

USF School of Social Work



MSW Student Handbook

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PLEASE NOTE: Throughout the year revisions may be made to this manual.
Please check for updates online at

www.usf.edu/cbcs/social-work



UNIVERSITY of
SOUTH FLORIDA

School of Social Work
College of Behavioral & Community Sciences

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Welcome Message

Dear USF MSW Students,

Welcome to the School of Social Work at the University of South Florida! We are delighted that you have chosen USF for your graduate education in social work. Our faculty and staff are committed to providing you with a rewarding and enriching experience throughout your time in our MSW program.

This handbook is designed to be your guide through the MSW program. It provides essential information about the School of Social Work and MSW Program policies, procedures, student rights and responsibilities, and program requirements. We've compiled this information to help you navigate your graduate education successfully and make the most of your time at USF.

As you embark on this journey, please remember that you play a crucial role in your educational experience. Graduate students are ultimately responsible for their MSW education, meeting graduation requirements, and ensuring compliance with University, Graduate School, College of Behavioral and Community Sciences, and School of Social Work regulations, policies, and procedures.

We encourage you to familiarize yourself with the contents of this handbook and refer to it throughout your time in the program. For additional information about academic policies and graduation requirements, please also consult the USF Graduate Catalog.

We look forward to supporting you in your academic and professional growth. Welcome to the USF School of Social Work community!

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I. Introduction

A. Mission

The mission of the USF School of Social Work (SSW) is to prepare students through education, science, and community engagement to become competent social work professionals who promote social, racial, economic and environmental justice, and human rights in their practice to improve the well-being of individuals, families, groups, organizations, and communities.

B. CSWE Accreditation

The Master of Social Work program at the University of South Florida is accredited by the Council on Social Work Education (CSWE). CSWE is the national association representing social work education in the United States. Its members include over 750 accredited baccalaureate and master's degree social work programs, as well as individual social work educators, practitioners, and agencies dedicated to advancing quality social work education.

Through its Educational Policy and Accreditation Standards, CSWE supports academic excellence in baccalaureate and master's social work programs throughout the United States. Accreditation by CSWE ensures that the MSW program at USF meets the highest standards of social work education, preparing students for professional practice and leadership in the field.

C. Handbook Update Policy

The MSW program handbook undergoes a comprehensive review and update process annually. This annual review may involve input from faculty, staff, and student representatives to ensure the handbook remains current, accurate, and aligned with program goals, university policies, and accreditation standards.

D. School of Social Work Inclusivity Statement

The USF School of Social Work is committed to using gender-inclusive, bias-free, and non-sexist language and practices that respect and affirm how people describe, experience, and express their age, varying abilities, gender, racial and ethnic identity, religion affiliation and identity, sexual orientation, socioeconomic status, and intersectionality. Choosing our terminology carefully can help reduce stigma and discrimination for individuals and groups. We must remember to use inclusive bias-free language and listen to the individual person's experience. We are actively and continuously working to update our curriculum to reflect our commitment. For further information on terminology choices please see APA Publication Manual 7th edition (APA, 2020, pp. 131-149).

II. Program Overview

A. MSW program description

The MSW program at the University of South Florida offers both Advanced Standing and Traditional options:

- The Advanced Standing MSW program is 35 credits, designed for students with a BSW from a CSWE accredited program.
- The Traditional MSW program is 60 credits, for non-advanced standing students with a Bachelor's degree in another discipline.
- Both programs have full-time and part-time options.
- The MSW program is offered both on-campus (in-person) and fully online.

Students are admitted to the MSW Program in cohorts. The MSW Social Work curriculum is organized so that courses are provided in sequence. Class sections are designated for particular cohorts and are based on program modality (online or in-person).

Note: Students are not permitted to take courses out of sequence or class sections intended for other cohorts. (e.g., students in the full-time program cannot take courses that are for part-time students). Any exceptions require prior approval from the MSW Program chair.

