



MSW Student Handbook &
Field Education Manual
2023-2024



Welcome!

Attending graduate school is a big decision. We are thrilled that you chose the Pennsylvania Western University Master of Social Work (MSW) Program. As a department, we are committed to providing engaging, challenging, and relevant educational experiences and to supporting your learning and success.

The MSW Handbook and Field Education Manual was developed to serve as a useful guide to MSW Program policies and procedures. You will also want to familiarize yourself with the general graduate program policies in the [Graduate Catalog](#) and on the [Academic Policies page](#). Policy manuals are not substitutes for sound guidance. We encourage you to reach out to us as needed with questions and concerns.

We look forward to working with you to achieve your personal and professional goals.

Janice Carello, PhD, LMSW
MSW Program Director
jcarello@pennwest.edu
814.732.1738

Kimberly Hardner, DSW, LSW
Social Work Department Chair
khardner@pennwest.edu
724-938-5988

Theresa Thao Pham, PhD, LSW
MSW Assistant Program Director
pham@pennwest.edu
724-938-4218

Carolyn Robinson
Social Work Department Secretary
robinson_c@pennwest.edu
724-938-5910 or 4123

Jay Breneman, MSSA
MSW Field Coordinator
jbreneman@pennwest.edu
814.580.8683

Laurie Cracolici
Field Management Technician
lcracolici@pennwest.edu
814-732-1343

TABLE OF CONTENTS

This handbook can also be navigated using the bookmarks feature in your pdf reader or by clicking Ctrl+F to open the search bar.

Welcome!	2
TABLE OF CONTENTS	3
SECTION ONE: MSW HANDBOOK	7
History, Mission, Goals, and Objectives	8
History.....	8
Mission.....	8
Goals and Objectives	8
Communication.....	9
Communicating with Faculty and Staff.....	9
Admissions.....	9
MSW Program Modality	9
MSW Programs.....	10
Application Requirements	10
Application Deadlines	11
Transfer Credit.....	11
What to Expect after Admission.....	11
Curriculum	12
Regular Standing MSW Program Curriculum	12
Advanced Standing MSW Program Curriculum	13
Advanced Practice Electives.....	13
Field Education	13
Plans of Study.....	14
Regular Standing MSW Program: Full-Time Plan of Study	15
Regular Standing MSW Program: Part-Time Plan of Study	16
Regular Standing MSW Program: Fall/Spring Only Plan of Study	17
Advanced Standing MSW Program: Full-Time Plan of Study	18
Advanced Standing MSW Program: Part-Time Plan of Study	19
MSW Students Admitted Prior to Fall 2022	20
PennWest Edinboro/Online Crosswalk.....	20
PennWest California/Hybrid Crosswalk.....	21

Academic Advisement	22
Academic Advisor Assignment	22
Contacting Your Academic Advisor	22
Academic Advisor Roles	22
Student Responsibilities.....	22
Academic Advisor/Faculty-Student Relationships	22
Registration and Enrollment.....	23
Course Registration	23
Waitlists	23
Minimum and Maximum Credit Loads	24
Time to Complete Degree Requirements	24
Leave of Absence	24
Readmission	24
Academic Standing.....	25
Academic Probation and Dismissal	25
Grading.....	25
Grade and Other Appeals	26
Incomplete Grades	27
Course Repeats.....	27
Professional Standards	27
Professional Standards Policy	28
Professional Standards Review Process.....	28
Graduation and Education Verification	29
Graduation and Commencement.....	29
Diplomas and Transcripts.....	30
Education Verification	30
Licensure Questions.....	30
MSW Program Policies and Expectations.....	31
Common MSW Course Policies	31
Variable MSW Course Policies	31
Course Writing and APA Expectations.....	31
Avoiding Plagiarism	32
CSWE Policies	32

Protection of Client Information	32
MSW Student Professional Development, Decision Making, and Groups	33
Professional Development.....	33
Decision Making	33
SWAGS	33
Graduate Social Work Student Association (GSWA)	34
Phi Alpha Honor Society	34
MSW Student Resources	34
Academic Support	34
Technology Help.....	35
Student Support Services.....	35
Trauma Exposure, Self-Care, and Trauma-Informed Teaching.....	35
Counseling and Crisis Services.....	35
Students with Disabilities.....	36
Financial Aid	36
Scholarships	37
Graduate Assistantships	37
Career Center	37
PennWest Policies and Procedures.....	37
Preferred First Name	37
Attendance.....	38
Final Exams.....	38
Academic Integrity.....	38
Title IX Information.....	38
SECTION TWO: MSW FIELD EDUCATION MANUAL.....	40
Welcome to the Field Program!	41
Contacting the MSW Field Education Office	41
The Signature Pedagogy for Social Work.....	41
Competency-Based Education in the Field	42
Part 1: Getting Started.....	42
Field Management System, Tevera	42
Part 2: Field Education Structure, Roles, and Expectations	43
Field Course Sequence and your Plan of Study.....	43

Your Internship Start and End Dates	45
Deferring Field to a Different Semester.....	46
Your Field Education Team	46
Your Site Placement Team	47
Who: Student Responsibilities	48
Who: MSW Field Education Office	50
Where: Approved Field Site	50
Who: MSW Field Instructor.....	51
Who: Task Supervisor	53
Who: Faculty Field Liaison	53
Part 3: Field Placement Process	54
These are the eight main steps in the field placement process:	54
Field Site Selection Overview	56
Placements Potentially Affected by COVID-19.....	57
Field Site Approval Criteria	57
Employment-Based Field Site Criteria	58
Remote Placement Activities	58
Part 4: The Field Learning Plan, Evaluation, and Assessment	58
Purpose of the Field Learning Plan	58
Developing the Field Learning Plan	58
Evaluating the Field Learning Plan	59
Field Education Course Grading	59
Part 5: Field Site Assessments.....	59
Student Safety in the Field.....	60
Safety Policy	60
Safety Procedures.....	60
General Safety Guidelines.....	61
APPENDIX A: Full-Time MSW Faculty & Staff	63
Appendix B: Course Descriptions	64
Core Courses	64
Electives	66
APPENDIX C: Professional Standards Form	68

SECTION ONE: MSW HANDBOOK

SECTION ONE

MSW Handbook

History, Mission, Goals, and Objectives

History

On July 1, 2022, California University of PA, Clarion University, and Edinboro University integrated to form the new Pennsylvania Western University (PennWest for short). PennWest is one of the institutions in the Pennsylvania State System of Higher Education (PASSHE) and Western Pennsylvania's second largest university.

The PennWest Master of Social Work (MSW) Program is a Council on Social Work Education (CSWE) accredited program in the Department of Social Work, Sociology, and Human Services which is part of the College of Health Sciences and Human Services.

The MSW Program is a 100% asynchronous online program which welcomes students across the globe.

Prior to becoming a fully online MSW program, classes were offered at both the Edinboro and California campuses. Both campuses were established in the mid-nineteenth century as normal schools. They became teacher's colleges and then state colleges prior to both becoming part of PASSHE in 1983.

Mission

The mission of the PennWest MSW Program is to deliver an innovative, student-focused curriculum that embodies trauma informed principles, centers diversity and social justice, and models professionalism.

Goals and Objectives

Through our teaching, research, and service, MSW faculty and staff strive to:

- ✚ Prepare ethical, competent, self-regulating MSW graduates with the requisite knowledge, skills, values, cognitive and affective processes to become leaders in their agencies and communities.
- ✚ Engage in practices that recognize the intersectionality of policy practice, diversity, trauma history, family dynamics, and human rights and social, economic, and environmental justice.
- ✚ Apply and contribute to trauma-informed, evidence-based research to advance social work practice, policy, and service delivery.
- ✚ Model ways in which social workers can respond professionally, creatively, and collaboratively to the increasingly complex matrix of human needs and strengths in a changing society.

Communication

Communicating with Faculty and Staff

A list of email addresses and phone numbers for current full-time MSW Program members can be found in [Appendix A](#). Below are some email reminders and best practices for professional communication.

- **Check your PennWest email account frequently.** It is the official means of communication between students and all university departments, faculty, and staff.
- Check your spam folder regularly. Sometimes messages get filtered to spam even from regular contacts.
- Use your PennWest email address to contact faculty and staff. This is the fastest and most efficient medium for communication. Do not use a personal email address as it may go to spam, get auto deleted, or may be inappropriate for sensitive content due to FERPA laws.
- Provide a concise, meaningful email subject.
- Use professional communication skills and address your recipient with respect and courtesy.
- Sign your name or use an email signature that includes your name and pronouns.
- Faculty and staff are expected to reply within 48 business hours. If you do not receive a response within a reasonable time, try contacting the faculty or staff member by email or by phone again. If you still do not get a response, contact the MSW Program Director, Assistant MSW Program Director, or Department Chair for assistance.
- Links to information about setting up university email accounts can be found on the [Information Technology Services website](#).

Admissions

MSW Program Modality

All MSW classes are delivered in a 100% asynchronous format. This means there are no specific days or times that students must attend in-person or virtual class sessions. There are also no residency requirements. Students are not required to visit any campus at any time but are welcome to do so. Field internships are completed in the community where the student resides.

MSW Programs

There are two MSW program options to which individuals may apply: the Regular Standing MSW Program and the Advanced Standing MSW Program.

- **Regular Standing MSW Program:** The Regular Standing MSW Program requires the completion of 60 credit hours including concurrent field placement during which students complete a minimum of 900 hours of supervised practice.
- **Advanced Standing MSW Program:** Individuals who have earned a BSW from a Council on Social Work Education (CSWE) accredited institution within the previous ten years are eligible to apply for the Advanced Standing MSW Program. Credits over ten years old earned at PennWest or elsewhere will not be accepted without a review by the appropriate department chairs and approval of the academic dean. The Advanced Standing MSW Program requires the completion of 33 credit hours. It also requires completion of concurrent field placements during which students complete a minimum of 600 hours of supervised practice.

Application Requirements

MSW program applications are managed through the Slate application system. Applicants are required to submit the following:

- Professional resume
- Bachelor's degree: Regular Standing MSW applicants must provide evidence of an earned baccalaureate degree from a regionally accredited institution of higher education that includes a minimum of 21 semester hours of credit (or equivalent) distributed within a liberal arts curriculum. Advanced Standing MSW applicants must provide evidence of graduation from a CSWE-accredited BSW program in the past ten years.
- Official transcript demonstrating a minimum GPA of 3.0. Applicants with a GPA below 3.0 may be considered for acceptance on the condition that they earn a GPA of at least 3.0 during their first semester of the MSW program.
- Two professional or educational references from individuals who can attest to the applicant's readiness for graduate study and for advanced social work practice. Applicants to the Advanced Standing Program are strongly encouraged to submit references from their undergraduate field educator, faculty, or supervisor.
- A personal statement that addresses the following in 3-4 double-spaced pages:
 - Why you have chosen to enter the social work profession.
 - Your ability to value the perspectives of diverse populations.
 - How your academic, professional, personal, and volunteer experiences have prepared you for graduate studies in social work.
 - Your motivation to apply to the MSW Program at PennWest.

Application Deadlines

The deadlines for application to all MSW programs are listed below.

- Fall start application deadline: July 1
- Spring start application deadline: November 1
- Summer start application deadline: May 1

Transfer Credit

Applicants to the Regular Standing MSW program may request to transfer up to 18 equivalent graduate course credits. The program only accepts field education and practice course transfer credits from other CSWE-accredited or candidacy social work programs.

Credits over ten years old earned at PennWest or elsewhere will not be accepted without a review by the appropriate program director and department chair and approval of the academic dean.

Due to accreditation requirements, the MSW Program does not grant social work credit for life experience or previous work experience.

Policies and procedures for transfer of graduate credit can be found in the Graduation Residency Requirement and the Evaluation of Courses Over Ten Years Old policies on the [Academic Policies page](#).

Students seeking to transfer credits should:

- Refer to the transfer credit policies.
- Be prepared to supply transfer course information which may include one or more of the following: course catalog descriptions, course syllabi, objectives, content, learning activities, theoretical frames of reference, bibliographies, texts, and instructor qualifications.

What to Expect after Admission

Upon admission, MSW students will receive a welcome email with information about getting started in the program. Be sure to confirm your intention to enroll by completing the Decision Reply Form that is linked within your Offer of Admission in your [admissions portal](#). To help plan for your participation in the program, we ask that you submit this as soon as possible. Once you do so, our Enrollment team will be in contact to discuss course options and your entry into the program.

Check your school email on a regular basis. Important information and communications will be sent to you via your school email account, not your personal email account. You will soon receive information about academic advisement and registration.

Plan to attend MSW Orientation. An orientation meeting will be held on Zoom prior to the start of classes. This meeting will provide an opportunity to learn about MSW Program policies and procedures, ask questions, and meet MSW faculty and students. Details will be emailed to you.

Contact Student Accounts or Financial Aid with any concerns related to finances. You may also want to contact the Financial Aid Office about how Winter and Summer courses are managed in relation to financial aid/loan options.

Contact your Academic Advisor or the MSW Program Director with any questions or concerns.

Curriculum

Regular Standing MSW Program Curriculum

The Regular Standing MSW Program comprises a 60-credit program during which students complete a field placement of 900 hours minimum. Foundation courses focus on generalist social work practice grounded in the liberal arts and the person-in-environment framework as outlined in [CSWE's Educational Policy and Accreditation Standards](#) (EPAS). Advanced courses expand and advance generalist practice to focus on specialized trauma-informed social work practice.

Regular Standing MSW Program Curriculum

Number	Title	Credits
SOWK 6000	Intro to Trauma-Informed Field Practice	3
SOWK 6100	Human Behavior and the Social Environment (HBSE)	3
SOWK 6200	Diversity, Equity & Anti-Oppressive Practice	3
SOWK 6300	Social Work Practice with Individuals	3
SOWK 6400	Social Work Practice with Families and Groups	3
SOWK 6600	Foundations in Social Work Policy Practice	3
SOWK 6700	Social Work Research	3
SOWK 6800	Foundation Social Work Field	6
SOWK 7100	Differential Assessment & Psychopathology	3
SOWK 7300	Social Work Practice w/Organizations & Communities	3
SOWK 7600	Advanced Social Work Policy Practice	3
SOWK 7700	Trauma-Informed Practice Evaluation	3
SOWK 75XX	Advanced Social Work Practice Elective	3
SOWK 75XX	Advanced Social Work Practice Elective	3
SOWK 75XX	Advanced Social Work Practice Elective	3
SOWK 7800	Advanced Social Work Field I	6
SOWK 7810	Advanced Social Work Field II	6
	Total Credits	60

Advanced Standing MSW Program Curriculum

The Advanced Standing MSW Curriculum comprises a 33-credit program during which students complete a field placement of 600 hours minimum. Advanced Standing students are required to take SOWK 6000 in their first semester of the program. This course introduces students to our trauma-informed curriculum and helps prepare them for their field experience.

