

Master of Social Work Graduate Handbook 2023-2024



FRESNO  **STATE**

Social Work Education

Table of Contents

Department Chair/Program Coordinators	268
Tenure-Track/FERP Faculty	268
Full-Time Lecturers	269
Part-Time Field Liaisons.....	269
Department Support Staff.....	270
Title IV-E Support Staff	270
Where To Turn for Assistance/Campus Resources	271
Mission of the University, College, and the Department	274
Department Goals	274
The Graduate Program	275
MSW Program Mission.....	276
MSW Program Goals	276
Accreditation.....	276
Advanced Standing.	277
MSW Program Admission Requirements.....	278
Graduate Curriculum	279
Student’s Responsibilities	279
Advisement Policies and Procedures.....	282
Student’s Rights to Participate in Policy Making.....	282
Advanced Multisystem Specialization: One specialization (three sub-specializations).....	283
Master of Social Work Degree Requirements	288
Course Schedules.....	289
Field Internship	289
Academic Standing & Eligibility for Field.....	290
Field Work Placement.....	293
Graduate Program Information	293
Academic Advisors	293
Academic Policies.....	293
Standards of Scholarship	293
Academic Probation & Disqualification.....	294
Declaring your Status.....	294
Graduate Writing Requirement Policy.....	295

Advancement to Candidacy:	294
SWRK 298 Project/SWRK 299 Thesis:	295
Graduation:	295
Time Limit/Extension of Time	295
Continuous Enrollment	296
Transfer of Credit	296
Graduate Credit for Work Experience.....	297
Course Repetition	297
Leave of Absence	297
Withdrawal from Courses	298
Withdrawal from the Program	298
Withdrawal from the University	298
Readmission	298
Professional Performance	298
Performance That May Result in a Student Review	300
Academic Grievances.....	300
Policies and Procedures for Review.....	301
Access to Student Records	301
Plagiarism and Academic Cheating	301
Pupil Personnel (PPS) Credential Program.....	302
Title IV-E Child Welfare Stipend Program	302
Serve Program.....	302
Graduation Application Procedures	303
Master's Degree Clearance.....	303
University Facilities	303
Fresno State Library.....	303
University Computer Labs	303
Standards of Conduct	304
Standards of Student Conduct	304
Standards of Faculty Conduct	304
Student Organizations	305
Social Work Student Association	305
African American Student Social Work Association.....	305
Trabajadores de la Raza.....	305
Asian Social Work Student Organization.....	305

Phi Alpha National Honors Society - Chi Nu Chapter	305
Student Services	306
Services for Students with Disabilities.....	306
Employment & Career Services	306
Health and Medical Care	306
Health Insurance	306
Housing	306
International Student Services and Programs.....	307
Graduate Writing Studio	307
Alumni Association	307
APPENDIX I.....	308
Graduate Writing Requirement Policy.....	311
Introduction	311
Exam Procedure.....	311
Grievance Procedure	311
Guidelines for Enhancing Graduate Student Performance.....	312
Scholarship	312
Integrity	313
Personal Responsibility/Self-Directed Learning	313
APPENDIX II	315
Social Welfare Policy and Services.....	315
Human Behavior and the Social Environment	315
Social Work Research.....	315
Sub-specializations	316
Classes	317
Culminating Experience	317
Field Practicum.....	317
2023-2024 Program Deadlines	318
Forms and the Signatures needed:.....	320
EMERGENCY INFORMATION.....	322
Campus Resources.....	323

PLEASE NOTE: This handbook is updated regularly to best meet the needs of students, faculty, and staff.

Department Chair and Coordinators

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Randy Nedegaard, Ph.D. <i>MSW Program Coordinator</i>	Professor Room: PHS 148 Phone: 559.278.6129
Estella Saldivar, MSW BA Program Coordinator	Field Liaison/Instructor Room: PHS 118 Phone: 559.278.8494
Benita Washington, MSW, PPSC <i>PPS Program Coordinator</i>	Room: PHS 112 Phone: 559.278.6151
Travis Cronin, Ph.D., LCSW <i>Field Coordinator</i>	Associate Professor Room: PHS 138 Phone: 559.278.0064
Yeng Xiong, MSW Assistant Field Coordinator	Field Liaison/Instructor Room: PHS 118 Phone: 559.278.6846
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Tenure-Track/FERP Faculty

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Maggie Armistead, MSW	Field Liaison/Instructor Room: PHS 118 Phone: 559.278.6851
Christopher Cole, MSW	Field Liaison/Instructor Room: PHS 115 Phone: 559.278.6698
Daniel Espinoza, MSW	Field Liaison/Instructor Room: PHS 118 Phone: 559.278.1663
Bee Yang, MSW	Field Liaison/Instructor Room: PHS 118 Phone: 559.278.6489

Part-Time Field Liaisons

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Eleanor Uribe, LCSW, PPSC	Field Liaison/Instructor Phone: 559.278.2454

Department Support Staff

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Field Administrative Assistant
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Phone: 559.278.3992

Christi Smith

Administrative Support Coordinator
Room: PHS 128
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Jose Torres

Graduate Administrative Assistant
Room: PHS 128
Phone: 559.278.7614

Title IV-E Support Staff

Pearl Fraijo

Administrative Support Assistant, Title IV-E
Room: PHS 115
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Maxine Watson

Administrative Assistant, Title IV-E
Room: PHS 115
Phone: 559.278.3076

Vincent Latham

Administrative Support Coordinator, Title IV-E
Room: PHS 115
Phone: 559.278.3076

Where To Turn for Assistance:

For Help With:

Academic Questions or Issues

Address Change (notification of)

Course Selection

Educational Problems

Employment

*Job Leads

*Resume Preparation

*Reference from School

*Department Website

Field Instruction Issues

Financial Aid

Graduation Requirements and Deadlines

Contact:

Designated Department Academic Advisor

Graduate Administrative Assistant, (PHS-128)
559.278.3992; **and** MyFresnoState Portal
under “*Personal Information*”

Below is information on which faculty to contact regarding issues or concerns that you may have. The list shows who to contact first and who to contact after that, if needed.

Designated Department Academic Advisor

1) Course Instructor & Academic Advisor;
2) Graduate Coordinator; 3) Department
Chairperson

Career Services, 559.278.2381

Career Services, 559.278.2381

Your Academic Advisor

<https://chhs.fresnostate.edu/social-work>

1) Your Field Instructor &/or Faculty Liaison,
2) Academic Advisor; 3) Field Coordinator
559.278.3992

Financial Aid Office, Joyal Admin. North
Lobby 559.278.2182

Randy Nedegaard, Graduate Coordinator
PHS Room 148
Phone: 559.278. 6129
nedegaard@csufresno.edu

Jose Torres
Graduate Administrative Assistant
PHS Room 128
Phone: 559.278.7614

Graduation Requirements and Deadlines

Division of Research & Graduate Studies,
Thomas Building Room 132
www.fresnostate.edu/gradstudies
559.278.2448

Grievances

1) Course Instructor; 2) Academic Advisor;
3) Department Chair – 559.278.3992

Health and Psychological Services

Student Health Center, 559.278.2734
<http://www.fresnostate.edu/studentaffairs/issp>

Housing

University Courtyard (Housing)
Residence Atrium, 559.278.2345

Leave of Absence Request

See page [28] for Information

Medical Emergencies and Concerns

Student Health Center, 559.278.2734

Personal Challenges

Your Academic Advisor; Student Health
Center 559.278.2734

Special Services

International Students

International Student Services and Programs
5150 N. Maple Ave. M/S JA 56
Fresno, CA 93740
559.278.2409

International Student Services and Programs
5150 N. Maple Ave. M/S JA 56
Fresno, CA 93740
559.278.2782

Students with Disabilities

Services for Students with Disabilities,
559.278.2811, Madden Library 1201

Veterans

Veterans Certification, Joyal Admin., Rm. 106
559.278.7030

Sexual Assault/Sexual Harassment

Campus Police, Public Safety Bldg.
559.278.8400

Human Resources, Rm. 211
Joyal Administration Building
559.278.2364

Writing Support

Graduate Writing Studio

Fresno State Library, Rm. 2119

Mondays: 10:00 a.m. - 4:00 p.m. (in person or via Zoom);
4:00 p.m. - 7:00 p.m. (via Zoom only)

Tuesdays: 10:00 a.m. - 3:00 p.m. (in person or via Zoom);
4:00 p.m. - 8:00 p.m. (via Zoom only)

Wednesdays: 10:00 a.m. - 4:00 p.m. (in person or via Zoom);
4:00 p.m. - 6:00 p.m. (via Zoom only)

Thursdays: 10:00 a.m. - 4:00 p.m. (in person or via Zoom);
4:00 p.m. - 6:00 p.m. (via Zoom only)

Fridays: 10:00 a.m. - 4:00 p.m. (in person or via Zoom)

Saturdays: 12:00 p.m. - 4:00 p.m. (via Zoom only)

Phone: 559.278.2450

Studio Email: fresnostategws@gmail.com

Further campus resources can be found at the end of this handbook.

Mission of the University, College, Department and Program

The university, as an urban and rural-regional institution, is dedicated to the development of competent students, citizens, and leaders through the provision of comprehensive Bachelor's and Master's degree programs. As a publicly supported institution, the university also has a special mission to serve students from groups that historically have not participated in university education, whether because of age, gender, ethnicity, socioeconomic background, physical disability, or geographic location. Similarly, the College of Health and Human Services seeks to provide professional education in health and human services for students pursuing either Bachelor's or Master's degrees and for those professionals in the community who have continuing education needs. The mission of both the university and the college includes the recognition of the unique service area within which they are located; thus, the primary institutional effort is directed to the higher education needs of the eight-county region of the San Joaquin Valley. The Department of Social Work is specifically committed to the education of social workers at the bachelor's and Master's levels who will provide social welfare services and leadership within the central San Joaquin Valley. Graduates of both programs intervene with individuals, families, groups, and other small systems as well as with human service agencies, voluntary organizations, neighborhoods, and communities. The department is committed to enhancing both the quality of life in the region and the capacity of citizens to identify and address their own social welfare and social justice concerns and needs.

Department Vision, Mission and Values Statement

Vision

We seek a society that is respectful, culturally inclusive, compassionate, and just.

Mission

To prepare our students for service and leadership in the Central Valley and globally in order to dismantle systemic oppression through relationship building, dialogue, advocacy, and empowered collective action.

Values

We commit to prioritizing and modeling the following values and have them guide our interactions with our colleagues, students and communities, how we carry out our mission and vision, make program decisions, and the curriculum we teach:

- **Social Justice:** To engage in and promote fair and equitable treatment of all people, all the time, in all places.
- **Diversity:** To demonstrate respect for differences and practice inclusion.
- **Empowerment:** To leverage shared resources to facilitate capacity building and promote human rights.
- **Leadership:** To promote forms of leadership that practice the qualities of humility, integrity, teamwork, respect, pro-action, critical thinking, and empathy.
- **Dialogue:** To facilitate interactions in which individuals and communities are invited to listen and speak authentically, respectfully, and boldly.

Department Goals

The goals of the program are:

1. To educate beginning level generalists (BA) and advanced (MSW) social work practitioners to serve the surrounding region of the university, focusing primarily on the Central San Joaquin Valley.
2. To educate generalist and advanced social work practitioners to practice with a commitment to social justice. A commitment to social justice involves the ability to:
 - a) Critically analyze social problems or conditions and existing or proposed policy responses;
 - b) Recognize individual and institutionalized forms of oppression; and
 - c) Participate in social action to correct injustices, fight oppression, and promote social welfare for all.
3. To educate generalist and advanced social work practitioners to practice with diversity awareness and develop culturally competent practice skills. Diversity awareness and culturally competent practice refers to the ability of a practitioner to:
 - a) Identify, understand, and celebrate differences that exist among individuals with respect to race, ethnicity, religion/spirituality, sexual orientation, physical or mental disability, age, gender, socioeconomic background, and other key features of human experiences; and
 - b) Intervene with sensitivity to and respect for these differences, utilizing cardinal social work values and specific diversity/cultural knowledge and skills.
4. Practice within an empowerment perspective. The empowerment perspective implies active collaboration with the client system in an atmosphere of equality and mutuality. The goals of the intervention include maximizing social support and a balance between self-sufficiency and interdependency, which are premised on a strengths-based approach.

