SCHOOL OF
Social Work

Master of Social Work (MSW)
Student Handbook

2-YR & 3-YR Program

Disclaimer: The MSW Student Handbook reflects the most current information available to the School of Social Work. If any component of the handbook is revised due to standards, policy, procedures, etc. updates, the School of Social Work will make timely adjustments.

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I. Cal State MSW Program

The School of Social Work is housed within in the College of Health and Human Services. The main office is located in Simpson Tower (ST) 804 (323)343-4680.

For questions about the MSW Program, please contact the MSW Program Director, Dr. Tasha Willis (twillis@calstatela.edu).

For faculty directory, course schedules & office hours, and office contacts, visit the School of Social Work Homepage. https://www.calstatela.edu/hhs/sw

A. Welcome

The faculty and students of the Cal State LA School of Social Work program extend a warm welcome and congratulate you on your entrance to our program. Embarking on your graduate education is an important decision and demonstrates your commitment over the next few years to attaining a Master of Social Work (MSW) degree.

This handbook refers to primarily to academic classroom program requirements and is to be used in conjunction with the Practicum Manual.

B. Getting Started: Email, GET, My Cal State LA Portal, Student ID, and Parking:

To settle into your role as a Social Work graduate student at CSULA, you will need to navigate several systems to *register for classes and view on-line grades* (GET) and *obtain a CSULA email account and library materials* (MyCalStateLA Account). You will also need a valid student ID. Below are resources to help you in each area:

- **GET**: The Golden Eagle Territory (GET) is a self-service website designed for students. A tutorial on GET, as well as office hours, & other information can be found at: https://www.calstatela.edu/registrar/get

- **MyCalStateLA Portal**: This portal which you access with your MyCalStateLA account allows you access to campus networks and resources, including **e-mail**, our learning

management system, other software, and the **library databases** that you will need access to for your graduate research. **All students in the program must obtain a My CalStateLA account.** To apply for and obtain this account, you will received instructions from the University once your GET account is created and you should inquire with the ITS Help Desk for assistance as needed. It is located in the Library Palmer Wing (LIB PW) Lobby. A current GET account is required. The account will be ready after 1 business day.

http://www.calstatela.edu/its/helpdesk

- **Student ID (Golden Eagle) Card**: The Golden Eagle One Card is a multipurpose identification card with features that allow access to all university services. You can obtain your card by visiting the Golden Eagle One Card Office located in the Student Services Building, Room 2232 or call (323) 343-6800.

  http://www.calstatela.edu/gec/one-card

- **Parking Permits**: Parking permits for the are virtual so you do not need a hang tag. You can obtain a virtual parking permit for the semester or month by visiting the Parking and Transportation website or for the day at kiosks on campus. Please be sure to park only in designated student lots unless otherwise noted on parking lot signs.

  http://www.calstatela.edu/parking

C. University Resources

* Click the name of university service department/unit to visit the website.

Office for Students with Disabilities: The Office for Students with Disabilities (OSD) provides services designed to make the educational and social experiences of students with disabilities as similar as possible to those of students without apparent disabilities. Students with verified permanent disabilities are provided appropriate disability-related services. You can visit the OSD Office in the Student Services Building, Room 1320.

For a complete listing of all services, go to https://www.calstatela.edu/osd/osd-services

To register for services, visit http://www.calstatela.edu/osd/register-osd

You can also call (323) 343-3140; VP (323) 275-9052; FAX (323) 343-6429, or email them at OSD@calstatela.edu.

Office of the Dean of Students: The Dean of Students Office has a team of staff who support students through a variety of resources including basic needs programs for food and housing security, temporary emergency grants and housing, technology loans, career clothing, as well as coordination with other student support services on campus.

https://www.calstatela.edu/deanofstudents

They also direct students to a variety of on-campus resources designed to support student academic success, overall well-being, and community connections as found here: https://www.calstatela.edu/deanofstudents/campus-resources-0

Student Health Center (SHC): The Student Health Center (SHC) provides high-quality, affordable health care and health education for the students of Cal State LA to preserve and enhance their potential for academic success and personal development. You have access to these services as part of your fees collected by the university. They offer basic services, reproductive health care, specialty care and mental health services (explained under Counseling and Psychological Services (CAPS) in next section)._The Student Health Center is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). Appointments can be made by calling (323) 343-3300 or stopping by the SHC which is located on the main walkway across from Biological Sciences).

https://www.calstatela.edu/studenthealthcenter

Counseling and Psychological Services (CAPS): The main goal of Cal State L.A. CAPS is to provide psychological services to assist students in becoming successful graduates of our University. Social or emotional concerns can sometimes interfere with effective functioning and academic performance. Problems in interpersonal relationships, juggling family responsibilities, illness, conflicts about sexuality, the effects of racism or sexism, feelings of inadequacy, depression, anxiety and loneliness are issues we all encounter. Talking with a counselor in a confidential, interactive and non-judgmental atmosphere can aid self-understanding and resolution of personal issues. Psychiatric medication evaluations are available when needed. Personal Counseling services are offered at the Student Health Center at no cost to currently enrolled students. Appointments can be made by calling (323) 343-3314 or stopping by their reception desk (second floor of the Student Health Center, located on the main walkway across

from Biological Sciences).

https://www.calstatela.edu/studenthealthcenter/caps

Financial Aid & Scholarships Office: Financial Aid and Scholarships at Cal State LA is committed to helping students navigate the financial aid process through comprehensive support. They work with students to assess eligibility for different forms of financial assistance and outline requirements for each grant or loan program. They administers Federal and State grants, as well as additional forms of aid, to help alleviate educational expenses.

