campus near the Donaghey Student Center is open to all students for $1, payable when you exit. Change is not available through the parking deck attendant.

Students may also park in the parking spaces at the University Plaza (Big Lots) in spaces that are not specifically designated for shoppers or others.

Additional info about parking can be found at https://ualr.edu/safety/home/campus-parking/

**Textbooks**

The UA Little Rock bookstore is managed by Barnes and Noble and is located in the lower level of the Donaghey Student Center. Books for your classes can be found this at link. You do not have to purchase books from the UA Little Rock bookstore and may want to go to link above to find out what books are required for your classes and then shop around for the best prices.
Student ID Cards

The student ID card is a photo ID issued at the time of registration. The card is required to drop or add courses, check books out of the library, use facilities at the Donaghey Student Fitness and Aquatic Center, attend some special activities and athletic events, receive student discounts where offered, and conduct other university business. Student ID cards may be obtained at the Donaghey Student Center in the office next to the bookstore. The first card is free but a fee of $15 will be charged to replace it.

Student Lounge & Meeting Room

The lounge is located on the 4th floor in Ross Hall at the north end of the hall. The lounge contains conference tables, chairs, and computers. There is currently a microwave and coffee pot for students’ use and students are expected to keep the area clean. The lounge is used for both students and faculty and may be used for faculty meetings and/or when professors need a large space in which to hold classes and other meetings. As the lounge is currently the largest meeting space on the 4th floor, when faculty need it for meetings, classes, and special events, students will be asked to meet in other spaces.

UA Little Rock Policy Statements

UA Little Rock Policy Statement on Nondiscrimination

The University of Arkansas at Little Rock is committed to the policy of equal opportunity for all persons and will not discriminate in admissions, programs, or any other educational functions and services on the basis of sex, disability, age, race, national origin, color, or religion. In the area of employment, including hiring, upgrading, salaries, fringe benefits, training, and all other conditions of employment, UA Little Rock will not discriminate on the basis of sex, disability, age, race, national origin, color, or religion. In carrying out this commitment, UA Little Rock follows the principle of affirmative action and operates within the regulations of the federal laws and executive orders prohibiting discrimination.

The School of Social Work fully supports and adheres to the university's policy regarding nondiscrimination. Additionally, the School of Social Work is committed to a policy of nondiscrimination on the basis of sexual and political orientation in the areas of admissions, programs, and other educational functions as well as in the area of employment, including hiring, upgrading, salaries, fringe benefits, training, and all other conditions of employment.

Further, UA Little Rock, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972, as amended, not to discriminate on the basis of sex in its admissions policies, treatment of students, employment practices, or educational programs. It is taking remedial steps and affirmative actions to eliminate any discrimination in policies and their implementation.

UA Little Rock has an Affirmative Action Plan which has been approved by the Office for Civil Rights in the Department of Education. Copies of the Affirmative Action Plan are available in the offices of central administrators, deans, and department chairpersons. Inquiries concerning the application of any of the federal laws or regulations may be referred to the human relations officer, University of Arkansas at Little Rock.
Sexual Harassment Policy

UALR explicitly condemns sexual harassment as a violation of an individual’s human rights and dignity and as a form of discrimination based upon sex. Therefore, it is the policy of UALR that members of the university community neither commit nor condone sexual harassment in any form.

- This prohibition applies equally to male and female staff, faculty and students, to all other persons on premises subject to university control and to those engaged to further the interest of the university. Employees and students who engage in sexual harassment will be subject to applicable disciplinary processes.
- Sexual harassment is unlawful and also may subject those who engage in it to civil and criminal penalties.
- The university is committed to providing an environment free from sexual harassment. Therefore, the university administration strongly encourages all UALR community members to report incidents of sexual harassment. To that end, reporting and investigating procedures are supportive of and sensitive to the alleged victim. At the same time, they adequately safeguard the rights of the alleged offender.

Sexual Harassment Defined

Sexual harassment is defined as unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment with the university or a factor in the educational program or university-related activities of a student; or
- Submission to or rejection of such conduct by an individual is used as a basis for an employment or educational decision affecting such individual; or
- Such conduct has the purpose or effect of interfering with an individual’s work or educational performance; or
- Such conduct creates an intimidating, hostile, offensive, or demeaning environment.
- Additional information concerning sexual harassment and assault may be found in the Student Handbook.

Title IX

The University of Arkansas at Little Rock is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, sexual orientation, gender identity, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability, or genetic information. Such an environment is necessary for a healthy learning, working, and living atmosphere. The University is committed to responding promptly and effectively when it learns of any form of possible discrimination based upon sex.

