Master of Social Work
Student Handbook

Texas A&M University-Texarkana
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Introduction

“When a flower doesn’t bloom you fix the environment in which it grows, not the flower.”
– Alexander Den Heijer

Dear MSW Students:

Welcome to the MSW program at Texas A&M University-Texarkana! You have made an important decision to pursue a career in social work. Social work is a profession with roots that extend into nearly all walks of life. It is a very noble profession that is geared toward helping those who are often the most neglected of society. Social work seeks to ennoble the disenfranchised through educating individuals who are professional, ethical, and highly skilled. This is a challenging program, but you were selected to be part of the MSW program because you have demonstrated a commitment to helping vulnerable populations, promoting social justice, and a respect for individual worth. You will have many opportunities to engage in applied learning, be steeped in scholarship, and become a talented professional. MSW graduates from Utah Valley University are prepared for careers in mental health settings, hospitals, women’s shelters, child welfare, addictions, and other interesting agencies that serve people in need. We, as faculty and staff, are excited that you have chosen to pursue a degree in social work and are committed to your successful completion of the program.

We are pleased to have you a part of the social work family at Texas A&M-Texarkana and wish you well in the next two years.

Kristine Yells, Ph.D., LCSW, CATP
MSW Program Director
Program Mission Statement and Goals

Mission Statement

The purpose of the Texas A&M University-Texarkana Master of Social Work program is to educate students to address regional problems such as poverty, inequality, and trauma, and to promote community health and wellbeing at the micro, mezzo, and macro levels. The program is designed to accomplish this by creating and maintaining a strong link between the university and the community through field partnerships, service, and research. Students will graduate as competent social workers who are job ready and prepared for the challenges they will encounter as they help strengthen the community and advance opportunities for all of its citizens.

Program Goals

The TAMUT MSW program has developed the following program goals:

1. Prepare students to be social work professionals who can intervene with individuals, groups, communities, organizations, and society.
2. Prepare students to promote racial and social justice within micro, mezzo, and macro contexts.
3. Enhance students’ classroom learning through experiential and service learning to prepare them to make an impact in their field work and beyond.
4. Engage with the community and work in partnership to address local and regional concerns with evidence-based interventions.
5. Educate students in the importance of the person-in-the-environment and ecological frameworks and how they give context to providing trauma-informed care.
Program Eligibility

The MSW is a competitive admission program. Due to current university and accreditation standards, no more than 30 students will be accepted to begin each academic year. Students submit their applications in December, are notified regarding their admission status in March, and those who have been accepted begin the program in the following fall semester (for exact dates, visit our website at:

Requirements for admission to the MSW Program include:

1. Hold an earned baccalaureate degree from a regionally accredited college or university
2. Complete SOCI 2350 – Introduction to Social Work or equivalent with a grade of B or better
3. Have achieved a grade point average of 2.8 overall or in the last 60 hours of academic course work

The following are recommended courses that, although not required, will help you better prepare for the MSW program:

Abnormal Psychology. Courses with substantial contents on abnormal psychology, mental health deviance, drug addictions, violence, etc.; Life Span Development; Any biology course covering anatomy and physiology that emphasizes the impact of organic, chemical, and body systems impairments on human behavior (Note: not Introduction to Biology); Social Science with Macro context. (e.g. social institutions, organizations, systems, policies. Intro to Sociology, American Government, Political Science.)

In addition to the above mentioned requirements, favored applicants show:

4. Adherence to the highest standards of conduct and ethics.
5. Emotional maturity.
7. An aptitude for understanding and relating to people.
8. A demonstrated history of social service experience through volunteer or paid work experience in human service settings.

These skills and qualities are assessed through professional recommendations, an autobiographical statement, a critical thinking essay, student transcripts, and a resume.

Applications will be reviewed by a committee of full-time social work faculty, and if necessary (due to disagreements or a conflict of interest), arrangements have been made for another outside professional educator to review the applications as well. Applicants will be notified of the committee’s decision by email only.

Admission will be granted contingent upon completing all admissions criteria prior to beginning the MSW program.
All students who meet the minimum application requirements are welcome to apply. No student will be denied admission based upon race, gender, disability, age, religion, sexual orientation, culture, creed, class, ethnicity, or national origin.

Criminal conviction or pending criminal charges will not necessarily disqualify a student from admission to the MSW. However, past or future criminal activity or conduct may limit or inhibit a student from completing a social work internship which is required to complete the degree or render the student ineligible to receive state certification or licensure to practice social work.