The undergraduate program prepares baccalaureate students for beginning generalist social work practice in public and private agencies. The graduate program prepares students for advanced autonomous social work practice with a special focus on multisystem practice roles, skills and methods of intervention.

Both programs prepare graduates to provide social work services in a region characterized by enormous social, cultural, and economic diversity. The widespread poverty, population growth, and demographics characterized by many oppressed groups (e.g., persons with disabilities, ethnic communities, refugees) in Central California create complex and constantly shifting service needs. The context for this practice is a unique urban-rural configuration of people, agribusiness, social-political institutions in transition, and a host of social service needs. Accordingly, the Department educates advanced Master's level practitioners who can meet complex needs, perform a multiplicity of social work roles, promote institutional change, and enhance the problem-solving capacities of individuals, families, groups, organizations, and communities.

The Graduate Program

The profession of social work and the Department of Social Work Education is dedicated to meeting the social service needs of diverse and often marginalized populations of individuals, families, groups, organizations, and communities. The graduates of our program deal with social concerns that range from societal oppression to the emotional/behavioral problems of individuals. The social work practitioner who is educated in our program is taught to help vulnerable populations which typically include people of color, women, people who are recent refugees, elders, poor and/or homeless, children and adults who are abused/neglected, and people who have severe mental illness or behavioral health issues, intellectual

disabilities, physical illnesses or disabilities, substance use issues, or who are involved with the criminal justice system. In focusing on marginalized groups, the student is educated in the use of an expansive repertoire of practice skills and methods to serve individuals, families, groups, communities, and organizations for the purpose of promoting well-being, personal growth, and social justice. These skills include policy advocacy, brokering, consultation, individual, family, and group work, mediation, research, supervision, and education.

Social work is deeply rooted in a rich, 100-year history of service; the role of the professional social worker is not limited or traditionally defined. The role of the social worker is constantly expanding into new and innovative service fields as a compassionate response to human need when indicated. Graduates of our program will typically find employment in several fields of practice that include, however are not limited to, the following: child welfare/protective services worker, alcohol/substance abuse counselor, school social worker, behavioral health/family services practitioner, medical/rehabilitation worker, juvenile/adult justice worker, program developer, agency manager/administrator, volunteer coordinator, employee assistance program coordinator/worker, grassroots community organizer, and/or legislative advocate.

The Master's degree in social work (MSW) offered by our department is designed to prepare advanced social work practitioners for autonomous practice. They will obtain the values, knowledge and skills to meet complex client needs within diverse public and private human service settings and perform in a variety of roles using multiple social work practice methodologies. The goal of this course of study is to prepare the student learner for advanced social work practice at multiple levels of intervention as well as for possible doctoral study in social work and related human service professions.

MSW Program Mission

Grounded in the liberal arts and guided by a person-in-environment framework, we prepare diverse MSW students for culturally responsive, advanced multisystemic practice and leadership in the Central Valley, the state, and globally, enabling them to ethically, proactively, and effectively dismantle systemic oppression through service, relationship building, dialogue, advocacy, critical knowledge, diversity, and empowered collective action.

MSW Program Goals

1. Grounded in the liberal arts, the program trains students to acquire culturally responsive advanced knowledge and skills in social work. It integrates course content and field experiences using advanced multisystem and social justice frameworks to engage in empowered collective action that promotes the strengths and resiliency of the people with whom we work.
2. To prepare practitioners to be leaders in their respective social work positions from an advanced multisystem approach, consistent with social work values and ethics, promoting inclusiveness, equity, and justice when working with increasingly complex, culturally, linguistically, economically, racially, socially, sexually, and gender-diverse communities.
3. To prepare our students to have a deeper understanding of the root causes of oppression and to bridge micro, mezzo, and macro contexts to proactively and effectively address social problems and dismantle social oppressions in their chosen settings.
4. To prepare our students to have a deeper understanding and respect for DSWE values of social justice, diversity, empowerment, leadership, and dialogue.
5. To prepare our students to engage in critical thinking, scientific inquiry, and best practices by proactively using research-informed practice and practice-informed research when providing service.

Accreditation

California State University, Fresno is fully accredited by the California Board of Education, Western Association of Schools and Colleges (WASC), and the California Commission on Teacher Credentialing. Both the undergraduate and graduate programs in social work are fully accredited by the Council on Social Work Education (CSWE).

Advanced Standing

Advanced standing MSW programs are a recognition of successful completion of an undergraduate social work degree program. As it builds on previous studies, advanced standing MSW programs generally take less time than a traditional MSW program. However, the MSW program at California State University, Fresno does not currently have an advanced standing program.

MSW Program Admission Requirements

All MSW students must complete foundation and advanced multisystem concentration social work courses. The full-time program can be completed in 4 semesters. The part-time program is generally completed in 8 semesters.

Admission requirements for the MSW Program are as follows:

- Bachelor's degree in from a regionally accredited institution.
- An undergraduate GPA of 3.00 overall or a GPA of 3.00 in the last two years of the undergraduate program.
- Completion of pre-requisite courses in 1) data analysis/research, 2) human development, and 3) cultural diversity (see prerequisites for admission to the MSW program below).
- Willingness to abide by the National Association of Social Workers' Code of Ethics and the Fresno State's Student Rights and Responsibilities.

<https://studentaffairs.fresnostate.edu/studentconduct/policies/index.html>

Admission Process

Applications are electronic through Cal State Apply and are managed by the Division of Research and Graduate Studies. Applicants complete the School of Graduate Studies' application and obtain two references.

Applicants also submit a resume and a 5-page personal statement (the essay described in the Division of Research and Graduate Studies application) that covers the following:

- Passion for being a social worker;
- Lived experiences related to social work
- Professional goals and how they relate to one of the three sub-specializations offered in the MSW program
- Values and beliefs regarding social work;
- Experience with diversity by identifying a social justice issue;
- Qualities the applicant brings to the profession

Finally, the Division of Research and Graduate Studies requires submission of an official copy of all academic transcripts outside of Fresno State, including undergraduate and graduate course work.

All materials are submitted to the Division of Research and Graduate Studies through the Cal State Apply system, which then transmits the materials to the Department of Social Work. Applicant materials are reviewed by members of the MSW Admissions Committee. Rating criteria considered by MSW Committee

members include past academic performance; strength and quality of applicant references; content and quality of the personal statement; and applicant readiness for and goodness of fit for practice as an MSW-level practitioner.

Applications are available between October and January. The application deadline is generally near the end of January.

Admission Procedures:

All materials are submitted through CAL STATE APPLY, which then transmits the materials to the Department of Social Work Education. The MSW Program Coordinator oversees the admissions cycle. Completed applications are reviewed and scored by members of the MSW Admissions Committee. Each application is read by two MSW Committee members. Each reader scores the applicant's application and makes a recommendation for admission.

Applicants are evaluated on six main criteria:

- 1) Skills - demonstrates critical thinking, analysis, organization in personal statement; professional skills demonstrated in references and work history; academic skills reflected in GPA
- 2) Values - values expressed in statement, references, major, and work history align with social work profession and Departmental value statement.
- 3) Experience - has work, volunteer, or life experience that demonstrates understanding of injustice and professional motives for becoming a social worker.
- 4) Readiness - personal statement and work history demonstrates readiness for graduate level training and practice.
- 5) Potential/Promising - application as a whole demonstrates potential for contribution to social work, service to underrepresented groups in the region and/or fulfillment of the Department mission.

An overall recommendation is then based upon a 10-point scale, with "0" as "Do Not Admit" and "10" as "Strongly Recommend."

Once each application has been reviewed by two readers, the entire MSW Admissions Committee convenes to review rankings and recommendations. In making final admission decisions, the MSW Committee considers the scores and rankings, including additional review of applicants' goodness of fit for an advanced multisystem program and readiness for practice as an MSW level practitioner.

At the end of this thorough review process, applicants are placed in one of three categories: 1) recommend admission, 2) alternate, and 3) do not admit. Applications are reviewed until the committee reaches consensus.

Admissions Notification:

Applicants are notified of the MSW Admissions Committee recommendations by both letter and e-mail from the MSW Program Coordinator. Applicants being offered admission are given two weeks to respond to the letter/email. Applicants recommended as alternates are asked to notify the MSW Program of their agreement to remain on the alternate list. The notification to those students who are not admitted reiterates the competitive nature of the admissions process and provides contact information in the event there are questions regarding admission decisions.

Prerequisites for Admission to the MSW Program

The MSW applicant must have a four-year bachelor's degree from an accredited college or university. The BA or BS degree may be in any major; the applicant's overall academic record must show evidence of a liberal arts foundation. A student's prior coursework in the liberal arts is expected to promote the development of an educational perspective, values, and abilities necessary for professional social work practice. This liberal arts underpinning provides theoretical perspectives that facilitate understanding of factors that influence human behavior such as human biology, psychology, sociology, political science, economics, history, and encompasses the natural and physical sciences, arts and humanities, and social sciences. Undergraduate general education requirements commonly provide much of this liberal arts base. Note this requirement DOES NOT require you to have a "Liberal Arts or Liberal Studies" major.

Applicants must have completed the general education requirements at Fresno State or similar requirements at another institution and completed at least one course, each, on:

- 1) Human development and health issues over the life span,
- 2) Research Methods/Data analysis (qualitative or quantitative), and
- 3) An upper division course in ethnic/cultural diversity systems or women's studies.

A list of courses approved for the above prerequisites are available on the department website: <http://www.fresnostate.edu/chhs/social-work/masters/prerequisites.html>. It is strongly recommended that applicants to the MSW program have completed or are in the process of completing all prerequisites during the application process. If an applicant is offered a conditional admission to the MSW program, all prerequisites must be met before the first day of the Fall semester in which they are to enroll. Failure to complete the prerequisites before the start of the Fall semester will result in admission being revoked.

To inquire whether a course you have already taken meets one or all the requirements listed above, you should make your request to the MSW Graduate Coordinator at 278.3992. You will be asked to provide a copy of the course syllabus and transcripts. You may also verify your courses through www.assist.org.

Graduate Curriculum

The MSW curriculum in the Department of Social Work Education undergoes ongoing modification in response to changes in societal conditions and professional practice and to new developments in knowledge and theory. The course of study, whether full or part-time, focuses on a multisystem approach that includes advanced social work practice with individuals, families, groups, organizations and communities. This is organized and delivered on a semester basis with a concurrent classroom-field model of instruction. Thus, full and part-time students have specific days each week devoted to classroom instruction complemented by two to three days of the week exclusively designed for field/practicum instruction. Students must plan for two 9-month field/practicum internships scheduled during weekdays between 8 am – 5 pm over the course of the program.

