



# Baylor University

**DIANA R. GARLAND SCHOOL OF SOCIAL WORK**

**Master of Social Work Catalog**

**2019-2020 Bulletin • Volume Number 122**

**June 2019**

**Believing • Caring • Serving**

### PURPOSE OF THIS PUBLICATION

This publication provides a description of the Master of Social Work program and activities of the Diana R. Garland School of Social Work. It is not an offer to make a contract.

The administration and faculty of Baylor University believe that the educational and other programs of Baylor University, including those described herein, are effective and valuable, and that they provide skills and/or understanding in keeping with the subject matter of the program.

The ultimate results of programs offered, however, in terms of achievement, employment, professional licensing, or other measure, are also dependent on factors outside the programs, such as the personality and energy of the students, governmental or institutional regulations, and market conditions. Therefore, except as specifically stated herein, Baylor University makes no representation or contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to degree programs, or licensing for particular professions or occupations.

It is sometimes necessary or appropriate to change the programs offered. Baylor University retains the right to terminate or change any and all other aspects of its educational and other programs at any time without prior notice.

### NOTICE OF NONDISCRIMINATORY POLICY

Baylor University complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability or veteran status in either employment or the provision of services. The University is governed by a predominately Baptist Board of Regents and is operated within the Christian-oriented aims and ideals of Baptists. Baylor is also affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. As a religiously-controlled institution of higher education, Baylor University is exempted from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

### EQUAL ACCESS TO UNIVERSITY EDUCATIONAL PROGRAMS

Baylor University provides equal access to all University educational programs to every qualified student. However, if any student requires special personal services or equipment, the student will be responsible for the expenses thereof. This policy includes the expense of providing personal tutors, personal attendants, medical technicians, and so forth. The Office of Access and Learning Accommodation will assist such student in communicating with the proper community or governmental agency to secure any available financial assistance to meet his or her needs.

### DIRECTORY INFORMATION

Directory information is that information that is customarily made public without the written consent of the student. However, under the provisions of the Family Educational Rights and Privacy Act of 1974, a student may ask Baylor University not to disclose directory information by making written notice to the Office of the Registrar. Request for nondisclosure will be honored by the University until notified in writing that information should no longer be withheld. **Directory information includes: name, address, telephone number, e-mail address, dates of attendance, classification, University ID card photograph, previous institution(s) attended, major field of study, awards, scholarships, honors, degree(s) conferred and date(s), full-time/part-time status, earned hours, expected graduation date or degree candidacy, thesis and dissertation titles and advisors, past and present participation in officially recognized sports and activities, physical factors of athletes (age, height, weight), and date and place of birth.**

### LEGAL NOTICE

If you are applying for admission to a program that may prepare you for an occupational license and/or if you later decide to change to such a program, Texas law requires that Baylor notify you of your potential ineligibility to obtain licenses due to prior criminal convictions. For more information visit <https://www.baylor.edu/admissions/index.php?id=948617>.

### STUDENT AID INFORMATION

Baylor's student financial aid program of scholarships, grants, educational loans, and part-time employment is designed to help deserving students meet college expenses.

Students interested in consideration for financial aid should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Visit the Student Financial Aid Office website at [www.baylor.edu/sfs/](http://www.baylor.edu/sfs/) for additional information regarding the financial aid application or at Baylor University, One Bear Place #97028, Waco, TX 76798-7028.

The provisions of this catalog do not constitute a contract, expressed or implied, between Baylor University and any applicant, student, student's family, faculty, or staff member. Baylor University reserves the right to withdraw courses at any time, or change fees, tuition, rules, calendar, curricula, degree programs, degree requirements, graduation procedures, and any other requirement affecting students. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled. This catalog is a general information publication only, and it is not intended to, nor does it contain all regulations that relate to students.

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## BAYLOR UNIVERSITY MISSION STATEMENT

*The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.*

Chartered in 1845 by the Republic of Texas and affiliated with the Baptist General Convention of Texas, Baylor is both the state's oldest institution of higher learning and the world's largest Baptist university. Established to be a servant of the church and of society, Baylor seeks to fulfill its calling through excellence in teaching and research, in scholarship and publication, and in service to the community, both local and global. The vision of its founders and the ongoing commitment of generations of students and scholars are reflected in the motto inscribed on the Baylor seal: *Pro Ecclesia, Pro Texana* — For Church, For Texas.

***Pro Ecclesia.*** Baylor is founded on the belief that God's nature is made known through both revealed and discovered truth. Thus, the University derives its understanding of God, humanity, and nature from many sources: the person and work of Jesus Christ, the biblical record, and Christian history and tradition, as well as scholarly and artistic endeavors. In its service to the church, Baylor's pursuit of knowledge is strengthened by the conviction that truth has its ultimate source in God and by a Baptist heritage that champions religious liberty and freedom of conscience. Without imposing religious conformity, Baylor expects the members of its community to support its mission. Affirming the value of intellectually informed faith and religiously informed education, the University seeks to provide an environment that fosters spiritual maturity, strength of character, and moral virtue.

***Pro Texana.*** Integral to its commitment to God and to the church is Baylor's commitment to society. Whereas that society in the mid 1800s was limited to Texas, today Baylor's sphere of influence is indeed the world. The University remains dedicated to the traditional responsibilities of higher education — dissemination of knowledge, transmission of culture, search for new knowledge and application of knowledge — while recognizing the global proportions these responsibilities have assumed. Moreover, within the context of an ethnically and culturally diverse community, Baylor strives to develop responsible citizens, educated leaders, dedicated scholars, and skilled professionals who are sensitive to the needs of a pluralistic society. To those ends, Baylor provides expanded opportunities for civic education and for church and community service at home and abroad.

***Pro Ecclesia, Pro Texana.*** Baylor University is committed to excellence at the undergraduate, graduate, and professional levels. Within the undergraduate programs, the University seeks to familiarize students with the principal bodies of knowledge, cultural viewpoints, belief systems, and aesthetic perspectives that affect the world in which they live. Within the graduate and the professional programs, the University provides advanced educational opportunities to develop ethical and capable scholars and practitioners who contribute to their academic disciplines, professional fields, and society. Baylor encourages all of its students to cultivate their capacity to think critically, to assess information from a Christian perspective, to arrive at informed and reasoned conclusions, and to become lifelong learners. Beyond the intellectual life, the University pursues the social, physical, ethical, and spiritual development of each student.

Aware of its responsibility as the largest Baptist educational institution in the world and as a member of the international community of higher learning, Baylor promotes exemplary teaching, encourages innovative and original research, and supports professional excellence in various specialized disciplines. Advancing the frontiers of knowledge while cultivating a Christian world-view, Baylor holds fast to its original commitment — to build a university that is ***Pro Ecclesia, Pro Texana.***

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## RESIDENTIAL STAFF

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Nikki Wilmoth ..... Director, Marketing and Communications

## ACCREDITATIONS AND MEMBERSHIPS

Baylor University consists of 11 colleges and schools located in Waco, Dallas, and San Antonio. Baylor University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, specialist, and doctoral degrees. Individuals who wish to contact the Commission on Colleges pertaining to the accreditation status of the University may write the Commission at 1886 Southern Lane, Decatur, GA 30033-4097, or call (404) 679-4501. In addition, the University and its schools and departments are accredited by, and/or hold membership in, the following organizations:

### **General**

The Association of Texas Colleges and Universities  
The Association of American Colleges and Universities  
The American Council on Education  
The Southern University Conference  
The American Council of Learned Societies  
The Texas Council of Church-Related Colleges  
The Association of Southern Baptist Colleges and Schools  
The Lilly Fellows National Network of Church-Related Colleges and Universities  
The American Association of University Women  
The American Society of Allied Health Professions

### **The Graduate School**

The Council of Graduate Schools  
The Association of Texas Graduate Schools  
The Conference of Southern Graduate Schools  
The Midwestern Association of Graduate Schools

### **College of Arts and Sciences**

Council of Colleges of Arts and Sciences  
Phi Beta Kappa

### **Hankamer School of Business**

AACSB International – The Association to Advance Collegiate Schools of Business  
Beta Gamma Sigma

### **School of Education**

The American Association of Colleges for Teacher Education  
Program Accreditation by the State Board for Educator Certification  
Kappa Delta Pi

### **School of Engineering and Computer Science**

Computer Science: The B.S.C.S. degree is accredited by the Computing Accrediting Commission (CAC) of the Accreditation Board for Engineering and Technology (ABET)  
Engineering: Electrical and Computer Engineering, Engineering, and Mechanical Engineering programs accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET)

### **Robbins College of Health and Human Sciences**

Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association  
Council on Education for Public Health

Commission on Accreditation of AT Education  
American Kinesiology Association  
National Academy of Kinesiology  
Eta Sigma Gamma  
Society for Public Health Education-American Association for Health Education

**School of Law**

The Association of American Law Schools  
Accredited by the American Bar Association

**School of Music**

The National Association of Schools of Music  
The Texas Association of Music Schools  
Pi Kappa Lambda

**Louise Herrington School of Nursing**

Accredited by the Commission on Collegiate Nursing Education and the Texas State Board of Nurse Examiners  
The Southern Regional Educational Board, Council on Collegiate Education for Nursing  
The American Association of Colleges of Nursing

**Diana R. Garland School of Social Work**

Council on Social Work Education

**George W. Truett Theological Seminary**

The Association of Theological Schools

## **MESSAGE FROM THE DEAN**

The best social workers have chosen their profession because they are motivated by a deep sense of calling to serve others. We will honor and help you explore your sense of calling and equip you to step into that call on your life through the professional practice of social work. Our curriculum is rigorous because we want to prepare you for the demands of professional practice wherever your calling will take you. The passion of your life deserves nothing less.

Diana R. Garland School of Social Work offers an educational experience we are proud to compare to any public or private university. We prepare students for the broad and exciting fields of social work practice in both public and private settings. In addition, the School leads the nation in the field of church social work and in research that informs professional knowledge and skills for addressing religion and spirituality in all social work practice fields. Baylor's Garland School of Social Work alumni are all over the nation and world, serving directly and leading others to care for the most vulnerable and broken, as well as to change social structures that will lead to greater justice and opportunity.

If you want to be a confident social worker, a social worker effective at building strong communities and families, a social worker those in need will trust with their lives and futures, a social worker equipped to succeed no matter where your calling takes you — you belong at Baylor.

With joy at the hope of working with you,

Jon Singletary, Dean

## **A SOCIAL WORK CAREER**

A career in social work is both challenging and nourishing. From comforting an elderly person who is facing surgery, to finding a home for an abandoned child, to helping communities organize to fight for adequate police protection and street lighting — social workers are in the forefront of personal and social change. Wherever people are experiencing problems in living; wherever battles for social and personal justice are being waged — social workers are there.

Because they work with people, social workers need not only a substantial body of knowledge and specialized skills, but also self-discipline and realistic attitudes to ensure meaningful solutions to individual, family, group, organizational and societal problems. To be an effective social worker, you must be able to confront objectively the harsh realities of life while retaining a basic sense of compassion for others. You must also be motivated to help reduce human suffering and strengthen social ties.

Social work requires an interest in helping people with a wide range of problems in a wide range of settings. Social workers practice in advocacy organizations, facilities for the aged, schools, churches, hospitals and other health facilities, group homes, mental health facilities, prisons, community centers, employee assistance programs, adoption agencies, family services, pre-school settings, public welfare settings, child and adult protective services, residential settings for children, or adults, legislatures, social change organizations, and many other settings.

With such diversity of practice, what binds social workers into a common profession? First, social workers view people and their environment as integrally intertwined and interactive. Therefore, social workers not only work with individuals toward change, but also share a commitment to institutional and societal change. As professionals, social workers are devoted to helping people function as well as they can within their environment- or helping advocate for environmental changes. Second, social workers maintain a service commitment to the disadvantaged, vulnerable, and economically deprived segments of the population. Historically, social workers led the fight for child labor laws, voting rights for women, and other progressive milestones. Finally, social workers share a common set of professional values and ethics, and a common set of basic or generic skills that enable them to work with diverse populations and fill diverse roles in diverse settings.

All social work education is built on a strong liberal arts base in order to produce social workers who can think critically, analyze alternatives skillfully, communicate well verbally and in writing, appreciate their own culture and that the culture of others, and dedicate themselves to life-long learning. The Council on Social Work Education (CSWE) has set national standards for this specialized education. It is the only accrediting agency for social work education and is so designated by the United States Office of Education and the Council on Post-Secondary Education.

In Texas and most other states, graduation from a school accredited by CSWE is a requirement for licensure as a social worker. Additionally, to be eligible for advanced placement in graduate schools of social work, applicants must have baccalaureate degrees from programs accredited by CSWE. The Baylor University Social Work Program has been affiliated with the Council since 1965. Initial accreditation was granted to the baccalaureate program in 1976 and to the graduate program in 2001. The accreditation of both programs was reaffirmed in 2012.

## MISSION, GOALS, AND PHILOSOPHY

### Introduction

Social work has been a part of the University's curriculum since the first course was taught in the Department of Sociology in 1936. The first full-time faculty member with an MSW was hired in 1962. In 1969, the Department launched a complete baccalaureate social work program to prepare students for the beginning level of social work practice. A feasibility study conducted during academic year 1997-98 documented the significant needs which Baylor University could address in its graduate social work program. Based on that study, the Baylor Board of Regents approved a Master's of Social Work degree and the School of Social Work was established in January 1999. The program was moved from within the department of Sociology, Anthropology, Social Work and Gerontology to become a separate department in the College of Arts and Sciences. In September 2004, the School of Social Work was granted independent status, effective June 2005. In June 2013, the PhD in Social Work was launched with the first cohort of students. In May 2015, the name of Baylor University's School of Social Work was changed to the Diana R. Garland School of Social Work in honor of the School's first dean. That same year an extension campus of the Garland School of Social Work was opened in Houston, TX. In May 2019, the School began to offer a fully online campus for students seeking to gain their MSW through Baylor from across the United States.

The Garland School of Social Work at Baylor University gives shape and direction to the faith-based social services not only of Baptists but, more broadly, of other denominations and religious organizations. Through its baccalaureate and graduate programs, the Garland School of Social Work prepares professional social workers for building healthy communities, and provides effective leadership in social service, social action, and advocacy for social justice in many settings, including religious organizations and faith communities.

### Mission

The mission of the Diana R. Garland School of Social Work at Baylor University is to prepare social workers in a Christian context for worldwide service and leadership.

### Goals

1. To produce Alumni who are
  - influencing (through service and leadership) the social welfare of people, families, and communities globally;
  - ethically integrating religious faith with social work practice;
  - culturally responsive and competent; and
  - effective in creating healthy organizations
  
2. To produce Research by the School and its alumni that
  - provides resources and models for excellence in professional social work practice that contribute to social justice and the wellbeing of persons, families, and communities; and
  - provides resources and models that are respectful, faithful, and effective for communities of faith and religiously-affiliated organizations.

## **PROFESSIONAL STUDENT ORGANIZATIONS**

### **Student Chapters of Professional and Academic Organizations**

#### **Phi Alpha Honor Society**

Phi Alpha is the National Honor Society for Social Work students. The Eta Sigma Chapter of Phi Alpha was chartered at Baylor University in 1998. The purpose of Phi Alpha is to promote a closer bond among students of social work and to foster humanitarian goals and ideals. Phi Alpha proudly encourages high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievements in social work. To be eligible for membership you must satisfy the following requirements:

#### Graduate Students

- Be enrolled in the MSW program at Baylor University
- Have completed 9 term hours of required social work graduate courses or at least 37.5% of the total hours/credits required for the social work graduate degree, whichever is later achieved
- Rank in the top 35% of the MSW program

Invitations are sent to those students who qualify. The membership fee is \$30. There is an induction ceremony where students can participate and is considered the annual membership meeting. There are opportunities for Phi Alpha members to help in the community, as well as within the School, in the role of ambassadors for School of Social Work events.

#### **Social Work Student Association**

The School encourages social work students to participate in the Garland School of Social Work Student Association. The purpose of the organization is to provide an opportunity through which students can participate in the governance of the School, coordinate their interests, connect with their colleagues and act cooperatively on behalf of all social work students and those they serve. The Social Work Student Association is divided by undergraduate and graduate students and each has their own faculty advisor.

#### **National Association of Social Workers**

“The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.” (NASW brochure. For more information, visit the NASW website at: [www.naswdc.org](http://www.naswdc.org)). By joining NASW, student members receive the information, contacts, and resources needed for launching a successful social work career, with a savings on a regular membership.