B. Curriculum structure

1. Foundation courses (Traditional program - 17 Credit Hours)
2. Core courses (5 Credit Hours)
3. Additional required courses (15 Credit Hours)
4. Advanced Clinical Electives
 - Traditional program: 9 Credit Hours
 - Advanced Standing program: 6 Credit Hours
5. Field Education
 - The Field Practicum is the signature pedagogy of the social work curriculum. It enables students to demonstrate and practice social work competencies in the field.
 - The Advanced Standing MSW program requires 600 hours of field practicum.
 - The Traditional MSW program requires 900 hours of field practicum.
 - Full-time program options require 20 hours per week at a field placement.
 - Part-time program options require 10-15 hours per week at a field placement.
 - The MSW program utilizes a single field placement model which means that the student is placed in one agency/site for the duration of the field practicum.
 - For field instruction courses associated with internship hours: students must be either placed with an agency or engaged in the field placement process to remain enrolled in the course.
 - Refer to the MSW Field Manual for additional information on field education requirements, placement process, and performance evaluation.

6. Social Work Capstone (1 Credit Hour)

The MSW Program emphasizes standards of professional behavior and ethics in the practice of social work. Entrance into the M.S.W. does not guarantee graduation from the major. Students admitted to the M.S.W. must maintain a minimum GPA of 3.00 in all social work courses, with no grade below "B-" counting toward graduation. Failure to maintain the specified GPA may result in delayed graduation or academic dismissal. Courses with grades below "B-" must be repeated before progressing in the program or graduating.

C. MSW/MPH Concurrent Program

The USF MSW/MPH Concurrent program offers social work students expanded study in public health and encourages a well-balanced macro-micro orientation to clinical practice. Such expansion can provide the social work student with specific skills that result in comprehensive and effective client interventions in health care settings. The fundamental methodological tools of public health, such as biostatistics, epidemiology, and health management and evaluation, further assist the social worker in targeting the needs of individuals and communities.

Students admitted into the MSW program who simultaneously also wish to pursue an MPH must apply for and be admitted into the MPH program separately and fulfill the requirements of the MPH program. The School of Social Work may allow up to 9 credits from the MPH program to count towards elective credit hours for the MSW program when:

- The MPH course is reviewed and approved by the MSW Chair and/or academic advisor, and
- The student graduates with an MPH.

Approval for coursework and credits completed at the College of Public Health will be revoked if the student withdraws from or otherwise does not complete the MPH program at or prior to the completion of the MSW program.

Because of the rigorous nature of completing both the MSW and MPH programs simultaneously, students are advised that 3 years of full-time course work will be required.

D. Transfer Credits

The USF School of Social Work acknowledges that some students may have completed relevant graduate-level coursework at other accredited institutions. The MSW program considers transfer credits under the following guidelines:

Eligibility Criteria:

1. Only courses from CSWE-accredited MSW programs are eligible for transfer.
2. Courses must have been completed with a grade of B or higher (3.0 on a 4.0 scale).
3. Coursework must have been completed within five years prior to enrollment in the USF MSW program.

4. Course content must be equivalent to a corresponding USF MSW course.
5. Field education credits may be subject to additional considerations.

Transfer Credit Request Process:

1. Submit a Transfer Credit Request Form (available from the MSW Program Office) during your first semester of enrollment.
2. Provide the following supporting documents:
 - Official transcript showing the course(s) to be transferred
 - Syllabus for each course under consideration
 - Any additional relevant documentation
3. The MSW Program Chair and/or Online MSW Program Chair will review the request in consultation with appropriate faculty.
4. You will receive written notification of the decision.

Important Notes:

- Transfer credit acceptance is at the discretion of the MSW Program and is not guaranteed.
- The USF Office of Graduate Studies has final approval on all transfer credits for incoming students.

E. Enrollment Policies

Students are instructed on what courses to register for before each term, and space is guaranteed to students in good standing in all required courses.

The curriculum is heavily sequenced with required courses and Field Practicum. Students are cautioned that withdrawal or failure to achieve at least a "B-" in a class may impact and/or delay graduation. Students are also cautioned that dismissal from an internship or failure to complete the required hours may also impact and/or delay graduation.

Students must consult with their Academic Advisor before withdrawing from class or an internship (Field Faculty will also be involved in this process).

For field instruction courses that are associated with internship hours: students must be either placed with an agency or engaged in the field placement process in order to remain enrolled in the course. Refer to the MSW Field Manual for additional information.