Our curriculum is designed to prepare social workers for agency and community-based practice; these social worker-citizens are informed, compassionate and proactive in response to human needs. Three important dimensions of our program's mission include the development of 1) a commitment to social justice, 2) diversity awareness and culturally competent practice, and 3) an empowerment perspective. These three goals of social work education are equally important to practice at all levels of intervention, with individuals, families, small groups, organizations, and communities.

dStudent's Responsibilities

It is the student's responsibility to be informed about, and participate fully in, their program. Your responsibilities include:

- Attend the mandatory orientation for incoming MSW students prior to the beginning of the academic year. Information will be sent out via email one week prior to orientation.
- Know and meet/complete all degree requirements and deadlines for the MSW program and the University. Frequently used forms may be found at websites such as www.fresnostate.edu/chhs/social-work or Graduate Studies, www.fresnostate.edu/academics/gradstudies.
- Carefully plan and balance your schedule to accommodate courses, field internship and personal commitments.
- Attend and participate in classes.
- Obtain hard copies or access electronically, and become familiar with **all** relevant curriculum/advising materials (e.g., catalog, schedule of courses, Social Work Graduate Handbook), and become familiar with university policies and university degree requirements relevant to Graduate Division and the Master's in Social Work program.
- Contact the academic advisor to review your academic program and progress ***at least*** twice during each semester while attending CSU Fresno.
- Consult with your academic advisor *whenever* academic or personal concerns begin to interfere with or impede your learning or performance in the classroom or field placement; participate in the development of a plan of action to address the problems. *Any arrangements to address course and/or internship activities require communication with the Graduate Coordinator.*
- Come prepared to advising meetings. This means reviewing the relevant catalog, Division of Graduate Studies information and/or MSW handbook. For meetings with your Advisor it is highly recommended that you:
 - Make an appointment
 - Provide an update of course work completed to date and, once advanced to candidacy, provide a copy of the most recent approved advancement petition, and any approved adjustments, which lists all courses the student proposes to take in their "contract" for the MSW degree,
 - Prepare a list of questions and tentative plans/solutions for discussion with the advisor,
 - When needed, complete forms for your advisor's review/signature, and
 - Actively engage in problem solving/planning on your academic program.
 - Maintain personal records (i.e., copies of all relevant program documents/approved petitions) and confirm that University Evaluations; Division of Research and Graduate Studies (Thomas Building, Room 130) files contain all essential information/documentation.
 - Consult Canvas for a current advisee/faculty list (this applies ***only*** to current students).

NOTE: Personal counseling/therapy for the student is not within the scope of the student-advisor

relationship or the academic advisor's role and responsibilities. The advisor will, however, make recommendations and refer the student to appropriate services and providers within the university.

Advisement Policies and Procedures

University policy for advising is found in Fresno State APM 205:
<https://academics.fresnostate.edu/facultyaffairs/documents/apm/205.pdf>

Academic advising is a collaborative and holistic process in which advisors and advisees develop goals that are compatible with the student's academic success, career aspirations, and lifelong learning. The advising relationship fosters both academic and personal development, referring advisees to other resources as needed. Students must share joint responsibility with professional and faculty advisors in collaboration with Academic Affairs and Student Affairs.

MSW students at the Fresno State University are assigned an academic advisor who provides both academic and professional advisement when they enter the graduate social work program. Additionally, all MSW students are encouraged to seek advisement from the MSW Program Coordinator.

Orientation sessions are held for all MSW students admitted at the beginning of year one and year two. These orientation sessions are held the first week of class. All orientation sessions provide information about faculty, library resources, and use of technology. The role of graduate advisors in supporting both academic and professional advisement is explained, as is the distinction between a thesis and project for their culminating experience. Students are reminded about the online access to the Master of Social Work Graduate Student Handbook. This document provides valuable information that informs students about advisement.

Occasionally, the fit between a student and their assigned academic advisor is poor. The MSW Coordinator will work with any student who is not satisfied with the professional advising they are receiving. The MSW Coordinator will work with the assigned faculty, and the DSWE Chair to remedy the situation (i.e., this may lead the student to be assigned to a new professional advisor).

Graduate students are assigned academic advisors which includes both full-time lecturers and tenured/tenure track faculty in the department of social work education. MSW students in their second year also select their project/thesis advisor, who is a full-time faculty member in the Department of Social Work and an assistant, associate or full member of the graduate faculty. This person largely provides guidance pertaining to the completion of the culminating project or thesis, but they also answer academic and professional advisement questions as students desire.

Professional advising may take place simultaneously with academic advising.

Students' Rights to Participate in Policymaking

The DSWE uses the university policy on student's rights to modify policies. Academic Policy Manual 137: Policy on Student Participation in Policy Development.

The Policy reads:

The University values student advice on matters that will affect them. It is the policy of the University to request that Associated Students, Inc. appoint representatives to committees

determined to be in need of student participants. Upon appointment, student committee members will serve with the full rights and responsibilities as faculty and staff unless otherwise noted in their appointment letter, the committee charge, or the Academic Policy Manual. Campus committee appointment procedures will reflect a process for assuring appropriate student membership – as well as faculty and staff. The appropriate office in the Student Affairs division will keep the Associated Students, Inc., and other student groups as necessary, apprised of new task forces, campus wide committees and commissions that have vacant student positions.

Within the MSW program it is the department policy to attempt to have at least student representative present in all sequence meetings and the MSW committee. If you are interested in serving as a student representative for a departmental committee, please reach out to the MSW Program Coordinator.

Advanced Multisystem Specialization: One specialization (three sub-specializations)

The MSW Program has only one area of specialized practice: Advanced Multisystem. Multisystem has been chosen as our specialization because we believe it to be the best-suited to our context in the central valley of California, preparing versatile social work leaders with an understanding of urban and rural service needs who can work effectively for positive change within and across systems in a variety of practice settings in a diverse and multicultural setting.

This approach is applied in the final year of the program in the two-year MSW program (At the moment MSW does not have an advanced standing program; all students must take the MSW Generalist Curriculum even if they have a BSW). The program has only one option. Under this specialization, the program has three sub-specializations (two of which are grant-based). While these sub-specializations support students more interested in certain fields of practice, the entire curriculum in the Specialization Year employs the Advanced Multisystem approach.

Area of Specialized Practice #1: Advanced Multisystem

The MSW Program's area of specialization builds on generalist practice in its single program option. The Advanced Multisystem approach builds upon the Generalist Curriculum. The Advanced Multisystem approach advances the Generalist approach. It focuses on person in the environment and teaches students to look at all systems when providing services, while employing more advanced knowledge and skills.

The multisystem approach recognizes that social problems have their origins in interconnected systems; effective intervention or considerations for the interventions most often occur at multiple levels, sometimes even simultaneously. These systems of intervention include individual, family, group, organization, and community systems or micro, mezzo and macro levels. Advanced Multisystem social workers are trained to work at individual, family, groups, organizations and communities in their advanced year. Sometimes practitioners most often assume multiple and even varied roles (such as therapist, broker, advocate, enabler, mediator, lobbyist and conferee) and may work in different areas of practice, yet as advanced multisystem trained social workers, regardless of the field of practice or role, they are trained to look multiple systemic levels and multiple intervention systems.

Thus, while roles are chosen in response to client needs and situational requirements, students are trained to delve deeper and consider all levels when providing services in any setting. It advances the generalist emphasis on engaging in diversity in their practice and advocating for human rights and social and economic justice. The Advanced Multisystem approach requires students to apply culturally responsive and anti-oppressive lens to services. The approach also incorporates advanced knowledge and principles/values of social justice, diversity, empowerment, leadership, and dialog into practice approaches within multiple systems. These values overarchingly guide our efforts when working within these multiple systems.

As explained in the specialized competencies of the DSWE MSW Program, social justice refers to engaging in and promoting fair and equitable treatment of all people, all the time, in all places. Diversity refers to the ability to demonstrate respect for differences and practice inclusion at all system levels. Empowerment refers to leveraging shared resources to facilitate capacity building and promote human rights. Leadership refers to the ability to promote forms of leadership that practice the qualities of humility, integrity, teamwork, respect, pro-action, critical thinking, and empathy. Dialogue refers to the ability to facilitate interactions in which individuals and communities are invited to listen and speak authentically, respectfully, and boldly. According to the MSW program philosophy, the program promotes advanced multisystem intervention using these underlying principles to guide them at all levels. The Advanced Multisystem approach embraces the strengths and resiliency of all human beings at a deeper level, by using values of empowerment, diversity, social justice, dialing and leaderships, in addition to anti oppressive and culturally responsive frameworks. The program has a strong emphasis on research and evaluation at multi levels.

Why the Multisystem Approach

The Multisystem approach is necessary to effectively and justly meet the needs of the Central Valley community. The MSW program's specialization in advanced multisystem social work practice incorporates the principles of social justice, and diversity and cultural competence into practice approaches within an ecological perspective. The advanced multisystem specialization provides the knowledge and skills which enable the practitioner to recognize and focus on a large number of factors, each embedded within the next, in a multidimensional matrix of sometimes contrasting and competing practice demands. It prepares our graduates for advanced autonomous practice wherein, taking an ecological perspective, interventions with multiple systems are made in an integrated, multidimensional response to presenting needs. This approach is necessary as the Central Valley has a larger concentration of vulnerable population (majority immigrant populations), high poverty rates and elevated contexts that create discrimination and oppression. Therefore, it is necessary for students to have a broader understanding. For example if a client comes into an agency complaining of depression and the clinician only looks at the problem at a micro perspective, the client may only receive an individual intervention directed at cognitive and behavioral changes. , Yet, if we dig deeper and find out the client's family was deported, and that client is alone with no support systems, then the services provided need to be expanded and or changed. At the heart of our curriculum, this focus is emphasized as a culturally responsive and anti-oppressive approach. The multisystem approach is infused in every class where root causes are assessed to obtain deeper understanding of social and environmental problems.

Specialization Components

Under this larger framework of the Multisystem specialization, the program has three different sub-specializations: Behavioral Health and Integrated Practice (BHIP), School Social Work (SSW), and Title IV-E Child Welfare (CW).

These are sub-specializations under the larger Advanced Multisystem approach. Students take only two specific classes in their respective sub-specializations, that account for 6 credit hours (a sub-specialization class on Policy and Theory related to sub-specialization practice, and Practice classes related to sub-specialization), out of 30 credit units in the advanced year (see below the class structure). Three sub-specialization classes have *similar* embedded common assignments that measure the advanced competencies in a similar manner across the three sub-specialization classes. All sub-specializations train students to practice utilizing a multisystem lens to identify and tackle problems. In field placement settings, the assessment of competency requirements remains the same for all students. And all students are expected to apply the advanced multisystem approach to problem identification and service delivery regardless of their sub-specialization (In fact, BHIP and PPS students can be placed in same field placements in school settings. Additionally, SSW students can take BHIP sub-specialization classes).

- Sub-specialization 1: The BHIP Sub-specialization is designed for those interested in careers in behavioral health in hospitals, school social work, or other related fields of practice. This sub-specialization is based on 4-year federal grant funded under Health Resources and Services Administration (HRSA-21-089). The BHIP students are assigned to the BHIP sub-specialization by virtue of the decision to participate in the BHIP sub-specialization. There are usually limited BHIP sub-specialization seats for the BHIP students, and they go through a selection process. This project helps to remedy the behavioral health shortage through providing stipend support to produce *clinical social workers* well trained to deliver culturally responsive services to Hispanic and Hmong populations in the region. Students receive a \$10,000 stipend in their specialization year. All content is delivered within a multisystem context that addresses multilayer culturally sensitive needs and teaches anti-oppressive frameworks to support effective behavioral health intervention with Latino and Hmong communities.
- Sub-specialization 2: The School Social Work (SSW) Sub-specialization is aligned with the requirements for the Pupil Personnel Services (PPS) credential in school social work and child welfare and attendance. The SSW students are assigned to the SSW sub-specialization by virtue of the decision to participate in the SSW sub-specialization. It is geared for those interested in school-based practice in CA public K-12 schools. The SSW/PPS credential program takes a multisystem approach by preparing social workers to "perform services to children, parents, school personnel and community agencies to promote a school environment responsive to the needs of children and to plan educational programs which will prepare children to function in a culturally diversified society" (CA Ed Code 44046). The curriculum is designed for the multisystem approach to thinking and skills.
- Sub-specialization 3: The Title IV-E Child Welfare (CW) program has been implemented to prepare undergraduate and graduate students for work in public child welfare. The Title IV-E Child Welfare Program provides funds to full-time and part-time social work students who are preparing for careers directed toward child welfare practice in publicly supported social services and Tribal agencies. MSW students pursuing CW sub-specialization are provided two years of support (financial support is also provided for the first year of the program). Students receive a stipend of \$18,500 annually for a total of \$37,000. Members of ethnic, racial, and cultural minority groups living under vulnerable conditions constitute an increasing portion of the clientele of the child welfare system in the Central Valley. Additionally, P.L. 96-272 (1980) established a focus on keeping children in their homes and on permanency planning, in an effort

to break the cycle of multiple foster homes for dependent children. This change necessitates students to learn multisystem thinking and viewing of problems and intervention and prevention skills in culturally responsive ways with deeper understanding of social justice, diversity, empowerment, leadership, and dialog with families and communities. In addition to mastering new intervention modes, students who enter public social welfare practice need multisystem analysis skills to play significant roles improving the structure and design of agencies and service programs.