Students who demonstrate financial need and/or who excel in a certain area can apply for both college and division scholarships. Applications can be obtained through the Financial Aid office, and all students applying for scholarships must have applied through the Financial Aid office and qualified as a student needing financial assistance. For more information go to:

https://www.calstatela.edu/financialaid

School of Social Work MSW Stipend Programs: Contingent upon availability of grant funding, our SSW offers a range of stipends to selected MSW students through training programs that provide students with differing levels of financial support and specialized training.

https://www.calstatela.edu/hhs/sw/stipend-programs

The Office of Graduate Studies (LIB N A124) provides leadership and service to graduate students and programs. They offer funding opportunities and academic resources to students and provide administrative support to Departments and Colleges on graduate student advising.

Information for specific scholarships and student support programs can be found in the Office of Graduate Studies (LIB N A124). Applications are typically due in the Spring and selected for the following year. Students can access this information at **http://www.calstatela.edu/graduatestudies** and/or email **gradstudies@calstatela.edu** with questions about graduate funding opportunity applications, room reservations, and other general grad students inquiries.

The Office of Graduate Studies is also home to the **Graduate Student Resource Center** to support your graduate education journey and to help you achieve your goals. The GRC provides writing support and consultation, and professional development workshops and webinars to

graduate students. The GRC also oversees the thesis, project, and dissertation formatting and submission process for the University.

https://www.calstatela.edu/graduatestudies/graduate-resource-center or email **GRC@calstatela.edu** with questions about thesis/dissertation submission, webinars, New Graduate Student Orientation, graduate student policies and procedures, etc.

D. Program Mission and Goals

The MSW Program at California State University, Los Angeles educates students to assume leadership roles in professional practice. Our advanced urban generalist graduates analyze, intervene, evaluate and advocate with diverse, underserved and oppressed clients and communities.

Goals of MSW Program

Goal 1: To educate advanced urban generalist social work practitioners who are capable of autonomous practice with diverse populations of individuals, families, groups, organizations, and communities.
Goal 2: To educate advanced urban generalist social work practitioners as leaders in the profession who are committed to serving, advocating for, and mobilizing client communities to address the special needs of under-served, poor, and oppressed populations.
Goal 3. To educate advanced social work practitioners to be ethical urban generalists who demonstrate sensitivity to and competence in addressing issues of race, culture, ethnicity, immigration status, class, language, sexual orientation, disability, gender identity, gender expression, age, and mental and physical health over the life course.
Goal 4: To educate advanced urban generalist social work practitioners to be competent consumers of social research and to engage in critical self-evaluation in practice settings with individuals, families, groups, organizations, and communities.

E. Professional Standards

The School of Social Work is committed to all legal and ethical guidelines, and professional and state standards relevant to the social work profession and the internship. Over your course of study, you will acquire knowledge of professional standards, ethical standards, and legal issues

as they relate to the provision of social work services and social work-related research.

These professional guidelines and standards are reviewed in your academic courses, as well as in your practicum seminars for all students during internship; however, *it is your responsibility to become knowledgeable of these guidelines and to understand fully how your professional plans and individual program of study must comply with these guidelines and standards.*

Both the National Association of Social Work and the Council of Social Work Education publish ethical practice standards to which professionals and students must adhere. The Council on Social Work Education publishes state standards for graduate programs in social work to which Cal State LA's program adheres.

- **National Association of Social Workers**
- **Council on Social Work Education**

F. School of Social Work Inclusive Climate

The School of Social Work is committed to fostering an intentionally inclusive learning community grounded in respect, equity, and mutual accountability. We strive to create classrooms and practicum environments where diverse identities, lived experiences, and perspectives are welcomed as essential to professional growth and social justice practice. Inclusive climate and the goal of everyone feeling a shared sense of belonging requires active participation from all members of our community. Students are encouraged to engage thoughtfully, listen with openness, reflect on their own assumptions, and contribute to a climate in which everyone feels valued, supported, and able to learn. Building and sustaining this environment is a shared responsibility.

G. Student Advising

The advisement process is an opportunity to plan and evaluate the graduate career, examine issues associated with advanced urban generalist practice in social work, explore professional goals and practice options within the fields of social work, discuss future academic and professional goals and for mentoring activities.