#### **Student Representation on School Committees**

Student representatives on school committees are elected through the Social work Student Association. Responsibilities include regular attendance and communication from students to committee and from committee to students. Student representatives who are unable to fulfill their responsibilities should resign to the Student Development Committee Chair so that they might be replaced.

## GENERAL STUDENT POLICIES

### Student Code of Conduct

The mission of the Garland School of Social Work focuses on the education and preparation of students for professional social work practice. Students are expected to practice upholding the major themes of the School: community building, strengths perspective, and the ethical integration of faith and practice. Students are expected to uphold the core values and ethical standards of the social work profession. These values and ethical principles are identified and discussed in the Council on Social Work Education standards, in the NASW Code of Ethics and in the Texas State licensing standards (or comparable licensing standards in other states). As a part of the requirement for graduate entry into the program and for all practice in the community, students are asked to read and sign the following Student Code of Conduct derived from the NASW Code of Ethics and the Texas State Licensing Board regulations. (Numbers at the end of each item refer to the applicable section of the NASW Code of Ethics.)

1. Social work students are expected to uphold the values, ethics, and standards of the profession. (5.01)
2. Social work students are expected to treat their peers, faculty, and staff with dignity and respect (2.01A), and avoid unwarranted negative criticism and demeaning comments of these colleagues (2.01B).
3. Social work students should strive to enhance their competence and recognize the need for continuous professional growth (4.01).
4. Social work students should not practice, condone, facilitate, or collaborate with any form of discrimination against persons (4.02).
5. Social work students should not participate in, condone, or facilitate any type of dishonesty, fraud, or deception (4.04).
6. Social work students whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their abilities to meet classroom and field practice requirements are expected to take appropriate remedial action and show documented evidence of the success of that action (4.05).
7. Social work students should not permit their private conduct to interfere with their classroom or field practice responsibilities (4.03).
8. Social work students engaged in research are expected to protect the confidentiality of human subjects, obtain voluntary informed consent, and inform participants of their right to withdraw from the study (5.02).
9. Social work students should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed (4.08).

### Standards of Practice

Prior to any academic work in the community that involves the use of social work knowledge, values and skills, students are asked to review the entire NASW Code of Ethics and the applicable state code. The following are some of the major standards for practice in the community as delineated in the NASW Code of Ethics.

*Please note:* If at any time during your classroom or field internship experiences, you find yourself in a situation in which you have questions about a potential ethical concern, please contact your field instructor, faculty liaison, or the Director of Field Education in your program.

#### Commitment to Clients (1.01)

A social worker's primary responsibility is to promote the well-being of clients.

#### Self-Determination (1.02)

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals.

#### Competence (1.04)

Social workers should provide services and represent themselves as competent only within the boundaries of their education. It is important to inform your clients that you are a student.

#### Diversity (1.05)

Social workers should obtain education about and seek to understand the nature of social diversity and oppression with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical ability.

#### Conflicts of Interest (1.06)

- (a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.
- (b) Social workers should not take unfair advantage of any professional relationship.
- (c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there are risks of exploitation or potential harm to the client.

#### Privacy and Confidentiality (1.07)

Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons.

#### Sexual Relationships (1.09)

Social workers should under no circumstances engage in sexual activities or sexual conduct with current or former clients, whether such conduct is consensual or forced.

#### Physical Contact (1.10)

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the clients as a result of the contact (such as cradling or caressing clients).

#### Derogatory Language (1.12)

Social workers should use accurate and respectful language in all communications to and about clients.

#### Ethical Responsibility to Colleagues (2.01& 2.07)

Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views and obligations of colleagues.

Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

Social workers should avoid engaging in sexual relationships with colleagues when there is a potential conflict of interest.(2.06)

## **Social Media Policy**

The use of technology and social media is an ever-growing and ever-changing platform for connection, information and communication. The National Association of Social Workers released an updated Code of Ethics in 2017 to address important ethical considerations in the use of technology in social work practice. The Garland School of Social Work's Field Education office recognizes the benefits of individuals and organizations maintaining an active online presence. However, as a professional-in-training, your online persona should be managed as carefully as you would mind your actions, speech, and dress in the workplace.

Professional social workers must be mindful of social media use because information shared on social media platforms can be used by clients, other professionals and the general public to shape opinions about you and social workers as a whole. Maintaining primary social work values like client privacy and confidentiality are of utmost importance, and upholding one's reputation is critical to competent, successful practice.

Social workers' professional behavior is guided by the *NASW Code of Ethics*, the State Code of Conduct, and the policies and practices of their employing organizations. Students in the Garland School of Social Work are expected to model professional standards of behavior as they conduct themselves in any public forum, whether it be online or off. Students are also expected to abide by all policies of Baylor University, the Garland School of Social Work, and the Field Education manual in addition to the legal and ethical responsibilities of the social work profession.

## **Student Rights and Responsibilities**

The rights of social work students include, but are not limited to:

- Right to participate in shaping the development of plans, programs, and policies that affect quality of the Garland School of Social Work's curriculum.
- Right to learn in an environment that promotes individual and career development.
- Right to learn in a diverse community which provides exposure to a wide range of viewpoints.

The responsibilities of social work students include, but are not limited to:

- Accountability for their own learning.
- Expectation to perform as a social work professional according to the guidelines of the NASW Code of Ethics.
- Expectation to be an active agent in the process of continuously improving the Garland School of Social Work's academic program.

It is the student's responsibility to become informed and to observe all regulations and procedures concerning degree completion required by the graduate program to which he/she is admitted. This includes attention to all internal deadlines (degree completion, registration, graduation, etc.), and satisfying registration throughout degree completion and financial settlement procedures.

The school policy conforms to the Student Right to [\*Due Process\*](#) Policy and Procedures as outlined in [\*Baylor University Student Policies and Procedures\*](#).

## **Office of Access and Learning Accommodation (OALA)**

Any student with a documented disability needing accommodations should contact the Office of Access and Learning Accommodation. Any student who needs learning accommodation should inform the professor immediately at the beginning of the term. The student is responsible for obtaining appropriate documentation and information regarding needed accommodations from the Baylor University Office of Access and Learning Accommodation (OALA) and providing it to the

professor early in the term. To contact the OALA office email [OALA@Baylor.edu](mailto:OALA@Baylor.edu) or phone (254) 710-3605.

### **Health Insurance**

Information about the Baylor University Health Insurance Plan can be found at: [http://www.baylor.edu/health\\_center](http://www.baylor.edu/health_center) under the “Insurance” quick link, or by calling 254-710-1493. International students: All registered International Students on non-immigrant visas, taking one (1) or more credit hours and their accompanying dependents are required to participate in the Baylor University Student Insurance Plan. International students are automatically enrolled in the university sponsored health insurance plan; charges are added to the student’s bill each semester. Information about health insurance may be secured through Baylor Health Services, One Bear Place #97060, Waco, TX 76798-7060 or call 254-710-7425.

### **Change of Address and Telephone Number**

It is frequently a matter of great importance to students for University officials to be able to locate them quickly. For this reason, students are asked to file a notice of change of student local or student home address and telephone number with the University promptly, and not later than ten days thereafter in any case. Address changes may be made through BearWeb. For assistance, contact the Office of the Registrar at [registrar@baylor.edu](mailto:registrar@baylor.edu) or (254) 710-1181. Failure to receive University notices because of an incorrect address provided by the student will not relieve the student of responsibility for responding to the notice.

### **Student/Program Communication and Notification**

It is also the student’s responsibility to keep a current address, Baylor University email address, and phone number on file with the office of the Garland School of Social Work. The School will record the postal address, phone number, and email address at the time of initial admission. Any changes in contact information from that point forward must be initiated by the student. All students are required to obtain and monitor a Baylor email account. This contact information will be used to inform students of upcoming events and any unforeseen circumstances such as emergency cancellation of classes. Additionally, many faculty are managing courses through Canvas, Baylor’s learning management system.

The Garland School of Social Work faculty and staff communicate with students through a variety of methods:

Email - Faculty use email to communicate with students concerning class assignments, activities, and appointments. All students are required to obtain, monitor and use a Baylor email address.

Canvas – Canvas is the Baylor University learning management system. It is the electronic source for course-related information such as syllabi and course schedules. Please check your Canvas course listings to make sure each course you are taking is listed and check each course for details, announcements, and information from your faculty relevant to that course. In addition, the MSW program hosts a Canvas page for school orientation and other MSW-program related details.

Website/Electronic Bulletin Boards - The School maintains a webpage within the main Baylor University website, which provides information to current and prospective students, including job announcements for current and graduating students. Electronic bulletin boards (Canvas) also may be utilized by faculty to post classroom and other important information. Students should check these information sources frequently.

Other Methods - Other methods of communicating school information to students include updates at student organization meetings, graduate brown bag lunch meetings, baccalaureate meeting of the majors, announcements in classes, standard mail, and email. “The Voice” is a school newsletter that is emailed weekly to students.

When scheduled, students should attend the All School Meetings and check your Baylor e-mail daily. These methods of communication, along with the “*The Voice*” serve as primary channels of information for the baccalaureate and graduate programs about program updates and changes.

### **Campus Safety**

Baylor considers personal safety on campus a top priority. Residence halls enforce a locked door policy and residents are asked to swipe their student IDs at main entrances to show residential status and gain access to their building. Access to the Garland School of Social Work is limited to normal working hours and not available to students on the evenings and weekends in order to protect their safety. Doors are to remain locked at all times and are accessible to students with an ID card. Under no circumstances should locked doors be propped open or should students stay in the building after normal working hours. The campus library is available for studying and small group meetings after hours and on weekends.

The Baylor Department of Public Safety provides additional 24-hour security and works in close alliance with the Waco Police Department to create a safe environment for the university community.

In the event of emergency in the Garland School of Social Work, contact the Waco Police Department, calling 911.

Baylor's Crime Prevention and Security Report is provided annually to all students and is available at <http://www.baylor.edu/DPS>.

### **Social Work Student Safety in Field Sites**

Students in the Garland School of Social Work engage in educationally-directed practice in the community. Policies and guidelines to ensure student social work safety may be found in the *Field Manual*. Students are responsible for reading and following the social worker safety guidelines when engaged in educational placement activities and to assess agency safety using tools provided by the program.

## **GRIEVANCE AND APPEAL PROCEDURES**

The Garland School of Social Work faculty promulgates the following policies and procedures to protect students’ rights and provide them relief from unfair criticism and treatment. This protocol is established for application in the event that a student believes his/her academic rights have been violated. This includes grades, assignments, internship issues, and alleged violations of professional behavior.

1. *Conference with Faculty Member.* Any student who believes a GSSW faculty member has treated him or her unfairly with respect to a course for which the student was registered or required to be registered may complain of such alleged unfair treatment. Such a student shall set up a conference with the involved faculty member and present that faculty member a written statement that details the circumstances giving rise to the complaint. An effort should be made to resolve the matter with the faculty member.
2. *Appeal to Directors of Field Education.* If the situation involves a matter that pertains to field instruction, the student may appeal to the director of the appropriate field program. A written statement that details the circumstances giving rise to the complaint and a narrative of the effort to resolve the situation with field education must be provided to the Director prior to the

meeting. If appropriate, the field faculty member will also provide the Director with a written description of her/his view of the situation including efforts to resolve the issue. If the situation is not resolved to the student's satisfaction within 30 days, he/she may appeal to the Associate Dean for Academic Affairs.

3. *Appeal to Associate Dean for Academic Affairs.* If the situation is not resolved to the student's satisfaction, the student may appeal to the Associate Dean for Academic Affairs. A written statement that details the circumstances giving rise to the complaint and a narrative of the effort to resolve the situation with the faculty member must be provided the Associate Dean prior to the meeting. The faculty member will also provide the Associate Dean with a written description of her/his view of the situation including efforts to resolve the issue. If the faculty member involved in the complaint is the Associate Dean, the student may appeal directly to the Dean of the School. If the faculty member involved is the Dean, the student may appeal directly to the Provost of the University.
4. *Appeal to the Dean of the School.* If the situation is not resolved to the student's satisfaction within 30 days, or if the student is not satisfied with the findings of the Academic and Professional Development Committee, he/she may appeal to the Dean of the School (or to the Executive Vice President and Provost if the complaint is against the Dean). The student must provide the Dean with a written statement that details the circumstances giving rise to the complaint and a narrative of efforts to resolve the conflict at the faculty, Associate Dean or field director. The faculty member and Associate Dean will also provide the Dean with a written description of their views of the situation, including efforts to resolve the issue. The Dean may (a) attempt to resolve the complaint her/himself without referring it to the School Academic Appeals Committee (SWAAC), or (b) refer it directly to the committee.
5. *Social Work Academic Appeals Committee (SWAAC).* The function of this committee is to hear student complaints of alleged unfair treatment by members of faculty. This includes grades, assignments, internship issues, and alleged violations of professional behavior. When a complaint is referred to the SWAAC, the Dean of the School shall appoint a committee composed of three faculty members who have not previously been involved in the process and, with the student's written permission, two students. The appealing student can choose not to have students on the committee. The Dean shall also appoint one of the faculty members to serve as chair of the committee.

The SWAAC shall have access to all previously submitted written material and any additional material any of the parties involved wish to submit. The chair of the committee shall arrange a meeting of the committee and the parties involved and attempt to arbitrate the matter. The meeting shall be informal and confidential and conducted for the purpose of resolving the matter to the agreement of both parties. The student may ask to have another student accompany her/him to the meeting, but that student shall not speak during the meeting. The committee may collect any other data they deem essential to making a decision in the matter. Within 30 days of the time the matter was referred to the Garland School of Social Work Dean, the SWAAC will render a decision. The decision will be in writing and copies distributed to all parties involved in the process.

6. *Appeal to the Executive Vice President and Provost or his or her designee.* If the complaint is not satisfactorily resolved by the Dean of the school, then the student shall have the right to appeal such matter to the Executive Vice President and Provost, who after review may refer such matter to the University academic appeals committee.

## **Academic and Professional Development Evaluation Process:**

### **Decisions Related to Continuation/Discontinuation in the Social Work Program**

In order to continue in their academic program, students must meet the academic and professional standards of the Program. Professional standards are incorporated into the Program as an academic matter. Compliance with both academic and professional standards is subject to review in accordance with this evaluation process.

In order to identify and engage students in need of support in meeting academic and professional standards, the School has established the Academic and Professional Development (APD) Committee. The Chair of the Student Development Committee (SDC) serves as Chair of the ad hoc APD Committee. The committee consists of the SDC Chair, the student's mentor (if appropriate), and one other faculty member appointed by the SDC Chair. If the SDC Chair holds a potential adjudicative role in the appeals process, the Dean of the Garland School of Social Work will appoint another member of the SDC to serve as chair. If the mentor holds a potential adjudicative role in the appeals process, the SDC Chair will appoint an interim mentor for the duration of the process. After the matter is resolved, the SDC Chair will reassign the student to his/her previous mentor.

The functions of APD are to

1. facilitate student development in thinking critically, acting ethically and practicing effectively within the established standards of social work practice;
2. protect potential clients and agencies from sub-standard and unethical practice;
3. evaluate students requiring support to meet academic and professional standards;
4. develop supportive strategies for achieving academic and/or professional standards whenever possible; and
5. recommend to the Associate Dean for Academic Affairs and/or Dean of the Garland School of Social Work decisions regarding continuation in or termination from the Program.

The APD Committee does not assume a classroom or field faculty member's responsibility for critical evaluation and decision-making in assigning grades.

When problems occur that may be serious enough to necessitate judgments regarding continuation or termination from the Social Work Program, a referral may be made to the APD Committee. Criteria used to identify these problems include:

1. Failure to meet or maintain academic grade point requirements as established by the University and the Garland School of Social Work.
2. Behavior in violation of standards of social work practice established by social work values, the NASW Code of Ethics, the Texas Board of Social Worker Examiners Code of Ethics, and the Student Code of Conduct of the Garland School of Social Work.
3. Academic integrity violations including cheating, lying, plagiarism, or falsifying process recordings or any other form of client documentation.
4. Indication of an inability to effectively apply the knowledge, ability, and skills of the profession.
5. Indication of an inability to develop the appropriate knowledge and interpersonal skills necessary for effective social work practice.
6. Indications of an inability to meet the criteria for social work licensure in the State of Texas.