Theoretical Frameworks

The theoretical underpinnings of the Advanced Multisystem approach include systems and ecological perspectives, anti-oppressive, multicultural perspectives, empowerment and strengths perspectives, family systems theories, social constructivism, and feminist theories and their concepts are incorporated across all three sub-specializations. The participatory education model described by Freire (1970) in *Pedagogy of the oppressed* is also an integral component of the MSW Program's core philosophy of pedagogical practice. These concepts are taught first in the first year, and students learn to apply them in various contexts and in conjunction with other intervention and prevention theories in their specialization year. In the specialization year, all theoretical frameworks are discussed in relation to advanced multisystem framework application. Theory is discussed at all levels of systems and students are taught to integrate theories within the multisystem lens to apply them to micro, mezzo, and macro contexts.

The DSWE MSW Program Specialization Year Curriculum Structure

DSWE's master's program overall is a 60-credit program, where 30 credits of those are required in the specialization year. Specialized practice classes are offered on Tuesdays and Thursdays, and two sections are typically offered at night to accommodate part-time students and full-time students who are working, and one section is offered during the day. This composition may vary depending on the cohort needs. Applications for new cohorts are due January 30th and new cohorts start in August, in the Fall semester. Currently, the DSWE does not have advanced standing and has a two-year program where specialized practice courses are offered in the second year.

The following classes are required in the following order to complete the program and obtain an MSW.

Fall of specialization year

SWRK 223: Practice with Individuals and Families (3) (Fall)

SWRK 262: Research Methods (3) (Fall)

SWRK 292: Seminar in Thesis/Project (2) (fall)

SWRK 282: Advanced Field Instructed Practice I (4) (Fall)

Sub-specialization I Class options (Fall) (Students can chose one sub-specialization course)

SWRK 264: Advanced Policy, Theory, and Practice in Behavioral Health and Integrated Practice Sub-specialization I (Fall)

SWRK 274: Advanced Policy, Theory, and Practice in Schools Sub-specialization I (Fall)

SWRK 278: Advanced Policy, Theory, and Practice in Child Welfare Sub-specialization I (Fall)

Spring of Specialization year

SWRK 248: Practice with Organizations & Communities (3) (Spring)

SWRK 298: Project or 299: Thesis (2) (Spring)

SWRK 283: Advanced Field Instructed Practice II (4) (Spring)

Sub-specialization II Class options (Spring) (Students can chose one sub-specialization course)

SWRK 265: Advanced Practice in Behavioral Health and Integrated Practice Sub-specialization II (Spring)

SWRK 275: Advanced Policy, Theory, and Practice in Schools Sub-specialization II (Spring)

SWRK 288: Advanced Policy, Theory, and Practice in Child Welfare Sub-specialization II (Spring)

Full- and part-time schedules follow to show how students' progress through their Generalist (Foundation) and Specialization (Advanced) coursework.

Master of Social Work Degree Requirements

REQUIREMENTS

Note: Courses and field internships are offered in fall and spring semesters only.

A total of 60 units are required to complete the MSW degree program. All students are required to take the following SWRK courses (54 units) and two Social Work electives (6 units):

(Starting Catalog year 2020-2023)

200: Social Welfare Policy (3)
210: Law & Ethics I (1)
211: Law & Ethics II (1)
212: Human Behavior and Social Environment I (3)
213: Human Behavior and Social Environment: Cultural Diversity and Oppression II (3)
220: Social Work Practice I (3)
221: Social Work Practice II (3)
222: Community/Advocacy (3)
223: Practice with Individuals and Families (3)
248: Practice with Organizations & Communities (3)
262: Research Methods (3)
263: Program Evaluation (3)
280: Foundation Field Instructed Practice I (2)
281: Foundation Field Instructed Practice II (2)
282: Advanced Field Instructed Practice I (4)
283: Advanced Field Instructed Practice II (4)
292: Seminar in Thesis/Project (2)
298: Project or 299: Thesis (2)

Advanced Year Sub-Specializations (choose one)

- Behavioral Health and Integrated Practice (BHIP)
- School Social Work (SSW, required for the PPS credential)
- Child Welfare (CW)

Sub-Specialization 1 - choose 1 class in your selected sub-specialization - Policy/Theory/Practice (3) **

264: Advanced Policy, Theory & Practice in Behavioral Health & Integrated Practice I (BHIP)
274: Advanced SW Policy, Theory & Practice in Schools I (SSW)
278: Advanced Policy, Theory, and Practice in Child Welfare I (CW)

Sub-Specialization 2 - choose 1 class in your selected sub-specialization - Practice (3) **

265: Advanced Practice in Behavioral Health & Integrated Practice II (BHIP)
275: Advanced Social Work Practice in Schools II (SSW)
288: Advanced Child Welfare Practice II (CW)

There are three multisystem specialization sub-specializations in the MSW program.

1. Child Welfare (CW, also Title IV-E);
2. School Social Work (SSW, also the PPS program);
3. Behavioral Health and Integrated Practice (BHIP)

- Title IV-E students are assigned to the Child Welfare (CW) sub-specialization by virtue of the decision to participate in the IVE program. There are usually limited CW placements for the IVE students.
- The SSW sub-specialization is aligned with the requirements for the Pupil Personnel Services credential in school social work and child welfare and attendance. It is suited for those interested in school-based practice in CA public K-12 schools.
- The BHIP sub-specialization is designed for those interested in advanced practice in behavioral health, medical social work, hospice, criminal justice, gerontology, or related fields of practice.

Please watch this video to learn more about MSW sub-specializations: <https://tinyurl.com/y5c5kppc>.

Social Work Electives

List of elective courses offered each semester may vary.

SWRK 269, 271T, 277, 279

** Note: course needs to be taken concurrently with field internship

ALL CATALOGS: To complete 60 units the remaining courses, totaling 6 units, must be selected from graduate Social Work elective courses. These are the courses that will be listed on Advancement to Candidacy forms. Offerings of elective courses may vary between Fall and Spring semesters.

Course Schedule

Full-Time MSW (2-year Program) Course Schedule (Starting Catalog Year 2020-2023)

****FULL TIME 2-YEAR PROGRAM** (EFFECTIVE FALL 2020)**

FALL MSW FOUNDATION (YR 1-Semester 1)	SPRING MSW FOUNDATION (YR 1-Semester 2)	FALL MSW ADVANCED (YR 2-Semester 3)	SPRING MSW ADVANCED (YR 2-Semester 4)
SWRK 280 Field (2 units). 16/hrs/week in field agency placement (T,TH)	SWRK 281 Field (2 units). 16/hrs/week in field agency placement (T,TH)	SWRK 282 Field (4 units). 21/hrs/week in field agency placement (M,W,F).	SWRK 283 Field (4 units). 21/hrs/week in field agency placement (M,W,F).
SWRK 220 Practice (3 units) Note: course need to be taken concurrently with field internship	SWRK 221 Practice (3 units) Note: course need to be taken concurrently with field internship	SWRK 223 Practice w/individuals & families (3 units)	SWRK 248 Practice w/Organizations & Communities (3 units)
SWRK 200 Policy (3 units)	SWRK 222 Community/Advocacy (3 units)	Track I (choose 1 class) Policy/Theory/Practice (3 units) SWRK 264 (BHIP) SWRK 274 (SSW) SWRK 278 (CW) Note: course need to be taken concurrently with field internship	Track II (choose 1 class) Practice (3 units) SWRK 265 SWRK 275 SWRK 288 Note: course need to be taken concurrently with field internship
SWRK 212 Human Development & Social Environment (3 units)	SWRK 213 Cultural Diversity and Oppression (3 units)	ELECTIVE (3 units)	ELECTIVE (3 units)
SWRK 262 RESEARCH METHODS (3 units) Note: course need to be taken concurrently with field internship	SWRK 263 PROGRAM EVALUATION (3 units) Note: course need to be taken concurrently with field internship	SWRK 292 PROJECT/THESIS SEMINAR (2 units)	SWRK 298/299 PROJECT/THESIS (2 units)
SWRK 210 LAW & ETHICS I (1 unit)	SWRK 211 LAW & ETHICS II (1 unit)		
Semester 1 = 15 TOTAL UNITS	Semester 2 = 15 TOTAL UNITS	Semester 3 = 15 TOTAL UNITS	Semester 4 = 15 TOTAL UNITS

*Part-Time Graduate (4-year Program) Course
Schedule (Starting Catalog Year 2020-2023)*

FALL YEAR 1 Sem. 1	SPRING YEAR 1 Sem. 2	FALL YEAR 2 Sem. 3	SPRING YEAR 2 Sem. 4	FALL YEAR 3 Sem. 5	SPRING YEAR 3 Sem. 6	FALL YEAR 4 Sem. 7	SPRING YEAR 4 Sem. 8
FOUNDATION				ADVANCED			
SWRK 200 Policy (3)	SWRK 213 HBSE II (3)	SWRK 210 LAW & ETHICS (1)	SWRK 211 LAW & ETHICS (1)	SWRK 223 Practice w/individuals & families (3) course need to be taken concurrently with field internship	SWRK 248 Practice w/Orgs & Communities (3) course need to be taken concurrently with field internship	SWRK 292 THESIS (2)	SWRK 299/298 THESIS/PROJECT (2 units)
SWRK 212 HBSE I (3)	ELECTIVE (3)	SWRK 220 Practice (3) course need to be taken concurrently with field internship	SWRK 221 Practice (3) course need to be taken concurrently with field internship	Sub- Specialization I (choose 1 class) SWRK 264 (BHIP) SWRK 274 (SSW) SWRK 278 (CW) Policy/Theory/ Practice (3) course need to be taken concurrently with field internship	Sub-specialization (choose 1 class) SWRK 265 SWRK 275 SWRK 288 Practice (3) course need to be taken concurrently with field internship	ELECTIVE (3)	
		SWRK 262 RESEARCH METHODS (3)	SWRK 222 Community/ Advocacy (3) course need to be taken concurrently with field internship	SWRK 282 Field (4) 20/hrs/week in field agency placement (MWF)	SWRK 283 Field (4) 20/hrs/week in field agency placement (MWF)		
		SWRK 280 Field (2) 16/hrs/week in field agency placement (Tues & Thurs)	SWRK 263 PROGRAM EVALUATION (3)				
			SWRK 281 Field (2) 16/hrs/week in field agency placement (Tues & Thurs)				
Semester 1 = 6 TOTAL	Semester 2 = 6 TOTAL	Semester 3 = 9 TOTAL	Semester 4 = 12 TOTAL UNITS	Semester 5 = 10 TOTAL UNITS	Semester 6 = 10 TOTAL UNITS	Semester 7 = 5 TOTAL	Semester 8 = 2 TOTAL UNITS

UNITS	UNITS	UNITS				UNITS	
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Field Internship

Field instruction (SWRK 280, 281, 282, & 283) and practice classes are organized into a concurrent model (see example below). In the first year, full-time students are in the field two days a week, (i.e., 16 hrs/wk) and three days a week in the second year, i.e., 21 hrs/wk (see sample programs, above). Part-time students enter field during the second year of graduate study. Students complete a total of 1000 hours of internship in the field. This requires a minimum of 400 hours in the first year and 600 hours in the second year of field. Students are placed in a variety of human service agencies approved by the Department of Social Work Education and are located throughout the Fresno metropolitan area and the central San Joaquin Valley. All students are supervised in their practicum experience by a social worker who has a Master of Social Work degree. Included in these placements are federal, state, county and private agencies in fields of practice that include Children and Family services, Schools, Public Child Welfare, Adult Services, Corrections, Health and Behavioral Health Programs, Gerontology, Disability Services, and Student Support Services.

Required malpractice insurance when enrolled in field internship is included in student fees. Please note that students are expected to take responsibility for arranging transportation to their field internship and for meeting any costs involved. Most field sites are within a 90-mile radius of the campus. Unless prevented by law or agency policy, agencies are encouraged to support or reimburse student travel expenses for assigned service activities undertaken during the field internship hours.