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. If
you believe you or someone else has been subjected to sexual harassment or sex-based discrimination by a university student, employee or visitor under Title IX, report such conduct to LaTonda Williams, Title IX Coordinator.

If you would like to report confidentially, students can contact UA Little Rock Counseling Services at (501) 569-3185. You may also fill out an incident form at http://ualr.edu/policy/title-ix-form/

**Student Government**

The School of Social Work encourages students to organize. BSW and MSW students elect a five-member executive committee each academic year and this committee coordinates and guides the activities of the student body. The student association oversees selection of students to program and university committees, attends monthly faculty meetings (students have voice but no vote), and helps the director of the School of Social Work organize and plan the annual convocation ceremony for the graduation class. The student executive committee meets with the director on a regular basis to discuss matters of concern to students.

The student executive committee also reports minutes from faculty meetings to the students. The student executive committee organizes monthly meetings with social work students to discuss important matters of student interest. Two faculty advisers serve as liaisons on the social work student government committee.

UA Little Rock has more than 150 registered student organizations, ranging from professional associations to special interest groups from traditional Greek societies to clubs for single parents. Involvement in a campus organization enhances the university experience through interaction with other students outside the classroom, as well as providing professional and social networking, leadership, and support opportunities.

The Graduate Student Association (GSA) provides assistance and support for new and continuing graduate students, offers leadership in organizing experiences and opportunities for creative interaction between students in different programs, and aids the Graduate School in addressing the needs and issues of its students. Each spring, GSA holds a Graduate Student Forum at which interested students can present scholarly papers to the university community. GSA elects and appoints students to committees that perform various services for the student body, such as advising the library on student needs. The association is an affiliate of the National Association of Graduate Professional Students.

**Student Participation in School of Social Work Governance**

Student representatives serve with faculty on committees and task forces that make policy, hire faculty, and develop curriculum. The curriculum committee and the practice curriculum sub-committee are standing committees in which students participate. A student representative also is a member of any search committee.

Student representatives also organize yearly focus groups to provide feedback regarding curriculum to the curriculum committee. Student representatives regularly attend monthly faculty meetings.
National Association of Social Workers (NASW) and Licensing

NASW

All students are encouraged to become a member of the National Association of Social Workers (NASW). This is one step in your commitment to lifelong learning. Membership rates are substantially discounted for students, both as students and for a brief period following graduation. The NASW allows you to network, attend state conferences, develop your commitment to lifelong learning, and help you achieve your full potential as a student and a future social work professional. Information about the NASW-Arkansas Chapter can be obtained at http://www.naswar.org/; phone 501-663-0658.

Arkansas Social Work Licensing Board

In order to identify yourself as a social worker in the state of Arkansas, you must be licensed. In order to be licensed, you must hold a degree from a CSWE-accredited institution and pass an exam. At your request, approximately one month following graduation the UA Little Rock Office of Records and Registration will issue an official transcript to the licensing board. Requests for the transcript can be submitted by visiting the Office of Admissions and Records or accessing this office through their website at http://ualr.edu/records/transcript-request/

Application forms and other information regarding licensing can be accessed from the Licensing Board at http://www.state.ar.us/swlb/; phone 501-372-5071.

Health and Wellness Services

Disability Resource Center (DRC)

The DRC collaborates with faculty, staff, and students to make UA Little Rock accessible to everyone. They work with the campus community to ensure that physical, curricular, and web environments are designed to be barrier-free to the extent that they can be. Some barriers to access can’t be removed in a timely manner, and that’s when they work one on-one with students to determine accommodations. This is a collaborative process between the DRC and the student, and when needed, with faculty. Students may contact the DRC at 501-569-3143, visit their website at http://ualr.edu/disability/students/ and/or visit their offices the Donaghey Student Center, Room 103.