III. Academic Policies and Procedures

A. Grading system

Students must maintain a minimum GPA of 3.0 in all social work courses, with no grade below "B-" counting toward graduation. Failure to maintain the specified GPA may result in delayed

graduation or academic dismissal. Courses with grades below "B-" must be repeated before progressing in the program or graduating.

B. Academic standing

To assure that students are successfully progressing in the program, course instructors and students are encouraged to discuss any potential academic or professional behavior difficulties as they occur. In addition to these individual discussions and grades for courses, students are evaluated using the following methods:

1. Every semester instructors are encouraged to report academic or professional behavior concerns to the MSW Academic Advisor. In some cases, the MSW student might be required to meet with their MSW Academic Advisor. When necessary, a Performance Improvement Plan will be collaboratively created, signed by the student, and placed on the student's file where progress will be checked regularly.
2. Academic Probation – Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The College or Major may also place students on probation for other reasons as designated by the College or Major. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean.

C. Attendance Policy

1. General Attendance Requirements: Attendance is required in all Social Work class sessions. When a student cannot attend field placement or a scheduled in-person or online synchronous session, they are required to communicate with the instructor or agency prior to the absence whenever possible. When a student misses more than the permitted number of sessions/days as specified in the course syllabus, other provisions may be considered in consultation with faculty and the Academic Advisor (e.g., withdrawal, Leave of Absence).
2. Online Session Policy: For online synchronous sessions:
 - Students are expected to attend and participate in all scheduled online sessions.
 - Attendance in online sessions is defined as being present and actively engaged for the entire duration of the session.
 - Students must have their cameras on and be visibly present unless otherwise instructed by the professor or if technical issues arise.
 - If technical difficulties prevent attendance or full participation, students must notify the instructor as soon as possible, preferably before the session begins.
 - Attendance and participation in online sessions will be factored into the student's overall grade as outlined in the course syllabus.
 - Students who miss an online session are responsible for reviewing any recorded sessions (if available) and completing any make-up work assigned by the instructor.
 - The same provisions for excessive absences apply to online sessions as they do for in-person classes, as outlined in the General Attendance Requirements.

D. Academic integrity

The School of Social Work strongly supports the University's policy on Academic Honesty and Integrity. Members of the University Community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University.

E. Student Code of Conduct

MSW students are expected to adhere to the USF Student Code of Conduct. This code outlines the standards of behavior expected of all students and the procedures for addressing violations. Key areas covered include academic integrity, respect for persons and property, and ethical conduct. Students are encouraged to familiarize themselves with the full Student Code of Conduct, which can be found on the USF website. Violations of the Student Code of Conduct may result in disciplinary action, including potential dismissal from the MSW program.

F. Plagiarism and Academic Dishonesty

The School of Social Work takes academic integrity very seriously. Plagiarism, cheating, and other forms of academic dishonesty are not tolerated. Examples of academic dishonesty include, but are not limited to:

1. Submitting another person's work as your own
2. Using unauthorized materials during exams
3. Fabricating or falsifying data or sources
4. Helping another student cheat or plagiarize

Consequences for academic dishonesty can range from receiving a zero on the assignment to dismissal from the program. Students are expected to familiarize themselves with proper citation methods and to ask for clarification if they are unsure about what constitutes plagiarism.

G. USF Guidance for Ethical Generative AI Usage

Generative artificial intelligence (genAI) tools are rapidly transforming our teaching and learning, research, and business practices at USF. These tools will shift our approach to both regular tasks and how we address new challenges. With increasing availability of genAI tools, USF provides guidance and considerations for implementing use into various workflows.

Individual units and departments are responsible to actively explore the usefulness and limitations of these technologies within their specific contexts and share their experiences and expectations. As these tools continue to develop, our practices will evolve, and usage recommendations will be updated regularly.

The USF School of Social Work recognizes the evolving role of artificial intelligence (AI) in academic and professional settings. This policy aims to guide MSW students in the ethical and

appropriate use of AI tools while maintaining academic integrity and developing essential social work skills.