Internships are scheduled almost exclusively on weekdays between 8 a.m. to 5 p.m. for both full and part-time students. Weekends and evening placements are rarely available or feasible. Students need to plan to adjust their work schedules accordingly.

Practice courses must be taken concurrently with field internship SWRK 280/281/282/283 and in the following sequence:

Catalog Year Starting 2020-2023

Full-Time Schedule of Concurrent Field and Practice Courses	
1 st semester, SWRK 280	SWRK 210, 220
2 nd semester, SWRK 281	SWRK 211, 221, 222
3 rd semester, SWRK 282	SWRK 223 & Sub-specialization I
4 th semester, SWRK 283	SWRK 248 & Sub-specialization II

Catalog Year Starting 2020-2023

Part-Time Schedule of Concurrent Field and Practice Courses	
Schedule: 4 Year	
3 rd semester, SWRK 280	SWRK 210, 220
4 th semester, SWRK 281	SWRK 211, 221, 222
5 th semester, SWRK 282	SWRK 223 & Sub-specialization I
6 th semester, SWRK 283	SWRK 248 & Sub-specialization II

Academic Standing & Eligibility for Field

All graduate students are required to maintain a minimum GPA of “B” (3.0). Any MSW student whose GPA drops below a 3.0 or receives a non-passing grade in a prerequisite course will not be permitted to enroll in field placement (SWRK 280/281/282/283) or the concurrent practice classes: SWRK 210, 211, 220, 221, 222, 223, 248, Sub-specialization I/II) until they have established an academic plan and return to good standing. Students who do not maintain a 3.0 GPA will be notified of their academic standing (i.e., academic probation) and will be referred to their faculty advisor for academic planning. If you know your GPA has fallen below a 3.0, or will do so at the end of the semester, you should immediately contact your advisor to develop a plan to return to good academic standing. A Cumulative GPA, or program GPA once advanced to candidacy, below 3.0 in any 2 semesters will result in disqualification from the Program and the University.

Field Work Placement

Placements are arranged by the Field Coordinator after consideration of student preferences, educational needs, and agency capacity.

All related field agency placement information, forms and policies can be accessed by following the link to the department website: <https://chhs.fresnostate.edu/social-work/policies-forms/index.html>.

Graduate Program Information Academic Advisors

Each student in the Graduate Program is assigned an academic advisor who assists with course selection and general educational planning. Advisors also meet with their advisees periodically to monitor and assess academic progress, professional development, and the field practice experience. *You can find your advisor’s name and contact information on your Fresno State Portal at my.fresnostate.edu and in Canvas.*

Academic Policies

The chief consultative body responsible for formulating and recommending policies, standards, and procedures is the University’s Graduate Committee. This committee is composed of eight faculty members elected by the faculty, one graduate student member, and the Graduate Dean.

Standards of Scholarship

All graduate students will be held to the scholarship standards listed in the Academic Regulations (<http://fresnostate.edu/catalog/academic-regulations/index.html> in the University catalog). The following provisions also apply to Master’s degree programs:

- A student admitted to a Master's degree program in conditionally classified or classified graduate standing is required to maintain a minimum grade point average of B (3.0) on all work taken subsequent to admission to the program.
- No course with a grade below C may apply to an approved program for the Master's degree. With the exception of field internship, all courses (on an approved MSW program must be taken for a letter grade.

Academic Probation & Disqualification

According to University policy, an MSW (graduate) student is *immediately* disqualified from the University and program when his/her GPA falls below 2.0. A student whose GPA falls below 3.0, but is above 2.0, is placed on academic probation. A student who is placed on academic probation for any 2 semesters) will be disqualified from the University and program; the two semesters need not be consecutive. A disqualified student who wishes to re-enroll in the university and program MUST file a Petition for Re-Admission with the MSW program in the Department of Social Work Education. Upon being placed on academic probation or disqualification, you MUST consult your academic advisor. For further information, refer to the Department of Social Work Education Policy on Academic Probation and Disqualification in the Handbook appendices. For additional information see:

<http://www.fresnostate.edu/academics/gradstudies/requirements/requiredgpa.html>

Termination based on academic performance can be based on the following:

1. Academic disqualification due to GPA
2. Plagiarism and/or Cheating (see section on plagiarism below).

Declaring your Status

Once admitted into the MSW program, you must declare your status and return your MSW Letter of Intent. Please take into consideration that once you have declared your status in your application, you may not change your Full Time/Part Time status. If there is a compelling reason as to why you would like to change your status, the change will have to be reviewed by both the MSW Coordinator and the Department Chair. You must submit your request in writing along with any supporting documentation to the MSW Coordinator. Keep in mind that regardless of the rationale for your request to change your status, the Department may not be able to grant your request, based on administrative factors. **DO NOT** make any changes to your status without prior MSW Coordinator/Chair approval.

Graduate Writing Requirement Policy

Upon entering the program, ALL graduate students must meet the University graduate writing requirement. A writing exam will be administered in your SWRK 262 course and more information about the graduate writing requirement will be given out at that time. Refer to the Department's Graduate Writing Requirement policy in the Handbook appendices.

<http://fresnostate.edu/academics/gradstudies/documents/forms/gwr.pdf>

Advancement to Candidacy:

After completing 9 units in the program, a student must petition to advance to candidacy. To be eligible for advancement to candidacy, a student must have:

1. Achieved classified standing (cleared any conditions of admission)
2. Earned at least a B average at the California State University, Fresno MSW program. This refers to all coursework completed after the date of embarking on the first course to be included in the Master's degree program, and
3. Passed the graduate writing requirement.

The Advancement to Candidacy form requires that you list by name/number/semester/year all courses you have taken or plan to take to fulfill the requirements of the MSW. This is your contract. If you subsequently decide to take different courses or take the courses in different semesters, you will need to file a "Program Adjustment" form. To be granted your degree, the plan approved on the "Advancement to

Candidacy" and your transcript must match exactly. You **must type** your Advancement to Candidacy petition; The Graduate Studies office will reject any handwritten or incomplete petitions. The template can be found here: <http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>.

SWRK 298 Project/SWRK 299 Thesis:

To be eligible for enrollment in the thesis or project, a student must have been advanced to candidacy and maintained a minimum overall Fresno State and program grade point average of B (3.0). In the MSW program, you must also have successfully completed Social Work 292.

Graduation:

To be eligible for the granting of the Master's degree, a student must have submitted an Advancement to Candidacy form and maintained a B (3.0) average in all required and elective courses, beginning with the first term listed on the Petition of Advancement to Candidacy. In addition, grades must be posted in all courses taken, including those that are not part of the student's approved program, beginning with the earliest semester or summer term listed on the Petition of Advancement to Candidacy. Students may not graduate with an "I," "RD," or "RP" in any course on their records, beginning with the earliest semester/term listed on the advancement petition.

To be eligible to receive the Master's degree with distinction, a student must have earned at least a 3.9 grade point average on all coursework taken from the first semester of the approved Master's degree program. A minimum GPA of 3.9 must also be attained on the approved program to qualify. This honor appears on the graduate's diploma and is determined after the final semester grades are posted; this information is not available at graduation.

Graduate Degree Application:

The online filing period for the graduate degree to be granted is approximately the first two weeks of each semester or summer. A \$35.00 non-refundable graduation application fee is required. Graduation application procedures are available on the Division of Research and Graduate Studies website at link: <http://www.fresnostate.edu/academics/gradstudies/requirements/graduation.html> .

Time Limit/Extension of Time

Exclusive of prerequisite coursework, a period of five years is allowed for the completion of all requirements for the Master's degree. This time limit is indicated for each student on the approved advancement to candidacy petition. A student whose program has been interrupted by military service should consult the dean of the Division of Research and Graduate Studies about provisions for military extensions. Outdated coursework will not be approved for inclusion on the Petition of Advancement to Candidacy at the time formal approval of the petition is granted. Those courses completed more than five years before the date for completion of all requirements for the master's degree cannot be used to meet total unit requirements except through validation as follows:

Out-of-date coursework may be validated only if such work was taken at California State University, Fresno, and has been approved previously on this Petition of Advancement to Candidacy. A maximum of one-third of required degree units may be validated, by such means as are recommended by the Department and approved by the Graduate Dean. Coursework from other institutions are not eligible for validation.

For more information on current validation, please check the Department of Research and Graduate Studies website at: <http://fresnostate.edu/academics/gradstudies/prospectivestudents>.

Continuous Enrollment

University policy requires graduate students to be continuously enrolled at the university: (1) while completing a grade of RP in either thesis or project, or a grade of RP or I in any other course; (2) while preparing to take a comprehensive examination; or (3) during the semester in which an application for the degree to be granted is filed. This policy does not apply to students who are either enrolled in a course for a letter grade (regular registration) or who have been officially granted a planned educational leave of absence. All students must maintain continuous enrollment during all fall and spring semesters, and during any summer term in which they apply to graduate. To maintain the required enrollment, students must enroll SWRK 298C (Project) or SWRK 299C (Thesis) in Graduate Studies Continuation through regular university enrollment.

Transfer of Credit

Limited transfer credit (up to 9 units) may be used toward MSW degree at Fresno State only if the institution offering the work is accredited by the Council on Social Work Education and would accept the work for a comparable MSW degree program. The transfer credit institution must also have listed the units as post-baccalaureate graduate units on the student's transcript. If you feel you are eligible for a transfer of credit, please email the graduate coordinator (copy the graduate administrative assistant) and follow these directions in writing. Please recognize that any missing information will cause a delay or jeopardize this review process.

In detail, please describe/identify the following:

1. Course(s) you are requesting for transfer credit
 - a. Provide transcripts
 - b. Course syllabus
 - c. Any other relevant materials to make your case
2. Course you think may be waived from the MSW program at Fresno State
3. Evidence that the course(s) may be used toward a graduate degree at that institution
4. Course numbering and grading systems
5. Identify if the school is on the quarter or semester system
6. Any other materials that will support the transfer of credits

Credit for courses used for another earned degree (other than MSW degree) may not be transferred. Please contact the current MSW Graduate Coordinator for approval.

Courses taken through the Division of Extended Education (Extension and/or Open University) are not normally used to fulfill the requirements toward a Master's degree. Students intending to take a course through the Extension Division must request special permission from the MSW Graduate Coordinator to use the course toward their program. If approved, a maximum of 9 transfer units may be used in a 60-unit program. Students may not enroll through Open University to bypass the Department MSW Admissions application process and the university fee structure.

Courses used to fulfill G.E. curriculum, such as Capstone, Integration, or Multicultural/International, undergraduate writing "W" courses, lower-division courses, and 200-level courses may not be used in fulfillment of the program requirements of the Master's degree.

Credit by Examination (CBE) may be used to fulfill prerequisites, but may not apply toward the master's degree program.

Graduate students may not elect to take a course for a CR grade to fulfill either prerequisite or major program requirements unless the course is only available for CR/NC grading as indicated by footnote 14 in the Schedule of Courses. A maximum of 12 units of CR-graded course work may be applied to a 60-unit program.

With approval of the MSW Graduate Coordinator, post baccalaureate/graduate credit allowed for work taken prior to the granting of the baccalaureate degree may be applied toward a Master's degree. However, the amount of post baccalaureate credit used toward the Master's degree may not exceed one-third of the student's entire approved program.

Graduate Credit for Work Experience

The Department does not award graduate credit for work experience or life experience.

Course Repetition

A post-baccalaureate student pursuing a graduate degree may repeat a course for academic credit regardless of what grade was originally earned in the course. However, such a student is not eligible to petition for grade substitution. All coursework taken, beginning with the first term of the student's Master's degree program, is used in determining the student's grade point average and graduation eligibility.

Leave of Absence

A student may request a leave of absence by completing and submitting to the DSWE the "Intent to Withdraw from the MSW Program" form and a letter that outlines the reason for requesting a leave and the student's plan for returning to the program to complete his/her degree. The request needs to be approved by the Graduate Coordinator and the Department Chair. **The leave may not exceed two semesters.** Such a leave DOES NOT change the five-year time limit for completion of the degree. Students must reapply for admission to the university after a break in enrollment.