MSW students are welcome to reach out to the School of Social Work faculty. Faculty make themselves available for telephone, Zoom, in-person, and email consultation as needed. Faculty office hours are posted on the School of Social Work website. Directors of MSW Program and Practicum Education are available to students who need guidance in further exploring or determining their post-MSW professional paths.

For academic advising related to degree progress such as the following, students are encouraged to contact the MSW Program Director.

- Meeting the credit/course requirements
- Leave of absence and return advisement
- Major disqualification advisement
- Major and university appeal processes (grading and/or performance matters)
- Advancing to MSW candidacy & Graduation checks
- Others (e.g., concerns about classes, extenuating challenges that hinder students' academic performances, etc.).

If MSW students are unsure whom or where to contact regarding their professional or academic advisement needs, please start by reaching out to the MSW Program Director who can address concerns or direct students to the most appropriate starting point.

H. Student Input and Participation in the MSW Program

The Cal State LA School of Social Work values student voice as an integral part of program governance and continuous improvement. Students are encouraged to share feedback and participate in shaping both the learning environment and the curriculum through a variety of formal and informal channels.

Student Organizations and Faculty Meetings. Student representatives from the School of Social Work student organizations are invited to the monthly faculty meetings to share and listen to curricula and program issues or activities. Recognized student organizations include the MSW Student Organization (MSWSO), MSW Student Organization United (MSWSO-United), the Tau

Eta Chapter of Phi Alpha National Social Work Honor Society, and the Lobby Days Caucus. Representatives from MSWSO and MSWSO-United attend as standing invitees; other organizations are invited when they have relevant agenda items. Each student organization also meets regularly with a designated faculty advisor throughout the academic year.

Course and Curriculum Feedback. Student Opinion Surveys (SOS) are administered during the final two weeks of each fall and spring semester through the university's online learning management system and close before final exam week. Responses are anonymous and inform both course-level updates and broader curriculum review at SSW Curriculum Meetings. Many instructors also offer mid-semester evaluations. Students may contact their course instructor or the MSW Program Director at any time with questions or concerns about course content or delivery.

Additional Channels. Students may also raise concerns or share feedback through Town Halls, faculty office hours, and — regarding specific faculty — written communication to the SSW Director at any time.
The MSW Program administration, faculty, and staff are committed to maintaining an open and supportive relationship with students and to using student input in ongoing program improvement.

I. Student Performance Behavior Policy

The School of Social Work assumes that all students will conduct themselves in accordance with University policies and regulations. Personal and professional standards established by the School of Social Work and the NASW Code of Ethics includes (but is not limited to the following): the capacity to accept instruction, the capacity to tolerate differences of opinion respectfully; the ability to relate well to peers and faculty, and the ability to communicate professionally, both legally and ethically. The latter includes communications that are in-person with peers, faculty, and staff (e.g., use of professional language and behavior), written (e.g., in papers), and on-line (e.g., “netiquette,” emails not having all caps, etc.).

Inappropriate student performance is subject to the School of Social Work and/or university

discipline actions. Examples include but are not limited to academic integrity issues and inappropriate use of artificial intelligence, but may also include excessive unexcused absences to class or practicum, ethical lapses in judgement related to academic or practicum performance, rude, disrespectful or otherwise disruptive behavior toward peers, staff, faculty or practicum site staff/supervisors, etc. Students are responsible for reviewing syllabi for the latest policies of their specific professors for each class as these may be updated on an ongoing basis.

Academic Integrity

Examples of academic integrity violations may include cheating or aiding someone else in cheating on examinations, plagiarism, turning in purchased papers, turning in papers written by someone else, and self-plagiarism. University policy regarding plagiarism is strictly adhered to, and cheating in any form is not tolerated. Plagiarism is most often the copying of another's words for your research paper, assignment, or exam without indicating that they are not your own, but can also include self-plagiarism, whether or not it was intentional. Plagiarism is a violation of CSULA policy and NASW Code of Ethics and will result in appropriate disciplinary action. For the university policy regarding academic honesty, please see the Golden Eagle Handbook at http://www.calstatela.edu/sites/default/files/groups/Judicial%20Affairs/Docs/academic_honesty.pdf

Artificial Intelligence

Artificial Intelligence (AI) can enhance learning when used responsibly and with critical judgment. Unless explicitly permitted by the instructor, use of generative AI will be treated as outside assistance. Using AI to substantially complete an assignment or exam (e.g., entering assignment or exam questions into an AI tool) is not permitted.

When AI use is allowed, the instructor will specify acceptable limits in the assignment prompt. Any use of AI must be clearly disclosed and appropriately cited (APA format). Students may also be required to include a brief statement describing how AI was used and the extent of its contribution. When in doubt, students must disclose.

Note that expectations for "plagiarism and acceptable AI assistance" applied to student work may vary across courses and instructors. Noncompliance with the Academic Integrity and/or

Artificial Intelligence statements will be considered a violation of Cal State LA School of Social Work's Honor Pledge that students are required to sign in every course in the beginning of each semester, Cal State LA University-wide policy, and the NASW Code of Ethics.