The APD Committee may request assessments by professionals outside the program as deemed necessary. Students are also subject to Baylor University's Honor Code, academic and discipline policies, as outlined in [\*Baylor University Student Policies and Procedures\*](#), and the general degree requirements found in this catalog or *Baylor University Undergraduate Catalog*. Participation in the APD Committee process does not abridge the student's rights to use the University appeals process.

## **Academic and Professional Development Committee Procedures**

The following procedures are to be followed in making referrals to APD Committee and by all parties involved in the APD process:

1. Referrals to the APD Committee can be made only by Associate Dean for Academic Affairs or field education director. In unusual situations, referrals may be made by the Dean of the Garland School of Social Work following the procedures set out for the Associate Dean.
2. When a faculty member(s) identifies an issue that threatens the student's progress in the program, he/she will submit a letter to the Associate Dean for Academic Affairs and the student, detailing the concern(s), the steps taken to date, and, if possible, suggesting potential remedies. The Associate Dean for Academic Affairs may make a referral to the APD Committee without a referral from a faculty member.
3. The Associate Dean for Academic Affairs may take action to resolve the issue or at any point refer the situation to the APD Committee. To refer to the APD, the Associate Dean for Academic Affairs will submit a letter to the Chair of the SDC, with a copy to the student and to the Dean of the Garland School of Social Work detailing the concern(s) and any action she or he has taken on the situation. This letter should make clear the specific issue(s) the Associate Dean for Academic Affairs wishes the APD Committee to address, steps already taken, and possible remedies as he/she sees them. The original letter from the faculty member and any additional documentation should be included with this letter.
4. Within two weeks of receiving the referral, the Chair of the Student Development Committee will appoint members to the APD and call a meeting of the committee. At that time the committee will hear the faculty member(s), the student, and anyone else they deem necessary. The committee may meet as many times as necessary, but a final decision should be made in two weeks or less from the date of the first meeting. The committee may request an extension of this time, up to 15 days, from the Dean of the Garland School of Social Work. The Dean of the Garland School of Social Work will assign appropriate staffing to the committee.
5. The APD Committee will use its professional judgment to recommend an appropriate course of action to the Associate Dean for Academic Affairs. This action may include: (A) a developmental plan with input from the student, the faculty member(s), and other appropriate persons to resolve the issues within a specific time limit; (B) a referral to any other university committee for resolution; (C) a recommendation to the Associate Dean for Academic Affairs that the student be terminated from the program. A copy of the APD Committee's decision will be sent to the student, the Associate Dean for Academic Affairs, the Dean of the Garland School of Social Work, and placed in the student's Garland School of Social Work file.
6. If the APD Committee recommends a developmental plan, it shall include the consequences of failure to follow the plan. The Associate Dean for Academic Affairs is responsible for monitoring the plan, but may delegate this responsibility to the mentor or other faculty member. When the terms of the plan have been met, the Associate Dean for Academic Affairs will notify the Chair of the Student Development Committee, the Dean of the Garland School of Social Work, and place documentation in the student's folder. If the terms of the plan are not met, the Associate Dean for Academic Affairs is responsible for imposing the agreed upon consequences.
7. The student may appeal the decision of the APD Committee following the Garland School of Social Work Grievance and Appeal Procedures, beginning with step number 4 – Appeal to the Dean of the Garland School of Social Work.

# MASTER OF SOCIAL WORK PROGRAM

## MISSION AND GOALS

### **MSW Mission Statement**

The mission of the Baylor University Garland School of Social Work's Master of Social Work Program is to prepare advanced social workers in a Christian context for worldwide service and leadership.

### **MSW Program Goals**

Students completing the MSW Foundation year programs will be able, at an advanced level, to

1. apply generalist social work knowledge and skills in practice using a strengths-oriented, ecological systems perspective that demonstrates respect for human diversity and cultures;
2. use critical thinking skills in applying knowledge and ethical principles to social work practice and in evaluating scientific inquiry including practice-based research;
3. demonstrate a developing social work identity that includes self-awareness, professional use of self, use of supervision and consultation, and an appreciation of the profession's values and history;
4. use conceptual frameworks to understand development and behavior across the life course, and the interactions among individuals, families, groups, organizations, communities, and larger systems;
5. understand the forms and mechanisms of privilege and oppression, and apply strategies of advocacy and social change that advance social and economic justice globally; and
6. demonstrate skills and knowledge for social work practice that are spiritually-informed and that recognize religious contexts.

Students completing the specialized year will be able to practice the Foundation Goals at an advanced level and, in addition, within one's area of specialization, they will be able to

1. discover, compare, apply and evaluate conceptual perspectives, models, and research that guide advanced practice;
2. demonstrate competence in advanced practice skills and the evaluation of advanced practice skills;
3. demonstrate competence in both working autonomously and working collaboratively; and
4. know, evaluate, integrate and use literature in decision-making in advanced practice.

## ADMISSION

Admission to the Garland School of Social Work graduate program is conducted by formal application to either the Waco or Houston campus. Qualified students will be admitted regardless of race, color, national or ethnic origin, gender, age, veteran status, or disability. Applicants are expected to complete the degree at the campus to which they were admitted (Waco, Houston, Online). The applicant's packet will be considered complete when the following materials have been received:

1. A completed online application and application fee
2. Official transcripts from all undergraduate and graduate institutions attended
3. Recommendations: Three letters of recommendation. **Standard applicants** at least one of the three letters of recommendation must be from an academic professor who has direct knowledge of your academic work. **Advanced standing applicants** at least two of the three letters of recommendation must be from an academic professor who has direct knowledge of your academic work. Of these two academic references, one must be the undergraduate program director, the director of field education, or the field instructor.
4. A completed online GSSW Financial Aid Form
5. Completed Free Application for Federal Student Aid (FAFSA) or Financial Aid Profile (for international student only)
6. Final field evaluation (for advanced standing applicants only)

\*A file will be considered complete with unofficial transcripts. If admitted, official transcripts will be required prior to enrolling in classes.

The letter of admission constitutes the University's official notification of an admission decision. Admitted students will have a maximum of one year from the date of admission within which to enroll. Attempts to enroll after the one-year period will require completion of another application. For accurate dates and deposit amounts, students should contact MSW admissions. The University reserves the right to refuse admission to any applicant whose previous academic record and/or readiness for graduate study in social work is deemed unsatisfactory. Applicants who are not admitted into the program may reapply for any subsequent semester. If that applicant is denied a second time, he or she must wait a full calendar year from their second application decision date to apply.

Applications submitted after stated deadlines may require a longer time to process, thus precluding students' ability to register with the University's published deadline schedule. The University assesses late fees according to the late registration schedule.

Admitted students must submit the health form and be cleared by Baylor University Health Services before registering for classes.

### Requirements

1. The program requires that all applicants have either a bachelor's degree from an accredited institution in the United States or proof of equivalent education at an international institution of higher learning.
2. Applicants are expected to have a record of undergraduate study and experience that is predictive of success in graduate study. A minimum admissible grade point average is not specified, as the Garland School conducts a holistic review process.
3. Baccalaureate coursework that demonstrates a strong liberal arts background.
4. Students who are enrolled in the graduate program in another university, and who wish to take coursework for transfer credit, are classified as "transfer of credit" students. A letter of good standing from the original university's Registrar will suffice as proof of eligibility to enroll. The request for the letter is made by the student in writing. The application, along with a non-refundable processing fee of \$25, a letter of good standing from your institution, and a Baylor

Health Form must be completed and submitted to the Graduate Program Admission Office before you register for class.

5. Credit for Courses Transferred from Accredited Social Work Programs:
  - Associate Dean for Academic Affairs (based upon review of syllabi) may approve up to 12 hours of course work for inclusion into the MSW standard degree requirements.
  - The Associate Dean for Academic Affairs may approve the transfer of up to 6 additional transfer credit hours that qualify as elective credit.
  - No credit will be given toward required MSW courses unless the following conditions apply:
    - A. The courses were taken in a graduate program accredited by the Council on Social work Education.
    - B. A course description and syllabus are provided by the student, and the Associate Dean for Academic Affairs judges the courses to be an appropriate substitution for a specific course in the graduate program.
  - For any requests to transfer credit for MSW required coursework, the Associate Dean will consider the conditions listed below:
    - A. The work must have been done while the student was enrolled in good standing as a graduate student.
    - B. The work must have been done within five years prior to the award of the master's degree from Baylor.
    - C. The school from which the credits are transferred must be accredited by a regional accreditation agency.
    - D. No earned grade for transfer is less than a "B."
    - E. None of the transfer coursework consists of extension or workshop courses.
  - The Associate Dean for Academic Affairs will make decisions about acceptance of transfer credit for any required MSW course.
6. **Transfer Applicants**(as described above) must also provide:
  1. A letter of good standing on official university letterhead from the MSW program director of any MSW program you have attended.
  2. If applicants have completed any hours in a MSW field placement, they must provide a letter of good standing on official university letterhead from the director of field education.
  3. Syllabi for any courses you wish to be considered for transfer credit
  4. Transfer applicants must provide an addendum to the application answering the following:
    - a. Why do you want to transfer to the Garland School of Social Work?
    - b. What do you hope to gain from being a student in the Garland School of Social Work?
    - c. What will you contribute to the Garland School as a graduate social work student?
7. While past professional experiences may strengthen an application, no academic credit will be given for life experiences
8. Credit for elective courses transferred from other Graduate Programs. A maximum of six (6) semester hours for the Standard MSW degree option and a maximum of three (3) semester hours for the Advanced Standing option taken for graduate credit in other approved graduate programs may be considered for elective credit. A petition for transfer credit must fulfill the conditions listed below:
  - A. The work must have been performed while the student was enrolled in good standing as a graduate student.
  - B. The school from which they are transferred must be accredited by a regional accreditation agency.
  - C. No earned grade for transfer is less than a "B-".
  - D. Petition for transfer of credit occurs after enrollment in the graduate program.
  - E. A petition of transfer from another University form must be completed and submitted to the MSW Program Director.

9. International students are expected to satisfy the following additional admissions requirements:
  - A. If the applicant does not have a degree conferred by a U.S.-accredited higher education institution, or if the official language of their country, or region of their country, is not English, they are required to attain a minimum of 550 on the paper-based, or 213 on the computer-based, or 80 on internet-based Test of English as a Foreign Language (TOEFL) OR 6.5 on the International English Language Testing System (IELTS).
  - B. TOEFL and IELTS scores are valid for *two* years. After that time, the applicant must retake the test and submit the new scores to the Garland School of Social Work. For information about TOEFL, go to [www.ets.org](http://www.ets.org), for IELTS, go to [www.ielts.org](http://www.ielts.org).
  - C. When all of the preceding requirements have been received and satisfied, and after the applicant has been accepted by a degree program, the international student must complete the Visa Authorization form and the Confirmation of Financial Resources form. For more information regarding these forms and how to obtain an I-20, which is required for an F-1 (student) visa, contact the International Student and Scholar Services office at(254) 710-1461, or see their website at [www.baylor.edu/globalengagement/](http://www.baylor.edu/globalengagement/).
10. If a student completes a Garland School of Social Work graduate degree and wants to continue to take extra course work on a NON-DEGREE basis, a Re-Enrollment Application is required. A Baylor Health Form is required if the student has been out of school for one or more years.
11. While past professional experiences will strengthen an application, no academic credit will be given for life experiences.

### **Posthumously Awarded Degrees**

A student in his/her final year who has successfully completed 75% of the degree requirement, who is enrolled in good standing, making satisfactory academic progress, meeting all minimum grade point average requirements for his/her degree program, and dies before completing his/her degree may be awarded the degree posthumously upon the recommendation of the Graduate School Dean and with the approval of the Executive Vice President and Provost.

### **Advanced Standing Admissions**

Students who are granted admission to the combined Garland School of Social Work BSW/MSW program are admitted into the MSW program upon successful completion of the BSW from Baylor University with at least a 3.0 overall GPA, a B in every social work course, and the recommendation of the Field (SWO 4492) faculty.

*Students who have earned a baccalaureate degree in social work from another program accredited by the Council on Social Work Education, may apply for admission into the Advanced Standing program at Baylor University.* Applicants to the Garland School of Social Work Advanced Standing program with a degree from an international social work program must provide evidence through CSWE's International Social Work Degree Recognition and Evaluation Service that the program from which they have graduated or anticipate graduating is recognized/approved/certified by CSWE. If admitted, full time students can complete their MSW at Baylor in 11 months, or 32 credit hours of graduate work.

As a part of being admitted to the advanced standing program students must complete three hours of graduate coursework that orients and prepares students for success and they must earn a minimum grade of B for each course. Students who earned the BSW degree at Baylor University do not have to take these additional hours.

Advanced Standing applicants must have completed their baccalaureate degrees from a CSWE accredited program no more than 5 years prior to submitting their application. Decisions about their admission to the Advanced Standing will be based on the following, in addition to the standard graduate social work application:

- An overall grade point average of 2.7 or higher on a 4.0 scale, a grade point average of 3.0 or higher in all social work coursework, to include a minimum grade of B in all practice and field courses
- A copy of the Field Evaluation from baccalaureate social work field experience(s) documenting satisfactory generalist practice experience and skills in the internship (While prospective students may be admitted conditionally based on their performance in the field, full admission is contingent upon receipt of final field evaluation. When the final field evaluation is not available, the applicant must submit the GSSW Field Verification Form.)

### **MSW Admission Procedures**

Prospective students may obtain the application materials from the Garland School of Social Work website at [https://www.baylor.edu/social\\_work/index.php?id=868858](https://www.baylor.edu/social_work/index.php?id=868858). An application is considered complete when the following materials have been received by the Garland School of Social Work Graduate Admission Office:

- Online application for admission
- Transcripts from all previously attended institutions\*
- GSSW Financial Aid Form
- Completed Free Application for Federal Student Aid (FAFSA) or Financial Aid Profile (for international student only)
- \$45.00 non-refundable fee
- Three letters of recommendation **Standard applicants** at least one of the three letters of recommendation must be from an academic professor who has direct knowledge of your academic work. **Advanced standing applicants** at least two of the three letters of recommendation must be from an academic professor who has direct knowledge of your academic work. Of these two academic references, one must be the undergraduate program director, the director of field education, or the field instructor.
- Final field evaluation (for Advanced Standing applicants only)

\*A file will be considered complete with unofficial transcripts. If admitted, official transcripts will be required prior to enrolling in classes.

While the Baylor University health form is not considered in the application process, it must be completed prior to registration if admitted to the program.

### **FINANCIAL RESOURCES**

The Garland School of Social Work has several sources of financial award based on student qualifications, financial need, and vocational goals. Scholarships are being added continuously with the growth of the program.

The Director for Enrollment & Alumni Services and Associate Dean for Academic Affairs, in consultation from the Scholarship Committees, decides how these scholarships will be allocated. Criteria for awards include:

1. Admission to the program
2. Completion of the GSSW Financial Aid Form
3. Completion of the Free Application for Federal Student Aid (FAFSA) or Financial Aid Profile (for international student only)
4. Preference for full-time students

5. Financial need
6. Documented support for the mission of the school
7. Academic merit
8. Documented service to the Garland School of Social Work and/or community
9. Stated expectations of the particular scholarship funds

Students entering or enrolled in the Garland School of Social Work may apply for financial assistance through the Office of Academic Scholarships and Financial Aid. A comprehensive program of financial aid is available that includes both merit-based and need-based scholarships, as well as grants, loans, and part-time employment. Financial aid information and applications may be obtained from:

Baylor University  
 Student Financial Aid Office  
 One Bear Place #97028  
 Waco, TX 76798-7028  
 254-710-2611 or 1-800-Baylor-U

### **Grant-Related Funding**

The School periodically has stipend and/or tuition remission awards for students that are funded by grants and other sources. Information for how to apply for these opportunities will be sent out by email and/or via the VOICE, as appropriate.

### **Funded Field Internships**

Students in field internships occasionally receive funding through the agency or through a grant in the School. See the *Field Manual* for eligibility, application, and internships at place of work.

### **Stipends/Scholarships/Tuition Remission**

The School provides:

1. Stipends-payment based upon work provided to faculty and/or staff. Stipends are available with varying compensation levels depending upon the nature of the service and the amount of time required of students;
2. Scholarships-payment based upon meeting eligibility criteria of the benefactor(s) with no work requirement and;
3. Tuition remission funding credited directly to student's account to offset the costs of tuition. Tuition remission covers the tuition charge only. Required fees must be paid by the student with the Cashier's Office prior to financial settlement deadlines.