1. General Guidelines:
 - AI tools should be used to enhance learning, not replace critical thinking or original work.
 - Students must disclose any use of AI tools in their assignments, as specified by their instructors.
 - The use of AI does not absolve students of responsibility for the accuracy, quality, or originality of their work.
2. Disclosure and Citation:
 - When permitted by instructors, students must clearly indicate which portions of their work involved AI assistance and specify the tools used.
 - Proper citation of AI tools should follow the format provided by instructors or the current APA guidelines.
3. Consequences: Violation of this AI policy may be considered academic dishonesty and subject to disciplinary action as outlined in the USF Academic Integrity Policy.
4. Skill Development: Students are encouraged to balance the use of AI tools with the development of core social work skills, including critical thinking, ethical decision-making, and professional communication.
5. Ongoing Education: The School of Social Work will provide resources and guidance on the ethical use of AI in social work education and practice. Students are expected to stay informed about updates to this policy and best practices in AI use.
6. Field Placement Considerations: Students must adhere to the AI policies of their field placement agencies, which may be more restrictive than this academic policy.

This policy is subject to review and may be updated as AI technology and its applications in social work education evolve.

H. Problem Resolution and Grievance Procedures

The faculty of the School of Social Work is committed to creating and maintaining an environment that is conducive to learning. Faculty, students, and staff are encouraged to conduct themselves in a professional manner when resolving general problems or conflicts that may occur during classroom learning, field education, and professional interchange.

If a student has a concern or complaint, the following steps should be taken:

1. First, attempt to resolve the issue directly with the involved party (e.g., instructor, field supervisor).
2. If the issue remains unresolved, consult with your academic advisor.
3. If the problem persists, bring the matter to the attention of the MSW Program Chair or Online MSW Program Chair.

If a satisfactory resolution is still not reached, the student may file a formal grievance with the School of Social Work Director. For academic grievances that include a reference to a violation

of a specific USF Policy, or an academic decision that was applied differently to the grievant than other students, students should follow the Academic Grievance Procedure provided in USF Policy 10-002.

Students have the right to a fair and prompt resolution of grievances. Retaliation against a student for filing a grievance is strictly prohibited.

I. Performance Improvement Plan (PIP)

The Performance Improvement Plan is a supportive tool designed to help students who are struggling academically or professionally to meet program standards. A PIP may be initiated when a student falls below the required GPA, receives unsatisfactory evaluations in field placements, demonstrates unprofessional behavior or ethical violations, or fails to meet other program-specific requirements.

The PIP process involves identifying the need for improvement, holding a meeting with the student and relevant faculty, developing a written plan with specific goals and strategies, implementing the plan, and evaluating progress. The plan outlines areas needing improvement, clear and measurable goals, strategies for improvement, and a timeline for achieving these goals.

Possible outcomes of a PIP include successful completion and return to good standing, extension of the PIP with modified goals, or recommendation for program dismissal in cases of continued non-improvement. Students have the right to appeal the implementation of a PIP through the program's grievance process.

Field education may have additional considerations for both the advising process and performance improvement plans. These may include specific field placement requirements, professional behavior standards in practice settings, and integration of classroom learning with field experiences. Students should consult with their field education coordinator in addition to their academic advisor when addressing field-related concerns or improvements. Refer to the Field Manual for further information.

J. Incomplete ("I") Grades

An Incomplete grade ("I") is an exception and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an "I" when:

- The majority of the student's work for a course has been completed before the end of the semester
- The work that has been completed must be qualitatively satisfactory
- The student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week.

K. Program Withdrawal and Leaves of Absence (LOAs)

Students are expected to make any necessary arrangements for responsible withdrawal from courses and field practicum when taking Leaves of Absence (LOAs). It is the student's responsibility to connect with their Academic Advisor to determine the necessary process based on the individual's circumstances and current USF Policies and Procedures.

L. Program Dismissal

Entrance into the MSW Program does not guarantee graduation from the program. Students admitted must maintain the minimum GPA and exhibit responsible professional behavior. The following situations are examples of situations that may result in program dismissal:

- Behavior that is inconsistent with the Code of Ethics of the National Association of Social Workers;
- Dismissal from field placement;
- Failure to attend the required number of class sessions;
- Behavior/performance which raises questions from the faculty, adjunct faculty, field seminar instructor and/or agency field instructor about the student's suitability for professional social work;
- Violations of the Academic Integrity Policy, e.g. Plagiarism, cheating, or any other form of academic dishonesty or disruption;
- Failure of student to maintain a 3.0 GPA after being placed on academic probation;
- Failure of student to achieve a grade of "B-" or higher in all courses required for graduation;
- Failure of student to follow course sequencing as scheduled, unless other arrangements have been made and approved by their Academic Advisor and the MSW Program Chair.