Meeting the minimum requirements does not guarantee admission. Students are urged to contact their academic advisor to discuss what will make them most competitive as a candidate.

Students admitted to the program are those who have a combination of excellent grades, relevant work/internship/volunteer experience, excellent recommendations from professors and/or supervisors, and a thoughtful and concise personal statement and essay response. Students denied admission to the program may apply additional times as desired.

Students accepted into the MSW program must be able to take classes on campus. Course delivery is designed to be in face-to-face and hybrid formats.

For details on how to apply to the MSW program, see “How to Apply” on the following page.
How to Apply

To make your application to the MSW program as strong and accurate as possible, and for the benefit of the admission committee members who will be reviewing and scoring each application, please ensure that you have carefully read and followed the instructions below before submitting your application. Incomplete applications will not be reviewed. Questions regarding the application process may be directed to your academic advisor.

1. Ensure that you are eligible for the program (see “Program Eligibility” section in this handbook).
3. Provide official copies of transcripts via secure email to transcripts@tamut.edu. Students who completed their degree with TAMUT will not need to provide them.
4. Write a clear and concise letter of intent. This narrative should answer the following questions:
   - Describe your interest in pursuing a Master of Social Work degree at Texas A&M University-Texarkana and why it is a good fit for your educational and professional goals. Please include any relevant information from current or previous experiences (e.g. employment, volunteer, academic, and/or personal) that have influenced your decision.
   - Define a social problem affecting a population of specific interest to you that you would want to work with in the future. Please examine the relevancy of the problem to the field of social work, how you came to identify and understand it as a social problem, societal factors that have contributed to the problem, and specific ways that you, as a social worker, could address the problem.
   - Social workers are expected to work with individuals, families, groups, and communities from diverse backgrounds in a caring and respectful fashion. Using a specific experience you have had with an individual or group different than you (in terms of race, socioeconomic background, gender, disability, religion, sexual orientation, culture, age, etc.), discuss what challenges and lessons you learned from this situation. How did the interaction affect your personal views about this individual/group and your overall perspective on diversity?
5. Provide three professional letters of reference from employers, professors, or a combination of both. If an applicant has been in college within the last five years, at least one letter must be from a faculty member. No personal references will be accepted.
6. Submit a resume that details work and/or volunteer experience. (While not required, paid and/or volunteer experience in the human services is highly valued and will be seriously considered in the application evaluation process.)
7. Be able to pass a background check.
8. Pay a non-refundable $30 application fee

The review of submitted applications will focus on academic achievement, commitment to social work ethics, a beginning understanding of the social work profession, professional attitude and
behavior, emotional maturity, and ability to express oneself in writing. If needed, students may be asked to complete a formal interview with the admission committee and/or submit additional documentation to support a student’s readiness for a career in social work. The admissions committee may seek additional information from faculty, applicant, or other formal sources.

Applications will be reviewed on a rolling basis, but all applicants will be notified via email of the committee’s decision no later than May 15th. Students are notified in writing regarding their admission status in March (for exact dates, contact your behavioral science academic advisor).

Deferment: Under special circumstances, students who have been accepted to the program may defer for up to one year, but they must make a written request and submit it to the MSW Program Director in order to be approved.
MSW Degree Requirements

Students admitted to the MSW program, after having their eligibility for the program confirmed, must complete the following requirements to earn the Master of Social Work degree.

Please note academic credit will not be awarded for previous work or life experience of any kind.

Descriptions for the courses below can be found on the TAMUT MSW program web page located at https://tamut.edu/Academics/Colleges-and-Departments/ CASE/Graduate-Programs/Master_of_Social_Work/index.html

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<tr>
<td>SOCW 501 Practice I: Social Work with Individuals</td>
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<td>SOCW 510 Human Behavior and the Social Environment I</td>
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<td>SOCW 520 Social Welfare Policy and Analysis</td>
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<td>SOCW 530 Diversity and Social Justice</td>
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<td>SOCW 511 Human Behavior and the Social Environment II</td>
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<td>SOCW 540 Research Methods in Social Work</td>
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<td>SOCW 552 Foundation Field Practicum II</td>
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<td>SOCW 521 Practice III: Community-Based Strategies for Social Change</td>
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<td>SOCW 553 Advanced Field Practicum</td>
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<td>SOCW 562 Mental Health Assessment and Diagnosis</td>
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<td>SOCW 563 Advanced Practice with Groups and Complex Cases</td>
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<td>SOCW 564 Clinical Issues in Addictions</td>
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<td>SOCW 554 Advanced Field Practicum II</td>
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*Students may choose approved electives from other disciplines, but that may cause their total credits to exceed the 60 required.