Information on financial assistance may be obtained from the Associate Dean for Academic Affairs. **Students receiving financial assistantships must maintain an overall grade point average of 3.0 to avoid discontinuation of School financial support.**

### **Graduate Assistant Stipends**

Eligible students may choose to apply for a Graduate Assistant position upon admission to the program. For deadlines and procedures please contact the Garland School of Social Work Admissions office. Students who receive a position will be matched with a faculty member and may work up to 10 hours per week during the academic semesters. More details on number of hours available to work will be given when students are awarded a position. Financial assistance from these positions are based on the number of hours the student works. If students do not fulfill the requirements set out by their supervisors, they may be terminated from their graduate assistant positions. Training will be provided to graduation assistants at the beginning of the academic year. Duties may include research, writing, grading, assisting professors with courses, administrative support, and other duties as assigned.

Although the specific responsibilities will vary by the stipend requirements, the number of hours of assistance required by the supervisor will typically not exceed 10 hours per week in order to protect graduate students from excessive commitments away from their own research, practice, and study. Graduate assistants are responsible for complying with all reporting and documenting requirements issued by the Baylor payroll office and by the Associate Dean. Graduate assistant assignments should not exceed the numbers of hours specified by the appointment. Consultation with the supervisor, MSW Program Director, or Associate Dean is encouraged if a graduate student has concerns regarding excessive, unexpected, or other use of time which interferes with the student's course work.

### **Grant-Related Funding**

The School periodically has assistantships for students with graduate stipends and tuition remission that are funded by grants and other sources. These are not guaranteed and faculty will notify students if positions are available.

### **Additional (non-GSSW) Financial Assistance Resources**

#### **Agency-Based Assistance Programs**

Some social service agencies offer tuition assistance for their employees. The social service agency provides employment for the student and pays a portion or all of the employee's tuition, in exchange for (1) the student's current employment and/or (2) the student's commitment to work for the agency for a specified period of time after graduation. Information about these programs is available from the social service agencies themselves and is not managed by the Garland School of Social Work.

#### **Loans**

Loan plans available to graduate students. Information concerning eligibility and applying for these loans and other types of financial aid can be obtained from the Student Financial Aid Office, Baylor University, One Bear Place #97028, Waco, TX 76798-7028, 254.710.2611, and on their website <https://www.baylor.edu/sfs/index.php?id=937106>.

#### **Policy for Financial Award Recipients**

Recipients for awards and levels of financial allocation from the Garland School will be determined by the Associate Dean for Academic Affairs or his/her designee, based upon recommendations of the graduate admissions committee. The scholarship committee will periodically review the student financial assistance program and make recommendations to the Associate Dean for Academic Affairs for enhancement of the program. Students who complete the GSSW Financial Aid form and receive financial awards earn the allocated funds contingent upon: satisfactory academic and professional progress, class attendance, continued enrollment in the prescribed coursework, and certification of eligibility by the Student Financial Aid Office. Awardees will follow the procedure of the University Development Office in expressing appreciation for awards. Eligibility to receive funding will be granted on a semester-by-semester basis. Failure to comply with the terms of the award will result in the student returning all or a portion of the award, consistent with the policies of the Student Financial Aid Office.

## FINANCIAL COSTS

Although the exact cost of attending Baylor University will vary according to personal habits, tastes, and financial resources, there are some fees that all students pay. For an estimate of the 2019.-20 expenses for one semester including tuition, fees, room and meals, please visit [www.baylor.edu/sfs](http://www.baylor.edu/sfs) SWO Graduate Tuition & Fees (<http://www.baylor.edu/sfs/index.php?id=936921>). Cost of Attendance (COA) is an estimate of the total cost to attend Baylor University and includes not only direct costs as outlined above, but also indirect costs. Direct costs are those billed by Baylor: tuition, fees and on-campus room and meals for students who live on campus. Indirect Costs are books, supplies, transportation, and personal expenses. For those students who live off campus or with a parent, indirect costs include room and meals. For COA information and link to [Financial Aid Estimator Tools](#), please visit <https://www.baylor.edu/sfs/index.php?id=937153>.

### Payment of Accounts

A student's registration for a semester is not finalized (financially settled) until all expenses are paid or acceptable payment arrangements are made and the student has confirmed his or her intent to attend for the term billed. The complete Payment of Accounts policy can be found at [www.baylor.edu/student\\_policies/financial](http://www.baylor.edu/student_policies/financial). For additional information about financial settlement, please visit [www.baylor.edu/sfs/financialsettlement](http://www.baylor.edu/sfs/financialsettlement).

Students who are recipients of scholarships from religious institutions, foundations, corporations, individuals, or other organizations outside the University should complete the online Outside Scholarship Report form at [www1.baylor.edu/OSRF](http://www1.baylor.edu/OSRF) for each outside scholarship so that the award can be reflected in the student's financial aid award package. Organizations should send scholarship checks to the Cashier's Office, One Bear Place #97048, Waco, TX 76798-7048. For questions about outside scholarships, please email [Outside\\_Awards@baylor.edu](mailto:Outside_Awards@baylor.edu). If you have questions about tuition, fees, or financial settlement that are not covered here, visit the Student Financial Services website at [www.baylor.edu/sfs](http://www.baylor.edu/sfs), email the Cashier's Office at [Cashiers\\_Office@baylor.edu](mailto:Cashiers_Office@baylor.edu), or call (254) 710-2311.

### Financial Aid Priority Dates

Students must complete the Free Application for Federal Student Aid (FAFSA-[www.fafsa.gov](http://www.fafsa.gov)) by the deadlines (see [Financial Aid Timeline](#) for specific dates) to receive priority and ensure the availability of funding by the time payment is due. Students who file the FAFSA after the deadline should be prepared to pay their semester bill from their own resources by the due date. If eligible for aid, the student may be reimbursed after aid has been credited to the student account. For more information, visit the Student Financial Services website at [www.baylor.edu/sfs](http://www.baylor.edu/sfs).

### Financial Obligations

Students are individually responsible for their financial obligations to Baylor University. Charges to their student account are payable when due. Upon graduation or University Withdrawal, unpaid student account balances are subject to referral to a collection agency and disclosure to credit bureaus.

## CANCELLATIONS, DROPS, AND UNIVERSITY WITHDRAWALS

Most of the information in this section refers specifically to fall and spring semesters. For dates, deadlines, and other pertinent details regarding Minimester or Summer Sessions, please see the "Academic Calendar" section for the respective dates.

This section provides information about Cancellations, Drops, and University Withdrawals. Definitions of these terms include:

- Cancellation–Dropping all classes prior to the first class day or prior to financial settlement–cannot occur once the first class day is reached for a semester.
- Drop–Removing a class(es) from a student’s schedule. (This term does not apply when a student discontinues all classes during the semester.) Depending on the timing of this action, the outcome will either be that the class is removed from the student’s transcript record or that it results in a “W” (Withdrawal) notation for the class on the transcript (see [Academic Calendar](#) for deadlines). Please see the [Student Financial Services](#) page for more information on refunds.
- University Withdrawal–Officially discontinuing all classes for which a student is registered on or after the first class day. Beginning the 1st class day of each semester, a student will not be able to withdraw from their complete class schedule online. Please see the [Student Financial Services](#) page for additional information on the withdrawal process and refunds.

## CANCELLATIONS

Cancellation occurs when a student decides not to attend classes for a semester prior to the first class day for that semester.

**Academic Effects**–Cancelled classes do not appear on the official academic transcript.

**Financial Effects**–Cancellations and related refund requests must be made in writing, addressed to the Cashier’s Office, One Bear Place #97048, Waco, TX 76798-7048, or by email to [Cashiers\\_Office@baylor.edu](mailto:Cashiers_Office@baylor.edu) received prior to the first class day for the semester. For cancellations, all tuition, fees and meal plans will be refunded at 100 percent.

## DROPPING CLASSES BY A STUDENT

A student has the option to drop a class prior to or during a semester. Prior to dropping a class, a student should review “Before you Drop A Course” [www.baylor.edu/b4udrop](http://www.baylor.edu/b4udrop).

### Academic Effects

- Through the 12<sup>th</sup> class day, drops can be processed in BearWeb. Beginning on day 13, the student must submit an Add/Drop form to the Office of the Registrar.
- A drop prior to the end of the 12<sup>th</sup> class day of the fall or spring semester results in the course being removed from the official academic transcript.
- After the 12<sup>th</sup> and through the 50<sup>th</sup> class day, a drop in one or more classes requires a professional mentor signature and results in a “W” notation on the official academic transcript. There are no drops after the 50<sup>th</sup> class day during the fall/spring semester.
- Failure to drop a class will result in the instructor posting the grade the student has earned (i.e., an “F”).
- Prior to dropping a class, a student is expected to attend class regularly.

### Financial Effects

- Beginning with the 13<sup>th</sup> class day for fall and spring terms (3<sup>rd</sup> class day for summer), a Change of Course fee will be assessed for all schedule changes.
- Refunds for dropped classes (tuition and lab/course fees) during the fall and spring

terms include the following policies:

Because of the flat-rate tuition, there is no refund adjustment for a student who drops classes unless the billable hours are reduced below 12 as the result of a dropped class.

A student not on the flat-rate tuition or one who the drop causes to fall below 12 hours, will be processed according to the following refund schedule\*

Prior to the end of the 5th class day.....	100%
Prior to the end of the 10th class day.....	75%
Prior to the end of the 15th class day.....	50%
Prior to the end of the 20th class day.....	25%
After the end of the 20th class day.....	none

\*An extensive refund schedule for all semesters can be found at [www.baylor.edu/sfs/droprefunds](http://www.baylor.edu/sfs/droprefunds)

To determine how a refund is calculated, multiply the number of hours the student will drop by the applicable percentage rate above based on the day of the drop. This calculation will determine the number of hours to subtract from the number of enrolled hours. The student is financially liable for the remaining enrolled hours plus the determined percentage of dropped hours.

For example, if a student enrolled in 14 hours drops a 3 hour course prior to the 15th class day, multiply the 3 dropped hours by 50% (1.5 hours), subtract the 1.5 hours from the original 14 hours, and the student is left with 12.5 billable hours. Since the student retains 12 or more billable hours, he or she would continue to be subject to the flat rate tuition.

Changes in the number of enrolled hours can affect financial aid eligibility. A student should contact the Financial Aid Office for information about how dropping a course would affect your financial aid award package.

## UNIVERSITY WITHDRAWAL

A University Withdrawal occurs on or after the first class and following financial settlement. To withdraw officially from the University and request appropriate refunds, a student must submit a Withdrawal Form and when appropriate complete an exit interview with a designated representative from the Garland School of Social Work.

Upon confirmation by a student's instructors of persistent non-attendance, the University reserves the right to withdraw the student for that term with an effective date matching the last known date that the student attended class.

### Academic Effects

- The University Withdrawal effective date is established by the date on which a student submits the mandatory University Withdrawal Form (or contacts designated staff in Academic Support Programs).
- Contact with Academic Support Programs can be initiated in person (west basement of Sid Richardson during regular business hours), by telephone (254) 710-8696, or by emailing [academic\\_support@baylor.edu](mailto:academic_support@baylor.edu).
- When a student withdraws from the University, the assigned "W" is based upon the effective date of the University Withdrawal. Please see [Academic Calendar](#) for the respective dates.
- The required University Withdrawal Form and additional information is available online at [https://www.baylor.edu/support\\_programs/index.php?id=865123](https://www.baylor.edu/support_programs/index.php?id=865123).
- Any other procedure will lead to failure in all classes for which the student is registered. Under no circumstances does notification to instructors or dropping classes constitute an official University Withdrawal.

## **Financial Effects**

If the student fails to contact Academic Support Programs and simply stops attending, then the following policies apply:

- Tuition, fees, meal plans and other applicable charges will not be adjusted on the student's account.
- Financial aid credits, however, may be reversed as required by federal regulations.
- Refunds of tuition, fees, or other charges are applied to any outstanding balance owed to the University.
- Any credit balance remaining after all processing is complete will be sent by direct deposit (if bank account is designated in BearWeb) or mailed to the student at his/her home address listed in BearWeb.
- Refunds of tuition and required fees (General Student Fee, Laboratory/Course Fees, Administrative Fee) are based on the effective University Withdrawal date and are prorated on a per diem scale based on the total number of calendar days in that payment period.
- There are no refunds for University Withdrawals that occur after 60 percent of the payment period has passed. A payment period is defined as the total number of calendar days in the semester (from the published first class day through the published last day of finals) excluding the five-calendar day Thanksgiving break and the nine-calendar day spring break.
- To obtain a calendar schedule of refund percentages, please visit the Student Financial Services website [www.baylor.edu/sfs](http://www.baylor.edu/sfs) or contact the Cashier's Office at [Cashiers\\_Office@baylor.edu](mailto:Cashiers_Office@baylor.edu) or (254) 710-2311.
- Unless specifically noted, other fees are considered non-refundable.
- Unused Dining Dollars are refunded upon University Withdrawal.
- Meal plan refunds are calculated pro rata based on the University Withdrawal effective date. An administrative charge equal to one week of the meal charge for the student's respective meal plan will be assessed.
- A student receiving scholarships or other financial aid should contact a financial aid counselor to discuss the financial implications of a University Withdrawal.
- Financial aid recipients are not eligible for a refund until all of the financial aid programs are reimbursed in accordance with federal, state, and University requirements. To obtain information about the return of financial aid funds, contact the Student Financial Aid office at [FinancialAid@baylor.edu](mailto:FinancialAid@baylor.edu) or (254) 710-2611. Additional contact information is available online at [www.baylor.edu/sfs](http://www.baylor.edu/sfs).
- A student residing in campus housing must contact the Campus Living and Learning office to obtain information about any applicable housing adjustments and penalties. This department can be reached at [Living\\_Learning@baylor.edu](mailto:Living_Learning@baylor.edu) or by calling (254) 710-3642. Additional information is available online at [www.baylor.edu/ctl](http://www.baylor.edu/ctl). A student must follow the proper check-out procedure outlined in the Guide to Community Living and must vacate campus housing within 48 hours of the University Withdrawal effective date.

## **DROPPING AN AUDITED CLASS**

A student who drops an audited class by the fifth (5th) class day (fall/spring) is eligible for a full refund. No refund for an audited class is given after the fifth (5th) class day. Full refunds also apply to a student who drops an audited class by the third (3rd) class day for the full summer session, by the second (2nd) class day for summer I and II, and by the first (1<sup>st</sup>) class day for the Minimester. No refunds are given after the designated class drop date.

## **Right to Withhold Transcripts and/or Block Registration**

Baylor University may withhold the issuance of a transcript record and/or block the registration of any current or prior student if the student has certain outstanding obligations to the University. Please see [www.baylor.edu/student\\_policies/financial](http://www.baylor.edu/student_policies/financial) for the transcript and registration hold policy.

## REGISTRATION AND ENROLLMENT

### Classifications

**Graduate:** Any person holding a bachelor's degree who has been admitted to the Garland School of Social Work graduate program and who is taking coursework to be credited toward a graduate degree. Graduate students are expected to maintain continuous registration.

**Post Baccalaureate:** Any person holding a bachelor's degree who is taking coursework and has not been admitted to a graduate program. Post baccalaureate registration is handled through the undergraduate Admissions Office. Before the student can register for a graduate course, permission must be granted by the Associate Dean. After the student has been admitted to the graduate program, he/she may then petition to transfer 6 hours of the graduate level work taken as a post baccalaureate student into their graduate program.

**Undergraduate Senior:** An undergraduate senior may enroll in graduate coursework (including 5000-level courses and 4000-level courses approved for graduate credit and which the student intends to apply either toward graduate credit or toward undergraduate degree requirements), subject to the following conditions:

1. The student must have grade point averages, both overall and in the major field, of at least 3.0.
2. The student may enroll in no more than one graduate course in one semester.
3. The course load (combined undergraduate and graduate coursework) may not exceed fifteen credit hours in one semester.
4. The student must have taken and successfully completed all prerequisites for the graduate course(s).
5. The student may include no more than six credit hours of graduate credit within the total credit hours for the undergraduate degree.
6. The student will assume the responsibilities of a graduate student in a graduate course. Permission to take graduate coursework requires the student to file a petition to be approved by the professor(s) of the course(s) and the Associate Dean for Academic Affairs. Accompanying the petition must be a copy of the student's transcript so that the graduate program can calculate grade point averages. On the petition, the student indicates whether the graduate coursework is to apply toward undergraduate degree requirements or toward graduate degree requirements, should the student later be admitted into a graduate program for which the coursework is relevant. Final approval of the petition must be obtained before the student can register for any graduate coursework.