Student Performance Issues

The School of Social Work is strongly committed to helping students maximize their learning opportunities in classes and educational practicum placements. Potential problems and demonstrated difficulties in class and in the internship, both personal and educational, should be identified and acted upon as soon as possible to allow resolution and/or corrective action as necessary. The Student Performance Committee (SPC) shall follow the procedures for judicial process and due process as stipulated in University and School documents.

Student Practicum Performance Issues

A well-defined series of steps to address student performance issues in practicum is included in the Undergraduate and Graduate Practicum Manuals. All students are introduced to and have access to the appropriate manual prior at the time of the School's practicum orientation before the start of practicum placements. The manual is an online document that is posted on each program's learning management system page. Students are responsible for all information contained in their Practicum Manual.

Social work students are responsible for abiding by the NASW Code of Ethics at all times.

J. Student Performance Committee: Procedures and Processes

When a student's unprofessional performance is reported or identified, the SSW policy include the following steps. The SSW Policy for evaluating professional performance is laid out in Chart 1.

Cal State LA's Student Conduct Code also guides our SSW and MSW Program norms, expectations for behavior, and procedures. As needed, we consult with the Dean of Students Office.

1. The student's instructor or faculty member supervising the student (e.g., in student organizations or activities) discusses with student individually (within one week of the behavior)

NOTE: If the student's unprofessional behavior (performance) is a serious threat or harm to the student, other students, and/or school or campus community at large, the instructor/ faculty member should report the incident immediately to the program and school directors. If the incident relates to the student's practicum or happened in the practicum seminar course, the practicum director also should be informed about it. The directors at the school may consult with or officially file a report to the Office of the Dean of Students, including the Student Conduct office, and HHS College Associate Dean(s)/ Dean (and the PaGE Dean in case of ASP students) as necessary.

The program directors at the school may use their discretion to refer the student immediately to the SSW Student Performance Committee, and/or to consult with or officially file a report to the Office of the Dean of Students, including the Student Conduct office, as necessary, at any point, prior to subsequent steps, especially for egregious violations, including but not limited to: HIPPA violations, sexual misconduct, violence, other clear violations of NASW Code of Conduct/Campus Code of Conduct. This flexibility is to be used to afford expediency and efficiency for students when time is a pressing factor while respecting students' right to due process.

In case of immediate danger or threat to the student or campus community, the instructor should immediately contact the campus safety and/or 911 and report the incident to the SSW directors and the Office of the Dean of Students.

2. If the unprofessional performance continues, the faculty member will consult with the Program Director.

3. Within 10 working days, The Program Director will arrange a meeting with the student individually, the student and the faculty member together, or each of them separately.

   Within 5 working days, a letter is sent to the student's university email. The letter should include the outcomes of the meeting. The student has 5 working days from the date the email was sent to sign and return the letter to the Program Director, acknowledging receipt of the letter. A copy of the letter is kept with the Program Director.

4. If the unprofessional behavior continues or in case of egregious violation of professional performance, the faculty member will contact the Program Director who will inform the Student Performance Committee (SPC) within 1 week of acknowledging the behavior.

5. Within 10 working days, the SPC meets with the student, professor, or both.

6. Within 5 business days of the meeting(s), the SPC will send a recommendation letter to the Program Director.

   1) <u>The SPC recommendation option 1:</u>
   If behavior or performance is egregious, the student is disqualified from the social work program.

   Upon disqualification from the social work program, university procedures will follow.

   The student has 5 working days from the date the email was sent to sign and return the letter to the Program Director, acknowledging receipt of the letter.