**Graduation Requirements**

1. Completion of a minimum of 60 semester credits within the MSW, or with the inclusion of acceptable transfer credits. Per university policy: No more than 12 graduate credits may be transferred in. Transferred credits must have been completed from a CSWE-accredited MSW program.
2. Overall grade point average of 3.0 or above.
3. All 60 credits of the MSW must be completed with a grade of B or higher.
4. All field practicum hours must be completed.

Please see your faculty advisor to create your academic plan and for an explanation of all admission and program requirements.
Field Practicum and Licensure

Placement in the Field Practicum

Social Work at the graduate level is a licensed profession in Texas. Practitioners must be able to apply professional knowledge, values, and skills ethically. Practice courses provide skill development activities in order for students to develop skills such as interviewing and assessment, intervention, and evaluation. Students complete internships during the fall and spring semesters of both years. Students are assigned to social services agencies by the Field Director, with consideration of the students’ interests and learning needs, and the availability of field agencies. These internships provide opportunities for students to apply knowledge and skills learned in classes to real-life situations with clients. Field Practicum students are supervised and guided by professional social workers in agencies in order to ensure that they have productive educational experiences. The MSW program expects students to exemplify professional and ethical behavior in accordance with current professional social work standards. The MSW program expects all students to obey the law, to show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct within the academic and professional environment. In short, a student enrolled in the MSW program at UVU accepts the obligation to conduct themselves in an appropriate manner acceptable at an institution of higher learning and within the social work profession.

Field Practicum Requirements

The field experience entails completion of 900 (400 hours in the generalist year, and 500 hours in the specialization year) clock hours at the field agency, weekly attendance at a seminar on campus and enrollment in related, concurrent classes. The Field Director makes field agency assignments with input from the student and field agency staff. Most students feel that their field internships are among the most valuable experiences in the program. Field experiences often help a student narrow their choices for a field of practice within social work. Field Instructors can be very helpful in assisting students with the job search process. Many students are hired by agencies in which they completed internships, or by agencies they learned of while in field.

Licensure

Most states regulate the practice of social work through certification or licensure. Persons without these credentials are prohibited by law from calling themselves social workers or practicing social work. The State of Texas licenses social workers at several levels: Licensed Bachelor of Social Work (LBSW), Licensed Master of Social Work (LMSW), and Licensed Clinical Social Worker (LCSW). The LBSW requires a BSW from an accredited (or from a program in candidacy) and you may sit for the exam upon graduation. The LMSW and LCSW both require an MSW from an accredited program (or from a program in candidacy). For more information go to: www.dshs.texas.gov/socialwork.
Student Rights and Responsibilities

All students are required to abide by the TAMUT Student Code of Conduct which can be found at https://www.tamut.edu/Campus-Life/Student-Conduct/Code.html.

General Rights

A student, while properly enrolled at the institution, will have the right to the following institution services, treatment, and information:

1. Free and open discussion, inquiry and expression, subject to constitutional limitations regarding time, place, and manner.

2. Protection against the institution’s improper disclosure of students’ records, work, views, beliefs, and political associations.

3. Procedural safeguard and personal privacy with respect to testing for drugs and infectious diseases (e.g. AIDS and COVID-19).

4. Timely and understandable information and respectful treatment regarding policies, refunds, lab fees, course fees, library fines, lab breakages and liability, etc.

5. Freedom from a discriminatory and offensive campus environment that may cause emotional stress or a hostile or offensive campus environment directed toward another person.

6. Freedom from sexual harassment.

7. Full protection under the Constitution for freedom of the press, including the Constitutional limitations on prior restraint and censorship.

8. Due process of law recognized as being essential to the proper enforcement of institution rules.

9. Security for his/her person, papers, and personal effects against unreasonable searches and seizures.

10. Freedom to form and to operate an organized student association within the guidelines prescribed by the institution.

11. Access to the institution’s Ombudsman for consultation in matters of personal and school issues and concerns.

12. Student representation through student government on institutional committees, councils, commissions, and other formally constituted bodies that make general policy and procedure decisions directly affecting students or that govern student activities and conduct.
13. Access to all student government sponsored activities.

14. Accurate information in advertising, recruitment, and orientation efforts.

**General Responsibilities**

A student assumes the responsibility to conduct himself/herself in an appropriate manner. Categories of misconduct that are not considered responsible behavior include, but are not limited to, the following:

1. Failure to respect the right of every person to be secure from fear, threats, intimidation, harassment, hazing and/or physical harm caused by the activities of groups or individuals.