### Procedures

1. Registration information is located on Baylor's Office of the Registrar [Enrolling for Classes](#) webpage.
2. All students are expected to register for a minimum of one credit hour in each semester. This practice is institutionally referred to as "continuous registration."
3. All students should refer to the official University calendar and Garland School of Social Work [Graduation Webpage](#) for dates set for the semester of graduation.

It is the graduate student's responsibility to honor all conditions and procedures associated with timely registration.

## PROFESSIONAL MENTORING

The Garland School of Social Work offers students the optional resource of being assigned a faculty mentor. The role of the faculty mentor is to provide professional advice as students begin designing their social work career paths. Mentors\* within the GSSW will act as:

- **Professional Advisors** – Sharing knowledge on the profession of social work as well as on areas of personal expertise.
- **Supporters** – Supporting the student’s intellectual and professional development.
- **Consultants** – Assisting students through the development of their educational program of work.
- **Sponsors** – Assisting students in engaging with faculty on projects that may lead to publications or conference presentations.
- **Models** – Faculty will engage with the student in a way that provides an example of responsible, ethical, and balanced communication.

The *Faculty Mentor Request Form* must be submitted by the first day of classes for the term in which the student is requesting the mentorship. Mentors will be assigned for Fall and Spring terms only. Mentor assignments will be made for a single term and can be considered for extension upon student request. Students who are interested in mentorship should contact the MSW Program Manager ([morgan\\_strehlow@baylor.edu](mailto:morgan_strehlow@baylor.edu)).

*\*The above definition of Mentor is modified from mentoring resources provided by Duke University*

## GENERAL DEGREE INFORMATION

### Course Numbering System

The numbers applied to each course indicate level, semester hours of credit, and departmental codes. Selected courses numbered 4000-4V99 are open to both advanced undergraduates and graduate students. Courses numbered 5000 and above are limited to graduate students. Only doctoral candidates will be permitted to register for 6000-level courses. **Graduate credit will not be conferred for courses numbered below 4000 or for 4000-level courses which do not appear in the Garland School of Social Work MSW Catalog, Graduate School Catalog, or George W. Truett Theological Seminary Catalog.** The first digit in the number indicates the level. A 4000-level course does not confer graduate credit unless it appears in this catalog, or the Graduate or Truett Catalog. The second digit in the number indicates the value in graduate credit hours. Thus, “3” as a second digit indicates three credit hours. Some courses may be taken for a varying number of credits, typically from one to three semester hours. In such cases, instead of a digit for the second place in the course number, the letter “V” is used, and the varying amount of credit is indicated at the right of the course title. The last two digits are reserved for departmental use.

### Course Load

The maximum number of semester hours for which a Social Work master’s student may register in a given semester is eighteen. No more than nine MSW course semester hours may be taken in either of the two summer sessions.

### Grading System

Passing grades for GSSW graduate students are

A (4.00)

A- (3.67)

- B+ (3.33)
- B (3.00)
- B- (2.67)
- C+ (2.33)
- C (2.00)
- C- (1.67).

The grade of D carries one grade point per hour; however, it will not apply toward the total number of hours required for program completion. If a grade of D or F is made in a required course, the student must repeat the same course and make a grade of C- or better to meet the degree requirements for graduation. Courses taken at Baylor may be repeated where the grade received is C or lower. Student's transcripts will reflect both grades and both will be included in the overall grade point average.

The grade of "I," incomplete, may be given at the discretion of the faculty member when unforeseen circumstances arise that prohibit students from completing assignments toward the end of the semester, only after the withdrawal period has ended and when the completed portion of the course work is of passing quality. The faculty member will determine a new deadline for finishing the course requirements that will be no later than the end of the following term. It is the student's responsibility to complete the course requirements and to see that the incomplete grade is removed from the record in the semester following the "I". Professors may request an extension or the grade automatically changes to "F." A student may not graduate with an "I" incomplete on their transcript.

Students who receive one or more incomplete grades during a semester may have their schedule for the following semester reduced by the number of hours of "incomplete" received. **Please note:** A grade of "I" for any course that is a pre-requisite or co-requisite for subsequent courses may delay the student's course of study.

Grades will be based on the following scale:

- A = 93 - 100
- A- = 90 - 92
- B+ = 87 - 89
- B = 83 - 86
- B- = 80 - 82
- C+ = 77 - 79
- C = 73 - 76
- C- = 70 - 72
- D+ = 67 - 69
- D = 63 - 66
- D- = 60 - 62
- F = Below 60.

### **Social Work Graduate Grade Change Policy**

Changes to grades may be initiated by the instructor of the class and must be approved by the Associate Dean for Academic Affairs. Changes to grades may only be initiated by an instructor when the original grade resulted from an error or when the original grade was an Incomplete. Changes resulting from an error may only be made within one calendar year of the original date that the grade was due and may not occur once a degree to which the course was applied has been conferred. Beyond changes to grades for those reasons, changes may occur when initiated by the Provost based on the finding of a violation of academic integrity or when a grade is successfully appealed through the appropriate process(es); the one-year time limit does not apply to these changes.

### **Audit**

A student may audit a course with the written permission of the Associate Dean for Academic Affairs. Only lecture courses may be audited. Audit enrollment is subject to the instructor's willingness to have nonparticipating students.

Audited courses may not exclude a student seeking credit, may not be repeated at a later date for credit, may not be changed in status after the registration period, and are not considered part of the course load.

### **Continuation in the Program**

Students are expected to earn a grade point average of 3.0 for each semester in which they are enrolled. Failure to earn this grade point average in a semester may result in suspension from the program. Failure to earn a 3.0 grade point average in a student's final semester may result in not being permitted to graduate.

### **Probation**

Students who do not earn the required 3.0 grade point average for a semester may, at the discretion of the Associate Dean for Academic Affairs, enroll in a subsequent semester on a probationary status. Students are automatically removed from probation upon completion of one semester and a minimum of 4 semester hours of graduate-level coursework if an overall 3.0 grade point average is attained. Failure to attain a 3.0 grade point average will result in notification of dismissal. The graduate program is not required to hear student appeals of this decision. If, after completion of the one semester and the fourth semester-hour credit, the student's overall grade point average is still below 3.0, the student will receive notification of degree termination from the graduate program. Students receiving financial assistance must maintain an overall grade point average of 3.0 to avoid loss of the financial assistance. Courses taken for elective credit may be included in the computation of the grade point average.

### **Dropping Courses**

A student who wishes to drop a course should consult the MSW Program Manager. The university has specific dates that determine the effect of the drop on the student's academic record. These dates are listed in the Academic Calendar for the specific term and can be found on the [Events Calendar](#) website.

A course is not considered officially "dropped" until processed via BearWeb or by the Office of the Registrar. Failure to drop a course officially will automatically result in a grade of "F." The student must have attended class regularly until that time.

## **GENERAL DEGREE REQUIREMENTS**

### **Policy on Course Waivers and Academic Credit**

The program does not waive course requirements of the professional foundation areas or for the field internship. No academic credit is given for previous work or life experiences.

### **Time Limitation**

The maximum time limit for the master's degree is five years from the time the student first matriculates in the master's program. Exceptions to the five-year limit will be made by the Associate Dean for Academic Affairs only after a careful review of the extenuating circumstances on a case-by-case basis.

### **Graduation Eligibility**

To qualify for a master's degree, students must have a minimum overall grade point average of 3.0 and must complete the following requirements:

1. Satisfactory completion of the required credit hours.

2. Successful completion of internship requirements. See Field Education Manual downloadable from the [Field Education](#) website.
3. Successful presentation and defense of the Capstone project. Students must receive a grade of “B” or better in the final advanced practice, internship, and Capstone courses in order to be eligible for graduation.
4. Personal and professional conduct congruent with the National Association of Social Workers’ Code of Ethics, the State Licensing Board Code of Conduct, and with the rules and regulations established by Baylor University as outlined in [Baylor University Student Policies and Procedures](#), including the Baylor University Honor System, General Expectations of Baylor Students, and other policies documented therein.

### **Filing for Graduation**

Students file for graduation with the GSSW the semester before the degree is expected to be conferred (see [Graduation](#) webpage). Students pursuing joint degree options must file for graduation in both programs or schools.

Because of the processing time, students who file late will not be guaranteed a diploma at the commencement ceremony. The degree is conferred at the first commencement ceremony following program completion.

## **MSW CURRICULUM AND DEGREE PLANS**

### **Standard Program**

The MSW curriculum for the Standard degree option consists of 60 credit hours, which includes credit for generalist practice and specialized internships. The first year of study provides the student with knowledge, skills, and values for generalist social work practice as well as the foundation for advanced or specialized social work practice. Students enroll in internships in the fall and spring of the first (Foundation) year of the standard program and must complete the field application process according to a designated timeline prior to the fall semester. In the second year, the students choose one of two areas of specialized practice, community practice and clinical practice. The clinical specialization is the best fit for those who are interested in direct practice with individuals, families, and groups. There are two tracks within it that students can choose from, each with a class focused on a context of practice. One of these is physical and mental health and the other, children and families.

Students may also choose to have a concentration in one field within their area of specialized practice. Examples of concentrations include but are not limited to services to children and their families, gerontology, death and grief, international social work, church social work, and cross-cultural practice. After completing a second internship during the final semester, students participate in a one-week capstone seminar before graduating.

### **Advanced Standing Degree option**

The Advanced Standing degree option may be selected if a student has earned a baccalaureate degree in social work from a program accredited by the Council on Social Work Education and meets other admission criteria. If admitted, the full-time student can complete the MSW degree in 10 months, or 32 credit hours of graduate work. Baylor BSW graduates can complete the MSW Advanced Standing degree in 10 months or 29 credit hours of graduate work.

### **M.Div./MSW Joint Degree option**

The Master of Divinity/Master of Social Work (M.Div./MSW) Joint Degree option prepares students to provide leadership and service through congregations, religiously affiliated organizations

and faith communities. For admission to the joint degree option, students must apply and be accepted by the George W. Truett Theological Seminary as well as the Diana R. Garland School of Social Work.

### **MTS/MSW Joint Degree option**

The Master of Theological Studies (MTS) and the Master of Social Work (MSW) joint degree provides an interdisciplinary option for students to develop competency in Christian scriptures and theology, global missions, and Baptist identity, as well as in advanced social work practice in congregations and religiously-affiliated organizations. For admission to the joint degree option, students must apply and be accepted by the George W. Truett Theological Seminary as well as the Diana R. Garland School of Social Work.

### **MSW/MBA Joint Degree option**

The MSW/MBA joint degree is designed to educate leaders who are prepared to effectively implement financial strategies, transform organizational behavior, and activate marketing strategies to sustain and improve human services organizations. Prospective students will be required to separately fulfill admission and application procedures for both the Master of Social Work and the Master of Business Administration programs.

### **Curriculum Areas**

MSW students come to the program with an undergraduate degree based on a strong liberal arts education providing preparation for graduate education that produces social workers who can think critically, analyze alternatives skillfully, communicate well verbally and in writing, appreciate their own culture and that of others, and dedicate themselves to lifelong learning that empowers and equips them to make a difference. Social workers share a common set of professional values and ethics and a common set of basic or generalist skills that enable them to work with diverse populations and fill diverse roles in diverse settings. The transmission of these values and ethics to students is a critical aspect of professional socialization. Upon entering the program, MSW students are informed of their responsibility to perform as a social work professional according to the guidelines of the National Association of Social Workers (NASW) Code of Ethics, including advocacy for human rights and justice. Professional values and ethics are infused throughout the entire MSW curriculum. Prior to any academic work in the community that involves the use of social work knowledge, values, and skills, students are required to study the entire NASW Code of Ethics and the applicable state code and make a commitment to practice congruent with those codes. Due to the unique mission of the GSSW program, attention is also given to areas of congruence and conflict with students' own personal values and ethics, as well as those of various faith groups.

### **Foundation Year**

#### **First Year in the Standard Degree option**

The foundation year provides a generalist education in social work at an advanced level and is required of every student in the standard degree option (2-Year Degree option).

The standard curriculum is organized around these five curriculum content areas:

- Human Behavior and the Social Environment (SWO 5561 Practice with Individuals & Families and SWO 5463 Practice with Communities & Organizations)
- Social Welfare Policy and Services (SWO 5221 Introduction to the Profession; SWO 5322 Social Policy for Social Work Practice),
- Social Work Practice (SWO 5561 Practice with Individuals & Families; SWO 5362 Practice with Groups; 5463 Practice with Communities & Organizations)
- Research (SWO 5381 Research for Social Work Practice), and
- Field Practicum (SWO 5491 Foundation Internship I and SWO 5492 Foundation Internship II)

Students begin the foundation year with a semester of classroom coursework and their first Field Internship. Students must earn at least a "B" in Foundation Internship I, Practice with Individuals &

Families and Practice with Groups in order to enroll for Foundation Internship II. Required Field orientation must be completed before enrolling in the internship. Foundation Internship I & II consist of professional preparation for practice in an approved setting, generally 16 hours weekly for 15 weeks, for a minimum of 240 clock hours in addition to a weekly integrative seminar. The second semester of Foundation Field internship is designed to be a continuation of the first semester of internship, in the same placement setting. Foundation Internship II consists of an additional minimum of 240 clock hours of training practice in the agency. Students will apply the foundations of knowledge, values, and skills they have learned in the standard courses in Foundation Internship I & II. Students must earn at least a B in Foundation Internship II and Practice with Communities & Organizations in order to enroll in practice and internship courses for the specialization year. Students should pay careful attention to requirements for prerequisites and enrollment in courses concurrently, following the appropriate course sequence options on the following pages.

## **Specialized Year**

### **Second Year of 2-Year Degree option and Advanced Standing Degree option**

#### **Curriculum Content**

The program offers two areas of specialized practice. In each specialization, students acquire advanced practice skills and knowledge that build on the standard curriculum. The program's areas of specialized practice are defined by fields of practice: Clinical Practice and Community Practice. Students complete the Advanced Internship in a setting that allows them the opportunity for preparation for practice in these areas. Students are expected to refine their learning in their chosen specialization further by use of electives.

Each area of specialized practice consists of a combination of courses taken exclusively with others in the specialization. In addition, students in all specializations take the Administrative Practice in Social Work course and the Evaluation of Practice courses. In these courses, students will complete individual and group learning projects and assignments related specifically to their area of specialized practice, but will benefit from the cross-fertilization of ideas and discussion with students in the other specializations. The Evaluation of Practice courses are designed to prepare students for utilizing evidence-based approaches to research to improve practice with clients across system sizes, and the Administrative Practice course is designed to develop advanced knowledge and skills in social work administration.

Students must have completed all standard requirements before enrolling in the advanced social work practice courses. These courses are designed to provide an intensive experience of applying learning in the standard curriculum and advanced practice methods and principles in the specialization to actual practice situations. Students will learn the skills for advanced practice in the area of their specialization and to assess their own practice and establish ongoing professional development.

Students follow a concurrent format for internship, and will enroll both semesters in a two-hour seminar course, completing 16-20 hours weekly for a minimum of 225-275 hours in the fall, and 20-24 hours weekly for a minimum of 275-325 hours in the Spring, for a minimum total of 550 hours across the two semesters. Students must have completed all other pre or co-requisite coursework before enrolling in the Advanced Internship. Advanced Internship consists of social work preparatory practice in a setting appropriate to the student's specialization.

During the final week of this semester, students engage in a capstone experience, during which they present a practice-oriented workshop

to colleagues and professional social workers, including a faculty evaluator.

## **Brief Description of Master of Social Work Areas of Specialized Practice**

### **Clinical Practice**

The clinical practice specialization prepares students for advanced, direct practice with individuals, families, and groups in a variety of clinical settings. Students learn to apply evidence-

based practice theories and methods of intervention that reflect a person-environment orientation and a strengths perspective. Specific philosophical frameworks include humanism, positivism, and evidence-based methods. The program is based on the development of an eclectic method that offers the opportunity to investigate more specific practice models. Some examples include cognitive behavioral therapy, solution-focused therapy, motivational interviewing, narrative approaches, Eye Movement Desensitization and Reprocessing (EMDR), structural family therapy, therapeutic use of play, and dialectical behavior therapy. Assessment tools and techniques, especially focusing on DSM-5, are critical to the program.