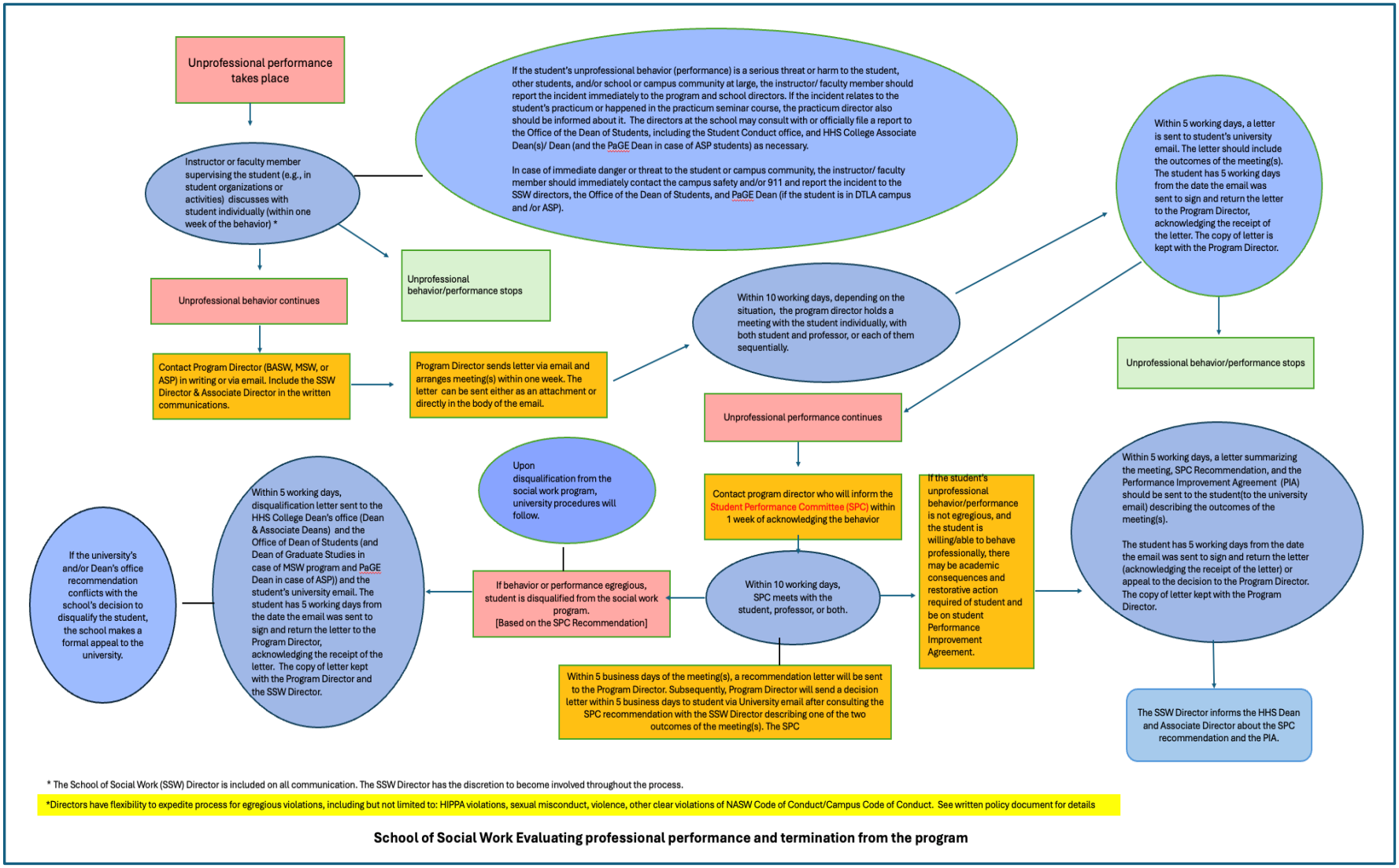
   2) <u>The SPC recommendation option 2:</u>
   If the student's unprofessional behavior/performance is not egregious, and the student is willing/able to behave professionally, there may be academic consequences and restorative action required of student and be on student Performance Improvement Agreement.

Within 5 working days, the Program Director will send a letter summarizing the meeting, SPC Recommendation, and the Performance Improvement Agreement to the student (to the university email) describing the outcomes of the meeting(s). The SPC Chair, School Director, and School Associate Director will be included in the email.

The student has 5 working days from the date the email was sent to sign and return the letter (acknowledging the receipt of the letter) to the Program Director. A copy of the letter is kept with the Program Director.

7. The SSW Director informs the HHS Dean and Associate Dean about the SPC Recommendation and the Performance Improvement Agreement.

Chart 1. School of Social Work Evaluating Professional Performance and Termination from the Program



K. Grievance policies and procedures for professional performance

If the student disagrees with the outcomes, he or she may appeal by submitting a formal letter to the Program Director via University email. In the letter, the student should explain the reasons for appealing to the decisions and expected outcomes he or she considers to be reasonable. The student should send a signed letter within 5 business days of the outcome/summary letter sent to the student by the program director in Step 2, 3, 4, or 5.

Upon receiving the appeal letter from the student, the Program Director shall call for the second meeting inviting the appropriate parties to assess the student's appeal. This meeting shall be scheduled within 10 business days of receiving the appeal letter. The appropriate parties may include the student, instructor, the Director of Practicum Education, the Student Performance Committee Chair, and the School Director and Associate Director depending on at which step the student filed a formal appeal. The program director or the SSW Director may notify the HHS Dean's office, PaGE Dean, and/or Dean of Office of Students about the student's appeal as necessary.

The final outcomes/decisions of the meeting will be sent to the student within 5 business days of the meeting. The same procedures will take place as explained in the above for the student to formally acknowledge the receipt of the outcome/decision letter from the SSW to the Program Director.