The University leave of absence request can be found at:

http://www.fresnostate.edu/studentaffairs/registrar/documents/forms/records/Planned_Educational_Leave_Request.pdf.

The Department form for intent to withdraw can be found at:

<https://chhs.fresnostate.edu/social-work/masters/gradmaterials.html>

NOTE: Students are subjected to the 5-year term limit. Please check with University Graduate Admissions for further details: <http://fresnostate.edu/academics/gradstudies/faculty/fachandbook.html>.

A student who fails to maintain continuous enrollment in the MSW program and who has not filed a formal request for a leave from the program and Plan for Completion is automatically (administratively) dismissed from the program for discontinuous enrollment. They must apply for reinstatement to the program; see readmission, below.

University: A planned educational leave for graduate students must be recommended by the Dean, Division of Research and Graduate Studies. Information is available at the Division of Research and Graduate Studies, Thomas Building, Room 130.

http://fresnostate.edu/studentaffairs/registrar/documents/forms/records/planned_Educational_Leave_Request.pdf

Withdrawal from Courses

Through the fourth week of instruction, a student may drop courses without a serious and compelling reason. After the fourth week of instruction, a student may drop a course only for a serious and compelling reason that makes it impossible for the student to complete course requirements. A serious and compelling reason is defined as a medical, emotional, or other condition acceptable to and verified by the Dean of the college/school in which the course is offered. During the final three weeks of instruction, dropping an individual course is not permitted unless special approval is given by the registrar in cases such as accident or illness where the cause of the drop is due to circumstances beyond the student's control. If the student has completed a significant portion, that is two thirds of the required coursework, incomplete grades can be assigned.

Withdrawal from the Program

A student may formally withdraw from the program by submitting a memo to this effect to the graduate coordinator; they must also withdraw from the university. A student is administratively withdrawn from the program if they are dismissed for discontinuous enrollment. In order to return to the program, the student must file a new application for readmission with the program and the university (see next item). The Department form for intent to withdraw can be found at:

<http://fresnostate.edu/chhs/social-work/documents/IntentWithdraw.pdf>

Withdrawal from the University

A student may completely withdraw from all courses up to the last three weeks of instruction. Complete withdrawal is only permitted during the last three weeks of instruction in cases such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control. If a student withdraws through the first four weeks of instruction, only the date of withdrawal is posted on the permanent record. If the student *withdraws after the first four weeks*, a "W" is posted for each class as well as the official date of withdrawal. For purposes of subsequent registration and catalog determination, students are considered as having been enrolled for that semester. Consult the current Schedule of Courses for specific withdrawal instructions, procedures and deadlines. When a student withdraws from the university, they must also withdraw from the program. The University form for withdrawal can be found at: http://www.fresnostate.edu/studentaffairs/registrar/documents/forms/records/Drop_Withdrawal_Form.pdf

Readmission

A student who has withdrawn from the Master of Social Work Program or who has been dismissed for discontinuous enrollment must file a new application for admission to the program and the university. Under this new application review, readmission is not guaranteed. Contact the MSW Graduate Coordinator, who is also the Admissions Chair for details.

Steps for Readmissions for disqualified students

- Students who are academically disqualified from Fresno State are required to be out for at least two semesters after their disqualification. Students must demonstrate academic improvement by completing courses through Fresno State Open University or any other regionally accredited institution.
- Students who have already completed lower division GE before leaving Fresno State must complete a minimum of 6 units of degree applicable work using a combination of either major or GE courses. (Fall applicants cannot use summer course work prior to the term student is reapplying).

- A student's overall transfer work after disqualification must be a minimum 3.00 GPA and needs to be in good academic standing at the last institution attended.
 - Fall applicants must have graded coursework of a 3.00 GPA by end of fall term prior to admission. All requirements must be completed by end of spring prior to the fall term of admissions.
 - Spring applicants must have graded coursework of 3.00 GPA by end of spring term prior to admissions. All requirements by end of summer prior to the spring term of admissions.

Professional Performance

Students are expected to develop the professional commitment, behaviors, and skills necessary for ethical work with clients and constituents. Students who meet this standard demonstrate a commitment to the goals, ethical standards, and essential values of the social work profession, including respect for the dignity, worth, and rights of each individual, and abide by the NASW Code of Ethics.

Fresno State's MSW Program continuously evaluates social work professional and academic standards through the policies developed by the University. The MSW program's policies and procedures for evaluating student professional performances are communicated to students during the first MSW student orientation. MSW faculty advisor meetings include discussing a student's progression through the degree plan and review and evaluation of academic and professional performance standards.

Performance That May Result in a Student Review

Student reviews can occur under any of the following circumstances:

- Failure to meet or maintain academic requirements
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair advantage to the student. (Faculty must adhere to university guidelines on reporting such incidents. For complete University policy and procedures, see the California State University, Fresno General Catalog, Policies and Regulations).
- Behavior judged to be in violation of the current NASW Code of Ethics
- Behavior judged to be in violation of the university Policies and Regulations (see University catalog)
- Any threat or attempt to harm oneself or someone else
- Commission of a criminal act that is contrary to professional practice

Academic Grievances

The student must first make a good faith effort to resolve the matter informally by talking directly with the individual concerned (e.g., the course instructor, teaching assistant, field supervisor, liaison); the matter should then be discussed with the academic advisor and the graduate coordinator. If the issue is still not resolved, the student may bring their concerns to the Department chair. If it is not still not resolved, the student may bring their concerns to the College dean. The student must make a written request presenting the details of the issue and provide any supporting documentation. If resolution is not reached through Departmental procedures, students should contact the Office of the Vice President for Student Affairs and Dean of Students. Grievances must be filed no later than the semester following the incident(s) in question. See also University policies/Student affairs, 559.278.2541.

Academic Regulations provided in the California State University, Fresno General Catalog <https://www.fresnostate.edu/catalog/academic-regulations/index.html#disputeresolution> indicates students enrolled in the MSW program have the right to redress grievances they may have in relation to decisions regarding the academic or professional performance or any decision or action alleged as discriminatory,

contrary to accepted academic relationships and procedures, or restrictive of the rights of any student of the university to fair treatment. These grieves are subject to the dispute resolution process. Students are asked to make a good faith effort to resolve matters at the department level first, but if the matter cannot be satisfied, the student may elevate it to the college dean and eventually to the Office of the Vice President of Student Affairs and Enrollment management, if necessary. If the concern is related solely to a grade protest, these are submitted to the Student Academic Petitions Committee through the director of the University Advising Center according to university policy. Information concerning grade protests procedures is available in the Office of the Dean of Students. <https://www.fresnostate.edu/catalog/academic-regulations/gradstudies-regulations.html#appeals>

Policy and procedure on assignment or correcting of grades as well as information on the grade appeal process can also be found in APM 242, Policy and Procedure on Assignment of Grades. <https://academics.fresnostate.edu/facultyaffairs/documents/apm/242.pdf>

Policies and Procedures for Review

Information disclosed during student meetings with faculty, program coordinators, or school administrators will be shared with other appropriate personnel if the information raises concerns about professional performance. Faculty and program administrators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow University procedures related to student performance issues.

Access to Student Records

Statute and regulations govern access to student records maintained by the campus and the release of such records. The law provides that the campus must give students access to records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate.

The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor (see academic grievance, above, for details). The law generally requires the institution to receive a student's written consent before releasing personal identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the Office of the Vice President for Student Affairs and Dean of Students.

The vice president for Student Affairs and dean of students is the custodian of all student records maintained by the university. Students may inspect the contents of their academic records in the Department by making an appointment with the Graduate Coordinator.

Plagiarism and Academic Cheating

Plagiarism is the unacknowledged use of another person's labor, ideas, words, or assistance. Normally, all work done for courses / papers, examinations, homework assignments, oral presentations is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources / journals, books, or other media / these resources must be cited in a manner appropriate to the course. It is the instructor's responsibility to indicate the appropriate manner of citation. Everything used from other sources, including suggestions for organization of ideas, ideas themselves, or actual language, must be cited. Failure to cite borrowed material constitutes plagiarism. Academic cheating is generally, the thwarting or breaking of the general rules of academic work or the specific rules of individual courses. It includes falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize or cheat from one's own or another's work; or actually doing the work of another person. (See *General Catalog*, Policies and Regulations, Code of Academic Integrity/Honor Code.)

Should you be caught plagiarizing, whether intentionally or not, the department will follow the University policy on cheating and plagiarism. Consequences are often significant and may jeopardize the student's ability to remain enrolled in the university.

<https://www.fresnostate.edu/academics/facultyaffairs/documents/apm/235.pdf>

Financial Aid

You may access the Graduate Studies Financial Aid website for the most up-to-date information on scholarships, fellowships, grants, and awards.

<http://www.fresnostate.edu/academics/gradstudies/financial/typesoffinancialaid.html>

Department of Social Work Education Programs

Pupil Personnel (PPS) Credential Program

The PPS credential program prepares social workers to "perform services to children, parents, school personnel and community agencies to promote a school environment responsive to the needs of children and to plan educational programs which will prepare children to function in a culturally diversified society" (CA Ed Code 44046). The program is designed to maximize the integration of theory and classroom knowledge with field instructed practice in the schools. This curriculum model ensures that students experience the breadth and depth necessary to be prepared for social work practice in the public schools.

The Department of Social Work Education, in conjunction with the Kremen School of Education and Human Development, recommends candidates for a PPS credential who have met all of the requirements of the MSW and PPS credential programs. This credential authorizes the holder to provide school social work and child welfare and attendance services as an employee of a K-12 public school in the state of California. <https://chhs.fresnostate.edu/social-work/degrees-programs/graduate/pps.html>

Title IV-E Child Welfare Stipend Program

The CalSWEC Title IV-E Child Welfare Program provides a two-year stipend of \$18,500 per year to full-time MSW students who are preparing for professional social work careers in public child welfare. Students incur a "two year" pay back commitment.

<http://fresnostate.edu/chhs/social-work/title-ive/index.html/>

SERVE Program

The Indigenous Community Social Workers for Change Program is administered through the California State University, Fresno Foundation. SERVE is a collaborative project involving the California State University, Fresno Department of Social Work Education, College of Health and Human Services, and the Central California Social Welfare, Evaluation and Research Training Center (SWERT). SERVE has three designated project coordinators at California State University campuses in California's Northern, Central, and Southern regions who work in collaboration with departments of social work education and Title IV-E project coordinators. Its goal is to support the Title IV-E graduate and undergraduate social work programs currently operating within the CalSWEC consortium to achieve the goals of focusing on decolonizing social work curriculum and pedagogy, creating a more relevant program for Indigenous students by better understanding the history and needs of Indigenous populations, and striving to shape child welfare services to better serve Indigenous children and families. The SERVE program also assists with capacity and relationship building with tribal entities and organizations within each region. Through SERVE, eligible American Indian students can receive financial support as full- or part-time social work students with an emphasis on children and families in the Title IV-E Stipend Program. Some of the goals of SERVE include fostering inclusive leadership development and partnerships between tribal sovereign nations, Indigenous communities and implementing de-colonization social work curricula to reflect community-based, culturally appropriate Indigenous values and self-determination.

http://calswec.berkeley.edu/sites/default/files/serve_fact_sheet_2022.pdf

Graduation Application Procedures

Before filing a “Master’s Degree Graduation Application,” a student must have achieved classified standing and have:

1. An approved “Petition of Advancement to Candidacy” on file in the Division of Graduate Studies.
2. A minimum grade point average of 3.0 on all work applied to their MSW program.
3. Completion or in process of completing all courses as listed on your final plan on the petition of “Advancement to Candidacy.” If you have deviated from this plan you must file a “Program Adjustment” petition.
4. No outstanding incompletes (I) in coursework or missing grades (e.g., RP, RD).
5. No outstanding fees/charges.

All procedures related to graduation will be performed **online**, including payment. Students will receive an email regarding these procedures. All requirements *must be met* or the student will not graduate and will need to reapply.