2. Sexual assault, harassment, or any other unwelcome verbal or physical sexual activity, including the support or assistance of such activities.

3. Unauthorized seizure or occupation of any institutional building or facility.

4. Obstruction, disruption or interference with teaching, disciplinary proceedings, institution-sponsored activities and services or events.

5. Use or possession of any weapon, explosive device, or fireworks on a person or storage of such on institutional property without prior written approval from the Chief of Campus Police.

6. Unlawful use, possession, distribution, sale, manufacture, or possession for purposes of distribution or sale of any controlled substance or illegal drug on any property or in any building owned, leased or rented by the institution or at any activity sponsored by the institution.

7. Initiation or circulation of any false report, warning or threat of fire, bombs or explosives on institutional premises or during institution-sponsored events.

8. Violation of the Texas A&M University System Smoke-Free policy (institution Policy 158 Tobacco).

9. Sale, possession, manufacture, distribution or consumption of alcoholic beverages on institution properties.

10. Unauthorized possession, forging, altering, misusing or mutilating of institutional documents, records, educational materials, identification, (e.g., personal ID, parking decal, etc.) or other institution property.

11. Violation of city ordinances and/or state statutes regarding gambling.

12. Delivery of false information to institutional personnel.
13. Theft or malicious destruction, damage or misuse of institution property or private property of another person on the institution campus or when engaged in activities sponsored or supervised by the institution off campus.

14. Intentional or reckless destroying, defacing, vandalizing, damaging or misusing the property, equipment, materials, services or data of the institution.

15. Unauthorized possession or use of a key to any institution facility or equipment.

16. Obscenity and lewd conduct as defined by institution policy, city ordinances, and/or state statutes.

17. Failure to adhere to all laws and regulations governing the duplication and use of copyrighted materials including, but not limited to, printed and audio materials, video, film, and/or computer software.

18. Unauthorized use or charges to any institution telephone for long distance calls. Institution telephones are for business use only.
   a. Non-payment of tuition and fees as set forth by institution regulations.
   b. Failure to conduct oneself in a way that does not endanger the health and well-being of other student and institution personnel.
   c. Unauthorized commercial ventures or enterprises on institution property.
   d. Bringing animals on campus, except for those serving the disabled or those used for educational purposes.
   e. Allowing children in institution classrooms or laboratories (unless they are an integral part of instruction) or leaving children unattended in hallways and restrooms or at institution-sponsored events and functions.

Students are encouraged to report violations of this policy to an appropriate institutional office.

If a student is deemed to have violated professional and ethical standards of conduct they may be dismissed from the program. Consistent with University policy, programs are given decision-making power to dismiss students from their respective programs.

In addition to the rights and responsibilities listed above, the MSW program expects students to exemplify professional and ethical behavior in accordance with current professional social work standards and described in the NASW Code of Ethics. For the NASW Code of Ethics in its entirety go to: http://www.socialworkers.org/pubs/code/default.asp.
The MSW program expects all students to obey the law, to show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct within the academic and professional environment. In short, a student enrolled in the program accepts the obligation to conduct themselves in an appropriate manner acceptable at an institution of higher learning and within the social work profession. Students must also abide by the TAMUT policies that delineate each student’s rights and responsibilities, which may be found at https://www.tamut.edu/Campus-Life/Student-Conduct/Code.html. Student rights and responsibilities and The Student Code of Conduct are discussed at New Student Orientation that takes place the week before classes begin each fall. Each student is expected to read and comply with the standards found in the Code. Students who are unable or unwilling to follow the Code of Conduct and the NASW Code of Ethics will be subject to suspension or dismissal.

Professional Behavior, Policies and Procedures

Professional Behavior and Policies and Procedures for Resolving Academic or Professional Performance Concerns.

Professional Behavior. Because of the nature of professional Social Work practice, the Social Work program has different expectations of students than do non-professional programs. Social Workers traditionally serve vulnerable and/or disadvantaged populations. Social Work programs have a responsibility to protect consumers, and to ensure that Social Work students are competent to begin practice and meet professional ethical standards. The Social Work program’s policies are linked to the students’ abilities to become effective social work professionals and are provided so that students and faculty can be clear about expectations and procedures to address academic performance concerns, which include professional behavior. Students are expected to exhibit behaviors that are in compliance with the Social Work program’s policies, TAMUT’s policies and standards, the NASW Code of Ethics, and professional ethical standards in the classroom, practicum, and community.