If the student continues to feel that the above appeal process has not resolved the grievance issues, the student can file a formal grievance for nonacademic issues to the University. The University Grievance policy and procedures can be found on the University website: https://www.calstatela.edu/academicsenate/handbook/apph

II. PROGRAM DESCRIPTION & REQUIREMENTS

A. Cohorts and Scheduling

A cohort approach is used for sequencing the experiences candidates will have throughout the program. This promotes collegiality among the candidates. Courses offered to students are taken in a hierarchical sequence leading to more advanced and specialized knowledge and practice. Given that we are a cohorted program, there is very little room in the schedule for deviation from the presented structure. Required courses are only offered once a year.
Candidates not passing a course and having to repeat and/or not taking a required course when indicated may result in delaying their graduation for an entire year.

B. Curriculum & Course Sequence: Overview

The School of Social Work's classroom curriculum provide students with the necessary competency and proficiency in the following professional foundation areas: human behavior and the social environment; social welfare policy and services; research; and social work practice with individuals, groups and families, and communities and organizations (micro and macro practice).

While field education is independent of the classroom curriculum, it is a vital and integrated part of the curriculum. The field practicum courses seek to examine, apply, and integrate knowledge and values related to social work practice in their agency. The field placement supports and contributes to the generalist curriculum by allowing students to apply the theories, concepts and skills related to social work practice with individuals, families, groups, and organizations to real-world situations. Fieldwork is taken in conjunction with the micro. practice sequence. Please refer to the Field Manual for any field related questions and policies.

Course Sequence: Overview
Below is a chronological sequence of courses taken for the 2-year and the 3-year program.

Electives
Most of your courses are pre-determined for you to meet all the requirements of the program. However, as your program plan indicates, there is room in your schedule for **two elective**

courses of your choice. You may take SW elective courses at the 5000- or in some cases, the 4000- level. Certain 4000- level courses have been approved as electives for graduate students and these will be indicated when being offered in a particular semester

C. Required Social Work Courses for 2-Year Program **(Program Sheet) (60 Units)**

First year									
Fall Semester					**Spring Semester**				
Course #	**Title**	**Unit**	**Pre-Requisite**	**Grade**	**Course #**	**Title**	**Unit**	**Pre-Requisite**	**Grade**
SW 5101	Human Behavior & Social Environment I	3			SW5102	Human Behavior & Social Environment II	3	SW 5101	
SW 5201	Generalist Practice I	3			SW 5203	Mental Health Assessment & Diagnosis	3	SW 5201	
SW 5202	Generalist Practice II	3			SW 5302	Community Organizing	3	SW 5301	
SW 5301	History of SW Policy & Intro. to Policy Practice	3			SW5401	SW Research and Statistics	3		
SW 5950A	Practicum Seminar	3			SW 5950B	Practicum Seminar	3	SW 5950A	
Total Units:		**15**			**Total Units:**		**15**		

Second year									
Fall Semester					**Spring Semester**				
Course #	**Title**	**Unit**	**Pre-Requisite**	**Grade**	**Course #**	**Title**	**Unit**	**Pre-Requisite**	**Grade**
SW 5103	Human Behavior & Social Environment III	3	SW 5102		SW 5304	Advanced Policy Analysis and Practice	3	SW 5301	
SW 5204	Advanced Generalist Social Work Practice	3	SW 5201, 5202 & 5203		SW 5995	Research Project	3	SW 5970	
SW 5303	Administration of Soc Service Agencies	3	SW 5301		SW 5950D	Practicum Seminar	3	SW 5950C	
SW 5970	Advanced Social Work Research	3	SW 5401		SW 580X	Elective I*	3		
SW 5950C	Practicum Seminar	3	SW 5950B		SW 580X	Elective II*	3		
Total Units:		**15**			**Total Units:**		**15**		

***Elective Courses (Select two courses, 6 units, from the list below) to be completed in Second Year**

Course #	Title	Unit	Pre-Requisites	Grade
SW 5802	Recovery & Empowerment in Mental Health	3		
SW 5804	Trauma, Substance Abuse and Violence	3		
SW 5805	Policy and Practice in Public Child Welfare	3		
SW 5806	Grief and Loss in Later Life	3		
SW 5808	Financial Empowerment Practice with Vulnerable Populations	3		

Check University Course Schedule for information on which courses are being offered during which semester

D. Required Social Work Courses for 3-Year Program

(60 Units)

First Year									
Fall Semester					**Spring Semester**				
Course #	**Title**	**Unit**	**Pre-Requisite**	**Grade**	**Course #**	**Title**	**Unit**	**Pre-Requisite**	**Grade**
SW 5101	Human Behavior & Social Environment I	3			SW 5102	Human Behavior & Social Environment II	3	SW 5101	
SW 5501	Diversity, Cultural Humility & Social Justice in SW	3			SW 580X	Elective I	3		
SW 5301	History of SW Policy & Intro. to Policy Practice	3			SW 5302	Community Organizing	3	SW 5301	
Total Units:		**9**			**Total Units:**		**9**		