Advanced Standing MSW Program Curriculum

Number	Title	Credits
SOWK 6000	Intro to Trauma-Informed Field Practice	3
SOWK 7100	Differential Assessment & Psychopathology	3
SOWK 7600	Advanced Social Work Policy Practice	3
SOWK 7700	Trauma-Informed Practice Evaluation	3
SOWK 75XX	Advanced Social Work Practice Elective	3
SOWK 75XX	Advanced Social Work Practice Elective	3
SOWK 75XX	Advanced Social Work Practice Elective	3
SOWK 7800	Advanced Social Work Field I	6
SOWK 7810	Advanced Social Work Field II	6
	Total Credits	33

Advanced Practice Electives

Elective courses are offered on a rotating basis. Not all electives are offered each semester. Topics for SOWK 7599 rotate also. Students may repeat 7599 once for credit with a different topic. Each of the following elective courses is 3 credits.

SOWK 7510	Social Work Administration
SOWK 7520	Trauma Theory & Interventions
SOWK 7530	Cognitive Behavioral Therapy (CBT)
SOWK 7540	SW Practice in Substance Use & Addictive Disorders
SOWK 7550	Social Work Practice in Mental Health
SOWK 7560	Social Work Practice in Aging
SOWK 7570	Social Work Practice in Health Care
SOWK 7580	Social Work Practice in Justice Systems
SOWK 7590	Social Work Practice with Children and Youth
SOWK 7599	Special Topics in Social Work

Field Education

All MSW students should refer to Section Two of this document, the PennWest [MSW Field Education Manual](#), for detailed information, policies, and procedures regarding their field experience.

Plans of Study

The Plans of Study in this section outline a sequence in which students should complete courses.

Students should follow the Plan of Study that reflects the MSW program to which they have been admitted (i.e., Advanced Standing or Regular Standing) and the time frame in which they plan to complete the program (i.e., full-time, part-time, fall/spring only).

Making adjustments to your Plan of Study is possible and sometimes necessary. For example, some students may need to complete their field internship in semesters that differ from what is outlined. Some students may need to take a semester off or change the number of courses taken each semester.

Additionally, some students may choose to take electives during Winter session to help them graduate sooner or to reduce the number of courses taken in another semester. Winter session courses are held between Fall and Spring semesters and are very condensed (3-4 weeks). Enrollment in Winter session courses is optional.

Taking courses in a manner different from what is outlined may result in delays in graduation, especially if there are delays in completing your internship. Please consult with your Academic Advisor or the MSW Program Director if you need assistance adjusting your Plan of Study.

Making changes to the outlined Plan of Study may also present difficulties with qualifying for student loans. Please contact the Financial Aid Office for assistance.

If you are a returning student who enrolled prior to Fall 2022, please refer to the section for [MSW Students Admitted Prior to Fall 2022](#).



Regular Standing MSW Program: Full-Time Plan of Study

FULL-TIME REGULAR STANDING MSW PROGRAM	
SEMESTER 1	
SOWK 6000:	Intro to Trauma-Informed Field Practice
SOWK 6100:	Human Behavior and the Social Environment (HBSE)
SOWK 6300:	Social Work Practice with Individuals
SEMESTER 2	
SOWK 6200:	Diversity, Equity & Anti-Oppressive Practice
SOWK 6400:	Social Work Practice with Families and Groups
SOWK 6700:	Social Work Research
SEMESTER 3	
SOWK 6600:	Foundations in Social Work Policy Practice
SOWK 7300:	Social Work Practice w/Organizations & Communities
SOWK 6800:	Foundation Social Work Field (6 credits)
SEMESTER 4	
SOWK 7100:	Differential Assessment & Psychopathology
SOWK 7600:	Advanced Social Work Policy Practice
SOWK 7800:	Advanced Social Work Field I (6 credits)
SEMESTER 5	
SOWK 75XX:	Advanced Social Work Practice Elective
SOWK 7700:	Trauma-Informed Practice Evaluation
SOWK 7810:	Advanced Social Work Field II (6 credits)
SEMESTER 6	
SOWK 75XX:	Advanced Social Work Practice Elective*
SOWK 75XX:	Advanced Social Work Practice Elective*

*Two electives may be taken during one or more Winter sessions which could result in graduating one semester early. Discuss with your Academic Advisor if you are interested in pursuing this option.

Advanced Practice Electives:

SOWK 7510	Social Work Administration
SOWK 7520	Trauma Theory & Interventions
SOWK 7530	Cognitive Behavioral Therapy (CBT)
SOWK 7540	SW Practice in Substance Use & Addictive Disorders
SOWK 7550	Social Work Practice in Mental Health
SOWK 7560	Social Work Practice in Aging
SOWK 7570	Social Work Practice in Health Care
SOWK 7580	Social Work Practice in Justice Systems
SOWK 7590	Social Work Practice with Children and Youth
SOWK 7599	Special Topics in Social Work

Regular Standing MSW Program: Part-Time Plan of Study

PART-TIME REGULAR STANDING MSW PROGRAM	
SEMESTER 1	
SOWK 6000:	Intro to Trauma-Informed Field Practice
SOWK 6100:	Human Behavior and the Social Environment (HBSE)
SEMESTER 2	
SOWK 6200:	Diversity, Equity & Anti-Oppressive Practice
SOWK 6700:	Social Work Research
SEMESTER 3	
SOWK 6300:	Social Work Practice with Individuals
SOWK 6600:	Foundations in Social Work Policy Practice
SEMESTER 4	
SOWK 6400:	Social Work Practice with Families and Groups
SOWK 6800:	Foundation Social Work Field (6 credits)
SEMESTER 5	
SOWK 7100:	Differential Assessment & Psychopathology
SOWK 7300:	Social Work Practice w/Organizations & Communities
SEMESTER 6	
SOWK 7600:	Advanced Social Work Policy Practice
SOWK 75XX:	Advanced Social Work Practice Elective
SEMESTER 7	
SOWK 7700:	Trauma-Informed Practice Evaluation
SOWK 7800:	Advanced Social Work Field I (6 credits)
SEMESTER 8	
SOWK 7810:	Advanced Social Work Field II (6 credits)
SEMESTER 9	
SOWK 75XX:	Advanced Social Work Practice Elective*
SOWK 75XX:	Advanced Social Work Practice Elective*

*Two electives may be taken during one or more Winter sessions which could result in graduating one semester early. Discuss with your Academic Advisor if you are interested in pursuing this option.

Advanced Practice Electives:

SOWK 7510	Social Work Administration
SOWK 7520	Trauma Theory & Interventions
SOWK 7530	Cognitive Behavioral Therapy (CBT)
SOWK 7540	SW Practice in Substance Use & Addictive Disorders
SOWK 7550	Social Work Practice in Mental Health
SOWK 7560	Social Work Practice in Aging
SOWK 7570	Social Work Practice in Health Care
SOWK 7580	Social Work Practice in Justice Systems
SOWK 7590	Social Work Practice with Children and Youth
SOWK 7599	Special Topics in Social Work

Regular Standing MSW Program: Fall/Spring Only Plan of Study

This plan of study is most appropriate for students who have special circumstances that both necessitate and support intense full-time study during fall/spring semesters only.

REGULAR STANDING MSW PROGRAM FALL/SPRING ONLY
SEMESTER 1
SOWK 6000: Intro to Trauma-Informed Field Practice
SOWK 6100: Human Behavior and the Social Environment (HBSE)
SOWK 6300: Social Work Practice with Individuals
SOWK 6600: Foundations in Social Work Policy Practice
SOWK 6700: Social Work Research
SEMESTER 2
SOWK 6200: Diversity, Equity & Anti-Oppressive Practice
SOWK 6400: Social Work Practice with Families and Groups
SOWK 6800: Foundation Social Work Field (register for 6 credits)
SOWK 75XX: Advanced Social Work Practice Elective
SEMESTER 3
SOWK 7100: Differential Assessment & Psychopathology
SOWK 7300: Social Work Practice w/Organizations & Communities
SOWK 75XX: Advanced Social Work Practice Elective
SOWK 7800: Advanced Social Work Field I (register for 6 credits)
SEMESTER 4
SOWK 75XX: Advanced Social Work Practice Elective
SOWK 7600: Advanced Social Work Policy Practice
SOWK 7700: Trauma-Informed Practice Evaluation
SOWK 7810: Advanced Social Work Field II (register for 6 credits)

Advanced Practice Electives:

SOWK 7510	Social Work Administration
SOWK 7520	Trauma Theory & Interventions
SOWK 7530	Cognitive Behavioral Therapy (CBT)
SOWK 7540	SW Practice in Substance Use & Addictive Disorders
SOWK 7550	Social Work Practice in Mental Health
SOWK 7560	Social Work Practice in Aging
SOWK 7570	Social Work Practice in Health Care
SOWK 7580	Social Work Practice in Justice Systems
SOWK 7590	Social Work Practice with Children and Youth
SOWK 7599	Special Topics in Social Work

Advanced Standing MSW Program: Full-Time Plan of Study

FULL-TIME ADVANCED STANDING MSW PROGRAM	
SEMESTER 1	
SOWK 6000: Intro to Trauma-Informed Field Practice	
SOWK 75XX: Advanced Social Work Practice Elective*	
SOWK 7600: Advanced Social Work Policy Practice	
SEMESTER 2	
SOWK 7100: Differential Assessment & Psychopathology	
SOWK 75XX: Advanced Social Work Practice Elective*	
SOWK 7800: Advanced Social Work Field I (6 credits)	
SEMESTER 3	
SOWK 7700: Trauma-Informed Practice Evaluation	
SOWK 75XX: Advanced Social Work Practice Elective*	
SOWK 7810: Advanced Social Work Field II (6 credits)	

*1-2 electives may be taken during Winter session which could reduce the number of courses taken during other semesters. Discuss with your Academic Advisor if you are interested in pursuing this option.

Advanced Practice Electives:

SOWK 7510	Social Work Administration
SOWK 7520	Trauma Theory & Interventions
SOWK 7530	Cognitive Behavioral Therapy (CBT)
SOWK 7540	SW Practice in Substance Use & Addictive Disorders
SOWK 7550	Social Work Practice in Mental Health
SOWK 7560	Social Work Practice in Aging
SOWK 7570	Social Work Practice in Health Care
SOWK 7580	Social Work Practice in Justice Systems
SOWK 7590	Social Work Practice with Children and Youth
SOWK 7599	Special Topics in Social Work

Advanced Standing MSW Program: Part-Time Plan of Study

PART-TIME ADVANCED STANDING MSW PROGRAM	
SEMESTER 1	
SOWK 6000:	Intro to Trauma-Informed Field Practice
SOWK 7600:	Advanced Social Work Policy Practice
SEMESTER 2	
SOWK 7100:	Differential Assessment & Psychopathology
SOWK 75XX:	Advanced Social Work Practice Elective
SEMESTER 3	
SOWK 7700:	Trauma-Informed Practice Evaluation
SOWK 7800:	Advanced Social Work Field I (6 credits)
SEMESTER 4	
SOWK 7810:	Advanced Social Work Field II (6 credits)
SEMESTER 5	
SOWK 75XX:	Advanced Social Work Practice Elective*
SOWK 75XX:	Advanced Social Work Practice Elective*

*1-2 electives may be taken during Winter session which could affect the number of courses taken during other semesters. Discuss with your Academic Advisor if you are interested in pursuing this option.

Advanced Practice Electives:

SOWK 7510	Social Work Administration
SOWK 7520	Trauma Theory & Interventions
SOWK 7530	Cognitive Behavioral Therapy (CBT)
SOWK 7540	SW Practice in Substance Use & Addictive Disorders
SOWK 7550	Social Work Practice in Mental Health
SOWK 7560	Social Work Practice in Aging
SOWK 7570	Social Work Practice in Health Care
SOWK 7580	Social Work Practice in Justice Systems
SOWK 7590	Social Work Practice with Children and Youth
SOWK 7599	Special Topics in Social Work

MSW Students Admitted Prior to Fall 2022

Students who were admitted prior to Fall 2022 should follow the Plan of Study that was in effect when they entered the program. Below are Crosswalks to help students identify equivalent courses to take in the new PennWest MSW curriculum to satisfy legacy MSW degree requirements.

PennWest Edinboro/Online Crosswalk

Edinboro Course Number & Title <i>If your plan of study says to take this course</i>	PennWest Course Number & Title <i>then register for this course</i>
SOWK 600: HBSE I	SOWK 6100: HBSE
SOWK 602: HBSE II	SOWK 7550, 7560, 7570, 7580, 7590, or 7599
SOWK 604: Social Policy & Social Policy Practice	SOWK 6600: Foundations in Social Work Policy Practice
SOWK 608: Social Work Research I	SOWK 6700: Social Work Research
SOWK 609: Social Work Research II	SOWK 7700: Trauma-Informed Practice Evaluation
SOWK 612: Social Work Practice I	SOWK 6300: Social Work Practice with Individuals
SOWK 613: Social Work Practice II	SOWK 6400: Social Work Practice with Families and Groups
SOWK 622: Field Education Internship I	SOWK 6000: Intro to Trauma-Informed Field Practice
SOWK 623: Field Education Internship II	SOWK 6800: Foundation Social Work Field (register for 3 credits)
SOWK 640: Human Diversity	SOWK 6200: Diversity, Equity & Anti-Oppressive Practice
SOWK 706: Trauma-Informed Policy	SOWK 7600: Advanced Social Work Policy Practice
SOWK 717: Family Social Work Practice I	SOWK 7300: Social Work Practice w/Organizations & Communities
SOWK 719: Family Social Work Practice II	SOWK 7550, 7560, 7570, 7580, 7590, or 7599
SOWK 722: Field Internship III	SOWK 7800: Advanced Social Work Field I (register for 3 credits)
SOWK 723: Field Internship IV	SOWK 7810: Advanced Social Work Field II (register for 3 credits)
SOWK 742: Psychopathology	SOWK 7100: Differential Assessment & Psychopathology
SOWK 743: Addictions Assessment & Treatment for the Individual and Family	SOWK 7540: SW Practice in Substance Use & Addictive Disorders
SOWK 744: Social Work Administration	SOWK 7510: Social Work Administration
SOWK 795: Trauma Theory & Treatment	SOWK 7520: Trauma Theory & Interventions
SOWK 796: Cognitive-Behavioral Treatment: Theory and Intervention	SOWK 7530: Cognitive Behavioral Therapy (CBT)

PennWest California/Hybrid Crosswalk

Core	SOWK	NEW COURSE TITLES	OLD COURSES
	6000	Intro to Trauma-Informed Field Practice	SWK 715
	6100	Human Behavior and the Social Environment (HBSE)	SWK 705
	6200	Diversity, Equity & Anti-Opressive Practice	SWK 707
	6300	Social Work Practice with Individuals	SWK 701
	6400	Social Work Practice with Families and Groups	SWK 702
	6600	Foundations in Social Work Policy Practice	SWK 709
	6700	Social Work Research	SWK 716
	6800	Foundation Social Work Field	SWK 730
Required Advanced			
	7100	Differential Assessment & Psychopathology	SWK 803
	7300	Social Work Practice w/Organizations & Communities	SWK 801
	7600	Advanced Social Work Policy Practice	SWK 806
	7700	Trauma-Informed Practice Evaluation	SWK 808
	7800	Advanced Social Work Field I	SWK 829
	7810	Advanced Social Work Field II	SWK 830
Electives			
	7510	Social Work Administration	SWK812
	7520	Trauma Theory & Interventions	
	7530	Cognitive Behavioral Therapy (CBT)	
	7540	SW Practice in Substance Use & Addictive Disorders	SWK 821
	7550	Social Work Practice in Mental Health	SWK 814
	7560	Social Work Practice in Aging	SWK 811
	7570	Social Work Practice in Health Care	SWK 813
	7580	Social Work Practice in Justice Systems	SWK 815
	7590	Social Work Practice with Children and Youth	SWK 816
	7599	Special Topics in Social Work	SWK 840

Academic Advisement

Academic Advisor Assignment

Students are assigned an Academic Advisor upon admission to the MSW Program. Academic Advisors are full-time faculty members in the MSW Program. Academic advisors are listed on the student profile in the [myPennWest](#) portal. If you do not see your advisor listed in the portal, please contact the MSW Program Director.