Students are accountable as representatives of the Social Work program and the social work profession. Students are also expected to abide by the NASW Code of Ethics and to uphold the rules and procedures of their practicum placement agencies. The Social Work program requires students to demonstrate professional demeanor, appropriate relationships, and ethical behavior. Failure to meet these ethical standards may result in a failing grade and expulsion from the Social Work program.

Since social work is a professional program in which students have the potential to work with vulnerable populations, the Social Work program reserves the right to seek additional information such as references from employers and others. Students should also be aware that if there are any personal data such as that included on the application for state licensure that may indicate a potential threat to the public safety and welfare, a student may be denied continuance in the MSW program or encouraged to withdraw from the program. Should that situation arise, students will be assisted in finding a more suitable program/profession.
If a student falls below the academic or professional standards or demonstrates unprofessional behavior at a practicum site in violation of the policies and procedures associate with the practicum (see MSW Field Manual), such behavior would trigger a disciplinary process. This is a multi-step process that can be generated by an individual faculty member, a practicum supervisor, a faculty supervisor, or any Social Work program administrator.

**Academic Standards Violation**

Students must meet the following qualifications to continue in the MSW program:

- A minimum cumulative GPA of 3.0 at the completion of each semester.
- No more than six credits with a C grade, regardless of GPA
- No grade of D or F regardless of GPA
- Adherence to applicable university policies, including the MSW Student Handbook, and the TAMUT Code of Conduct
- Adherence to the NASW Code of Ethics
- Completion of provisional or probationary requirements from an admission decision or from a previous review
- No grade of C for a readmitted student, regardless of having previously earned a grade of C or not in any attempted coursework prior to dismissal.
- Acceptance into a field placement. A student may be terminated from the program if they interview for field placement and are rejected by two field agencies that are deemed by the MSW program to provide appropriate field experiences.

When a student violates an academic standard, they receive an email notification from the program director indicating which standard was violated and the consequences for the violation, which is program dismissal. The CASE dean, the Field Director, and the faculty advisor are copied on this email. Once the student is notified by the director, a special action form is initiated by the program and sent to the graduate school. Once a grade has been issued that results in termination from the MSW program, the student has the right to appeal in accordance with TAMUT student grievance policies.

These policies and procedures are discussed during MSW Orientation.

**Practicum Standards Violation**

Process when student fails to comply with practicum agency expectations:

1. Field Director will meet with the agency to discuss concerns and goodness of fit for the student and agency.

2. Field Director will request a written letter or written evaluation from the agency documenting concerns.

3. Field Director will meet with the MSW Program Director, the student and the student’s faculty advisor to discuss the agency’s concerns, as well as, to hear the student’s perspective of the situation.
4. The program, in consultation with the agency, will make the final determination of student continuation at the agency.

5. The program reserves the right to deny continuation in the program. The Student Review Committee is charged with making decisions regarding program termination.

6. If the program denies continuation, faculty will work with the student to help determine an alternative career path.

**Participation in MSW Student Affairs**

Student representation is an important part of any social work program and is a microcosm of their future work in the profession. TAMUT MSW students will be encouraged to organize a Master of Social Work Student Association in accordance with the TAMUT clubs and organizations policy. Student leadership should be duly elected by their peers and represent the values and ethics of the profession. They will also develop their own constitution and bylaws.

In addition to the MSWSA, student input and representation will be solicited in the following ways:

1. Two students, one in the generalist year and one in the specialization year, will serve as representatives to the MSW Program Committee to share the student perspective of program policies, academics, and activities. Each student will be elected by their own cohort, and their term of service will be one year.

2. One student will be elected as the representative to the National Association of Social Workers. They will be the TAMUT student voice to the state organization. The student will help plan and carry out the annual NASW membership drive and keep students apprised of NASW concerns and events.

3. Two students, one from the generalist year and one from the specialization year, will serve as members of the Field Advisory Committee. They will represent the student voice for field policies and concerns.

Students will also be encouraged to become involved in TAMUT Student Government and other campus organizations they are interested in.
Contact Us

Social Work Faculty

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<td>MSW Program Director</td>
<td>Kristine Yells</td>
<td><a href="mailto:kyells@tamut.edu">kyells@tamut.edu</a></td>
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<td>MSW Field Director</td>
<td>Jennifer Turner</td>
<td><a href="mailto:jturner@tamut.edu">jturner@tamut.edu</a></td>
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