Second year									
Fall Semester					**Spring Semester**				
Course #	**Title**	**Unit**	**Pre-Requisite**	**Grade**	**Course #**	**Title**	**Unit**	**Pre-Requisite**	**Grade**
SW 5201	Generalist Practice I	3			SW 5202	Generalist Practice II	3	SW 5201	
SW 5303	Administration of Soc Service Agencies	3	SW 5301		SW5304	Advanced Policy Analysis and Practice	3	SW 5301	
SW 580X	Elective II	3			SW5401	SW Research & Statistics	3		
SW 5950A	Field Practicum	3			SW5950 B	Field Practicum	3	SW 5950A	
Total Units:		**12**			**Total Units:**		**12**		

Third year									
Fall Semester					**Spring Semester**				
Course #	**Title**	**Unit**	**Pre-Requisite**	**Grade**	**Course #**	**Title**	**Unit**	**Pre-Requisite**	**Grade**
SW 5970	Advanced Social Work Research	3	SW 5401		SW 5990 or SW 5995	Thesis or Research Project	3	SW 5970	
SW 5203	Mental Health Assessment & Diagnosis	3	SW 5201		SW 5204	Advanced Generalist Social Work Practice	3	SW 5201, 5202 & 5203	
SW 5950C	Field Practicum	3	SW 5950B		SW5950 D	Field Practicum	3	SW 5950C	
Total Units:		**9**			**Total Units:**		**9**		

Elective Courses (Select two courses, 6 units, from the list below)**

Course #	Title	Unit	Pre-Requisites	Grade
SW 5802	Recovery & Empowerment in Mental Health	3		
SW 5804	Trauma, Substance Abuse and Violence	3		

SW 5805	Policy and Practice in Public Child Welfare	3		
SW 5806	Grief and Loss in Later Life	3		
SW 5808	Financial Empowerment Practice with Vulnerable Populations	3		

Check University Course Schedule for information on which courses are being offered during which semester

E. Grade Standards

To be in good academic standing, students must have a *minimum* of a 3.0 cumulative grade point average or above on a 4.0 scale. If at any time a student's GPA drops below the 3.0 minimum average, students will be placed on academic probation. The MSW Director will meet with the student individually to determine the appropriate course of action and offer the necessary supports.

Class must be passed with a "C" or better in order to pass the class C"; however, the cumulative GPA must be at a 3.0. Students who receive a "C-" or lower will be asked to repeat the course for credit.

As mentioned above, candidates not passing a course and having to repeat and/or not taking a required course when indicated may result in delaying their graduation for an entire year. If a candidate does not pass a prerequisite course, the candidate will not be allowed to continue to the next course (e.g. Candidates are required to pass SW 5301 to move on to SW 5302). Instead, they will need to repeat the course in which they received a C- or lower before proceeding to the next course in the sequence. This is permitted one time. If they do not pass the pre-requisite for the next course in the sequence the second time they take the course, they will be dismissed from the program.

Certain courses must be taken at the same time as the practicum as they are all co-requisites. These are the practice sequence courses (5201, 5202, 5203 and 5204) as well as the practicum seminar sequence courses (5950A/B/C/D). If a student is required to drop the practicum seminar sequence, they must also disenroll from the corresponding practice sequence course(s) until they resume a practicum placement.

F. Academic Probation

Classified and conditionally classified graduate students who are on academic probation are subject to disqualification from pursuing the master's degree program in which they were classified if after being placed on scholastic probation they do not raise their average to B (3.0) after completion of 12 semester units or two semesters in residence, whichever comes later.

http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2596#scho_stat_grad

G. Administrative Probation

Per University Policy, the School of Social Work has made provision whereby students may be placed on administrative-academic probation for failure to comply, after due notice, with a routine academic requirement or regulation. This applies to practicum placement requirements as well.

Notice is given in writing of the conditions for removal from administrative -academic probation, as well as circumstances that would lead to disqualification should probation conditions not be rectified.

http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2596#scho_stat_grad

H. Incompletes

An "Incomplete" is an interim grade designed for students who are passing but who through extenuating circumstances have not been able to complete a portion of the work required for the course. An "Incomplete" grade shall be assigned at the discretion of the faculty member only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. A grade of "Incomplete" will be awarded only in case of illness or extraordinary circumstance, and only if at least half of the required coursework has been completed satisfactorily per University policy.

A student obtaining a grade of "Incomplete" must discuss the remaining work and timeline for submitting the work with their faculty member, then complete the agreed upon requirements of the course, submit these requirements to the course instructor, and allow the instructor ample time to review the requirements before earning a grade change from "Incomplete".

The course instructor then must file a "Grade Change" through the GET system once the work has been completed and evaluated by the instructor. This must be processed before the grade change will be evident on the student's transcript.

An Incomplete grade may be removed by completing the outstanding work by the date specified on the Incomplete Grade Agreement which shall be within one calendar year after the end of the term in which the Incomplete grade was assigned. An Incomplete that is made up within the time allowed will be replaced on the student's permanent academic record by the letter grade earned followed by an indication that the original grade was an Incomplete and the date that the Incomplete was removed.