Contacting Your Academic Advisor

Students should contact their Academic Advisor whenever necessary. Students are not required to contact Academic Advisors prior to registration for the first or any other semester. Email is typically the most efficient way to contact an Academic Advisor. In the event that Academic Advisors do not reply in a timely manner, students should contact the MSW Program Director for advisement assistance.

Academic Advisor Roles

Academic Advisors can assist with navigating registration, discussing Plans of Study, selecting courses, making referrals, and consulting around career goals. Academic Advisors cannot transfer or waive course credits. Additionally, Academic Advisors cannot register or deregister students for courses; this is done by students only through the [myPennWest](#) portal.

Student Responsibilities

Students are solely responsible for ensuring completion of all degree requirements. Students are expected to regularly consult their Degree Works Audit through the [myPennWest](#) portal to track their progress. Students are also expected to keep copies of all course syllabi and field evaluations as they may need these for future reference.

Students are also solely responsible for awareness of their state/province requirements for curriculum and field requirements in regard to licensing. Please see the [Association of Social Work Board \(ASWB\) Licensing requirements by state or province web page](#). Another source is [CareerOneStop](#) which can direct students to correct information for each state by entering 'Social Work' in the Keyword box and selecting the state of interest in the Location dropdown menu.

Academic Advisor/Faculty-Student Relationships

Faculty and students are expected to maintain appropriate professional conduct and boundaries as defined in the [NASW Code of Ethics](#) during the time students are enrolled in the MSW Program in both on and off-campus settings.

Advisement is provided solely with respect to academic and professional concerns. Academic Advisors may not engage in counseling or therapy related to the personal life of students as this creates the potential for violation of the National Association of Social Workers (NASW) [Code of Ethics](#) with respect to dual relationships and maintenance of appropriate professional boundaries. Students who need counseling outside of academic or career advising may request or be offered a referral to campus or relevant community resources.

Registration and Enrollment

Course Registration

Semester dates and deadlines are posted on the [Academic Calendar](#). Students will also get an email from the Registrar's office each semester letting them know when they will be able to register for classes. **It is important to register for courses in a timely manner.** Timely registration helps administrators plan for an appropriate number of courses to make available and reduces the need for students to join a wait list. Delays in registration may result in courses not being available which in turn may result in delays in graduation.

Registration for all courses must be completed by the student through the [myPennWest](#) portal. Information about how to register can be found on the [Registration](#) page. Contact the Office of the Registrar if you have difficulty using the portal to register for courses. If the concern cannot be resolved by that office, contact your Academic Advisor or the MSW Program Director.

It is also important to pay attention to course start/end dates when registering, especially for Winter and Summer session courses which are condensed. Any student who fails to attend a class for which they are officially registered is expected to take the appropriate action to officially drop or withdraw from the course. If you fail to take the appropriate action by the published deadlines, you may lose refunds, lose financial aid including Stafford loans, receive failing grades, and be charged for the balance of your tuition and fees. **If you do not intend to remain in a course, it is your responsibility to be aware of the add/drop and withdrawal dates and to drop or withdraw from the course before the deadline.** See also [Add/Drop](#) and [Course Withdrawal](#) policies.

Waitlists

If one or more courses you need to follow your Plan of Study are full, put yourself on the course waitlist. If you are on a waitlist, check your email daily and follow the directions to register by the deadline indicated if you are notified that a seat becomes available. If all waitlist seats are full, contact the MSW Program Director. Rest assured, Academic Advisors and the MSW Program Director will help you get enrolled in the courses you need to graduate on time. This may look like waiting for another section of a full course to be opened, adjusting your plan of study, or some other solution. More information about using waitlists can be found on the [Registration](#) page.

Minimum and Maximum Credit Loads

The minimum credit load for full-time students is 9 credits per semester. Full-time students may register for no more than 15 credits in Fall and Spring semesters and 12 credits in Summer semesters without an academic override. Requests to override maximum credit hours must be justified and approved by both the faculty advisor and the program director. Part-time students using financial aid must take a minimum of 6 credits per semester to remain aid eligible.

Time to Complete Degree Requirements

Students must complete MSW Program degree requirements within six years in accordance with policy on [Time Limitations to Meet Graduate Degree Requirements](#).

Leave of Absence

Students who are considering a Leave of Absence should consult with their Academic Advisor. If a student decides to pursue a Leave of Absence, they should inform their Academic Advisor and the MSW Program Director. It is also strongly encouraged that students seeking a Leave of Absence contact the Financial Aid Office and the Office of the Registrar to become aware of other considerations and consequences.

Also note the following:

- Students who are absent for four or more consecutive semesters must apply for readmission.
- Students who take a Leave of Absence must still complete MSW Program degree requirements within six years.
- When planning to return from a Leave of Absence, students should inform their Academic Advisor and the MSW Program Director. At that time, the Academic Advisor can assist by creating an alternate Plan of Study for the student to follow for completion of the program.

Readmission

Students who are absent for four or more consecutive semesters or who have been dismissed for unsatisfactory academic performance must apply for readmission. Consideration will be given to the length of absence and changes in the requirements for the degree. Decisions to readmit and which courses may count toward the degree requirements will be determined by the MSW Program Director and are subject to approval by the Dean. See the [Readmission Policy](#) for more details.

Academic Standing

Academic standing is verified by the Office of the Registrar and denoted on the official transcript which is updated at the end of each semester or term, including winter intersession and at the end of each summer term. Students should remain aware of their academic standing as it may impact their financial aid eligibility.

Academic Probation and Dismissal

Students must maintain a minimum GPA of 3.0 to remain in good standing in the MSW program. A maximum of two grades of “C” or lower are permitted while in the program. No F grades are permitted.

A student whose GPA drops below 3.0 will be placed on Academic Probation. The student will remain on Academic Probation until they achieve Good Academic Standing, provided that the student earns a minimum of a 3.0 GPA in each term while on probation and does not earn their third grade of “C” or lower.

A student will be dismissed from their graduate program if they were on Academic Probation and failed to achieve a minimum 3.0 GPA in a given term, or earned their third grade of “C” or lower.

Students who receive a grade of “F” in any graduate course will be dismissed from the program.

Students may appeal their dismissal by following the process outlined in the [Grade and Other Appeals](#) section. If appeal is successful, the student will work with the academic dean and department chair, or designee, regarding requirements for continuation in the program.

Students may also be dismissed from their academic programs under other University or program policies, including but not limited to failing to meet expectations of program-specific dispositional policies or violating the Student Code of Conduct.

More details about academic standing can be found in the [Academic Standing—Graduate Students Policy](#). See the [Professional Standards](#) section for more information about MSW Program dispositional policies.

Grading

The grading system for graduate students is summarized below. More details can be found in the [Grading Policy](#). Faculty members determine what level of performance constitutes what letter grade in the courses they teach. All MSW Program course syllabi contain information on course requirements, assignments, and how course grades are calculated.

Grade	Grade Points
4.00 A (Excellent)	4.00
A-	3.67
B+	3.33
B (Good)	3.00
B-	2.67
C+	2.33
C (Unsatisfactory)	2.00
C-	1.67
F (Failing)	0.00
M = Military Withdrawal	
I = Incomplete	
IP = In Progress	
W = Withdrawal	
AU = Audit	
S = Satisfactory	
U = Unsatisfactory	
CR = Credit	
NC = No Credit	
NR = Not Reported	

Grade and Other Appeals

University Policy provides for due process for appealing a final course grade. Students may appeal if there is clear evidence that the assignment of the grade was a result of a calculation error or unsubstantiated academic evaluation by the instructor. Complete information about this policy including detailed appeal procedures can be found in the [Grade Appeal Policy](#).

Students also have the right to appeal any decision made by the faculty or to file a grievance with reasonable cause. The MSW Program follows the same procedure as outlined in the [Grade Appeal Policy](#) for all appeals including appeals to Professional Standards Corrective Action Plans as well as Dismissal from the MSW Program.

All appeals begin with the faculty or staff member involved, then move to the Department Chair, to the Dean of the College, and then to the Vice President for Academic Affairs/Provost, where a hearing may be held.

MSW students who would like assistance navigating the appeal process are encouraged to contact their Academic Advisor, the MSW Program Director, or the Department Chair.

Incomplete Grades

A course grade of 'Incomplete' (I) may be issued at the discretion of the course instructor when student work is interrupted due to illness or other unforeseeable and compelling circumstances. An Incomplete grade will automatically be changed to an F grade if the work is not completed before the end of the next subsequent regular semester. Individual Instructors may set their own conditions for removing an "Incomplete" as long as the time limit is not longer than the time limit specified in the Incomplete Grade policy and is done in writing with the agreement of the student.

Incomplete grades in courses that are pre-requisites for other courses must be removed before the student is permitted to enroll in the next course in the sequence of courses. Incomplete grades must be removed before their degree can be awarded. Detailed information can be found in the [Incomplete Grade Policy](#).

Course Repeats

Students may repeat a maximum of two courses during the MSW program and may repeat a single course for grade improvement only once unless the course itself is repeatable (e.g., SOWK 7599). The most recent grade, regardless of whether it is higher or lower, will be the grade used for calculation of the cumulative GPA. The original grade will remain on the transcript, which will reflect that the course was repeated. See the [Repeating Courses Policy](#) for more information.

Professional Standards

MSW students are expected to maintain a professional demeanor, as demonstrated by actions that are in keeping with the [NASW Code of Ethics Section 4.05](#) which states:

- a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.
- b) Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

The MSW Program has adopted a Professional Standards Policy and Professional Standards Form (see [Appendix C](#)) to assist students in understanding and adhering to professional standards of conduct and to the values and ethics of the social work profession in both field and classroom settings. Students who are unable to maintain these standards may be dismissed from the program.

Professional Standards Policy

MSW students are expected to abide by the NASW Code of Ethics and to behave professionally. Failure to abide by the NASW Code of Ethics can lead to dismissal from the program. Specific types of behaviors that can lead to program dismissal include, but are not limited to:

- Verbal communication that is unconstructive and potentially damaging (e.g., disparaging, insulting, sexually suggestive, disrespectful, or offensive).
- Non-verbal communication that is disrespectful or aggressive (e.g., hitting, fighting, sexually suggestive gesturing, making faces when others are speaking, sleeping in class).
- Chronic absenteeism (A pattern of disrupting classes/field with late arrival for or early departure from classes/field).
- Disrupting classes/field through the use of technology that is not required for coursework (e.g., texting, emailing, use of cell phones, surfing the web during class, taking or posting pictures of classmates, colleagues or faculty to social media).
- Inability to establish appropriate professional relationships.
- Lack of sensitivity and feeling for people.
- Preoccupation with or difficulty managing one's own needs and feelings.
- Limited ability to conceptualize and to apply theories and perspectives in practice.
- Inability to engage, assess, plan, implement, or evaluate interventions (including self-reflection under supervision).
- Persistent problems with recognizing and managing personal biases or with viewing clients and client systems with cultural humility.
- Behavior in supervisory relationships that indicates limited ability to self-reflect, a high degree of defensiveness, or frequent need for external cues and direction of learning.
- Evidence of a lack of personal or academic integrity (e.g., cheating, plagiarism, purchasing papers, unacknowledged or unethical use of AI, etc.).
- Substance use or impairment at the placement site that interferes with the ability to engage, assess, intervene in and/or evaluate client situations. Also includes use that interferes with the ability to interact appropriately with agency staff and/or the ability to seek, accept or adhere to guidance provided by field supervisors and field faculty.

Professional Standards Review Process

Social work faculty are charged with professional responsibility to help future social workers meet the comportment and demeanor requirements of the profession. Students complete a self-evaluation using the Professional Standard Form in SOWK 6000: Introduction to Trauma-Informed Field Practice and are also encouraged to review the Professional Standards Form throughout the program.

If a faculty member observes an academic concern or a concern related to professional behavior, the faculty member will complete a Professional Standards Form (see [Appendix C](#)). If a Field

Instructor observes concern related to professional behavior that needs to be addressed, the Field Instructor will notify the Faculty Field Liaison who will complete the Professional Standards Form.

When a Professional Standards Form is initiated by either the faculty member or Faculty Field Liaison (on behalf of the Field Instructor), the following steps will be taken:

1. The Professional Standards Form will be completed by the faculty member(s) and the faculty member will contact the student to set up a meeting.
2. At the meeting, the Professional Standards Form will be reviewed.
3. The student will have an opportunity to respond to any concerns and will be given up 5 business days to respond in writing to the Professional Standards Form by completing the “Student response” on the final page of the Professional Standards Form and returning it to the faculty member who initiated the meeting.
4. The student and the faculty member(s) will work together to develop a Corrective Action Plan to address the concerns outlined in the Professional Standards Form. The Corrective Action Plan will be documented on the Professional Standards Form and a copy will be shared with the student and the student’s academic advisor. Additionally, and a copy of the Corrective Action Plan will be placed in the student’s electronic record.
5. If the student does not agree with the recommendations for the Corrective Academic Plan, the student may appeal by following the process outlined in the [Grade and Other Appeals](#) section.
6. If the recommendation for the Corrective Action Plan is “Dismissal from the BSW Program,” the student may appeal by following the process outlined in the [Grade and Other Appeals](#) section.

Graduation and Education Verification

Graduation and Commencement

Graduation is the process of completing one’s degree requirements. Whether or not you plan to attend in person or online commencement, in order to graduate and receive your diploma, you must complete a multi-step process consisting of:

- Applying for graduation via the Graduation Application located in the [myPennWest](#) portal by the posted deadline.
- Completing all academic requirements for the degree.
- Fulfilling all financial obligations to the University.

More information can be found in the [Graduation Requirements](#) policy.

Commencement is the ceremony at which degrees are conferred and where graduates have the opportunity to share the excitement and importance of their academic accomplishments with peers, family, and friends. Upon successful completion of the graduation steps outlined above, MSW students completing degree requirements in Fall and Summer semesters are invited to attend the December commencement ceremony; students completing degree requirements in Winter and Spring semesters are invited to attend the May commencement ceremony. PennWest hosts the in-person commencement ceremony. The MSW Program hosts an online commencement ceremony.

Diplomas and Transcripts

Diplomas will be mailed to graduates after degrees are conferred, approximately four weeks after grades are posted. Please note that students must have all financial obligations to PennWest satisfied before their diploma will be released. More information can be found in the [Degree Conferral](#) policy.

Info about ordering transcripts can be found on the [Transcripts](#) page, and info about transcripts can be found in the [Transcript and Diploma](#) policy.

Education Verification

To take a state licensing exam, many states require that applicants submit education verification records completed by university officials. Please send requests for education verification to the Office of the Registrar at records@pennwest.edu or to the MSW Program Director for processing.