Common professional opportunities for social workers in clinical practice include practice in health settings and practice with children and families. As a result, the clinical specialization provides students with the option to focus on one of these settings in an advanced practice class and in their advanced internship. Students in the clinical practice specialization will take a practice course focused on health settings (SWO 5376) and/or children and families (SWO 5377). Students must take one of these options, but may also take the other as an elective if they wish to do so.

When focusing on health settings, graduates work in public, private, and faith-based organizations including hospitals and primary care clinics, community health centers, counseling agencies, mental health facilities, health education programs, long-term care facilities, hospice, chemical dependency units, and a wide variety of private-practice settings. When studying children and families, graduates work in public, private, and faith-based organizations such as schools, child welfare agencies, family service agencies, juvenile justice systems, residential settings for children and youth, recreational and leisure agencies, marriage and family counseling centers, shelters, refugee and immigration centers, and congregations.

#### **Course Requirements: Clinical Practice**

<b>Course #</b>	<b>Course Title</b>	<b>Semester</b>	<b>Hours</b>
5337	Advanced Clinical Theories and Models	Fall	3
5379	Advanced Clinical Practice: Individuals, Families, & Groups	Fall	3
5377 or 5376	<i>Advanced Clinical Practice: Children and Families or Advanced Clinical Practice: Health Settings</i>	<i>Spring</i>	3
5323	Administrative Practice in Social Work	Fall	3
5494/5490	Advanced Internship	Fall/Spring	8
5282	Evaluation of Practice I	Fall	2
5283	Evaluation of Practice II	Spring	2
5298	Capstone	Spring	2
<b>Total</b>			<b>26</b>

#### **Community Practice**

The community practice specialization prepares students for advanced practice with public and/or nonprofit organizations, neighborhoods, communities, congregations, and religiously affiliated agencies. Students learn a variety of professional community practice models that serve to strengthen and enrich communities in local and global settings. Communities can be defined as both geographic (e.g., neighborhoods) and relational (e.g., ethnic communities). The central models are rooted in professional literature and research, and they include advanced skills in community development, community organizing, and community planning.

The advanced model of development is asset-based community development, which recognizes community struggles but responds most centrally to community assets. Asset mapping is a key skill learned when studying this model.

The advanced model of organizing is consensus-based. Consensual organizing is rooted in consensus-building rather than building on the potential conflict. Negotiation and facilitation are key skills learned with regard to this model.

The advanced model of planning is emergent-based. While most planning requires a rational approach to planning (e.g. the logic model), the emergent model allows for greater flexibility and adaptability when working in diverse contexts. Engagement of stakeholders is a key skill here.

### Course Requirements: Community Practice

Course #	Course Title	Semester	Hours
5335	Frameworks & Perspectives for Community Practice	Fall	3
5375/5378	Adv. Practice: Community Practice	Fall/Spring	6
5323	Administrative Practice in Social Work	Fall	3
5494/5490	Advanced Internship	Fall/Spring	8
5282	Evaluation of Practice I	Fall	2
5283	Evaluation of Practice II	Spring	2
5298	Capstone	Spring	2
Total			26

### MSW Standard Degree Plan

Minimum 60 semester hours including the following:

**Foundation Year:** 28 hours

#### Fall Pre-Term, Year 1

5221 Intro to the Profession 2

#### Fall Semester, Year 1

5561 Professional Practice with Individuals and Families 5

5362 Professional Practice with Groups 3

5491 Foundation Internship I 4

12

#### Spring Semester, Year 1

5381 Research for Social Work Practice 3

5463 Professional Practice with Communities and Organizations 4

5322 Social Policy for Social Work Practice 3

5492 Foundation Internship II 4

14

**Specialization Year:** 26 hours (see requirements in Specializations section above)

**Electives:** 6 hours

Six (6) hours of Special Topics courses/seminars (4V80, 5V80, 5V70) and/or other courses approved by the MSW Program Director may be taken to fulfill the elective requirement.

### Advanced Standing Option

The 10-month Advanced Standing program begins with six hours of Advanced Standing Seminars two weeks prior to the start of the semester. Students complete the specialization year of the MSW program in the following fall and spring and, upon completion of 32 hours, are eligible for graduation in May. We reiterate here: Students cannot proceed beyond the preparatory class without earning a B



Spring Second Year.....	12 hrs.
COVG 7004 Covenant Group 4	
THEO 7373 Christian Scriptures 4 .....	3 hrs.
PRCH 7316 Preaching 1 .....	3 hrs.
THEO 7382 Constructive Theology .....	3 hrs.
PRTH 7391 Integrative Seminar.....	3 hrs.
Fall Third Year.....	19 hrs.
SWO 5221 Intro to the Profession .....	2 hrs.
SWO 5561 Practice with Individuals and Families .....	5 hrs.
SWO 5362 Practice with Groups .....	3 hrs.
SWO 5491 Foundation Internship I .....	4 hrs.
MENT 7V00 Mentoring .....	5 hrs.
Spring Third Year .....	18 hrs.
SWO 5381 Research for Practice.....	3 hrs.
SWO 5463 Practice with Communities and Organizations.....	4 hrs.
SWO 5322 Social Policy for SWO Practice .....	3 hrs.
SWO 5492 Foundation Internship II.....	4 hrs.
MENT 7V00 Mentoring .....	4 hrs.
Fall Fourth Year .....	11-14 hrs.
SWO 5379 Advanced Clinical Practice and SWO 5376 ACP: Health Settings or	
SWO 5379 Advanced Clinical Practice and SWO 5377 ACP: Children and Families or	
SWO 5375/5378 Advanced Practice: Community Practice .....	6 hrs.
SWO 5337 Advanced Clinical Theory or	
SWO 5335 Frameworks & Perspectives for Community Practice .....	3 hrs.
SWO 5282 Evaluation of Practice I .....	2 hr.
SWO 5190 Intro Advanced Internship III or 5494 Pt 1 Adv Internship .....	1 or 4 hrs.
Spring Fourth Year.....	12-15 hrs.
SWO 5323 Administrative Practice in Social Work .....	3 hrs.
SWO 5790 Advanced Internship III or 5490 Pt 2 Adv Internship.....	7 or 4 hrs.
SWO 5283 Evaluation of Practice II.....	2 hrs..
SWO 5298 Capstone .....	2 hrs.
Social Work Elective (any semester) .....	6 hrs.
Total hours.....	123 hrs.
M.Div. hours .....	63 hrs.
M.S.W. hours .....	60 hrs.
6 hours of M.Div. coursework will count for M.S.W. total	
Advanced Standing M.S.W. required coursework .....	32 hrs.
Actual non-repeating hours taken:	
32 hours M.S.W. + 63 hours M.Div.....	95 hrs.

\*These are required courses; however, based upon previous academic experience, students may petition to waive or substitute these courses. Introductory courses are waived from the degree plan by passing an advanced standing exam (see the Advanced Standing Policy in the Truett Catalog).

Satisfactory completion of 200 Lifelong Learning Units  
Satisfactory academic progress

Six (6) hours of Truett courses, Special Topics courses/seminars (4V80, 5V80, 5V70) and/or other courses approved by the MSW Program Director may be taken to fulfill the elective requirement.

Students in the M.Div./MSW joint degree option should plan their coursework so that the M.Div. and the MSW degrees can be awarded simultaneously. Nevertheless, students who complete all work for

the MSW degree can be awarded this degree first and separately; however, a student enrolled in this joint degree option may not receive the M.Div. degree first and separately but must receive the M.Div. degree either simultaneously with the MSW or subsequent to the awarding of the MSW.

### **Joint Degree option: Master of Theological Studies/Master of Social Work**

An increasing number of graduate students are called to Christian vocation in community ministry that is informed by their faith and grounded in Christian theology and scripture. The Master of Divinity and Master of Social Work (MDiv-MSW) joint degree program provides theological education and advanced social work knowledge and skills. Some students are not seeking to achieve the advanced competencies offered by the MDiv degree and/or they may not have the personal resources to meet all of requirements of the 123 semester hour MDiv-MSW degree program. The MTS-MSW joint degree program (108 or 83 semester hours) provides these students with an opportunity to prepare for community ministry through mastery of advanced social work knowledge and practice that is grounded in foundational Christian theology, Scriptures, traditions, missions and witness, and Baptist Identity.

### **Admission**

For admission to the joint degree, candidates must apply and be accepted by both the George W. Truett Theological Seminary and the Diana R. Garland School of Social Work.

### **Requirements**

**Core Curriculum** 36 hrs.

#### **Introductory Courses**

THEO 7340	Introduction to Scripture	3 hrs.
THEO 7343	Introduction to Christian History	3 hrs.
THEO 7345	Introduction to Christian Theology	3 hrs.

#### **Christian Scriptures**

THEO 7370	Christian Scriptures 1	3 hrs.
THEO 7372	Christian Scriptures 2	3 hrs.
THEO 7371	Christian Scriptures 3	3 hrs.
THEO 7373	Christian Scriptures 4	3 hrs.

#### **Christian Theology**

THEO 7360	Christian Texts and Traditions 1	3 hrs.
THEO 7361	Christian Texts and Traditions 2	3 hrs.
THEO 7362	Christian Texts and Traditions 3	3 hrs.
WOCW 7385	Intro to Christian Witness and Mission	3 hrs.
THEO 7396	Baptist Identity	3 hrs.

THEO 7382	Constructive Theology	3 hrs.
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#### **Electives**

3 courses from chosen specialization or 1 Biblical studies course, 1 Theological studies course, and 1 free elective	9 hrs.
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<b>Total hours of Master of Theological Studies Courses</b>	<b>48 hrs.</b>
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<b>Total elective hours counted toward the MTS from MSW courses</b>	<b>3 hrs.</b>
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(3 for Advanced Standing, 3 for Standard degree option)

**Total MTS hours** 39 hrs.

**Standard MSW** required coursework 54 hrs.

Actual non-repeating hours taken:

54 hours MSW + 39 hours MTS = **93 hrs.**

**Advanced Standing MSW** required coursework 32 hrs.

Advanced Standing MSW required coursework for Baylor BSW graduates 29 hrs.

Actual non-repeating hours taken:

29 hours MSW + 39 hours MTS = **68 hrs.**

26 MSW hours for Baylor BSW graduates + 39 hours MTS = **65 hrs.**

Covenant Groups – 4 semesters

Satisfactory completion of 132 Lifelong Learning Units

Satisfactory academic progress

The MTS degree consists of 48 course credit hours. The MSW degree can be earned through two programs, the standard two year program and the advanced standing program. The standard two-year program requires 60 course credit hours. This program and the MTS require a total of 111 hours when completed separately. For social work students in the standard two year program, the total number of hours for the MTS-MSW joint program will be 93 hours.

For those students who qualify, the MSW advanced standing program consists of 32 course credit hours, so that it and the MTS require a total of 80 hours when completed separately. For social work students in the advanced standing program, the total number of hours for the MTS-MSW joint program will be 68 hours.

In the proposed joint degree program, 9 elective hours taken in the Garland School of Social Work will be counted toward the MTS degree requirements. Six hours from the MTS degree will be counted toward the standard two-year MSW program requirements and three from the MTS degree will be counted toward the advanced-standing MSW program requirements (advanced standing).

### **Joint Degree option: Master of Social Work/Master of Business Administration**

The MSW/MBA joint degree is designed to educate leaders who are prepared to effectively implement financial strategies, transform organizational behavior, and activate marketing strategies to sustain and improve human services organizations. As the demand for social workers increases with the privatization of social services, so does the need for social workers to be prepared to serve as leaders of human service organizations. The Master of Social Work program prepares students to work with individuals, communities, and society through specializations in clinical and community practice. The Masters in Business Administration program prepares students to serve as leaders in generalist business roles. The joint degree will groom social work and business administration graduates to serve as administrators, executive directors, and innovators in human service organizations. In addition, the MSW/MBA will equip and encourage graduates to develop human service organizations nationally and internationally, serving in developing countries or underserved urban areas where human needs are great and resources are scarce.

### **Admission**

Prospective students will be required to separately fulfill admission and application procedures for both the Master of Social Work and the Master of Business Administration programs.

### **Requirements**

Master of Business Administration education plan for the joint degree is 33 credit hours. The Hankamer Business School will waive 20 hours of elective courses while maintaining the core business

courses equaling 33 hours. The Garland School of Social Work will credit 9 hours of business elective courses (6 hour elective credit and 3 hour substitution for SWO 5323 Administrative Practice in Social Work) for the standard MSW level education plan; therefore, students entering the foundation level of the MSW joint program will complete 51 social work credit hours. The Garland School of Social Work will also credit 6 hours of business elective courses (3 hour elective credit and 3 hour substitution for SWO 5323 Administrative Practice in Social Work) for the MSW Advanced Standing level of the education plan; therefore, students entering the Advanced Standing program (total=32 hours) will complete 26 hours of social work credit hours.

MSW Core and Elective Course Foundation Level

*Standard (first year-foundation) Core Courses*

- SWO 5221 Intro to the Profession
- SWO 5561 Practice with Individuals and Families
- SWO 5362 Practice with Groups
- SWO 5491 Foundation Internship I
- SWO 5381 Research for Practice
- SWO 5463 Practice with Communities and Organizations
- SWO 5322 Social Policy for Social Work Practice
- SWO 5492 Foundation Internship II

Foundation Master Social Work students will select an area of specialized practice upon completion of the above core courses. Specialization areas are: Children and families track or physical and mental health track in the clinical specialization, or community practice. Courses for each area of specialized practice are listed below:

**Clinical Practice**

**Children and Families**

- 5282 Evaluation of Practice I
- 5337 Advanced Clinical Theory
- 5379 Advanced Clinical Practice
- 5377 ACP: Children and Families
- 5494/5490 Advanced Internship (Concurrent)
- 5283 Evaluation of Practice II
- 5298 Capstone

**Health Settings**

- 5282 Evaluation of Practice I
- 5337 Advanced Clinical Theory
- 5379 Advanced Clinical Practice
- 5376 ACP: Health Settings
- 5494/5490 Advanced Internship (Concurrent)
- 5283 Evaluation of Practice II
- 5298 Capstone

**Community Practice**

- 5282 Evaluation of Practice I
- 5335 Frameworks & Perspectives for Community Practice
- 5375/5378 Advanced Practice: Community Practice
- 5494 Part I: Adv. Internship
- 5283 Evaluation of Practice II
- 5490 Part II: Advanced Internship
- 5298 Capstone

Electives: 6 hours from MBA program = 3 elective + 3 hours substitute for SWO 5323 Administrative Practice in Social Work

***Total Hours 51***

MSW Core and Elective Courses Advanced Level

**Families**

- SWO 5301 Advanced Practice Readiness I

**Physical and Mental Health**

- SWO 5301 Advanced Practice Readiness I

5282 Evaluation of Practice I  
5337 Advanced Clinical Theory  
5379 Advanced Clinical Practice  
5377 ACP: Children and Families  
5494/5490 Advanced Internship (Concurrent)  
5283 Evaluation of Practice II  
5298 Capstone

5282 Evaluation of Practice I  
5337 Advanced Clinical Theory  
5379 Advanced Clinical Practice  
5376 ACP: Health Settings  
5494/5490 Advanced Internship (Concurrent)  
5283 Evaluation of Practice II  
5298 Capstone

### **Community Practice**

5382 Evaluation of Practice I  
5335 Frameworks & Perspectives for Community Practice  
5375/5378 Advanced Practice: Community Practice  
5494 Part I: Adv. Internship  
5283 Evaluation of Practice II  
5490 Part II: Advanced Internship  
5298 Capstone

Electives: 3 hours from MBA program = 3 elective + 3 hours substitute for SWO 5323  
Administrative Practice in Social Work

**Total Hours: 26**

### Master of Business Administration

#### **First Semester**

ACC 5121 Accounting Planning  
ACC 5122 Accounting Implementation  
ECO 5115 Demand Analysis  
ECO 5116 Production and Cost Analysis  
FIN 5161 Corporate Finance-Planning  
FIN 5162 Corporate Finance-Implementing  
MGT 5132 Operations Management Core 2  
QBA 5131 Quantitative Methods Part I  
BUS 5390 Management Communication  
BUS 5050 Graduate Business Colloquium  
2 3-hour Required Flexible Courses