Master’s Degree Clearance

The form is submitted to the Department office once all courses and requirement are completed. You will first get signatures from your advisor and your Project/Thesis Chair, who will also include your grade for your Project/Thesis. Subsequently, you submit this form to the Graduate Coordinator for their signature.

The Graduate Coordination/Department staff will forward all Master's Degree Clearance forms to the Division of Research and Graduate Studies.

University Facilities

Fresno State Library

The Library is a center for study, learning, and scholarship at Fresno State. Its collections and services are central to undergraduate and graduate instructional programs and to research of all kinds. It is recommended that you check with the designated Social Work librarian. More detailed information is available from the website: <https://library.fresnostate.edu>.

University Computer Labs

Check the website: <https://help.fresnostate.edu/students/computerlabs/index.php> for current lab schedules.

Standards of Conduct

Standards of Student Conduct

The Department of Social Work Education maintains an obligation to hold students accountable not only for the mastery of academic content but also for the development of professional behaviors generally expected of those within the social work profession. These behaviors are consistent with high standards of honesty and integrity and are reflected in the National Association of Social Workers (NASW) Code of Ethics and in the University Policy and Regulations to which all students are subject. They are evident in responsible social interaction with faculty and peers on campus and in professional interaction with clients and staff in the field work setting. Professional interactions are based upon respect for the rights and needs of clients, and regard for the ethical standards of the social work profession.

Students should familiarize themselves with the University Policy and Regulations and particularly with the behaviors that constitute violations of the policies.

<http://fresnostate.edu/catalog/academic-regulations/policies.html#anchor283323>

Students should also become familiar with the Code of Ethics of the National Association of Social Workers (www.socialworkers.org) which is considered by the department to embody the ethical standards of the social work profession.

The Department is responsible to its students, to the social work profession, to the social work clientele, and to society to promote these standards and to take action when students depart from them.

Standards of Faculty Conduct

The University is committed to providing a learning and teaching environment free from discriminatory, inappropriate, or disrespectful conduct and communication. Accordingly, university policies require fair and equal treatment of all students regardless of gender, age, ethnic background, religious preference, or sexual orientation.

Sexual harassment of students also threatens this environment and is expressly prohibited of all persons engaged in teaching at the university, including full-time and part-time faculty as well as teaching assistants. With reference to behavior between an instructor and students of that instructor, no instructor may make a sexually suggestive or intimating remark, ask a student for a date or sexual favor, or in other ways make a sexual advance to the student. In situations where faculty members are not directly responsible for a student but in a position to influence that student's academic career, an instructor must desist from expressions of sexual or romantic interest if there is any indication that such interest is unwelcome by the student. No instructor may indicate, either explicitly or implicitly, that an academic reward or punishment could result from a student's reaction to an instructor's sexual or romantic advances.

Students who believe they have been the victim of sexual harassment should bring this to the attention of the Title IX Director. Complaints of this nature are treated in strict confidence. Threats or other forms of intimidation or retaliation against students initiating a complaint of sexual harassment in good faith are also strictly prohibited within the university, and may themselves be cause for disciplinary action. You can find contact information and submission links here: <https://adminfinance.fresnostate.edu/title-ix/index.html>.

Student Organizations

Social Work Student Association

The Social Work Student Association (SWSA) is an organization composed of undergraduate and graduate social work students. The organization has been recognized by Associated Students Inc. (ASI) since 1981. The purpose of the organization is to provide the social work student with a forum to facilitate interaction with the administration and faculty of the Department of Social Work Education, with the community outside of the university, and with each other to instill the desire for self-improvement, scholastic excellence, betterment of the profession of social work, and social action in the community.

African American Student Social Work Association

The African American Social Work Student Association (AASSWA) is a student group composed of graduate and undergraduate social work students. The members of the organization have committed themselves collectively to the interest of improving social conditions and developing an awareness of the African American individual lifestyle, the African American family, and the African American community. The student group also provides academic and other supportive services to its fellow students enrolled in the department.

Trabajadores de la Raza

Trabajadores de la Raza (TR) is an organization composed of undergraduate and graduate social work students. Founded in 1969, T.R.'s two-fold purpose is to encourage and promote involvement of Hispanic social work students in academic, community, and social work issues, and to serve as a support system for the Hispanic students enrolled in the social work program at Fresno State.

Asian Social Work Student Organization

The Asian Social Work Student Organization (ASWSO) is a group comprised of undergraduate and graduate students enrolled in the social work program at Fresno State. Founded in 1989, the group's purpose is to promote the involvement of its members in academic and community-related social work issues. Additionally, the group serves as a positive educational and social support system for group members.

Note: All students, regardless of race/ethnicity, are welcome to join any of the above mentioned student groups.

Phi Alpha National Honors Society - Chi Nu Chapter

The Chi Nu Chapter of Phi Alpha National Honor Society is composed of undergraduate and graduate social work students. The purpose of this organization is to promote a closer bond among students of social work and to enter into more intimate fellowship with those dedicated to the promotion of humanitarian goals and ideals. Thereby, to foster high standards of education for social workers and to invite into membership those who have attained excellence of scholarship and distinction of achievement as students of social work. Membership in the organization shall be open to only social work students- enrolled in California State University, Fresno and at other universities in Fresno County where there is no chapter. There shall be other requirements for admission to regular membership as deemed by the CHI NU Executive Committee. Each regular member has equal rights and privileges.

Student Services

Services for Students with Disabilities

The office of Services for Students with Disabilities is located in the Madden Library, Room 1202 (559.278.2811). The office provides specialized resources that help students with physical, psychological, and learning disabilities to achieve maximum independence while pursuing educational goals. Students who have temporary or permanent disabilities affecting academic functioning may be eligible for a variety of support services. The website for Service for Students with Disabilities can be found on the link provided: <http://www.fresnostate.edu/studentaffairs/ssd>.

Employment & Career Services

The university offers a variety of career counseling and job referral services to all students and alumni. The Career Development Center is located in the University Student Union (USU) room 306. The office helps you to develop and implement your career plan. Services include career counseling, part-time employment, cooperative education, job search workshops, full-time job interviews (held on campus), and career information. This service is free to enrolled students and is available to alumni for a nominal fee. To receive assistance, telephone 559.278.2381 for an appointment or see a counselor for consultation on a walk-in basis. The website for Employment & Career Services can be found on the link provided: <http://www.fresnostate.edu/studentaffairs/careers>.

Health and Medical Care

The University Health and Psychological Services provides outpatient clinical medical care and, separately, psychological counseling services to university students in accordance with policies set by the board of trustees of The California State University.

The university underwrites a portion of the costs of operating the center. Students, on a cost-sharing basis, contribute to the operation of the center by paying at the time of registration each semester a mandatory health fee, which may be used only to support the student health program.

Thereafter, the student pays nothing further for most services provided within the Health Center. The Health Center has prepared a brochure that gives more details regarding services available and charges, if any, for such services. The brochure is available at the center or at various locations on campus. The website for the University Health and Psychological Services can be found on the link provided:

<http://www.fresnostate.edu/studentaffairs/health/>

Health Insurance

You may purchase an insurance protection plan for emergency illness and accidental injury during hours that the Health Center is closed. Sponsored by the Associated Students, this program provides coverage for hospital benefits, medical, surgical, and related services for any illness or accident. For more information, contact the Health and Psychological Services at 559.278.2734.

Housing

Students have the choice to live at University Courtyard, Fresno State's on-campus living. Residents have the opportunity to become part of a community of students who share experiences and support each other in achieving academic success. For more information, call the Housing office at 800.555.0482 or 559.278.2345. <http://www.fresnostate.edu/catoffice/current/housing.html>

International Student Services and Programs

The office is located in the Joyal Administration Room 256. The international admission staff members process your application for admission and evaluate your courses for transfer credit. The program sends international students information regarding arrival in the United States, visa and immigration, housing in the Fresno area, and registration after students are admitted. After arrival, the staff guides students through several mandatory pre-registration workshops, post-admission English testing, and registration. International students may need to enroll in English as a Second Language course during their first semester or a course in American culture and society. The website for the University Health and Psychological Services can be found here: <http://www.fresnostate.edu/studentaffairs/issp/> or call 278.2782 for further information.

Graduate Writing Studio

Graduate Writing Studio

Madden Library, Room 2119

Mondays: 10:00 a.m. - 4:00 p.m. (in person or via Zoom); 4:00 p.m. - 7:00 p.m. (via Zoom only)

Tuesdays: 10:00 a.m. - 3:00 p.m. (in person or via Zoom); 4:00 p.m. - 8:00 p.m. (via Zoom only)

Wednesdays: 10:00 a.m. - 4:00 p.m. (in person or via Zoom); 4:00 p.m. - 6:00 p.m. (via Zoom only)

Thursdays: 10:00 a.m. - 4:00 p.m. (in person or via Zoom); 4:00 p.m. - 6:00 p.m. (via Zoom only)

Fridays: 10:00 a.m. - 4:00 p.m. (in person or via Zoom)

Saturdays: 12:00 p.m. - 4:00 p.m. (via Zoom only)

Phone: 559.278.2450

Consultations by Appointment only

For Appointments: fresnostategws@gmail.com

Studio Email: fresnostategws@gmail.com; cradke@csufresno.edu

<http://www.fresnostate.edu/academics/gradstudies/graduatewritingstudio.html>

The Department of Social Work Education may be able to refer you to additional writing-related resources. Contact the Graduate Coordinator, Dr. Randy Nedegaard, at 559.278.6129.

Alumni Association

The Fresno State Alumni Association was incorporated in 1940 to promote higher education; encourage communication among alumni, friends, and former students; and support bilateral exchange and participation between community and university. More than 180,000 Fresno State graduates have migrated to every state in the nation. Additional graduates have settled abroad. The university maintains database records of more than 200,000 alumni and friends of the university. Annual members number approximately 3,500 and life members number approximately 1,600. The Alumni Association is governed by a 30-member board of volunteers who represent all schools and colleges of the university as well as students, staff, and faculty. The university president, the vice president for University Advancement, and Associated Students Incorporated (ASI) President each have a position on the Board of Directors.

APPENDIX I

GRADUATE STUDENT ADVISING FORM

Date: _____

Student's Name: _____ ID# _____

Advisor's Name: _____ Cum GPA _____ Term GPA _____

PART-TIME SCHEDULE (Four-Year Schedule)

For MSW Catalog Year 2019-2020

Semester One: Fall	Units	Grade	Year	Semester Two: Spring	Units	Grade	Year
SWRK 200	3			SWRK 203	3		
SWRK 212	3			SWRK 213	3		

Semester Three: Fall	Units	Grade	Year	Semester Four: Spring	Units	Grade	Year
SWRK 210 (required; in lieu of SWRK 225)	1			SWRK 211 (required; in lieu of SWRK 225)	1		
SWRK 220	3			SWRK 221	3		
SWRK 262	3			SWRK 222 (required; in lieu of elective)	3		
SWRK 280 (T,TH)	2			SWRK 263	3		
				SWRK 281 (T,TH)	2		

Semester Five: Fall	Units	Grade	Year	Semester Six: Spring	Units	Grade	Year
SWRK 223 (required; in lieu of SWRK 224)	3			SWRK 248 (required; in lieu of SWRK 247)	3		
SWRK 264/274/278 (required; in lieu of SWRK 246)	3			SWRK 265/275/288 (required; in lieu of SWRK 227)	3		
SWRK 282 (M,W,F)	4			SWRK 283 (M,W,F)	4		
Semester Seven: Fall	Units	Grade	Year	Semester Eight: Spring	Units	Grade	Year
SWRK 292	2			SWRK 298/299	2		
Elective	3						

GRADUATE STUDENT ADVISING FORM

Date: _____

Student's Name: _____ ID# _____

Advisor's Name: _____ Cum GPA _____

Term GPA _____

FULL-TIME (Two-Year Schedule) – Starting AY 2020-2021

For MSW starting Fall 2020 and forward

Semester One: Fall	Units	Grade	Year	Semester Two: Spring	Units	Grade	Year
SWRK 200	3			SWRK 211	1		
SWRK 210	1			SWRK 213	3		
SWRK 212	3			SWRK 221	3		
SWRK 220	3			SWRK 222	3		
SWRK 262	3			SWRK 263	3		
SWRK 280 (T,TH)	2			SWRK 281 (T,TH)	2		