Licensure Questions

Students are solely responsible for awareness of their state/province requirements for curriculum and field requirements in regard to licensing.

For questions about MSW licensing, check out the [ASWB Licensing requirements by state or province web page](#). Another source is [CareerOneStop](#) which can direct students to correct information for each state by entering 'Social Work' in the Keyword box and selecting the state of interest in the Location dropdown menu. Information about the oversight body responsible for licensing in the state you selected will be displayed. All questions regarding licensing should be directed to that oversight body.

MSW Program Policies and Expectations

Common MSW Course Policies

The following policies are consistent across MSW Program courses:

- The course instructor is considered the instructor of record and is therefore the only individual who can administer students' final course grades.
- By remaining in a course beyond the drop/add date, students agree that they have read and understood all requirements, policies, and expectations outlined in the syllabus.
- Since the PennWest MSW Program is accredited by the CSWE, students are required to complete program evaluations as instructed to comply with CSWE's Educational Policy and Accreditation Standards.
- In addition to university policies regarding student expectations, the MSW Program Student Professional Standards Policy (see [Appendix C](#)) outlines expectations of students specific to the profession of social work. Students are expected to be aware of, and abide by, these policies.

Variable MSW Course Policies

Some policies vary by course or instructor. Student should make themselves aware of policies and expectations that may differ among individual instructors which may include but are not limited to:

- Course technology requirements
- Assignment format expectations (e.g., paper format, forum post format, file labeling)
- Policies on Late Work, Make-Up Work, and Extra Credit
- Policies regarding Changes to the Syllabus or Course Requirements

Course Writing and APA Expectations

Writing is a major part of the social work profession. See the [MSW Student Resources](#) below to locate writing, research, and citation help. Unless otherwise specified, written assignments for coursework should aim to meet the following standards:

- **Structure:** Identifiable purpose or thesis statement, logical organization, and effective transitions within and between paragraphs including subheadings where appropriate.
- **Content:** Relevant, accurate, appropriate information, examples, and evidence to support claims and illustrate ideas.
- **Style:** Appropriate tone, tense, person, level of formality, and sentence structure for audience and purpose.
- **Mechanics:** Appropriate punctuation, grammar, spelling, and use of academic English.
- **Documentation:** When required, all source material should be cited using the most recent version of the American Psychological Association (APA) format.

- **Paper Format:** Formal academic papers are expected to follow APA paper format: double-spaced, 1-inch margins, 12-point font, title page, references page, header, and page numbers.
- **Source Material:** Students are expected to use timely, accurate, and credible sources. Unless otherwise specified, only academic references will be accepted. In general, encyclopedias (including Wikipedia) and unpublished student-written papers found online are unacceptable. For questions or concerns, please consult your instructor.

Avoiding Plagiarism

It is permissible to use the work, ideas, or writing of others, but it is necessary to indicate that you have done so and to give credit to the authors; otherwise, it may be considered plagiarism. Remember that direct quotes belong in quotation marks and require both in-text and reference page citations. Also remember that paraphrased information must be cited unless the information is common knowledge. For questions about citing sources and avoiding plagiarism, consult resources listed previously or your instructor. For additional information, see the Academic Integrity Policy on the [Academic Policies page](#).

CSWE Policies

CSWE uses the [Educational Policy and Accreditation Standards](#) (EPAS) to accredit BSW and MSW programs. EPAS supports academic excellence by establishing thresholds for professional competence. It permits programs to use traditional and emerging models and methods of curriculum design by balancing requirements that promote comparable outcomes across programs with a level of flexibility that encourages programs to differentiate.

CSWE requires instructors to have an earned MSW and two years post-MSW practice experience as minimal qualifications to teach social work practice courses.

CSWE's EPAS requires that students engage in course content that covers a broad range of topics that incorporate student's personal and professional perceptions and self-awareness throughout. Therefore, content may expand or challenge students' worldviews. Since material of this nature is required by CSWE accredited MSW Programs, students cannot be exempt from these expectations.

Protection of Client Information

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) outlines regulations concerning protected health information. Any case information presented in class (verbal or written) that is taken from professional settings needs to be de-identified. De-identified means changing or removing any information that would allow someone to identify an individual, including obvious things like names and birth dates and also unique details (e.g., presenting problem, diagnosis, age, religion, family composition, race/ethnicity, or gender) that would allow for identification. Should one or more unique characteristics be directly related to the case presentation, they can be included if one is confident that this inclusion will not allow for identification. Confidentiality may be assured by changing other aspects or characteristics.

MSW Student Professional Development, Decision Making, and Groups

Professional Development

MSW Students are encouraged to participate in professional development opportunities to advance their career goals, community engagement, and commitment to the profession. Many professional development opportunities are afforded within the MSW Program and the university due to connections fostered by student affiliation with various agencies and groups. Use the links on the [Campus Life](#) page to link to resources.

Decision Making

Student input and involvement in decision-making is important. MSW Students are encouraged to participate formally and informally in program evaluation and in the formation and modification of policies affecting academic and student affairs. There are also numerous opportunities to participate in the university and MSW program beyond the curriculum. The following are some ways to engage in student decision making that are commonly of interest to MSW students.

SWAGS

The PennWest Social Work Association of Graduate Students (SWAGS) is a way for all current PennWest MSW students and alumni to stay connected and up to date. This organization is operated through the [SWAGS Facebook page](#) and is therefore accessible to Hybrid students (who have campus-based courses) and Online students. The goal of SWAGS is to connect campus students, online students, and alumni and increase awareness of

- professional opportunities
- field resources
- continuing education resources
- licensure information
- course offerings
- MSW curriculum
- department happenings
- and provide mutual aid and support for each other!

SWAGS is not an appropriate place to discuss course assignments, grades, or professors. Contact the MSW Program Director or the Social Work Department Chair if you need assistance with resolving course-related or other issues. Views and opinions expressed on SWAGS pages are strictly those of post and page authors. The contents of the site are not approved by PennWest University.

To join SWAGS: Click on the button to ask to join and answer the member question when prompted. An admin will verify student status prior to approval. Any questions about SWAGS can be directed to the group's Co-Faculty Advisors: [Dr. Christine Rine](#) or [Dr. Molly Wolf](#).

Graduate Social Work Student Association (GSWA)

This association provides an opportunity for student input into the MSW Program and leadership opportunities for students. The GSWA participates in community service projects and fundraising. Notices about meetings are emailed to students and faculty. For more information contact [Dr. Thao Pham](#) or [Dr. Rose Smiley](#).

Phi Alpha Honor Society

The purpose of the Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Phi Alpha offers membership to social work students, faculty, and practitioners. The [Phi Alpha Honor Society](#) website provides more information and individual membership requirements. For more information contact [Dr. Sheri Boyle](#).

MSW Student Resources

An important way that helping professionals model their professional values is by seeking help when needed. Students are expected to seek assistance in assuring their personal and professional wellbeing and academic success as they deem necessary. Below is a list of resources that may be useful.

Academic Support

- **Library Help:** MSW students can access library services and resources via the [PennWest University Libraries](#).
- **APA Help:** Visit the [Social Work Resources page](#) for APA, citation information, and more. The [Purdue Online Writing Lab \(OWL\) APA Introduction](#) is also a helpful resource.
- **Tutoring:** To access PennWest peer tutoring and writing support services, please log into Starfish via the [myPennWest](#) portal. Full instructions can be found in Starfish at the top of your screen (“TUTORING INSTRUCTIONS”). To access Tutor.com tutoring services, please use the link located in the “University Resources” drop-down menu in D2L Brightspace. This will take you directly into Tutor.com -- you must always use the link inside D2L to access.

Technology Help

[Information Technology Services](#) provides assistance to students in meeting their technology needs.

Student Support Services

Links to additional resources on each campus are available through the [Student Support and Services page](#).

Trauma Exposure, Self-Care, and Trauma-Informed Teaching

Some of the material presented in MSW courses—and some of the ways in which it is presented—may be upsetting or temporarily overwhelming at times. It is well-documented that indirect exposure to trauma narratives may put helping professionals and trainees at risk for developing trauma reactions, particularly those who have a personal trauma history or limited clinical experience. Self-awareness and good self-care go a long way in recognizing and minimizing distress and bouncing back from it. Be sure to do periodic self-checks on how course materials—and the ways in which material is delivered and discussed—are affecting you.

Titration exposure, limiting exposure before bedtime, and practicing [grounding techniques](#) if you start feeling overwhelmed can be helpful strategies for minimizing and managing distress. Getting support from campus and community resources, friends, colleagues, family, and mental health professionals is also important, especially if you have risk factors that might make you more likely to be triggered by some material or you find yourself becoming distressed. And, of course, please speak with your instructor or Academic Advisor if you find you are having difficulties with any aspect of your courses.

Counseling and Crisis Services

- **Counseling:** MSW students can contact the PennWest Edinboro [Counseling and Psychological Services](#) (CAPS).
- **Community Services:** Call 211 to get referrals for local community services or visit the [211 website](#) for more info.
- **Crisis:** The [National Hope Line](#) provides free 24/7 confidential crisis support in the US: call or text 1-877-235-4525. The [Crisis Text Line](#) provides free 24/7 crisis support in the US: text HOME to 741741. The [National Suicide Prevention Lifeline](#) provides 24/7 crisis support: call 988.

Students with Disabilities

Pennsylvania Western University of Pennsylvania offers services to meet the accommodation needs of students with many types of disabilities. The Office for Students with Disabilities provides services to students based upon documentation of a disability and a request for accommodations based on this disability. Please refer to PennWest's Reasonable Accommodations for Students with Disabilities Policy for additional information. This policy is in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students reserve the right to decide when to self-identify and when to request accommodations. Students requesting approval for reasonable accommodations should contact the Office for Students with Disabilities (OSD). Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

For questions about accommodations please contact:

- PennWest California: John Massella at Osd-cal@pennwest.edu
- PennWest Clarion: Ron Radaker at Osd-clr@pennwest.edu
- PennWest Edinboro: Sharon Conklin at Osd-edn@pennwest.edu

Financial Aid

For questions and concerns about finances, tuition, and fees, use the campus links on the [Tuition & Aid page](#). Students may also want to contact the Financial Aid Office to get information about how Winter and Summer courses are managed in relation to financial aid/loan options. Below is some information from the Financial Aid Office:

- For Financial Aid considerations, an academic year consists of fall, spring, summer, and winter semesters. Please be aware that taking courses in a manner different from what is outlined in the [MSW Program Plans of Study](#) may present difficulties qualifying for student loans. Please contact the Financial Aid Office for assistance with determining this possibility.
- Graduate students taking graduate level courses may receive up to \$20,282 annually in the Direct Unsubsidized Stafford Loan Program. Additionally, students may need to apply for Grad Plus loans to cover annual tuition costs.
- Most students will use their Stafford loans during the 9-month period (Fall and Spring). However, students will want to be mindful of their financial aid to allow for funding for 12 months if planning on enrolling during the Summer or Winter terms. Students who receive student loans should consider their need to budget 'refunds' to cover payment for courses in Winter and Summer semesters; there are no separate loan disbursements for these semesters.

- Most graduate students qualify for loans with refunds over \$5,000 for both Fall and Spring semesters; this refund money can be saved to pay for Winter and Summer semesters. Fall refunds can be applied to Winter tuition payments and Spring refunds can be applied to Summer tuition payments. Please budget accordingly to ensure your ability to complete this program.
- Students will have an option to apply for Graduate Plus loan or private loans if other funding has been exhausted.

Scholarships

Please reach out to [Dr. Janice McCall](#) for information about currently available scholarships.

Graduate Assistantships

A limited number of MSW Graduate Assistant (GA) positions are available each year. Available MSW GA positions as well as GA positions in other programs and departments are posted on Handshake. Please reach out to the MSW Program Director or Department Chair for more information about MSW GA positions and reach out to the [Career Center](#) for more information about GA positions in other programs or departments.

Career Center

The PennWest [Career Center](#) is available to assist MSW students and alumni with exploring and applying for jobs and with developing career readiness skills such as creating a resume and cover letter and honing interview skills.

PennWest Policies and Procedures

Pennsylvania Western University has multiple course-related policies addressing issues such as accommodations for students with disabilities, class attendance, and grade appeal, among others. The Student Code of Conduct also addresses issues of cheating and plagiarism, and the consequences of such behaviors. Some commonly referenced University policies are noted below. These and additional PennWest policies can be found on the [Academic Policies page](#).

Preferred First Name

Upon first contact with the University, information submitted online will provide the option of a preferred first name. After matriculation, students requesting a preferred first name can submit the request online through their self-service portal. Requests will be reviewed and approved by the Office of the Registrar. Students may change a preferred first name once per semester. See the [Preferred First Name](#) and [Name Change](#) policies for more information.

Attendance

As adult learners and members of the professional social work community, we learn from engaging interactively with our colleagues around issues of mutual concern and interest. Therefore, active and timely participation is expected in all courses. In online courses, attendance refers to observable course participation on the course website. See [Class Attendance Policy](#) for more information.

Final Exams

For online classes, the instructor will determine the final examination date at the beginning of the semester, which must be listed on the syllabus. Faculty in online classes may assign a window of time for the final exam to be completed. For instance, the exam may be available to students on the Wednesday of Finals Week from 8:00 am until midnight; the student must complete the exam at some point during this timeframe.

Where a final examination is not appropriate in the discipline, a culminating academic exercise must be held during the scheduled time.

Students with disabilities with accommodations approved through the Office for Students with Disabilities will also receive applicable approved accommodations for final examinations.

See [Finals Week Policy](#) for more details.

Academic Integrity

It is expected that all work submitted is the student's original work, generated for the express purpose of completing course requirements. All papers submitted may be screened for originality using plagiarism detection software. Violations of academic integrity may be found in PennWest's Academic Integrity policy on the [Academic Policies page](#) which also includes potential sanctions faced by the student for violations of the policy.

Title IX Information

Pennsylvania Western University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to comply with the requirements of Title IX of the Education Amendments of 1972 and the university's commitment to offering supportive measures in accordance with the new regulations issued under Title IX, PennWest requires faculty members to report incidents of sexual violence shared by students to the university's Title IX Coordinator, Amy Salsgiver [salsgiver@pennwest.edu]. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a university-approved research project.

Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the university' Protection and Supervision of Minors on Campus Policy.

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence are available on the Office of Social Equity website. Report may be made to the following individuals:

- PennWest Title IX Coordinator: Amy Salsgiver, salsgiver@pennwest.edu
- Edinboro campus: Andrew Matt, amatt@pennwest.edu
- Clarion campus: Amy Salsgiver, salsgiver@pennwest.edu
- California campus: Sheleta Camarda-Webb, camardawebb@pennwest.edu
- Global Online: Andrew Matt, amatt@pennwest.edu

SECTION TWO

MSW Field Education Manual

Welcome to the Field Program!

The PennWest MSW Field Education Program is your bridge between coursework and practice, and an opportunity to develop your own professional identity as a Social Worker.

Every student's field experience is unique, and it is our goal to assist you in attaining and succeeding in a growth-focused field placement that meets your own practice interests, while providing you with a supportive, challenging, and competency-based learning.

We encourage you to review this Field Manual as you are oriented to the MSW Program, and to regularly utilize it as your primary reference throughout your field education. Please reach out to us at any time with any questions or concerns.