IV. Student Resources and Support Services

A. Academic Advising

The academic advising process supports MSW students throughout their academic journey, ensuring they meet program requirements and develop professionally. Each student is assigned a Academic Advisor upon admission to the MSW program. It is recommended for students to meet with their advisor at least once per semester, with additional meetings scheduled as needed.

Advisors guide students in course selection, academic planning, and monitor progress towards degree completion. They also provide mentorship, professional development advice, and assist with field placement selection and career planning. Students are expected to actively participate in the advising process by scheduling and attending regular sessions, coming prepared with questions, and informing their advisor of any academic difficulties or personal challenges affecting their studies.

Concurrent Degree Students in the MSW/MPH program are assigned two additional advisors: (1) faculty member in the School of Social Work knowledgeable about the concurrent degree, and (2) faculty member in the College of Public Health who helps coordinate the student's course of study there.

B. Technology Resources

It is the student's responsibility to obtain a USF NetID that allows access to MyUSF, Canvas (USF Academic Portal), and USF Email account. All communication from the program will be conducted via USF e-mail. The MSW listservs serve as a primary source of communication regarding program business and provides students with up-to-date information regarding school matters, events, and opportunities.

C. Library Resources

USF Library: <http://www.lib.usf.edu/>

Graduate Student Resources: <https://lib.usf.edu/services/graduate-student-resources/>

D. Writing Support

The Writing Studio provides free tutoring services to USF students who wish to strengthen their writing skills. <http://www.usf.edu/writing>

E. Student Accessibility Services

The School of Social Work is committed to work toward the elimination of any potential barrier to the education of a student accepted and enrolled in academic course work provided by this School. As a way of demonstrating this commitment, the faculty of the School will make every effort to follow the policies and procedures outlined by the University and articulated by the University's Office of Student Accessibility Services.

Student Accessibility Services (SAS) makes the final determination as to the type of need and the type of assistance that can be rendered for students with disabilities. The process of applying for services is described in detail in the SAS website: <https://www.usf.edu/student-affairs/student-accessibility/>

F. Counseling and Wellness Services

Counseling Center: <http://usfweb2.usf.edu/counsel/>

TimelyCare: <https://www.usf.edu/student-affairs/counseling-center/what-we-do/timelycare.aspx>

G. Campus Life Resources

Campus Life: <http://www.usf.edu/Campus-Life/index.asp>

V. Student Organizations and Activities

A. Social Work Society (SWS)

The Social Work Society (SWS) is a student organization open to all undergraduate and graduate students at the university. The primary aims of the society are twofold: First, to promote positive socialization among students interested in issues of social justice and positive social change; and second, to raise funds and engage in service activities that address human needs and social justice concerns both on campus and within communities locally, regionally, and nationally.

Students interested in joining the Social Work Society can sign up using BullsConnect. Students may also visit the USF Center for Student Involvement website to explore USF's student organizations.

B. Phi Alpha-Delta Sigma Chapter

Phi Alpha honors social work students who have attained excellence of scholarship and distinction of achievement as students of social work. The mission of Phi Alpha is to recognize and promote scholastic achievement among social work students and faculty at USF, to promote fellowship among students of social work, and to further the goals and values of the social work profession in our community and nationally. For additional information, students may contact their Academic Program Specialist or Academic Advisor.

C. BRIDGE Healthcare Clinic

The BRIDGE (Building Relationships and Initiatives Dedicated to Gaining Equality) Healthcare Clinic is a student-run free clinic located at the University of South Florida in the heart of the University Area Community. The goal of the BRIDGE Clinic is to create a health facility where patients are treated compassionately and cared for through the collaboration of medicine, social work, physical therapy, pharmacy, and public health providers. For additional information, students may contact Dr. Christopher Simmons at Csimmons4@usf.edu.

D. School of Social Work MSW Committee

The MSW Committee, composed of faculty, academic advisor(s), and cohort representatives, is responsible for all policy and procedural matters related to the MSW Program, including curriculum and student affairs. These responsibilities include review of the program to assure program quality and outcomes, and action on all matters of policy and procedure regarding the MSW Program. Student cohorts are represented on the Committee.