#### **Required Flexible Courses:**

MKT 5310 Marketing Administration  
MGT 5385 Strategic Management  
MGT 5310 Organizational Behavior  
Choose one of the following 4 courses:  
MIS 5342 Business Intelligence  
MIS 5346 Data Warehousing (spring only)  
MIS 5355 Management of Info Systems  
MIS 5345 Decision Making Using Excel

#### **Second Semester**

ACC 5123 Accounting in a Changing Environment  
ECO 5117 Microeconomic Theory  
FIN 5163 Financial Control  
MGT 5131 Operations Management Core 1  
MGT 5133 Operations Management Core 3  
QBA 5132 Quantitative Methods Part 2  
QBA 5133 Quantitative Methods for Decision  
BUS 5395 Focus Firm  
BUS 5050 Graduate Business Colloquium  
2 3-hour Required Flexible Courses

#### **Optional Courses:**

BUS 5111 Professional Career Development #1  
BUS 5112 Professional Career Development #2

**Total Hours 33**

**Total Hours Foundational Level: 84**

**Total Hours Advanced Level: 62**

**Sample MSW/MBA Standard Degree Plan**

Minimum 84 semester hours (51 MSW, 33 MBA core):

**Foundation Year**

**Fall Pre-Term, Year 1**

5221 Intro to the Profession 2

**Fall Semester, Year 1 Spring Semester, Year 1**

5561 Professional Practice with Individuals and Families	5	5381 Research for Social Work Practice	3
5362 Professional Practice with Groups	3	5463 Professional Practice with Communities and Organizations	4
5491 Foundation Internship I	<u>4</u>	5322 Social Policy for Social Work Practice	3
	12	5492 Foundation Internship II	<u>4</u>
			14

**Specialized Year: Clinical Practice—Children and Families**(sample concurrent internship)

**Fall Semester Year 2**

5379 Advanced Clinical Practice	3
5494 Part I Advanced Internship	4
5282 Evaluation of Practice I	2
5337 Advanced Clinical Theory	<u>3</u>
	12

**Spring Semester, Year 2**

5377 ACP: Children and Families	3
5490 Part II Advanced Internship	4
5283 Evaluation of Practice II	2
5298 Capstone	<u>2</u>
	11

**Specialized Year: Community Practice**

**Fall Semester Year 2**

5375 Advanced Practice I: Community Practice	3
5494 Part I Advanced Internship	4
5282 Evaluation of Practice I	2
5335 Frameworks and Perspectives for Community Practice	<u>3</u>
	12

**Spring Semester, Year 2**

5378 Advanced Practice II: Community Practice	3
5490 Part II Advanced Internship	4
5283 Evaluation of Practice II	2
5298 Capstone	<u>2</u>
	11

9 hours from MBA program = 6 elective + 3 hours substitute for SWO 5323 Administrative Practice in Social Work taken in year 3.

**First Semester, Year 3 (17 hours)**

- ACC 5121 Accounting Planning
- ACC 5122 Accounting Implementation
- ECO 5115 Demand Analysis
- ECO 5116 Production and Cost Analysis
- FIN 5161 Corporate Finance-Planning
- FIN 5162 Corporate Finance-Implementing
- MGT 5132 Operations Management Core 2
- QBA 5131 Quantitative Methods Part I
- BUS 5390 Management Communication
- BUS 5050 Graduate Business Colloquium
- 2 3-hour Required Flexible Courses

**Required Flexible Courses:**

- MKT 5310 Marketing Administration
- MGT 5385 Strategic Management
- MGT 5310 Organizational Behavior
- Choose one of the following 4 courses:

**Second Semester (16 hours)**

- ACC 5123 Accounting in a Changing Environment
- ECO 5117 Microeconomic Theory
- FIN 5163 Financial Control
- MGT 5131 Operations Management Core 1
- MGT 5133 Operations Management Core 3
- QBA 5132 Quantitative Methods Part 2
- QBA 5133 Quantitative Methods for Decision
- BUS 5395 Focus Firm
- BUS 5050 Graduate Business Colloquium
- 2 3-hour Required Flexible Courses

**Optional Courses:**

- BUS 5111 Professional Career Development #1
- BUS 5112 Professional Career Development #2

MIS 5342 Business Intelligence  
MIS 5346 Data Warehousing (spring only)  
MIS 5355 Management of Info Systems  
MIS 5345 Decision Making Using Excel

***Total Hours 33***

**Global Mission Leadership/Master of Social Work**

The Global Mission Leadership initiative provides students the opportunity to obtain a Master of Social Work with a Global Mission Leadership Concentration. The GML initiative focuses on educating and empowering Christian leaders who are committed to relocate or return to a nation of the world as a catalyst for holistic community transformation. Language proficiency of the nation to which the student will relocate or return is required. Within this concentration, students will research systemic issues regarding a social injustice occurring in a nation of concern, research global best practices regarding community change, and will create a plan of intervention based on the conducted research. Global Mission Leadership students will comply with the requirements of the MSW degree plan as modified by the Associate Dean for Academic Affairs, Garland School of Social Work. Students should contact their graduate mentor or the Director of Global Mission Leadership to obtain the GML concentration degree plan.

**MSW Degree: Part-Time Degree option**

Students may choose to take fewer courses each semester because of life circumstances and extend their time in the program accordingly. Since courses are designed to build on one another, and all courses are not offered every semester, students should seek consultation from their faculty Mentor or the Associate Dean for Academic Affairs in planning their individual program of study. All Field Education courses must be completed in the standard fall-spring sequence.

## FIELD CURRICULUM

### **Mission**

The primary goal of the internship is education and preparation for professional practice. The aim of the Field experience is to provide interns the opportunity to develop and integrate values, knowledge, and skills learned in the classroom with practice in actual practice settings. Through the Field internship experience, theory is applied, skills are refined, and attitudes, values, and ethical dilemmas are examined. It is expected that each intern will be fully engaged in the professional learning opportunities provided under the supervision of the Field Instructor. Foundation year graduate interns will be expected to achieve skill development similar to entry level generalist practitioners but at a level that shows readiness for specialized practice in the Advanced year. Advanced year graduate interns will be expected to achieve skill development and performance commensurate to entry level MSW practitioners in an area of specialized practice (Clinical Practice or Community Practice).

### **Field in the Curriculum**

Field internship is the application of the knowledge and skills the student has obtained in the classroom courses. Graduate Foundation Field internship for full-time students begins in the second term of academic work and requires 480 hours in the field (240 per term for two consecutive terms). Full-time Foundation students are enrolled in generalist practice courses concurrently with Field internship and the accompanying seminar.

Standard program graduate students and advanced standing students in the Advanced year of the curriculum complete a total of 550 hours in the field, within an area of specialized practice (Clinical or Community). This internship is completed concurrently or following courses in the specialized practice curriculum.

Field Instructors and Field liaisons for the Advanced internship have experience in the area of specialized practice and are able to facilitate the student's learning and skill application in the specialization.

*All policies related to Field Education, including application processes, prerequisites, minimum grade requirements, and other expectations can be found in the [Field Manual](#).*

### **Field Orientation**

Prior to beginning Field internship, all students must attend Field internship orientation. This orientation includes presentation of Field policies, discussion of Field requirements and evaluation, grading procedures, and a description of the Field faculty/liaison system. Failure to attend this orientation will prohibit entry into Field internship and will therefore delay a student's course of study.

Students who are denied admission to the field internship are informed in writing, and are directed to contact their faculty Mentor regarding any effect on the completion of the degree plan. Please see the corresponding Field Manual for more information.

## MSW Concentrations

### **Social Work Concentration Guidelines**

The MSW Concentration is an option designed collaboratively by a student and a supervising faculty member to develop a student's knowledge base more comprehensively in one area of social work knowledge and practice. The concentration may go more deeply into one of the program's areas of specialized practice, or it may span the areas of specialized practice, but it does not replace the specialization (clinical or community). Students completing requirements of the concentration receive documentation of completion at the time of the awarding of the MSW degree. This document certifies that the student has completed learning requirements in a substantive

area within at least one of the areas of specialized practice. The requirements for the concentration are the same for both Advanced Standing and Standard Degree option students.

### **Concentration Plan**

For all concentrations, students will select a School of Social Work faculty member (supervising faculty) with expertise in the area of interest to assist them in planning, engaging, and evaluating learning related to the concentration. Standard Degree Option students may choose to begin a concentration plan at any point in the generalist year. The Standard Degree Option student may develop a beginning plan with a faculty advisor and refine the plan during the generalist year. For both standard and advanced standing students develop a plan for completion of the concentration during the Specialized year, to include the substantive area that will be the focus of the concentration and for completion and will be electronically submitted for approval to the supervising faculty no later than 4 weeks into the semester the student begins specialized course work. The plan is developed in collaboration with the supervising faculty who will assist the student in determining how the concentration will be integrated into specialized course work. The supervising faculty will notify the MSW Program Director of the student's intention to pursue a concentration and of the faculty member's willingness to supervise the student's learning. The MSW Program Director will approve the concentration and be responsible for notifying the Curriculum Committee. The student may petition the MSW Program Director for a change of mentor to the faculty member supervising the concentration.

Additional learning activities related to the concentration may also be included as the student and supervising faculty contract for meeting the requirements for completion of the concentration. It is possible for students to include learning that occurred as part of a course of study in an accredited baccalaureate or graduate foundation year if the supervising faculty determines that the learning meets or exceeds expectations for preparation for advanced social work practice.

The supervising faculty is responsible for approving the concentration plan and submitting the approved plan to the MSW Program Director for review. The supervising faculty approves of the plan, with the MSW Program Director reserving the right to review and request changes. If a review, revision or denial is requested, the MSW Program Director and/or the supervising faculty may ask for an additional review by the Curriculum Committee. The MSW Program Director submits all the forms to Curriculum Committee, who reserves the right to review plans, and may be requested to do so by the MSW Program Director. In the unlikely event that the MSW Program Director asks for changes, or denies a plan, the MSW Program Director will provide the faculty member submitting the request and the student with a reason for denial or request for revision.

### **Requirements**

The student will plan and carry out a course of study that focuses in the area of concentration. The student will successfully complete advanced learning in areas detailed in the application form below.

### **Portfolio:**

Documentation of all of the concentration requirements (completed projects and papers, field placement evaluations, documentation of CEU equivalents) is placed in an electronic portfolio, which the student submits to the supervising faculty by the last day of graduate capstone seminar. Portfolios are evaluated by the supervising faculty to determine whether requirements for the concentration were met. Applications for retroactive concentration recognition will not be approved.

### **Requirements**

The student will plan and carry out a course of study that focuses in the area of concentration. The student will successfully complete advanced learning in areas detailed below.

<b>Content Area</b>	<b>Course Work</b>	<b>Assignment Plan</b>
Advanced Internship	5494/5490 (8 hrs)	
Advanced Practice Skill	SWO 5375 or 5379, and 5376 or 5377 or 5378 Advanced Practice (6 hrs)	
Advanced Practice Theory	SWO 5375 or 5379, and 5376 or 5377 or 5375 Advanced Practice (6 hrs) AND SWO 5337 or 5335 Advanced Theory (3 hrs)	
Advanced Policy	SWO 5323 Administrative Practice in Social Work (3 hrs) or SWO 5337 or 5335 (3 hrs)	
Advanced Administrative Practice	SWO 5323 Administrative Practice in Social Work (3 hrs)	
Advanced Research	SWO 5282 Evaluation of Practice I (2 hrs) and SWO 5283 Evaluation of Practice II (2 hrs)	
Elective	A minimum of 2 approved graduate elective hours in the area of concentration	
Continuing Education	The equivalent of 3 CEUs from workshops or conferences	
Other	Student and faculty discretion	

### **Gerontological Social Work Concentration Guidelines**

The Gerontological Social Work Concentration is an option designed collaboratively by a student and a supervising faculty member to develop a student's knowledge base more comprehensively in gerontological social work practice. The concentration will provide specific focus in the area of gerontological social work policy, practice, and research. It is intended to enhance the student's area of specialized practice but does not replace it. Students completing requirements of the gerontological social work concentration receive a certification of completion at the time of the awarding of the MSW degree. This document certifies that the student has completed the learning requirements for a concentration with persons 55+, within at least one of the areas of specialized practice. The requirements for the concentration are the same for both Advanced Standing and Standard Degree option students.

Students apply for this concentration by completing the Concentration Application Form, documenting in each section of the assignment plan the ways in which papers, presentations, or projects focus on understanding behavior of and practicing competently with persons 55+ and the families, communities, and social policies with which they interact.

Students apply for this concentration by completing the Concentration Application Form.

### **Church Social Work Concentration**

MSW students who are preparing to work in or with congregations and/or missions and ministry programs of the church are encouraged to pursue a concentration in Church Social Work. Students may elect to do the Church Social Work Concentration in a specific substantive area of church social work. Examples might include: community development; community ministries; poverty; justice-oriented ministries; congregational or community health; counseling; older adults; trauma; disaster relief; youth and children services; policy; advocacy; and etc. Students completing all requirements are awarded the Church Social Work Concentration at the School of Social Work Convocation. This document certifies that the student completed concentration requirements in a substantive area within Church Social Work. The concentration does not replace but builds on the student's area of specialized practice.

Students must fulfill these additional requirements:

1. Depending on the applicant's degree program, learning needs, and/or previous academic record, applicants may be required to complete 3-6 elective credit hours. If possible, WOCW 7386 Urban Missions Issues (Truett Seminary-3 hrs) should be considered for elective credit.
2. All degree students who complete a concentration in Church Social Work must do the following for their field internship experience in the Specialized year.

#### Specialized Internship:

5494/5490 Advanced Internship (8 hrs)

The Church Social Work Concentration students must also complete their advanced practice field education internships in a congregational or faith intentional setting working closely with a congregation(s). The Church Social Work Concentration student will include in his or her internship seminar a focus on church social work in all internship seminar assignments. The program may, from time to time, provide a special section of the field education seminar with special emphasis on Church Social Work.

Students apply for this concentration by completing the Concentration Application Form.

### **International Social Work Concentration**

The International Social Work concentration is for students interested in developing a specific knowledge base in international social work practice. It is a required concentration for GML scholarship recipients. The International Social Work concentration provides students the opportunity to create a strategic approach for addressing a specified social issue in a country of concern utilizing accumulated research, government, non-governmental and congregational resources. The International Social Work concentration will allow students to go deep into one of the MSW program's specializations (clinical or community) but it does not replace their specializations. Students completing requirements of the International Social Work concentration receive a certification of completion at the time of the awarding of the MSW degree. This document certifies that the student has demonstrated advanced practice knowledge and skills for work in international settings, within at least one of the specializations. The requirements for the concentration are the same for both Advanced Standing and Standard Degree Program students.

### **Requirements**

1. Enrollment in and successful completion of SWO 5310, 5311 or 5312 Cross Cultural Interactive Seminar
2. (GML scholarship recipients only) Enrollment in and successful completion of all SWO Cross Cultural Interactive Seminars offered during their in-person generalist year
3. For GML scholarship recipients, advanced internships will take place in the identified international country of concern. International Social Work concentration students may also complete their advanced practice field education internships in international settings working if arranged with Director of Field Education. The program may provide a special section of the field education seminar with special emphasis on international social work practice.
4. Integration of Concentration with Specialization Course Work:  
The student will plan and carry out a course of study that focuses in the area of concentration as identified with their supervising faculty mentor. The student will successfully complete advanced learning in at least the following:

**Requirements:**

<b>Content Area</b>	<b>Course Work</b>	<b>Assignment Plan</b>
Advanced Human Behavior Theory	SWO 5337 or 5335 Advanced Theory (3 hrs)	
Advanced Policy	SWO 5323 Administrative Practice in Social Work (3 hrs) or SWO 5337 or 5335 (3 hrs)	
Advanced Administrative Practice	SWO 5323 Administrative Practice in Social Work (3 hrs)	
Advanced Practice Theory	Advanced Clinical Theory (3 hrs) and Advanced Clinical Practice (6 hrs)	
Advanced Practice Skill	SWO 5379 and the family or health track advanced practice course (6 hrs)	
Advanced Research	SWO 5182/5383 or 5282/5283 (4 hrs)	
Advanced Internship	5494/5490 (8 hrs)	
Elective	SWO 5310, 5311 or 5312 Cross Cultural Interactive Seminar	
Other	Student and faculty discretion	

Students apply for this concentration by completing the Concentration Application Form.