Contacting the MSW Field Education Office

General Questions and Inquiries

SocialWorkFieldOffice@pennwest.edu

Jay Breneman, MSW Field Coordinator

Email: jbreneman@pennwest.edu

Phone: 814-580-8683

Laurie Cracolici, Field Management Technician

Email: lcracolici@pennwest.edu

Phone: 814-732-1343

The Signature Pedagogy for Social Work

All students will complete your approved field placement(s) in accordance with your plan of study, while concurrently enrolled in the associated field courses. As described in Educational Policy 3.3, of the 2022 Educational Policy and Accreditation Standards (EPAS) by the Council on Social Work Education (CSWE):

Field education is the signature pedagogy for social work. Signature pedagogies are elements of instruction and socialization that teach future practitioners the fundamental dimensions of professional work in their discipline: to think, to perform, and to act intentionally, ethically, and with integrity.

The field setting is where students apply human rights principles from global and national social work ethical codes to advance social, racial, economic, and environmental justice. It fosters a learning environment where anti-racism, diversity, equity, and inclusion are valued. Field education is designed to integrate the theoretical and conceptual contributions of the explicit curriculum in the field setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria and measures of student acquisition and demonstration of the nine social work competencies. Responding to the changing nature of the practice world and student demographics and characteristics, field education programs articulate how they

maintain or enhance students' access to high-quality field practicum experiences. Field education programs develop field models to prepare students for contemporary and interprofessional social work practice, including the use of various forms of technology.

Competency-Based Education in the Field

During field education, you the student will collaboratively develop a Field Learning Plan with your Field Instructor and Field Liaison which will outline the field activities in your field placements in relation to the nine social work competencies. You will be assessed on these competency-specific activities by your MSW Field Instructor, under the guidance of your Faculty Field Liaison. Your learning is further complimented by the curriculum and activities of the associated field courses. In the 2022 EPAS, CSWE further explains:

Competency-based education rests on a shared view of the nature of competence in professional practice. Social work competence is the ability to integrate and apply social work knowledge, values, skills, and cognitive and affective processes to practice situations in a culturally responsive, purposeful, intentional, and professional manner to promote human and community well-being. The EPAS recognizes a holistic view of competence; that is, the demonstration of competence is informed by knowledge, values, skills, and cognitive and affective processes that include the social worker's critical thinking, affective reactions, and exercise of judgment in regard to unique practice situations. Overall professional competence is multidimensional and composed of interrelated competencies. An individual social worker's competence is seen as developmental and dynamic, evolving over time in relation to continuous learning and changes in the social environment and professional knowledge base.

Part 1: Getting Started

Field Management System, Tevera

The MSW Field Education Program uses a comprehensive web-based field placement tracking system called "**Tevera**." This system allows MSW Students, Field Instructors, Faculty Field Liaisons, Task Supervisors, Affiliated Organizations, the MSW Field Coordinator, and related personnel to access shared information electronically. The Field Office will provide all users with information on creating their Tevera accounts.

Students receive an invitation to their school email account to register for Tevera while enrolled in Intro to Trauma-Informed Field Practice (SOWK 6000) which is normally in your first semester. All other approved users will receive an email invitation when the student submits the Site Placement application in Tevera.

All MSW Students are required to purchase Tevera. You must purchase Tevera by the 6th Week of enrollment in SOWK 6000 if you are taking the class in the Fall or Spring semesters. If you take the course during the Summer, then you must purchase Tevera before the start of the Fall Semester.

You cannot submit a Site Placement application without an active Tevera account.

Purchasing Tevera

The cost for Tevera is \$223 (\$215 + \$8 credit card processing fee). If you used Tevera as a PennWest BSW student, you do not need to repurchase Tevera. From the registration link emailed to you, you will **choose one** of the two options for purchasing, by either:

1. Option 1: Using your personal debit or credit card; **or**
2. Option 2: Purchasing a code from the PennWest Edinboro bookstore
 - a. *This option will include an additional fee, and may take longer to receive, but students with financial aid on their student account eligible for purchasing textbooks may also use it to purchase the registration code for Tevera. Once you have this code, you may enter it on the registration page previously emailed to you.*
 - b. *To purchase the code from the bookstore, visit <http://edinborobookstore.com/> and click on "Textbooks" in the menu, and then "Order Online." From there, you may scroll down until you see "Tevera for Social Workers," or by searching for it. Please address any questions about purchasing directly to the bookstore.*

Students who already purchased Tevera while at another institution

If you already have a Tevera account from another institution, you do not need to repurchase Tevera. Please contact the Field Management Technician with the following information, and we will have your account transferred to our program for free:

- The name of your former institution
- Your former email address associated with Tevera

PennWest BSW Students and Graduates

If you are a current PennWest BSW student or PennWest BSW graduate, please notify the MSW Field Education Office so that we can update your Tevera account to reflect the MSW site placement application, orientation materials, and other related content. You do not need to purchase Tevera again. Some aspects and deadlines for the MSW field program will differ from the BSW field program.

Part 2: Field Education Structure, Roles, and Expectations

For students with Regular Standing, our program requires a minimum of 900 hours of field education over 3 semesters with 2 field placements (one in the Foundation Year and a different one during the Advanced Year). Advanced Standing students will complete a minimum of 600 hours of field education over 2 semesters with 1 field placement.

Field Course Sequence and your Plan of Study

Newly admitted students, regardless of standing, will complete Intro to Trauma-Informed Field Practice (SOWK 6000) prior to enrolling in other Social Work field courses, and before they begin a field placement (see Figure 1). You *cannot* enroll in two field courses at the same time.

Foundation Year (300 hours):

- The Foundation Year field course has a Generalized Practice Focus and provide a structured learning opportunity for you to compare generalist practice experiences, integrate placement and course content, and expand knowledge beyond the scope of the placement setting.
- You will enroll in Foundation Social Work Field (SOWK 6800) and complete a minimum of 300 hours in a concurrent field placement that has been approved by the Field Office.
- The Foundation field experience is for Regular Standing students and takes place over 1 semester.

Advanced Year (600 hours):

- The Advanced Year field courses (SOWK 7800, and 7810) are for Advanced Standing students and students with Regular Standing who have successfully completed their Foundation Year field requirements.
 - *For students with Regular Standing, you are expected to complete a different placement than your Foundation Year. You may apply to have the same Field Site considered for the Advanced Year by completing the "Site Extension Request" form in Tevera, following the directions included on the form. Approval is not guaranteed, and you must submit it by the same deadline as all other Site Placement applications.*
- The Trauma-Informed Specialized Practice Focus of the Advanced Year builds upon the generalist framework of the Foundation Year and incorporates specialized course and field content to broaden and deepen your capability for client-centered practice experiences, integrating placement and course content and expanding your applied knowledge beyond the scope of the placement setting.
- You will enroll in Advanced Social Work Field I (SOWK 7800) and complete a minimum of 300 hours in a concurrent field placement that has been approved by the Field Office, followed by another 300 hours in the same field placement during Advanced Social Work Field II (SOWK 7810) in a following semester. You do *not* need to submit a new application for your second semester of Advanced field.

For any questions about program standing and course sequence, refer to your Plan of Study or contact your Academic Advisor.

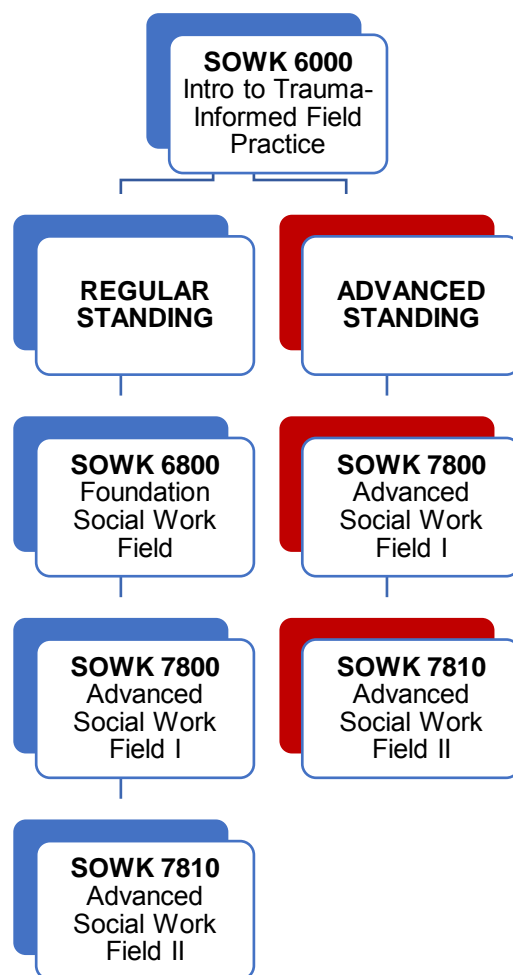


Figure 1- Field Course Sequence Outline

Your Internship Start and End Dates

You may begin your internship during the first week of the semester while enrolled in the associated field course. The days and times you are at your placement will be determined in agreement by you, your Field Site, and your MSW Field Instructor. Students are not expected to be in the field during holidays but may do so at your own discretion and in agreement with your site.

You *cannot* complete any portion of your field hours before the semester starts, or after the semester ends, without formal approval by the Field Coordinator and your Faculty Liaison. All hours must be earned during the semester of enrollment in the associated field courses: SOWK 6800, 7800, or 7810. You are expected to serve in the field during each week of the semester, for at least 16 hours each week (though you are recommended to complete at least 20 hours each week to stay on track in completing your required hours). Likewise, you *cannot* end your internship early just because you have reached your minimum hour requirement, nor can you apply hours earned from one semester in order to finish the subsequent semester's internship early, except in emergent situations and with authorization from the MSW Field Coordinator and your Faculty Liaison.

You will receive a course syllabus while enrolled in a field course that will include important due dates, assignments, and activity instructions. Please refer to your Faculty Liaison for more information.

To see the semester and thus your internship dates, check the PennWest Academic Calendar at: <https://www.pennwest.edu/academics/academic-calendar>

Deferring Field to a Different Semester

You may defer field courses to a different semester than the semester listed in your original plan of study; however, this *may* affect your anticipated graduation date, particularly if you are Advanced Standing or in your Advanced Year. You should contact both your Academic Advisor and the MSW Field Coordinator about your options.

Your Field Education Team

The field education experience is shaped collaboratively with the following (see Figure 2 below):

1. You, the MSW Student
2. The MSW Field Education Office
 - a. MSW Field Coordinator
 - b. Field Management Technician
3. Your Approved Field Placement
 - a. Your Field Site
 - b. Your MSW Field Instructor
 - c. Your Task Supervisor (if applicable)
 - d. Your Faculty Liaison (Program Faculty)
4. The PennWest MSW Program
 - a. MSW Department Chair
 - b. MSW Program Director
 - c. Your Academic Advisor

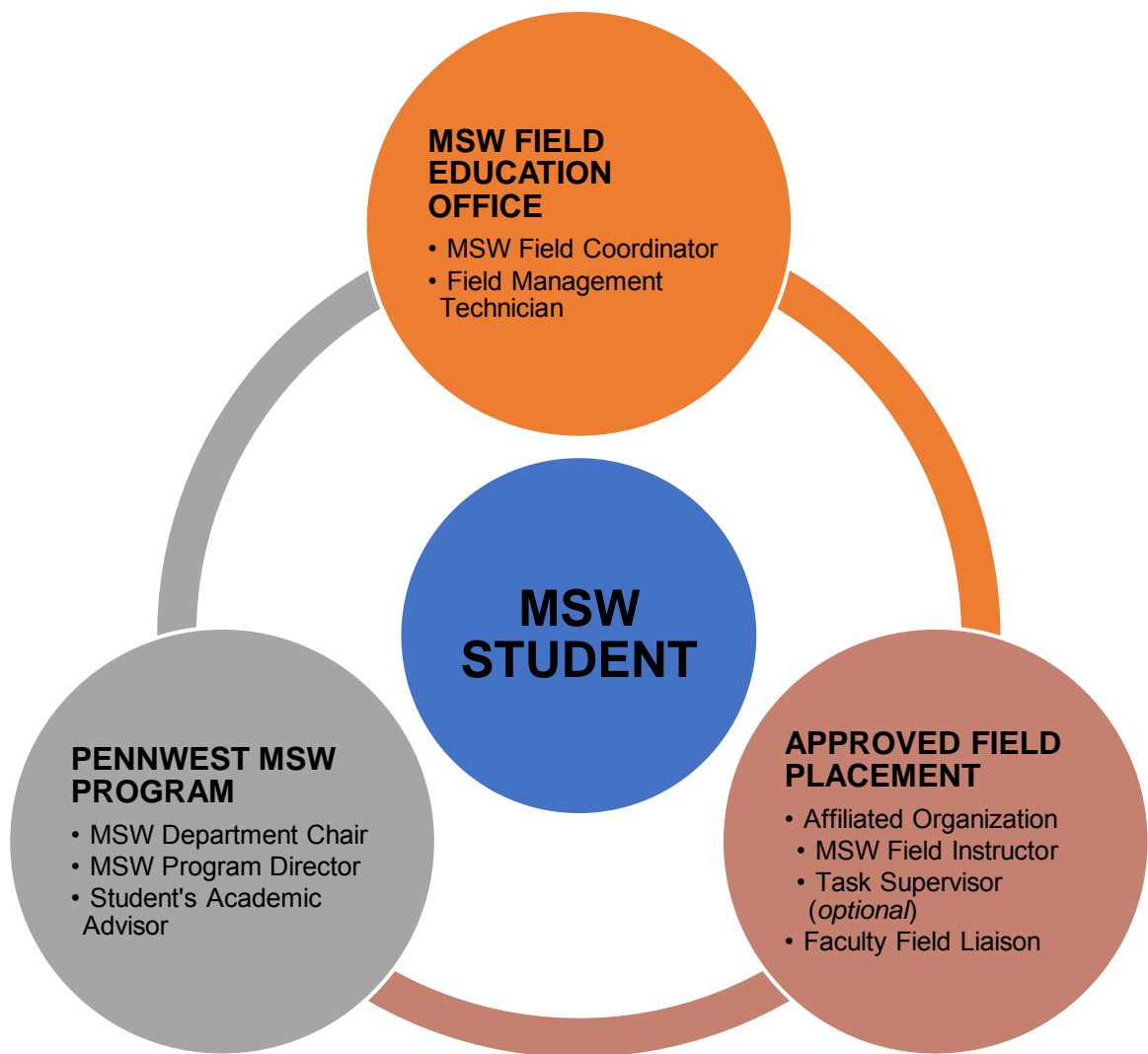


Figure 2- Relationship Diagram of Field Education Roles, your field education team.