E. Cohort Representative

The position of Cohort Representative is an elected position. This representative serves as a liaison between one's cohort and the MSW Committee. The position is intended to provide a means to enhance communication between both parties. Each cohort may have up to two representatives on the MSW committee. This appointment lasts through the duration of their time in the program.

Responsibilities of the Cohort Representative include:

- Acts as the spokesperson and represents their cohort in all MSW program related matters. Attends all virtual MSW Program Committee meetings. In the event that neither Cohort Representative can attend, they are responsible to arrange for alternate representation.
- The Cohort Representative is knowledgeable about the grievance procedure and problem resolution process in the School of Social Work.
- The Cohort Representative is responsible for obtaining the dates and times of the MSW Committee meetings from the MSW Program Chair(s). The Cohort Representative solicits input from their cohort by asking for information (ex: surveys to cohort) and presenting issues that are current and relevant.
- The Cohort Representative ensures that all issues are brought to the attention of their Academic Advisor and Program Chair by one week prior to MSW Committee meetings. Appropriate issues include (but are not limited to) macro-related issues regarding program guidelines and/or suggestions for improving current program curriculum.
- The Cohort Representative ensures they direct students experiencing challenges with individual classes and/or professors to the specific parties involved prior to addressing a specific issue with their Academic Advisor and/or Program Chair.
- The Cohort Representative reports the proceedings of the MSW Program Committee in written form (such as by email) to classmates in a timely and appropriate manner. Class time is not to be used for this purpose.
- The Cohort Representative actively promotes and adheres to the National Association of Social Workers' Code of Ethics. Professionalism is expected at all times while engaging in academic activity and while performing cohort representative duties. Respect, openness, a non-judgmental attitude, and non-critical interactions are essential.

VI. Social Work Licensure

Licensure requirements, including levels of licensure vary by state, and students should contact their state licensing board to determine the state specific requirements for licensure, including any additional requirements beyond the scope of the program and/or for out-of-state applicants. The USF MSW program curriculum currently meets the educational requirements for social work licensure in all 50 states of the United States.

VII. School of Social Work Inclusivity Statement

The USF School of Social Work is committed to using gender-inclusive, bias-free, and non-sexist language and practices that respect and affirm how people describe, experience, and express their age, varying abilities, gender, racial and ethnic identity, religion affiliation and identity, sexual orientation, socioeconomic status, and intersectionality. Choosing our terminology carefully can help reduce stigma and discrimination for individuals and groups. We must remember to use inclusive bias-free language and listen to the individual person's experience. We are actively and continuously working to update our curriculum to reflect our commitment. For further information on terminology choices please see APA Publication Manual 7th edition (APA, 2020, pp. 131-149).

VIII. University Policies and Procedures

A. Non-discrimination Policy

USF does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that USF operates, including in admission and employment. Inquiries about the application of Title IX at USF may be referred to USF's Title IX Coordinator, the Office of Civil Rights, or both. The USF Title IX Coordinator is:

**Maggie Denney, M.Ed., LMHC,
CCEP**

Title IX & VAWA Compliance Officer

Director & Title IX Coordinator

4202 E. Fowler Ave. ALN 172, Tampa, FL 33620

Email: denney1@usf.edu

Phone: 813-974-8616

B. Sexual Harassment Policy

Sexual harassment, including sexual violence, by or between any faculty member, staff, vendor, visitor, or student, including individuals of the same sex, in all academic, educational, extracurricular, athletic, and other programs of the University, whether those programs take place in University facilities, at a class or training program sponsored by the University at another location, or elsewhere is prohibited.

Prohibited conduct does not include verbal expression, written, or other material that is relevant and appropriately related to the subject matter of USF course/curriculum or to an employee's duties.

All employees and students are strongly encouraged to cooperate fully with any investigation and/or compliance review conducted under this Policy. Failure to cooperate may impede or hamper the University's ability to conduct a full and fair investigation.

C. Disability Accommodations

The School of Social Work is committed to work toward the elimination of any potential barrier to the education of a student accepted and enrolled in academic course work provided by this School. As a way of demonstrating this commitment, the faculty of the School will make every effort to follow the policies and procedures outlined by the University and articulated by the University's Office of Student Accessibility Services.