**Diversity Concentration**

The Diversity Concentration is an opportunity for students to focus on content and activities that increase intersectional cultural awareness and which promote anti-oppressive practices at Baylor and beyond. The diversity concentration can be individualized to student interests/opportunities but every concentration will require the following:

1. At least one assignment in each course should be completed with an emphasis on intersectional, diversity-sensitive, and/or anti-oppressive practice. Because an intersectional model is required, a total of three identities must be represented in the concentration course planning document. For example, a student may do the majority of their concentration assignments with an emphasis on race, but two additional identities should be represented in the concentration assignment plan as well. Potential intersectional identities include: Race, Gender, Gender Identity, Socioeconomic Status, Nationality, Immigration Status, Age, Ability and Religion/Spirituality/Worldview.
2. Students must present on Diversity/Anti-oppressive practices in at least 1 class or in a similar educational training or setting.

3. Students should consult with the faculty concentration advisor to determine best elective course selection or assignments therein to meet the diversity concentration requirement
4. Students will create a content menu in conjunction with their faculty advisor which will include specific readings/films/podcasts etc. identified that can be utilized in required presentations and other assignments in the course plan.
5. Students must participate in or lead a minimum of 3 hours of diversity-related continuing education opportunities. Some CEU opportunities may include but are not limited to: NASW, CSWE, NCORE, SLDC, Baylor ATL, Baylor Multicultural Affairs, etc.
6. Students must attend a minimum of 3 planning meetings with their faculty advisor. These meetings will serve as opportunities for create, review and evaluate course plan expectations. Students must be prepared to share and discuss their diversity related assignments and activities at each meeting with the faculty advisor.

### **Trauma Response Concentration**

The Trauma Response Social Work Concentration is an option designed collaboratively by a student and a supervising faculty member to develop a student's knowledge base more comprehensively in trauma social work practice. A template for the Concentration was developed in conjunction with the CSWE Advanced Practice Social Work in Trauma and Baylor University School of Social Work. The Concentration will provide specific focus in the area of trauma and recovery and social work. It is intended to enhance the student's concentration, but does not replace it. Students completing requirements of the trauma social work Concentration receive a certification of completion at the time of the awarding of the MSW degree. This document certifies that the student has completed learning requirements for work with persons in a trauma context, within at least one of the concentrations. The requirements for the Concentration are the same for both Advanced Standing and Standard Degree option students.

Students desiring this Concentration should complete the Concentration Application Form and make note in each section of the assignment plan of ways in which papers, presentations, or projects will focus on understanding behavior of and practicing competently with relation to trauma.

### **CSWE Guidelines**

In 2012 the Council for Social Work Education established the following as skills needed for social workers to be prepared to work in the context of a trauma. Please include as many of these items as possible in your plan:

“Trauma informed practitioners recognize the following:

- The nature of trauma and traumatic experiences are inherently complex.
- Trauma affects children, adults, and families in specific ways.
- Trauma recovery is possible but presents specific, often context related challenges.
- An emphasis on safety.
- Offer opportunities to rebuild control and empowerment.
- Emphasis on strengths-based approaches rather than deficit-oriented ones.

Source:CSWE (2012) Advanced Social Work Practice in Trauma, found on the CSWE website <http://www.cswe.org/File.aspx?id=63842> .

**Diana R. Garland School of Social Work**

**MSW Concentration Application Form**

**Student Name:** \_\_\_\_\_

**Faculty Mentor:** \_\_\_\_\_

**Concentration Title:** \_\_\_\_\_

**Concentration Plan:** Complete the Assignment Plan column in the following table with details for how course assignments will help you complete your Concentration .

<b>Content Area</b>	<b>Course Work</b>	<b>Assignment Plan</b>
Advanced Internship	5494/5490 (8 hrs)	
Advanced Practice Skill	SWO 5375 and 5378, or 5379 and 5376 or 5377 Advanced Practice (6 hrs)	
Advanced Practice Theory	SWO 5335 or 5337 (3 hrs) theory, and SWO 5375/5378 or 5379 and 5376 or 5377 Advanced Practice (6 hrs)	
Advanced Policy	SWO 5323 Administrative Practice in Social Work (3 hrs) or SWO 5337 or 5335 (3 hrs)	
Advanced Administrative Practice	SWO 5323 Administrative Practice in Social Work (3 hrs)	
Advanced Research	SWO 5182/5383 or 5282/5283 (4 hours)	
Elective	A minimum of 2 approved graduate elective hours in the area of specialization	
Continuing Education	The equivalent of 3 CEUs from workshops or conferences	
Other	Student and faculty discretion	

## **STATE LICENSING EXAMINATION**

Faculty recommend that the intermediate level licensing examination be taken during the semester the student is enrolled in the Capstone Seminar. For more information or resources regarding social work licensing, students can contact the Garland School of Social Work Career Services office and visit <http://www.aswb.org/>.

## COURSES OF INSTRUCTION

### **SOCIAL WORK (SWO)**

#### **4315 Foundation for Social Justice**

Examines theories and practices of social justice as related to oppressed groups in a multicultural society utilizing religious and nonreligious perspectives. Addresses issues of power, inequality and privilege and the diverse experiences of oppressed groups in framing strategies to promote social justice.

#### **4316 Loss and Mourning**

Prerequisite(s): Upper-level standing or graduate student.

Specialized knowledge and skills for loss and grief and therapeutic interventions for the bereaved, including bereaved children. Preparation for work with loss of relationship and health across the lifespan. Emphasis on religious faith and grief, and the response of faith communities and religiously affiliated providers to suicide, divorce, loss of parental rights, and other disenfranchised grief.

#### **4317 Human Trafficking**

Prerequisite(s): Upper-level standing or graduate student.

This course is designed to help students gain a better understanding of contemporary human trafficking and modern day slavery. The roles that entities such as government, the media, faith-based organizations, organized crime and culture play in this complex human rights and social (in)justice issue will also be explored.

#### **4329 Community Services for Families and Children**

Community-based family resource programs; family life education; family counseling; child care; mentoring and youth services; family preservation services; adoption; residential treatment and foster care.

#### **4340 Ethnicity and Aging (Cross-listed as GRT 4340 and SOC 4340)**

Impact of ethnicity as an explanatory variable in understanding the nature of the aging process. Special consideration is given to how ethnicity shapes the nature of health and human service policy and delivery in behalf of older persons.

#### **4342 Social Services for Older Persons (Cross-listed as GRT 4342)**

Federal and state laws which affect older persons, particularly in the areas of employment, retirement, health, and housing. The major legal problems of the elderly and needed advocacy programs for the aged are given special attention.

#### **4393 Sociology of Aging (Cross-listed as GRT 4393 and SOC 4393)**

Prerequisite(s): Upper-level standing.

Impact of aging upon individuals and society, as well as the reactions of individuals and society to aging. Social gerontology is the principal focus of attention of the course.

#### **4395 Aging and Mental Health (Cross-listed as GRT 4395 and SOC 4395)**

Prerequisite(s): Upper-level standing.

Mental health needs and related problems of aging individuals with considerable discussion of approved mental health treatments for such persons.

**4V80 Special Topics 1 to 3 sem. hrs.**

Prerequisite(s): Upper-level standing or graduate student.

Provides instruction in areas of social work knowledge, values, and/or skills that are not available in the standard social work baccalaureate or graduate curricula. Course may be repeated up to six times with different topic of study, not to exceed a maximum of six semester hours.

**5282 Evaluation of Practice I**

Prerequisite(s): SWO 5301 and 5302, or 5381, or SWO 4293; and credit or concurrent enrollment in 5190 or 5494; and credit or concurrent enrollment in 5375 or 5379.

Selection, implementation, and review of outcome-based, evaluation of practice protocols to inform decision-making of advanced practice social worker about the efficacy of interventions with individuals and families.

**5283 Evaluation of Practice II**

Prerequisite(s): SWO 5282.

Selection and implementation of outcome-based, program evaluation protocols to inform intervention decisions by advanced practice social workers.

**5210 Cross Cultural Interactive Seminar I**

Prerequisite(s): Consent of instructor.

This course allows students to synthesize learning from educational course into international cultural context. Emphasis of this seminar is on diversity and culture. This seminar enables students to experience a guided learning community with international colleagues.

**5211 Cross Cultural Interactive Seminar II**

Prerequisite(s): Consent of instructor.

In this seminar, students create a strategic approach for addressing a specified social issue in a country of concern utilizing accumulated research and governmental, nongovernmental, and congregational resources. This seminar also enables students to experience a guided learning community with international colleagues.

**5212 Cross Cultural Interactive Seminar III**

Prerequisite(s): Consent of instructor.

This course allows students to synthesize learning from educational course work into cross-cultural application. Emphasis of this seminar is application of social work concepts into specific cultural context.

**5213 Cross Cultural Interactive Seminar IV**

Prerequisite(s): Consent of instructor.

Through this course, students have the opportunity to synthesize learning from the explicit and implicit social work curriculum of the MSW program, identify major learning gleaned through the program, and prepare for reentry into their social work practice in international context.

**5221 Introduction to the Profession**

Prerequisite(s): Admission to the Master of Social Work program.

History and development of the social work profession, social work values and ethics, foundations of knowledge, and fields of practice with systems of all sizes.

### **5298 Capstone**

Prerequisite(s): Credit or concurrent enrollment in SWO 5790 or SWO 5490; and credit or concurrent enrollment in SWO 5283.

Integrative seminar to demonstrate readiness to practice social work at an advanced level in the student's area of specialization. A grade of B or better must be received in this course in order to complete requirements for the master's degree.

### **5301 Advanced Practice Readiness I**

Prerequisite(s): Admission into the Master of Social Work program.

This course prepares students for entrance into Baylor's Advanced Standing MSW Program. Introduces the mission of the program with an emphasis on integrated faith and social work practice, the strengths perspective, and building communities. Overviews the professional foundation to include human behavior and the social environment and social work practice with individuals, families, groups, communities, and organizations.

### **5322 Social Policy For Social Work Practice**

Prerequisite(s): SWO 5221 or SWO 5122.

Introduces the historical context of social policy and services in the United States, the analysis of current developments, and how social workers influence social welfare policy and provide social services.

### **5323 Administrative Practice in Social Work**

Prerequisite(s): SWO 5322; or SWO 5301 and 5302, or SWO 4293

Administrative Practice in Social Work prepares students to perform managerial functions in public, nonprofit, and faith-based human service organizations with particular emphasis on those with programs designed to improve human wellness. Specific attention is given to the topics of leadership, human resources, fundraising, organization development, structure and governance, resource management, and efforts to link human service organizations in an integrated community-wide service delivery system.

### **5335 Frameworks and Perspectives for Community Practice**

Prerequisite(s): SWO 5301 and 5302; or B or better in SWO 5492, or SWO 4293.

Guides advanced practice social workers in the evaluation and selection of frameworks for community change. Emphasizes values, professional role, and cultural influences on how change is envisioned, enacted, and evaluated.

### **5337 Advanced Clinical Theories and Models**

Prerequisite(s): SWO 5301 and 5302; or B or better in SWO 5492, or SWO 4293.

Prepares students learn and apply developmental, sociological, psychological, and therapeutic theories to the needs of individuals, families, groups, and communities. The course explores advanced clinical theories and empirically informed and emerging models for practice.

### **5362 Professional Practice with Groups**

Prerequisite(s): A minimum grade of B or concurrent enrollment in SWO 5561.

Knowledge, values, and skills needed for working with groups.

### **5375 Advanced Practice I: Community Practice**

Prerequisite(s): Credit or concurrent enrollment in SWO 5335.

Prepares advanced practice social workers to promote community problem-solving and development. Emphasizes community assets; leadership development; and change strategy selection,

enactment, and evaluation. Focuses on congregations and religiously affiliated organizations as agents of community change.

### **5376 Advanced Clinical Practice: Health Settings**

Prerequisite(s): B or better in SWO 5379 or concurrent enrollment in SWO 5379.

Prepares students with specialized application of theory, models, and skills for advanced clinical practice within health practice contexts. Uses social work knowledge, skills, and values to prepare students to assess and intervene at the levels of individual, family, and group in health care settings. A grade of B or better must be received in this course in order to complete requirements for the master's degree.

### **5377 Advanced Clinical Practice: Children and Families**

Prerequisite(s): B or better in SWO 5379 or concurrent enrollment in SWO 5379.

Emphasizes application of theory, models, and skills in contexts of practice with children and families. Includes instruction on models and theories and the impact of crisis and trauma on the family. Exposes students to a variety of themes in child and family practice such as grief, levels of need, strengths, and collaborative work. A grade of B or better must be received in this course in order to complete requirements for the master's degree.

### **5378 Advanced Practice II: Community Practice**

Prerequisite(s): B or better in SWO 5375.

Continuation of 5375. Prepares advanced practice social workers to promote community problem-solving and development. Emphasizes community assets; leadership development; and change strategy selection, enactment, and evaluation. Focuses on congregations and religiously affiliated organizations as agents of community change. A grade of B or better must be received in this course in order to complete requirements for the master's degree.

### **5379 Advanced Clinical Practice: Individuals, Families, and Groups**

Prerequisite(s): Credit or concurrent enrollment in SWO 5337.

Prepares students with specialized knowledge and skills for advanced clinical practice within a broad array of practice contexts. Uses social work knowledge, skills, and values to prepare students to assess and intervene at the levels of individual, family, and group with some discussion of organizational and community practice. The course provides an overview of major theoretical clinical practice models.

### **5381 Research for Social Work Practice**

Prerequisite(s): A minimum grade of C in SWO 5221 or a minimum grade of C in SWO 5122.

Critical evaluation and use of research and conducting research in one's own professional practice.

### **5397 Methods in Aging Research (Cross-listed as GRT 5397 and SOC 5397)**

Prerequisite(s): Undergraduate research course or consent of instructor.

Uniqueness of aging research, its design and data interpretation. Application through research proposals, critical review of research, and evaluation of age-related programs.

### **5463 Professional Practice with Communities and Organizations**

Prerequisite(s): A minimum grade of B or better in both SWO 5561 and 5362.

Knowledge, values, and skills needed for working with communities and organizations.

### **5490 Part II Advanced Internship**

Prerequisite(s): Credit in 5335 or 5337; and a minimum grade of B (3.0) in SWO 5494; and a minimum grade of B (3.0) in SWO 5379 or 5375; and credit or concurrent enrollment in SWO 5376, 5377, or 5378; and credit or concurrent enrollment in SWO 5323.

Second of two semesters of the advanced internship in a specified area of specialization. Fee: \$50.

**5491 Foundation Internship I**

Prerequisite(s): A minimum grade of C in SWO 5122 or a minimum grade of C or concurrent enrollment in SWO 5221; and a minimum grade of B or concurrent enrollment in both SWO 5362 and SWO 5561.

Orientation and introduction to field internship, at least 240 hours of applied learning in the field, and an integrative seminar. Fee: \$50.

**5492 Foundation Internship II**

Prerequisite(s): B or higher in SWO 5362, 5491, and 5561; and credit or concurrent enrollment in SWO 5463, 5381, and 5322.

Additional 240 hours of field experience; continuation of SWO 5491. Includes more sophisticated social work practice opportunities and expectations. Fee: \$50.

**5494 Part I Advanced Internship**

Prerequisite(s): SWO 5301 and 5302, or B or better in 5492, or SWO 4293; and credit or concurrent enrollment in SWO 5337 or 5335; and credit or concurrent enrollment in SWO 5282; and credit or concurrent enrollment in SWO 5379 or 5375.

Introduction and first of two semesters of the advanced internship in a specified area of specialization. Fee: \$50.

**5561 Professional Practice with Individuals and Families**

Prerequisite(s): Minimum grade of C or concurrent enrollment in SWO 5221; or a minimum grade of C in SWO 5122.

Knowledge, values, and skills needed for working with individuals and families.

**5V70 Independent Study in Social Work 1 to 3 sem. hrs.**

Prerequisite(s): Consent of instructor.

Independent Study in Social Work course may be repeated up to six times with different topics of study, not to exceed a maximum of six semester hours to fulfill elective credit.

**5V80 Advanced Special Topics 1 to 3 sem. hrs.**

Prerequisite(s): Graduate student.

Provides advanced instruction in areas of social work knowledge, values, and/or skills that are not available in the standard social work graduate curriculum. Special topics in social work. Course may be repeated up to six times with different topic of study, not to exceed a maximum of six semester hours.

**For more information:**

**MSW Contact Information**

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<https://www.baylor.edu/provost/index.php?id=948164>

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