Health Services

The UA Little Rock Office of Health Services is located downstairs in the Donaghey Student Center across from the bookstore and provides a variety of services, many of which are covered by your student fees. They are open Monday – Friday from 8:00 am – 5:00 pm but do not provide emergency services. If you have a medical emergency, you are advised to call 911. Additional information can be found at http://ualr.edu/health/

Counseling Services

UA Little Rock Counseling Services is located in the Student Services Center in Suite 118. Services include but are not limited to individual psychotherapy, assertiveness training, group therapy, stress management, and mindfulness programs. Services for face to face students are covered by student fees for up to 10 sessions per year. All services are confidential; information
will not be shared with anyone unless you give explicit permission to do so. Additional information is at http://ualr.edu/counseling/

College of Education and Health Professions Advising and Support Center
Justin Laffoon, LCSW, is available to meet with students to address emotional concerns, academic skill development, financial counseling, campus and community referrals and conflict resolution. Additional information is at http://ualr.edu/cehp/advising/academic-referral/

Trojan Food Pantry
In response to growing concerns about food insecurity (defined as a lack of consistent access to an adequate food supply) among UA Little Rock students and staff, the Trojan Food Pantry was created. Additional information can be found at http://ualr.edu/foodpantry/

Fitness Center and Recreational Services
The Fitness Center is located downstairs in the Donaghey Student Center. Additional information is at http://ualr.edu/studentcenter/equipment-services/
Campus Recreation services include fitness classes and equipment rental for outdoor adventures such as camping. Additional information is at http://ualr.edu/campuslife/recreation/

Academic Support Services

Course Outlines and Course Listservs
Faculty are required to provide a course outline or syllabus to students at the beginning of every semester. In addition, many faculty post them on Blackboard and/or share them via email and other electronic media.

Listservs or mailing lists are automatically created for each class based on the list of students who have registered for a given course. The mailing address for each course is the four letter code followed by the four digit course number and the section number. For example, SOWK739003@ualr.edu is the email address for the mailing list for SOWK 7390, Section 3. Faculty may use these mailing lists to communicate with students throughout the semester. Unless the professor has changed the default response, all responses to messages sent via the listserv are sent to all on the listserv so students are encouraged to be mindful of this when replying to messages to the listserv.

Blackboard
Many faculty in the School of Social Work use a web application called Blackboard to post content for their classes. Blackboard can be accessed with your Net ID at http://blackboard.ualr.edu/ Classes are not available via Blackboard until the first official class day of the semester.

University Writing Center
The writing center offers one-on-one assistance. If you know that you struggle in this area, you should consider using this resource. Visit their website at http://ualr.edu/writingcenter/ for more information and to schedule an appointment.
Ottenheimer Library
To get to know your library, visit http://ualr.edu/library/ and/or call 501-569-3123 to ask for a tour.

TEAMS
“Teaching Enhancements Affecting Minority Students (TEAMS) was founded in 1992 on the UALR campus to encourage minority students to complete their college education. It was originally a joint effort between the Arkansas Department of Higher Education and UALR Graduate School, but is now a self-sustaining program that provides academic and extracurricular support for minority students who are interested in pursuing an advanced degree.” To find out more, visit their website at http://ualr.edu/studentsuccess/teaching-enhancements-affecting-minority-students-teams/

Microsoft Office and Google Apps
UA Little Rock offers free access to many Microsoft Office products via this link. As Google is the service provider for UA Little Rock email, students also have access to the suite of Google products including Google Drive and Google Calendar. More info is at http://ualr.edu/itservices/applications/email/

Commercial discounts as a student
Many retailers and service providers offer free and/or discounted rates to students. These include a free subscription to the Washington Post (click here) and Amazon.com Prime (click here) and a reduced price on certain applications such as Evernote Premium (click here). Students may be eligible for discounts at other retailers as well. Note that neither UALR nor the School of Social Work promote any of these retailers; this information is provided simply for your information.
Appendix

Agreement for Grade of Incomplete

When a grade of Incomplete is granted, the student and course instructor must complete an agreement specifying 1) the work to be done to receive a grade, and 2) the deadline by which the work must be completed (Policy 404.13). A request for an incomplete should only be granted in extenuating circumstances. An incomplete on a student’s transcript will prevent him or her from graduating and, for graduate students, likewise prevents moving to the concentration year (if received in the foundation year). Undergraduate (BSW) students may have a maximum of 90 days to complete the work. Graduate students (MSW) students may have a maximum of 1 year to complete the work. The agreement may specify less than these time limits at the discretion of the instructor.

Instructors: Please attach a copy of the syllabus and, if the work will be completed when you are not on contract, a grading rubric for the work, and the student’s grades for work already completed.

Course (w/number & section):

Please list all assignments or other work to be completed and the dates by which it must be submitted.

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Reminder: missing any due date or otherwise failing to submit satisfactory work by the deadlines outlined above will result in a failing (F) grade for the course.

Course Instructor’s name:

Student’s name and T#:

Student’s signature and date:

A copy of this signed form should be given to the student, Director of the School of Social Work, and the appropriate program coordinator. The original shall be placed in the student’s advising folder.