I. Credit for Transfer Work

To receive credit toward a master's degree for acceptable postbaccalaureate work taken at other colleges and universities, students must have official transcripts forwarded to the Office of Graduate Studies and must request a transfer with the MSW Director. Cal State LA will allow credit for work taken at another college or university only when it appears on the student's official transcript from that institution, is acceptable for master's degree credit at the offering institution, and is deemed appropriate by the MSW Director. The following guidelines apply:

- Graduate credit for social work courses taken at another accredited graduate social work school may be recommended for transfer of credits up to 18 semester units.
- Transfer course units must be at the graduate lever—5000 or higher-and applied to a graduate degree from an accredited program.
- All requirements for the degree are satisfied, including completion of transfer courses, and the School of Social Work courses, within the 7-year required time limit.

Transfer credit is not automatic. To accept a course for transfer, the MSW Director, with the advisement of the head of the related curriculum sequence, completes a full evaluation of each relevant course. Students requesting transfer of course work are responsible for providing official transcripts

regarding the course work and relevant copies of course syllabi, including course bibliographies. If the student was in another accredited graduate social work program, they must also provide a letter of good standing from the institution wherein the course(s) were completed.

The School does not grant credit for previous professional work or life experience.

J. Leave of Absence

At times, due to life circumstances, a candidate cannot carry the required load or needs to take a leave of absence. If this occurs, the candidate must speak directly with the MSW Program Director to discuss an alternative plan prior to stopping out of the program.
https://www.calstatela.edu/registrar/forms
See online forms for Policy and Graduate Candidacy Petition for Leave of Absence

K. Discontinuance or Dismissal from the Program

Once formally admitted to the Social Work program, your faculty and staff make every effort to support your success. If at any time you find yourself struggling to meet program requirements it is critical that you speak to a faculty member and/or the MSW Director to plan strategies for success. Our support of your success will come in the form of providing time and opportunities for remediation. There are specific times during which you will meet with the MSW Director to discuss your current performance. Please do not wait until these points if you have more immediate concerns. Further, if you do not feel comfortable approaching your faculty member, please talk to another faculty member or the MSW Director. All faculty are available to address your concerns.

Recommendation for disqualification from the program may be discussed and appropriate actions may be warranted if a student repeatedly fails to demonstrate competency in meeting the knowledge, skills, and/or dispositions for the social work profession. In such cases, the faculty and MSW program Director/Practicum Director/ and the Director of the School of Social Work comply with all university and college policies and procedures regarding recommendation of disqualification of a student from the program, and the student is advised of their right to due

process.

This includes the student's right to come before the School of Social Work Student Performance Committee for review. Information about student grievance procedures may be found in the University Catalog: Appendix I- Student Grievance Procedures.

https://www.calstatela.edu/academicsenate/handbook/apph

III. GRADUATION REQUIREMENTS

A. Diploma/Degree Process and Fees

Note that your graduate academic degrees are *not* granted automatically when you complete their requirements. You must apply for graduation within the application filing periods noted for your degree. For Spring Semester graduation, the Graduation Application and Advancement to Candidacy forms are due November 15 (the preceding Fall semester). Check the Schedule of Classes, or the University Graduation Office website, for filing periods and details: http://www.calstatela.edu/graduation

Below is a list of the Graduation Application Procedures for Graduate Degrees:

1. The MSW Director will hold cohort specific Town Hall meetings for Graduation Checks toward the middle of the preceding Fall Semester to ensure correct completion of the application processes. The student will need access to a mobile device to complete the forms which are now online.
2. Under the guidance of the MSW Program Director, complete two processes:
    a. Application for Advancement to Candidacy (also known as the "GS-10 form"). This form is signed by the student, the MPD, the thesis advisor and the SSW Director.
    b. Graduation Application, also known as "The Graduation Check" (or "Grad Check"). It is a checklist that specifies graduation requirements and indicates degree requirements that have been met and/or need to be completed prior to degree issuance. This application for graduation is available online through the Graduation Office at https://www.calstatela.edu/registrar/apply-your-degree
    c. Submit the completed Graduation Application online, paying **the required $20 application fee and $10 diploma fee (for students who desire a diploma)** through the same online system used to pay tuition and fees.

B. Graduation/ Regalia Rental Process and Fees

Information about graduation, tickets, and regalia are given to you once you complete the Grad Check (Application for Graduation). Commencement Ceremonies are held at the end of spring semester.

Caps and gowns can be rented from the University Bookstore; please be aware of the deadlines to rent regalia during the Spring Semester, as there are only certain dates in which the gowns will be rented to students.

You can get more information at http://www.calstatela.edu/commencement

Final Notes

This handbook is intended to provide you with specific information about the MSW Program but it does not contain all the information you will need to be a successful student at Cal State L.A. You have rights and responsibilities as a graduate student at this University. Please refer to "Statement of Student Rights and Responsibilities" in the University Catalog.

This handbook was created as a resource for our students. Please direct any questions or comments regarding this handbook to the MSW Program Director, and we will make every effort to improve this handbook based on the feedback we receive.