D. Campus Safety Information

Campus Safety Resources: <https://www.usf.edu/administrative-services/emergency-management/resources/campus-safety.aspx>

Programs and Services: <https://www.usf.edu/administrative-services/university-police/your-safety/index.aspx>

E. First Day Attendance

First Day Attendance policy has been put into effect so that USF may effectively utilize classroom space and to ensure that all students have maximum opportunity to enroll in classes where demand exceeds availability of seats. Students are required to attend the first class meeting of graduate courses for which they registered prior to the first day of the term. Names of students who register prior to the first day of the term are printed on the first class roll for each course section. The first class roll is used by professors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department prior to the first class meeting to request a waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes will not be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor. Please note that the Registrar's Office does not add students whose names are handwritten on the first day class rolls to courses, and these students are required to add the course by *OASIS*. To avoid fee liability and academic penalty, the student is responsible for ensuring that they have dropped or been dropped.

IX. Appendices

A. Forms and Documents

Graduate Forms and Documents: <https://www.usf.edu/graduate-studies/forms.aspx>

Financial Aid Forms: <https://www.usf.edu/financial-aid/forms/2425-forms.aspx>

B. Glossary of Terms

- **Advanced-standing:** Students who received their BSW from a CSWE accredited institution are able to apply to the MSW program on the advanced-standing track. Advanced-standing MSW students will complete 35 credit hours for their MSW. Abbreviated: AS
- **BRIDGE Healthcare Clinic:** A student-run free clinic at USF, providing healthcare services to the community while offering learning opportunities for students.
- **Canvas:** USF Academic Portal - The online learning management system used by USF for course materials, assignments, and communication.
- **CBCS:** College of Behavioral and Community Sciences - the School of Social Work is housed within the College of Behavioral and Community Sciences
- **Cohort Representative:** A student elected to represent their cohort on the MSW Committee, serving as a liaison between students and faculty.
- **Course Reference Numbers:** A unique five-digit identifier assigned to each specific class section offered at the University of South Florida. The CRN is used in course registration systems to distinguish between different sections of the same course, which may have varying instructors, meeting times, or delivery methods. Students use the CRN when registering for classes to ensure they enroll in the correct section.
- **CSWE:** Council on Social Work Education - The national accrediting body for social work education in the United States.
- **Field Coordinator:** This is the individual in the Field Department who will assist you in finding a field placement.
- **Field Instructor:** This is the individual who you directly report to in your field placement and the one who signs off on your hours/evaluations/learning plans.
- **Field Seminar Instructor:** The USF instructor who teaches your field seminar course
- **GPA:** Grade Point Average - A measure of academic achievement calculated by dividing the total number of grade points received by the total number attempted.
- **LOA:** Leave of Absence
- **MPH:** Master of Public Health - Refers to the degree offered in the concurrent MSW/MPH program.
- **MSW:** Master of Social Work
- **NASW:** National Association of Social Workers
- **NetID:** The NetID is also automatically assigned to students after acceptance into a USF program. The NetID will be the base of your email address and may be required for some forms. Ex: RockyBull@usf.edu; NetID=RockyBull
- **OASIS:** This is the system used for students to register for courses, check their schedule, financial aid (i.e. accepting loans, making payments, viewing balances)
- **Phi Alpha-Delta Sigma Chapter:** The USF chapter of Phi Alpha, the national honor society for social work students.
- **PIP (Performance Improvement Plan):** A supportive tool designed to help students who are struggling academically or professionally to meet program standards.
- **SOK/SOW:** University codes for Social Work
- **SWS:** Social Work Society
- **Tevera:** Hour tracking software used by USF School of Social Work to track a student's progression in their field placement

- Traditional/Non-advanced standing: Students who do not have a BSW from a CSWE accredited institution must apply to the traditional program track. Traditional MSW will complete 60 credit hours for their MSW.
- U-ID Number: This is an 8-digit number assigned to each student after they are accepted into a USF program. UIDs are required for the Academic Support Team to look up your academic files.
- USF Academic Calendar: All dates related to the operation of USF academics are located on the USF Academic Calendar website. This includes, but is not limited to, the start/end of any given semester, when grades are available in OASIS, USF holidays.