Your Site Placement Team

During your internship and while enrolled in the associated field course, your essential site placement team consists of you and 2 or 3 others as shown in Figure 3 below):

1. You the student
2. Your MSW Field Instructor
3. Your Task Supervisor (if applicable)
4. Your Faculty Field Liaison

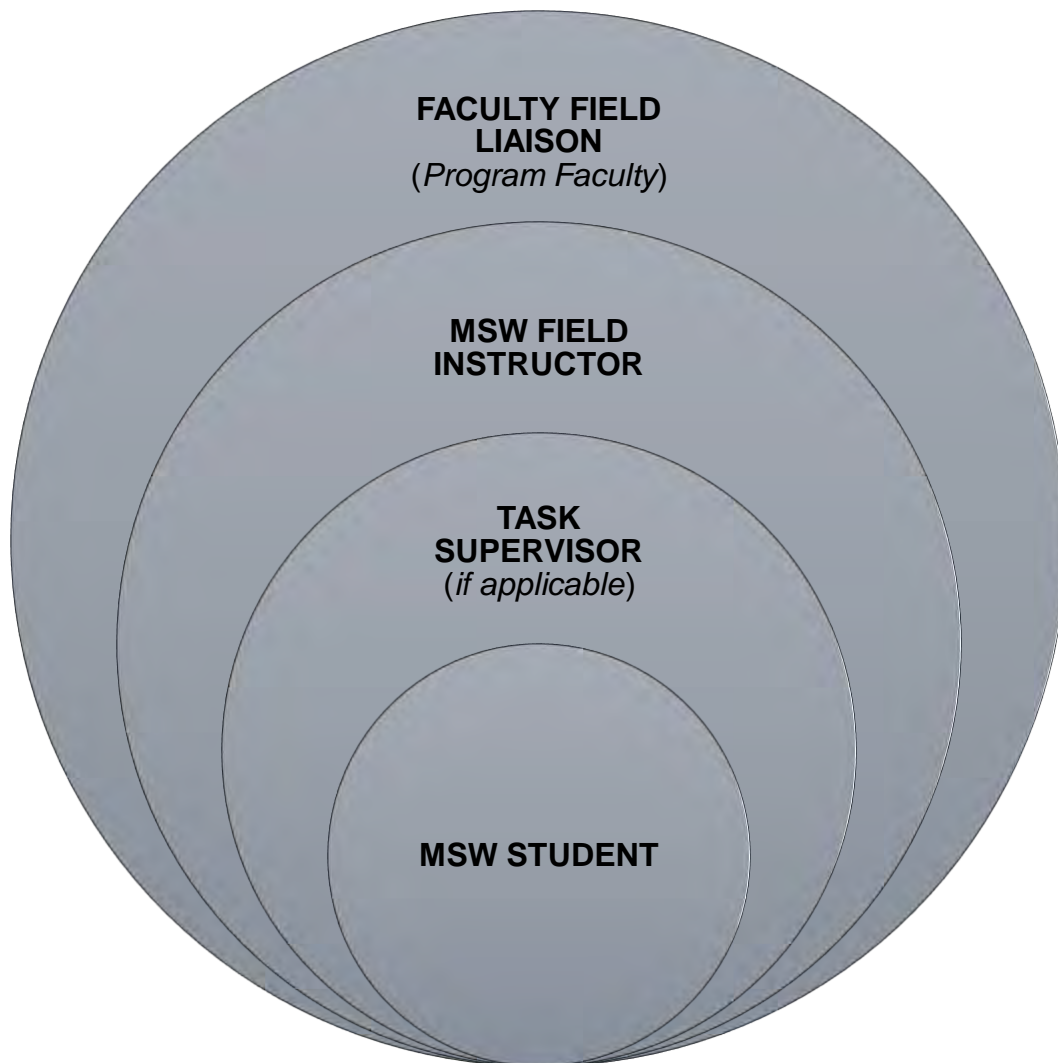


Figure 3- Relationship Diagram of your Site Placement Team

Who: Student Responsibilities

You must take a leadership role in securing and satisfactorily maintaining your field placement in accordance with program expectations, as you integrate knowledge, skills, values, and reflective processes learned in the classroom into your field education experience. Each MSW student will:

- Develop an identity as a professional social worker through learning and applying social work values and ethics.
- Practice in accordance with the [NASW Code of Ethics](#).
- Submit potential Field Sites in Tevera prior to the due dates, and after completing an interview with a Field Site and receiving a placement offer from them.
 - **Application due dates are:**
 - October 1st for the following Spring semester
 - March 1st for the following Summer semester
 - June 1st for the following Fall semester

- *Advanced Standing students admitted to the program in the Summer will be supported with an extended deadline but must contact the MSW Field Office as soon as possible.*
- Complete the required number of field hours.
 - Access and use Tevera to track hours, develop your Field Learning Plan, discuss Mid-Term and Final Evaluations, and for other vital assessments determined by the MSW Field Office and MSW Program.
 - Attend your Field Site on days and times agreed on by you, your Field Site, and MSW Field Instructor — *every week for the duration of the semester*. If unable to attend, the student notifies their Field Instructor (or Task Supervisor where relevant) prior to the start of the workday. **Review the section “Your Internship Start and End Dates” provided earlier in this manual for more guidance.**
 - Meet once weekly with your Field Instructor for a minimum of 1-hour, uninterrupted field supervision. *You should include supervision meetings in your submitted timesheets.*
 - You must meet with your MSW Field Instructor in person or via video conferencing.
- Note: there is no prescribed mix of hours by category of task or competency, and there is no required number of “clinical” hours. Initiate the Field Learning Plan by formulating learning goals and reviewing them with your Field Instructor within the first month of placement, with guidance and oversight by your Faculty Liaison.
- Complete tasks and assignments in a manner consistent with Field Site policies and procedures, taking responsibility to understand and carry out assignments, meeting all deadlines, and seeking appropriate direction or clarification when needed.
- Understand that your Field Instructor is your first resource for discussing concerns related to your field education.
- Understands that your Faculty Field Liaison (your course professor) is your second resource for discussing concerns related to your field education.
- Coordinates and meets with your Faculty Field Liaison together with your MSW Field Instructor (and Task Supervisor if applicable) for a virtual site visit, under the guidance provided by your Field Liaison. This is normally conducted at least once a semester.
- **Field Education Course**
 - **You must communicate with your Field Liaison about course requirements, including course syllabi and other course applications such as D2L Brightspace.**
- For disagreement, dissatisfaction, or confusion related to the field education processes that are not Field Site specific, you must contact your Field Liaison first, and the MSW Field Coordinator second if there is no resolution.
- **The MSW Field Education Office reserves the right to deny, delay, or terminate a student’s field placement if you are not meeting the academic or professional standards of this program.**

Who: MSW Field Education Office

There are two key staff who are associated with the Field Office, they are the MSW Field Coordinator, and the Assistant Field Coordinator. Their roles and responsibilities are as follows:

The MSW Field Coordinator is a faculty member in the Social Work Department who **directs and oversees the MSW Field Education program**. They are your primary contact for the Field Office. The Field Coordinator:

- Establishes and monitors educational outcomes of the Field Program.
- Provides orientation, training, and information needed for students, Field Instructors, Task Supervisors, and Field Liaisons, and maintains regular contact with them to support instruction and issue resolution.
- Reviews and approves student Field Site submissions and refers students to Field Sites where possible.
- Reviews and approves credentials for Field Instructors and Task Supervisors.
- Collaboratively recruits, approves, and maintains communication with Field Sites.
- Manages Tevera, the Field Management System.

The Field Management Technician is a non-teaching staff member in the Social Work Department who provides essential administrative support for the Field Education Program. The Field Management Technician:

- Verifies the completeness of field placement applications.
- Confirms submitted placement information as needed.
- Collaboratively monitors and manages Affiliation Agreements with Field Sites.
- Supports record management in Tevera, the Field Management System.

Where: Approved Field Site

An Affiliated Organization is an approved Field Site that has met the selection criteria and review process of the MSW Field Program.

- The Affiliation Agreement is a legal agreement between the university and the Field Site.
 - All responsible parties must sign the Affiliation Agreement.
 - PennWest University's Provost Office and the Pennsylvania State System of Higher Education (PASSHE) Legal Counsel must sign the Affiliation Agreement.
- Affiliation Agreements are *not* optional.
 - For Field Sites not already affiliated with PennWest University, students will usually interview with the Field Site before the Field Office begins the affiliation process.
 - The finalization of an Affiliation Agreement may be a lengthy process. Keep this in mind if you are interested in a site that does not already have an Affiliation Agreement with the university.
 - There is no guarantee that both parties will finalize an Affiliation Agreement, or in time for you to begin your field placement during the semester for which you initially applied.

- Students will submit new Field Sites through Tevera prior to the start of the placement, and in accordance with any deadlines provided by the Field Office.
- Students do *not* participate in the affiliation process and will not serve as the intermediary for completing the Affiliation Agreement. Students can check the status of a Field Site’s Affiliation Agreement within Tevera.
- Sites that already have Affiliation Agreements are available.
 - Students may select Field Sites listed in Tevera, which have already met selection criteria and have current Affiliation Agreements in place.
 - In most cases, the MSW Field Office renews Affiliation Agreements when they expire, unless otherwise terminated, provided that no concerns about the Field Site occur.
- New Field Sites can be recommended at any time.
 - Students, department faculty, and self-referring entities can recommend potential Field Sites to the MSW Field Education Office. Those with an account can submit potential field sites through Tevera; otherwise, they can recommend Field Sites by contacting the Field Office.
- All Field Sites must meet the same criteria.
 - Our program will determine program and placement fit for field sites, regardless of whether the student is in an unpaid internship, paid placement, or place of employment.
 - Placement approval is not automatic or guaranteed. To expedite processing, you are encouraged to submit your Site Placement application as early as possible and well before the established due dates, making sure that:
 - You followed the application form instructions in Tevera,
 - You assigned the forms to the appropriate individuals to complete with accurate contact information,
 - You communicated with the form recipients to ensure they received the email notification from Tevera, and
 - You ensured they completed the forms and submitted them appropriately and in a timely manner.

Who: MSW Field Instructor

The MSW Field Instructor is a qualified social worker on staff at the student’s Field Site, or from outside the organization, providing the student with supervision and mentorship. The Field Instructor plays a central role in student learning and acquisition of social work competencies and facilitates student understanding and application of social work values, skills, and ethics. The Field Instructor:

- Meets the following approval criteria:
 - Provides proof that they **earned a Master of Social Work (MSW)** equivalent degree from a CSWE accredited program.
 - This requirement cannot be waived. No other degree will be considered.

- *Licensure is not required.*
 - Must have a minimum of two years post-MSW practice experience.
 - Exemplifies practice consistent with the NASW Code of Ethics.
 - Is committed to the values and ethics of the social work profession.
 - Demonstrates competence in social work practice.
 - Must have the ability and expertise to assess student progress on CSWE generalist practice competencies, or the program’s specialized competencies.
 - Must have an interest in supporting student education.
 - Must be accessible to the student on a regular basis.
 - Must be committed to meeting all documentation, supervision, and evaluation requirements of the program.
- Meets once weekly with the student for a minimum of 1-hour uninterrupted field supervision (either in person or via video conference) and will also:
 - Familiarize the student to the site, purpose, structure, policy, procedures, ethical standards, and safety practices; arrange office space, equipment, and support staff for the student; introduce the student to site staff; and include the student in staff meetings and training sessions.
 - In cases where the Field Instructor is the same person as the student’s employment supervisor, supervision time for field education learning must be separate from supervision time for employment.
 - *If the Field Instructor is not a staff member of the Field Site, then they will work collaboratively with the on-site Task Supervisor identified by the student to assure the student's success.*
- Collaborates with the student to develop the Field Learning Plan; assigns responsibilities that are appropriate to the student’s educational level and that are increasingly challenging; provides opportunities for the student to apply a broad range of social work knowledge and skills; and explains what they expect from the student.
- Monitors the student’s work and progress and regularly provides feedback to the student; evaluates the student’s performance in a fair, respectful, rigorous, and thorough manner using the evaluative criteria established by the MSW Program; and meets together with the student and Field Liaison upon request.
- Uses Tevera for field-related communication, reviewing and evaluating the student’s Field Learning Plan, progress monitoring, and assessing other essential aspects of student growth, reviewing and approving student timesheets, and for completing other assessments and tasks as needed.
- Reviews orientation and other materials provided by the Field Education Office, and becomes familiarized with essential roles, responsibilities, and expectations of the Field Program.
- Familiarize themselves with the “MSW Student Handbook and Field Education Manual” and the Field Management System, Tevera.
- Meets with the student and Faculty Field Liaison as coordinated by the student under the guidance provided by the Field Liaison. This is normally conducted at least once a semester.
- NOTE: *We strive to integrate Field Instructors into PennWest University’s MSW Program culture by offering other training and seminars related to field education and the profession.*

The MSW Program will invite Field Instructors to continuing education program sponsored by the MSW Program and provide CEUs when possible.

Who: Task Supervisor *(if needed)*

In situations where the student's MSW Field Instructor works in a different department, program, or organization as the student's Field Site, it is recommended that the student identify someone to serve as their Task Supervisor. This person does not replace the Field Instructor, and they do not have to have an MSW. The Task Supervisor:

- Must be a staff member at the Field Site.
- Provides secondary field instruction and on-site guidance to the student on tasks as delegated and monitored by the Field Instructor.
- Provides constructive feedback to the student.
- Works in collaboration with the student and Field Instructor to ensure the student meets learning goals, keeps the Field Instructor informed of the student's progress, provide input to the student's evaluation, and participates in site visits if requested.
- Reviews orientation and other materials provided by the Field Education Office, and becomes familiarized with essential roles, responsibilities, and expectations of the Field Program.
- Familiarizes themselves with the "MSW Student Handbook and Field Education Manual" and the Field Management System, Tevera.
- Uses Tevera for field-related communication and supporting student progress.
- Meets with the student, MSW Field Instructor, and Faculty Field Liaison as coordinated by the student under the guidance provided by the Field Liaison. This is normally conducted at least once a semester.

Who: Faculty Field Liaison

The Faculty Field Liaison is the professor from the PennWest MSW Program who teaches field education courses: SOWK 6800, 7800, & 7810. *They may be listed as "Program Faculty" on student forms in Tevera.* They carry the most responsibility regarding the design, implementation, and evaluation of the field education experience The Field Liaison:

- Serves as **the student's primary contact for most issues** related to successful completion of field requirements.
 - *Students must communicate with their Field Liaison about course requirements, including course syllabi and other course applications such as D2L Brightspace.*
- Conducts site visits with the student and their Field Instructor (and Task Supervisor if relevant).
- Determines the student's final course grade.
- Collaborates with the MSW Field Coordinator to address disruptions to student field education.
- Uses Tevera to communicate, monitor, and assess the field education of their students.

Part 3: Field Placement Process

As an MSW Student, you will take a leadership role in finding, securing, and submitting field placements according to requirements and due dates provided by the MSW Field Education Program. (See also Figure 4 below).

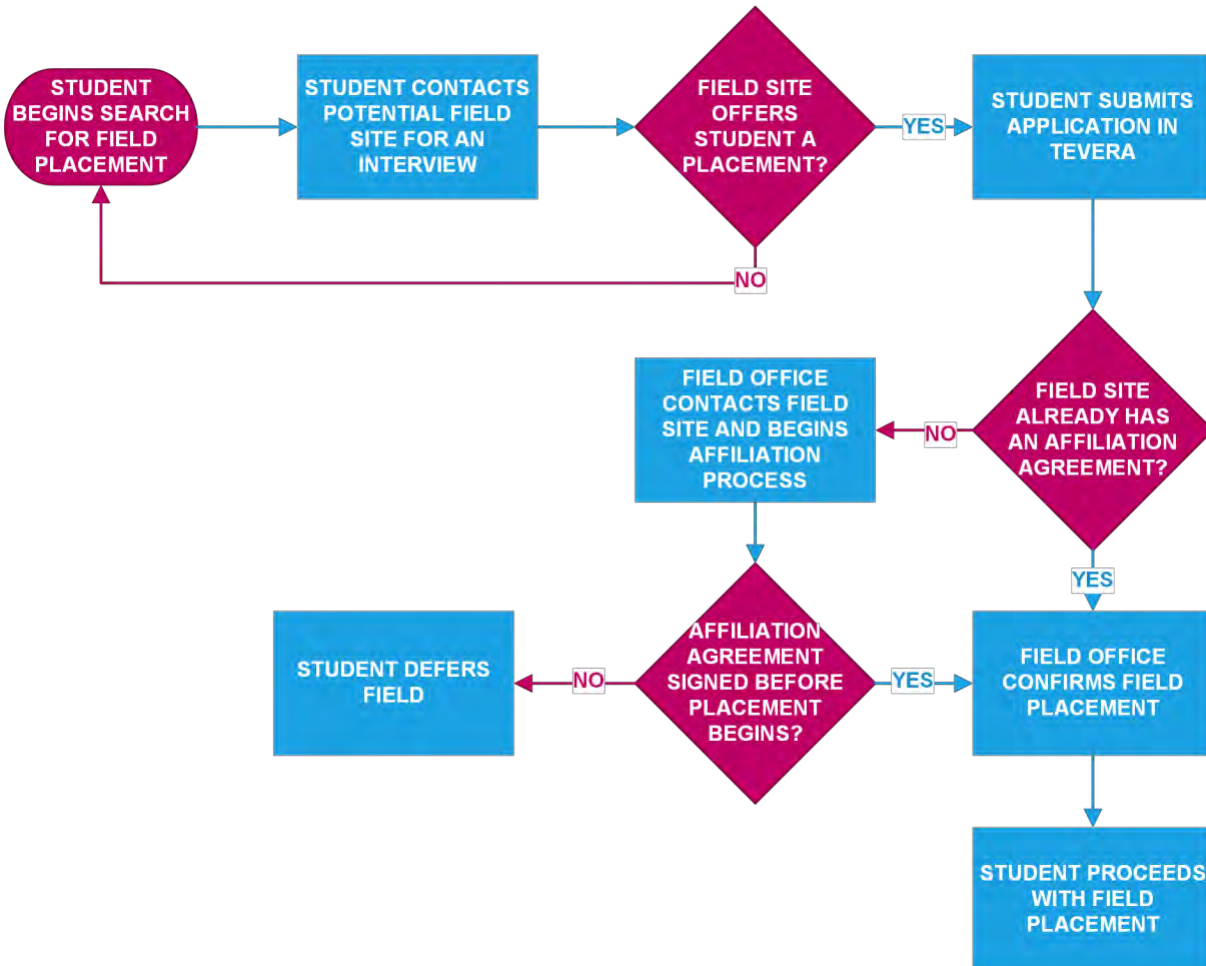


Figure 4- Process Diagram for students submitting a Field Site

These are the eight main steps in the field placement process:

1. **The student watches for updates.** You should make sure to access your PennWest email often as the MSW Field Office will send all communication there. Contact the Field Office for any questions, concerns, or additional information.
2. **The student locates the Field Site.** Students will need to locate potential Field Sites on your own, either from the Field Sites listed in Tevera which have already met selection criteria and have current Affiliation Agreements in place, or by identifying and submitting a new Field Site for review and approval. The MSW Field Coordinator can provide additional guidance to assist you in your search.
3. **The student accepts an offer.** The site must have offered you a field placement position, and you must have accepted the offer.

4. **The student applies.** You must complete an online application for Site Placement in Tevera by the established due dates:
 - a. October 1st for the following Spring semester
 - b. March 1st for the following Summer semester
 - c. June 1st for the following Fall semester
 - d. Advanced Standing students admitted to the program in the Summer will be supported with an extended deadline but must contact the MSW Field Office as soon as possible.
5. **The MSW Field Coordinator approves Field Sites.** After you submit a placement application in Tevera the MSW Field Office takes over the rest of the placement process, who will review, approve, and finalize the placement.
 - Should the Field Coordinator not approve the student's first-choice site for any reason, the Field Office will inform you that a second-choice Field Site needs to be located.
 - If there is not already an Affiliation Agreement in place, the Field Office will begin the process of working with the site to create and finalize one.
 - Students are *not* involved in the affiliation process and must remember that the Affiliation Agreement process can take a long time.
6. **The application status is shown in Tevera.** You can track the status of your submitted Field Site in Tevera, paying attention to any action that is required on your part.
7. **The student obtains professional liability insurance.** PennWest University does not provide liability coverage for students in their field placements. All MSW students *must* obtain professional liability insurance with coverage limits at \$1,000,000/\$5,000,000 for the duration of their field placements.
 - You must maintain coverage while enrolled in SOWK 6800, 7800, and 7810.
 - *You are not required to have professional liability insurance when enrolled in SOWK 6000.*
 - You must upload proof of professional liability insurance in Tevera prior to the start of the semester of the associated field education internship course. Your insurance company will provide you with a Certificate of Professional Liability Insurance, which will suffice as proof. A receipt of purchase is *not* acceptable proof. You will be available to upload proof in the Assignments folder in Tevera at the beginning of the semester.
 - You may purchase the liability insurance on your own or show proof of coverage from their Field Site.
 - *Government agencies often provide such coverage, particularly federal agencies, but won't provide a certificate as noted above.*
 - *Even if you are covered by the field site, you are still recommended to hold your own liability insurance for better coverage.*
 - *Professional Liability Insurance is not equivalent to Workers Compensation.*
 - Information about where you can obtain liability insurance is provided in Tevera.

8. **The student registers for the appropriate field course.** You must register for the appropriate field education internship course prior to the start of your placement. For more information, refer to the [Field Course Sequence](#) in this Field Manual, your Plan of Study, or contact your Academic Advisor.
 - a. The MSW Field Office will email you with instructions on how to register for your field course, but only *after* you have submitted your Site Placement application in Tevera in a timely manner. Email the Field Office for details once you submit your application.
 - b. If you have not submitted a Site Placement application, you will not be able to register for a field course.
 - c. If your placement is terminated by any party for any reason, you will not be able to register for a field course unless and until the matter has been addressed.

Field Site Selection Overview

Field education is a partnership between the MSW Program, the Field Site, the Field Instructor, and the student. For this reason, the program uses feedback from all partners to develop and evaluate quality field education sites.

Field placements occur in a variety of settings, such as organizations that provide social work services to, or on behalf of, clients. CSWE defines clients as individuals, families, groups, organizations, or communities. Students can select field education sites from a variety of public and private practice settings, including:

- family based agencies
- substance use treatment centers
- schools
- mental health care agencies
- medical care and rehabilitation facilities
- community mental health centers
- psychiatric treatment facilities
- immigrant and refugee services
- private practice
- neighborhood organizations
- behavioral health rehabilitation facilities
- child welfare agencies
- hospitals
- prisons
- veteran agencies
- forensic agencies
- child guidance clinics
- foster care and adoption agencies
- skilled nursing facilities
- hospices
- senior centers
- inpatient and outpatient services
- advocacy organizations
- the office of an elected official
- various other community practice and policy settings

Many placements are familiar with supporting MSW student interns, while many are not. For some students, you may be the first MSW intern the site has ever had.

Placements Potentially Affected by COVID-19

While the federal emergency has ended, the ongoing coronavirus pandemic may continue to affect field placements. The MSW Program is committed to supporting you in successfully completing the program in a timely manner.

- Safety: To prioritize student safety and to minimize disruption to field placements, we encourage MSW students to assess the ability of field sites to support off-site field tasks and supervision in the event you are unable to complete your hours on-site.
 - You are encouraged to ask about this when interviewing with potential Field Sites.

Field Site Approval Criteria

Field Sites are reviewed and approved based on the following:

- Affiliation Agreement. The Field Site must have or develop an Affiliation Agreement with PennWest University. Students may submit a placement for consideration even if they do not have a current Affiliation Agreement with PennWest, but the student will not be permitted to begin their placement until it is signed and finalized.
- MSW Goals. The Field Site views participation in the education of MSW students as a worthwhile activity, and agrees to support the mission, goals, and objectives of the MSW Program.
- Competence. The Field Site is competent in providing professional services and offers a climate that promotes graduate learning and professional development.
- Graduate learning experiences. The Field Site offers learning experiences appropriate to graduate level social work field education in generalist or specialized trauma-informed care.
- Supervision. The Field Site is prepared to provide supervision of student assignments by a qualified staff member, who will be the student's Field Instructor. They must have an MSW and at least two years of post-MSW practice experience. Licensure is not required. If an MSW is not available at the organization, they will agree to provide a Task Supervisor who will support the student and their off-site Field Instructor.
- Time. The Field Site permits the Field Instructor adequate time to give the student's field instruction.
- Assignments. The Field Site allows professional growth with a sufficient variety of assignments to develop student knowledge, skills, and values related to CSWE's social work competencies or specialized competencies developed by the program.
- Orientation. The Field Site provides the student with a formal orientation to the site, its programs, policies, and staff.
- Training. The Field Site provides opportunities for in-service training.
- Integration. The Field Site must integrate practice framework and theories taught in the classroom into the field education experience.
- Safety. The site provides an orientation to safety policies and procedures as well as provide ongoing reinforcement of safety in the field.

- Workspace. The site has adequate facilities and resources for the student to complete assigned tasks including office space, office supplies, telephone availability, and clerical support for the student to perform assigned duties. Ideally, the site provides a workspace comparable to what the site provides to staff.
- Students as learning professionals. The site views the student as both a learner and an active participant in the professional life of the site.

IMPORTANT NOTE: There is no guarantee that the Field Office will be able to approve or finalize a placement for students in every circumstance. Additionally, because of legal differences in some states/provinces for internships and licensure, you are responsible for understanding these differences and working with the Field Office and your Field Liaison to ensure that your potential field site will be able to meet these requirements.

Employment-Based Field Site Criteria

All field placements follow the same criteria for approval, including field placements in an organization in which the student is employed. In these employed-internship settings, student field assignments and employment tasks may be the same and counted toward field hours as long as the tasks have clear linkages to the nine social work competencies and their related behaviors. The Field Coordinator is responsible for reviewing and approving field placement applications, which are submitted and managed in Tevera.

Remote Placement Activities

Remote or virtual field activities are permitted.

Part 4: The Field Learning Plan, Evaluation, and Assessment

Purpose of the Field Learning Plan

The Field Learning Plan is a written agreement between you and your Field Instructor about your field education experience. This agreement is maintained in Tevera and provides a focus for the development of learning goals, ongoing monitoring, and evaluation of the learning experience.

Developing the Field Learning Plan

The Field Learning Plan provides the structure of your individualized learning experience, adapting goals to the unique opportunities in each field setting that are organized, and flexible.

You will develop your Field Learning Plan in collaborative consultation and approval with your Field Instructor and Field Liaison. Further guidance on completing the Field Learning Plan is also available in Tevera and associated field education internship coursework.

The Field Learning Plan incorporates CSWE Competencies in the following manner:

- The **Foundation Year Field Learning Plan** (1st year) focuses on generalist practice.

- The **Advanced Year Field Learning Plan** (2nd year) focuses on specialized, trauma-informed care that expands on CSWE’s Competencies for generalist practice.

Evaluating the Field Learning Plan

Field Instructors complete Mid-Term and Final Field Learning Plan evaluations in Tevera. As with most forms in Tevera, the student must first “Start” the form and assign it to the appropriate people on your field placement team, following the instructions provided on the form. They will not be able to view it until you have completed this step.

Field Education Course Grading

- The Faculty Field Liaison assigns the student a grade in the associated field education internship course.
- The MSW Field Instructor does not provide the grade, but the Field Liaison will consider all student performance indicators from the field placement *and* coursework.
- Setting expectations. The Field Liaison makes course grading criteria clear to all parties at the start of the placement.
- Completion. The student must complete the entire field placement to receive credit.

Part 5: Field Site Assessments

Our program seeks to continuously improve its field education experience and quality of the program. We gather information from students, MSW Field Instructors, and Faculty Field Liaisons in the following manner:

- Students
 - Students give informal feedback through the field education internship course, during field education site meetings, other communications with the Field Liaison, and verbal feedback given to the Field Education Office.
 - The university solicits formal evaluations during the field education internship course and other assessment surveys.
 - The MSW Program solicits formal evaluations from students via explicit and implicit assessments of competencies as per CSWE’s Educational Policy and Accreditation Standards and formal assessments administered by the Field Education Office.
- MSW Field Instructors
 - Field Instructors provide informal verbal feedback to the Field Coordinator and to Field Liaisons during Field Education Site Meetings and other contacts.
 - Field Instructors provide formal evaluations via formal assessments administered by the Field Education Office.
- Faculty Field Liaisons
 - Field Liaisons give informal verbal feedback to the Field Coordinator.

- Field Liaisons give formal evaluations via formal assessments administered by the Field Education Office.

Student Safety in the Field

Safety Policy

Our program recognizes that students cannot be completely shielded from risk when students provide real life services, especially when clients are in crisis. Our policies, criteria, and procedures for supporting student safety account for the fact that students may lack professional experience and skills to assess risk and take appropriate precautions. Our safety policies are based on the NASW publication entitled '[Guidelines for Social Worker Safety in the Workplace](#)', which includes content about the following:

- Guiding safety principles,
- Rights to report safety concerns,
- Reporting practices,
- Post incident response,
- Universal safety precautions and prevention,
- Workplace safety guidelines and goals,
- Organizational culture of safety and security,
- Use of safety technologies and mobile phones,
- Safety assessment in the office, for field visits, and in transporting clients,
- Safety training and student preparedness.

Safety Procedures

Our program presents safety procedures in the context of organizational-specific protocol. Students, Field Instructors, Field Liaisons, and other appropriate organizational personnel must address safety policy and procedures during the student's field education orientation.

Here is a list of other safety-related requirements for all parties involved in field placement:

1. NASW Guide. Students must read NASW's publication — '[Guidelines for Social Worker Safety in the Workplace](#)' prior to starting their field education on site.
 - Field Liaisons and students must discuss the content of this publication during the field education internship courses through discussion, assignments, and integration of materials from other courses in the curriculum.
2. Discussion with the Field Site. Field Instructors—and other organizational personnel as appropriate—must discuss site specific safety and risk management criteria, policies, and procedures with students no later than the first week of Field Site placement as part of orientation. This may include the following topics:
 - Building or office security,
 - Emergency procedures,
 - Transportation policies and auto insurance requirements,

- Sexual harassment or discrimination policies and reporting procedures,
 - Home, school, or community visit safety,
 - Crisis intervention protocol,
 - Emergency and support contacts, and
 - Any other relevant safety policies.
3. **Communicate.** Students must bring emergent safety concerns to the attention of their Field Instructor throughout the field education experience.
 4. **For additional help.** If students feel that safety concerns are not addressed at their Field Site, they must inform their Field Liaison and other MSW Program personnel as needed to ensure their individual safety in the field.
 5. **Reporting.** Field Instructors must contact the Field Liaison and the Field Coordinator about any safety or human resources incidents or concerns regarding field students.
 6. **Collaboration.** Students, Field Liaisons, and Field Instructors must work in tandem to ensure student safety in the field setting.

General Safety Guidelines

The following are general guidelines suggested by the MSW Program. Students should consider them in addition to ‘Guidelines for Social Worker Safety in the Workplace’ and any guidelines discussed at Field Sites.

1. Field Site Specific Protocol

- It is important for students to know the Field Site’s protocol for safety and security.
- Students should be informed about specific steps to take depending on the individual situation, the nature of the setting, etc.
- The Field Site should be aware of the student’s schedule and whereabouts, especially when the student is working outside of the organization’s workplace.

2. Security of Belongings

- The Field Site is responsible for providing students with a secure place to keep belongings while at placement. It is preferable that the space can be locked (such as a desk drawer or filing cabinet).
- Students should not leave cell phones, laptops, bags, and other personal articles visible and unattended, even in an office with the door closed.
- Students should not bring valuables to placement settings.

3. Safety Issues Related to Working with Clients

- Social work students work with clients in a range of settings and situations, including those with trauma and environmental stressors that result in behaviors that are threatening or appear to be threatening. These behaviors may include, but are not limited to:
 - a. Swearing,
 - b. Yelling,

- c. Insulting,
 - d. Threatening or attempting to cause physical harm.
- Some individuals may be prone to becoming agitated, or possibly violent toward themselves or others, and may possess a weapon. Others may be intoxicated, affected by medications or other substances, in withdrawal, or may have other medical, psychiatric, or neurological conditions.
- We emphasize that students should always consult with their Field Instructor about preparing for and handling threatening or difficult situations. This may include:
 - a. Medical emergencies,
 - b. Suicide or homicide risks,
 - c. Potential abuse of others,
 - d. The presence of weapons.

4. Safety for Office Meetings

- It is important to consider what is in the room, whether there is more than one exit, and where each person will sit.
- When scheduling an appointment, it is helpful to think about whether other people should be near and available at the time of the meeting for help if needed.
- It is also important to have a plan for help if a client becomes agitated. This may include having another staff person in the meeting.

5. Safety for Travel

- When a student is traveling for field education activities, they should have clear directions and know where they are going.
- In general, the student should be alert and attentive to one's surroundings.
- When traveling, students should carry as little as possible. Students should carry money, license, and other essentials in a pocket if possible.
- If a bag or other personal item is grabbed, it is best to let go of it.
- Students should dress in comfortable clothes which are as supportive for mobility in a variety of environments as possible.
- It is helpful to be alert and move with a purpose, as if one has a clear destination.
- One should be aware of people in the immediate area without staring.

6. Safety for Home Visits

- Before making a home visit, the student should discuss any issues related to safety with their Field Instructor.
- On an initial home visit, one should go with another worker.
- Most agencies will want to know the location of home visits and when they occur. Some agencies require a confirmation call on arrival and departure from home visits.
- If the student feels unsafe upon arrival or at any time during the visit, they should not proceed with the meeting. It might be preferable to meet at a neutral location.

APPENDIX A: Full-Time MSW Faculty & Staff

Name	Email	Phone
Julie Barry, LCSW	jbarry@pennwest.edu	814-732-1229
Ann Bergamasco, MSW, LSW	bergamasco@pennwest.edu	724-938-4958
Azadeh Block, PhD, MSW	block@pennwest.edu	724-938-4289
Sheri Boyle, PhD, MSW	boyle@pennwest.edu	724-938-5988
Jay Breneman, MSSA	jbreneman@pennwest.edu	814-732-2013
Janice Carello, PhD, LMSW	jcarello@pennwest.edu	814-732-1738
Marta McClintock-Comeaux, PhD, MSW	mcclintock@pennwest.edu	724-938-5246
Hilary Copp, PhD, LSW	hcopp@pennwest.edu	814-732-1730
Laurie Cracolici	lcracolici@pennwest.edu	814-732-2013
Stephanie Diez-Morel, PhD, LCSW	sdiez@pennwest.edu	814-732-5910
Kimberly Hardner, PhD, MSW	khardner@pennwest.edu	814-732-1521
Jessica Hippely, MSW	jhippely@pennwest.edu	814-732-1469
Charlene Kolupski, LSW	ckolupski@pennwest.edu	814-732-1789
Janice McCall, PhD, MSW, LSW	mccall@pennwest.edu	724-938-4939
Natalie Montero, MSW	nmontero@pennwest.edu	814-732-1707
Theresa Thao Pham, PhD, LSW, LMSW	pham@pennwest.edu	724-938-4218
Shraddha Prabhu, PhD, LMSW	sprabhu@pennwest.edu	814-732-1582
David Pugh, PhD, MSW	dpugh@pennwest.edu	814-732-2022
Christine Rine, PhD, MSW	crine@pennwest.edu	814-732-2013
Carolyn Robinson	robinson_c@pennwest.edu	724-938-5910
Rosalie Smiley, PhD, MPH, MSW, LSW	smiley@pennwest.edu	724-938-4059
Margaret Smith, PhD, LSW	msmith@pennwest.edu	814-732-1747
Carolyn Wass, PhD, MSW, MS	wass@pennwest.edu	724-938-4047
Molly Wolf, PhD, LMSW	mrwolf@pennwest.edu	814-732-1103

Appendix B: Course Descriptions

Core Courses

SOWK 6000: Intro to Trauma-Informed Field Practice

Introduction to field policies and procedures to prepare students for foundation level field experience. Introduces foundational concepts and skills required to engage in trauma-informed practice and supervision using an intersectional and human rights-based approach to anti-oppressive social work framework.

SOWK 6100: Human Behavior and the Social Environment (HBSE)

Introduces interdisciplinary theories of human development throughout the life cycle using a multidimensional, trauma-informed, person-in-environment framework that considers multiple determinants of human behavior and development. Examines the impact of human behavior and organizing across multiple levels of social work practice.

SOWK 6200: Diversity, Equity & Anti-Oppressive Practice

This foundational course focuses on building on students' knowledge and skills to engage in a trauma-informed, anti-oppressive practice. Students will apply this understanding to develop knowledge, skills, and values to enhance cultural humility and empathy at all levels of social work practice.

SOWK 6300: Social Work Practice with Individuals

Orients students to generalist social work practice skills, attitudes, and knowledge utilized when working with diverse individuals in a variety of settings. Course content focuses on the integration of social work values and ethics, the principles of trauma-informed care, and skill building throughout the planned change process.

SOWK 6400: Social Work Practice with Families and Groups

This course builds upon generalist social work practice skills by exploring the dynamics of diverse contemporary families and groups with an emphasis on the application of trauma-informed approaches to engagement and professional behavior. Students will enhance critical thinking and problem-solving skills used during the planned change process.

SOWK 6600: Foundations in Social Work Policy Practice

Examines the relationship between social problems and social policy. Focuses on foundational skills in policy analysis and social work advocacy. Prepares students to be effective policy practitioners at the micro, mezzo and macro levels with an awareness of historical, social, cultural, economic, environmental and global influences.

SOWK 6700: Social Work Research

Focuses on quantitative and qualitative methods in social work with emphasis on problem conceptualization, measurement, design, and use of descriptive and inferential data analyses. In

this foundation course, students acquire skills to understand knowledge creation and evidence-based practice in social work.

SOWK 6800: Foundation Social Work Field

During this course, students will complete an MSW-supervised field placement (300 hours minimum) within an organization that provides opportunities for generalist social work practice. The foundation field learning experience addresses all CSWE generalist practice competencies across diverse micro, mezzo, and macro practice settings.

SOWK 7100: Differential Assessment & Psychopathology

Focuses on differential mental health assessment with diverse clients and constituencies. Examines human differences and assesses levels of functioning within the context of various systems. Students learn and practice advanced skills in assessing, diagnosing, and referring clients using a trauma-informed lens.

SOWK 7300: Social Work Practice w/Organizations & Communities

This course focuses on macro practice skills, behaviors, and knowledge that enable the generalist social worker to effect change at the organizational and community levels. Students will learn how to effectively implement the planned change process within organizations and the community.

SOWK 7600: Advanced Social Work Policy Practice

Policy and funding shape program design and service delivery. Students will develop practical advanced skills to analyze and synthesize organizational and public policy to build a case for social change through a trauma-informed lens. Emphasis on change strategies, evidence and promising practices, and identifying potential funders and influencers.

SOWK 7700: Trauma-Informed Practice Evaluation

Students develop advanced knowledge and skills in the evaluation of social work practice using a trauma-informed perspective. Theory and professional literature are integrated into social work evaluation design, measurement, sampling, data collection, and analyses for practice, policy, and organizational partnerships.

SOWK 7800: Advanced Social Work Field I

This is the first of two courses during which students complete an MSW-supervised placement (300 hours minimum) within an organization that provides opportunities to engage in advanced social work practice. The course integrates trauma-informed approaches across diverse social work levels and practice settings.

SOWK 7810: Advanced Social Work Field II

This is the second of two courses during which students complete an MSW-supervised placement (300 hours minimum) within an organization that provides opportunities to build upon advanced social work practice. The course helps students continue to integrate trauma-informed approaches across diverse social work levels and practice settings.

Electives

SOWK 7510: Social Work Administration

Explores theoretical and functional models to effectively manage human services organizations in an increasingly complex environment. Special attention is given to agency management with reference to human rights; social, economic, environmental, and global influences; and the development and maintenance of a trauma-informed agency culture.

SOWK 7520: Trauma Theory & Interventions

Provides an introduction to historical and theoretical frameworks for understanding various types of trauma, emphasizing the need for cultural humility when working with diverse populations. Explores treatment models and evidence-based practices used to address trauma and introduces skills necessary to assess, intervene, and evaluate outcomes.

SOWK 7530: Cognitive Behavioral Therapy (CBT)

Examines the fundamental theory, principles, and skills of cognitive-behavioral therapies. Teaches practical hands-on clinical skills. Students emerge with a thorough grounding in CBT methods and the capacity to integrate CBT into their current practices.

SOWK 7540: SW Practice in Substance Use & Addictive Disorders

Provides a framework for understanding substance use disorders and the relationships between trauma and addiction. Students will gain an understanding of intervention approaches with diverse individuals, their families, and communities. Addresses prevention, assessment, and recovery models at the micro, mezzo, and macro levels.

SOWK 7550: Social Work Practice in Mental Health

Examines direct social work practice in behavioral health across all systems. Course content will center on direct practice of integrated mental health in primary care settings with diverse individuals, families, groups, organizations, and communities. Course will provide information on engagement, assessment, planning, and intervention.

SOWK 7560: Social Work Practice in Aging

Integration of knowledge about aging, services for the aging, and the principles of trauma-informed social work practice with older persons in various settings. Students will explore personal biases and experiences, organizational barriers, and culturally relevant, trauma-informed practices when working with older clients.

SOWK 7570: Social Work Practice in Health Care

Examines roles of the social worker and the place of social work values and practice in health care planning, modern medical ethics, and professional practices. Students will explore personal biases and experiences and culturally relevant, trauma-informed practices when working with clients in health care systems.

SOWK 7580: Social Work Practice in Justice Systems

Overview of the juvenile and adult criminal justice systems. Emphasizes understanding of ever-changing philosophies undergirding the criminal justice system. Students will explore personal biases and experiences and culturally relevant, trauma-informed practices when working with clients in criminal justice systems.

SOWK 7590: Social Work Practice with Children and Youth

Examines the major problems and legal and clinical issues when working with children and youth. Special concern for trauma-informed practice with victimized and at-risk children. Students will explore personal biases and experiences, organizational barriers, and culturally relevant, trauma-informed practices when working with children and youth.

SOWK 7599: Special Topics in Social Work

This course offers a discussion of selected topics of significant or current importance and interest to the social work profession.

APPENDIX C: Professional Standards Form

This form is a tool to help you continue to develop your professional identity, thereby laying a strong foundation for your career as an effective social worker by aligning your behaviors and skills with the standards of the social work profession. We have created this form as a means of checking in when issues are noted with professional behaviors in the classroom or field setting.

Social workers are held to certain professional standards in the field. In the BSW and MSW programs, therefore, students are also held to professional standards. When a supervisor notes an issue with a social worker's behavior or job performance in the field, it is typical for a review to be conducted and a corrective action plan to be put into place. This form is to be used in a parallel process to be applied within the classroom or field setting.

Student:

Date:

Faculty member:

Course:

Professional Standard 1: Academic Performance

x	Expectation	Comments
	A. Plans and organizes work effectively	
	B. Turns in complete assignments on time	
	C. Makes arrangements for special needs	
	D. Attends class/field regularly	
	E. Demonstrates use of critical thinking skills	

Professional Standard 2: Conduct/Behavior

x	Expectation	Comments
	A. Demonstrates ability to work cooperatively with others	
	B. Actively participates in class discussion groups/ role plays/field activities	
	C. Shows respect for others' opinions	
	D. Is open to feedback from peers/faculty/field instructors	
	E. Demonstrates a willingness to respect and understand people across all intersections of diversity, including but not limited to race, color, gender, age, creed, ethnic or national origin, disability, political orientation, sexual orientation, socioeconomic status, and populations at risk	
	F. Conducts her/himself according to the NASW Code of Ethics	
	G. Appropriately credits others' work (examples: proper quoting and paraphrasing of sources, accurately representing the division of labor for group projects)	
	H. Other indicators of concern related to conduct/behavior	

Professional Standard 3: Emotional Self-Control (Self-Understanding)

x	Expectation	Comments
	A. Uses self-disclosure appropriately (e.g., student seems to have an understanding of and has resolved the issue they are sharing)	
	B. Appears to be able to handle discussion of uncomfortable topics	
	C. Deals appropriately in class/field with issues which arouse emotions	

	D. Understands the effects of one's behavior on others	
	E. Does not allow personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with professional/academic judgment and performance	
	F. Other indicators of concern related to emotional self-control (self-understanding)	

Professional Standard 4: Communication Skills

x	Expectation	Comments
	A. Written assignments demonstrate good spelling, appropriate use of punctuation, clear structure, paragraphing, good organization, and follow logical sequence	
	B. Demonstrates ability to use APA style, including citations, formatting, and other style requirements	
	C. Demonstrates ability to write effectively in records	
	D. Demonstrates a working proficiency of the English language in written communication	
	E. Shows professionalism in all written communication, including (but not limited to) written communications using social media, and electronic communications.	
	F. Is able to clearly articulate ideas, thoughts, and concepts verbally	
	G. Has the ability to communicate verbally in a clear manner	

	H. Demonstrates a working proficiency of the English language in verbal communication	
	I. Shows professionalism in all verbal communication	
	J. Other indicators of concern related to communication skills	

Corrective Plan

Action steps to be taken and time frame for completion:

Student response, if desired:

Date of follow-up meeting, if applicable:

Student’s signature: Date:

Faculty member’s signature: Date:

Outcomes/feedback from follow-up meeting, if applicable:

Student’s signature: Date:

Faculty member’s signature: Date:

If the student is unwilling or unable to address the identified behaviors within the established time frame, additional steps may be taken by social work faculty, up to and including possible removal from the social work program.

Copies of this form should go to the student, the faculty member, and into the student’s file.