Semester Three: Fall	Units	Grade	Year	Semester Four: Spring	Units	Grade	Year
SWRK 223	3			SWRK 248	3		
Sub-Specialization I (choose 1) SWRK 264 SWRK 274 SWRK 278	3			Sub-specialization II (choose 1) SWRK 265 SWRK 275 SWRK 288	3		
SWRK 282 (M,W,F)	4			SWRK 283 (M,W,F)	4		
SWRK 292	2			SWRK 298/299	2		
Elective	3			Elective	3		

PART-TIME SCHEDULE (Four-Year Schedule) – Starting AY 2020-2021
For MSW starting Fall 2020 and forward

Semester One: Fall	Units	Grade	Year	Semester Two: Spring	Units	Grade	Year
SWRK 200	3			SWRK 213	3		
SWRK 212	3			Elective	3		

Semester Three: Fall	Units	Grade	Year	Semester Four: Spring	Units	Grade	Year
SWRK 210	1			SWRK 211	1		
SWRK 220	3			SWRK 221	3		
SWRK 262	3			SWRK 222	3		
SWRK 280 (T,TH)	2			SWRK 263	3		
				SWRK 281 (T,TH)	2		

Semester Five: Fall	Units	Grade	Year	Semester Six: Spring	Units	Grade	Year
SWRK 223	3			SWRK 248	3		
Sub-specialization I (choose 1) SWRK 264 SWRK 274 SWRK 278	3			Sub-specialization (choose 1) SWRK 265 SWRK 275 SWRK 288	3		
SWRK 282 (M,W,F)	4			SWRK 283 (M,W,F)	4		

Semester Seven: Fall	Units	Grade	Year	Semester Eight: Spring	Units	Grade	Year
SWRK 292	2			SWRK 298/299	2		
Elective	3						

Graduate Writing Requirement Policy

California State University, Fresno

Department of Social Work Education

Introduction

Graduate Writing Requirement. All Fresno State graduate degree students must demonstrate their competence in written English prior to Advancement to Candidacy. The date the student meets the writing skills requirement must be noted on the Petition of Advancement and verified by the Department Graduate Coordinator. Refer to approved program requirements. The policy and procedures for the administration and evaluation of graduate writing competency at the graduate level outlined below are designed specifically for the MSW degree program. They address the requirement that the advanced social work practitioner demonstrate competence in reading, writing and analytical/critical thinking.

<http://www.fresnostate.edu/academics/gradstudies/requirements/advancement.html>

Exam Procedure

A writing assignment will be administered in your SWRK 262 course and this assignment will also be used to satisfy the university's graduate writing requirement. Students will be evaluated for the writing requirement separately. Refer to the Department's Graduate Writing Requirement policy in the Handbook appendices.

The passing grade for the graduate writing exam is 70% or a C grade. Students must pass the assignment to be able to petition for Advancement to Candidacy. Students passing the Writing Requirement will receive notification that they have passed. Students who do not pass the Writing Requirement will be given an additional attempt to pass the requirement, and if needed, under consultation with the Graduate Coordinator, a third and final attempt.

Grievance Procedure and Dispute Resolution

In the unlikely event the writing requirement is not satisfied after the third attempt, students may appeal the findings and request a meeting to discuss the MSW writing requirement. They must submit the request in writing to the MSW Graduate Coordinator their desire to appeal the evaluation of the exam. The specific reasons(s) for their appeal must be clearly stated. The MSW Graduate Coordinator will render a decision within a month of receiving the appeal. If the MSW Graduate Coordinator's decision is to deny the student's grievance, the student has the option of the University appeal procedure. The University procedure is outlined in the California State University, Fresno Dispute Resolution Policy located in the Academic Policy Manual 415.

<http://fresnostate.edu/academics/facultyaffairs/documents/apm/415.pdf>

Disputes arise out of university decisions or actions that are alleged to be arbitrary, capricious, or contrary to accepted procedures. In nearly all such cases, these disputes are handled through normal academic and administrative channels. For those few instances when informal resolution has not been possible, the University has enacted the Dispute Resolution Procedure. Separate protocols and procedures also exist to deal with incidents involving criminal activity; academic petitions including grading issues; and allegations of sexual harassment or discrimination based on race, color, national origin, sex, religion, or disability. APM 415 outlines the dispute resolution procedure.

Guidelines for Enhancing Graduate Student Performance

California State University, Fresno
Department of Social Work Education

Welcome to Graduate Social Work Education at California State University, Fresno. As entering students, you no doubt have questions and perhaps some impressions about what to expect from your graduate education. Graduate Social Work Education has a long, honored tradition in the United States and in California. There are nearly one hundred accredited MSW programs in the United States, and twenty three in California, all of which are operating under specific Council on Social Work Education (CSWE) requirements, principles and guidelines. The MSW program you have been admitted into shares the adherence to CSWE principles and guidelines, and also emphasizes characteristics unique to the San Joaquin Valley and the DSWE Programs Mission and Vision. Faculty are recruited based on their expertise, program mission and emphasis on diversity, social justice and empowerment. The three central and distinguishing dimensions of our graduate program are emphases on cross-cultural diversity, social justice, and an empowerment perspective.

A more in-depth discussion of these Mission and Goals is found in the course outlines in the five curricular areas: practice, social policy, research, human behavior and the social environment, and field practicum. The graduate program's Advanced Multi-System Social Work Practice specialization embodies coursework and practicum emphasis on traditional "methods" of social work practice, including work with individuals, couples and families, groups, and communities, while embracing an approach to professional education relevant to current practice realities.

The most important goal at the forefront that permeates the curriculum and field components, is that you are being prepared for the autonomous practice of advanced social work.

The Department is committed to the above and which is the basis for development of guidelines for student performance. The achievement of the Department mission and vision involves your thoughtful consideration and fullest commitment of time, energy, and intellectual capacity to the tasks that lie before you. The course of study is very demanding, and will undoubtedly lead to unexpected coping. Your commitment to this program must be based on commitment to these expectations of student performance. These expectations include scholarship, integrity, personal responsibility and self-directed learning. Below are definitions of these expectations.

Scholarship

Students must be committed to a weekly completion of a significant amount of reading for each course, careful preparation of all written work required for each course, as well as for the master's project/thesis. The minimum standard of class preparation is 3 hours of reading/preparation for every 1 hour of classroom work. Most graduate course content will require time spent beyond this minimum expectation. Students must be thoroughly familiar with the resources of the library, and have full access to the internet for the purposes of course preparation and graduate study. There must be a commitment to perform "quality" work which involves critical thinking, seeking content appropriate to graduate education, organizing verbal and written communication in a logical, coherent fashion, and presenting all products in a professionally acceptable format that is free of spelling, grammar, and structural errors. The American Psychological Association's (APA) standard guidelines for reference citations are adopted by the Department of Social Work Education. The APA Publications Manual (7th ed) is a recommended purchase for all incoming MSW students, however APA style citation and publication information can also be obtained online at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html.

Faculty are here to promote scholarship befitting graduate education, and are available for academic advising. They will provide multiple modalities for instruction/pedagogy that involve lecture as well as experiential activities in the service of learning course concepts. Faculty will provide continuous feedback regarding student performance and remain current in their respective social work curriculum areas for the purpose of enhancing student learning of social work knowledge values and skills.

Integrity

Integrity in the profession is guided by the National Association of Social Workers (NASW) Code of Ethics in the field practicum manual. This code contains prescriptive and proscriptive value statements that underscore the commitment of all social workers to personal and professional standards of conduct, that include our work with clients, agencies, the larger society, and colleagues. Explicit among these standards is the commitment requiring honesty and fairness in all transactions with instructors and students, as well as other members of the academic community. As a community of scholars, it is incumbent on each of us to respect the views of others, while preserving the right to disagree, even vehemently, when cherished social work values conflict with competing perspectives. It is essential that the creative work produced during your course of study accurately reflect and attribute authorship/ copyright/ownership. Students must conscientiously utilize **all** forms of attribution/citation when drawing from another's work. This applies to direct quotations, paraphrases, and the representation of ideas which are not one's own. Copying another's work whether published author or student peer, is unacceptable, constituting plagiarism (a form of fraud). Students also need to become familiar with the emerging doctrine applying to "Fair Use" of electronic communications (internet) and rules applying to the duplication of copyrighted material. (See *General Catalog*, Policies and Regulations.)

Personal Responsibility/Self-Directed Learning

An equally important component of integrity is personal responsibility. When this value is applied to our context, it is essential that students fully understand the ramifications of their choice to enroll in the MSW program. It is a choice that requires a reordering of personal priorities for the duration of the program. Time management, which also involves choice and the acceptance of self-responsibility, becomes an essential dimension of success as a graduate student and ultimately as a professional social worker. The Department recognizes, for its part, the difficulties faced by students who must balance family and employment obligations with the enormous demands of graduate study. Each of you will make great sacrifices in pursuit of the MSW degree. We support your choice to be here and we seek to be sensitive to the struggles you may encounter.

Student responsibility also includes recognition of your commitment to be present and to learn what it takes to be an effective, competent social worker. Anything less diminishes your command of knowledge, learning at the expense of the clients that we serve. A major expectation is that you recognize the significance of your learning by your attendance and participation in all teaching- learning transactions. Accordingly, all students are expected to attend every class session and field placement obligation from beginning to end. Unexcused absence or tardiness from classes or field placement may result in sanctions just as they would in any employment situation. Similarly, all written work and reading assignments should be completed by the due dates. This is part of the student's contract with the University and instructors.

Instructional faculty and field instructors bear equal responsibility for the clear delineation of assignments, for providing timely and explicit feedback and opportunities for improvement of performance, and for promoting a learning environment that deepens your knowledge, skill and appreciation for social work values.

Adequate class and field preparation, along with consistently high levels of participation in one's own learning is a central element of the Master's program. Student initiative and peer group learning are essential elements of graduate education. Faculty are a resource that can be utilized to promote the fullest development and expression of student learning. Synthesis of theory and practice most easily occurs in the context of a fully engaged, participatory environment that stresses cooperation and collaboration between peers and faculty.

The ideal classroom environment respects and nurtures curiosity, inquiry and the process of discovery. This requires mutual support as well as critical analysis of ideas and ideologies. Critical thinking is an essential aspect of this process. Students and faculty must come to each class prepared to participate fully and freely.

The Department seeks your active engagement in a discussion of this document and equally commits itself to ongoing dialogue and support during your period of study. With great respect and enthusiasm, we welcome you all in this adventure of graduate social work.

In accordance with the Americans with Disabilities Act (1990), if you have, or expect you have, a condition or that may impact your performance in class, it is necessary to contact the Students with Disabilities office. Consult with the instructor within the first week of the semester to implement the specific accommodations to enhance your success. They are located in the Freno State Library, Room 1202, and can be contacted at 559.278.2811.

APPENDIX II

Social Welfare Policy and Services

SWRK 200 Social Welfare Policy I

- Philosophical/historical foundations of social work profession
- Federally-sponsored social policies/programs
- Relationship between social problems and programmatic responses

SWRK 203 Social Welfare Policy II

- Analysis of social welfare policies
- Linkage of social, economic, cultural, political, legislative administration and legal domains
- Review of policy analysis frameworks

Human Behavior and the Social Environment

SWRK 212 Human Behavior in the Social Environment

- Bio-psychosocial System's perspective
- Transactional view of behavior (Person x Environment)
- Adaptive, coping view of human development over the life span
- Theories of small groups, organizational, and community behavior
- System's perspective

SWRK 213 Cultural Diversity and Oppression

- Theoretical base for practice with diverse populations
- Understanding the "Ism's" (racism, sexism, ableism, etc.)
- Social power as a dimension of social identity

Social Work Research

SWRK 262 Research Methods

- Logic of empirical inquiry
- Ethics and procedures
- Quantitative and Qualitative research methods and designs

SWRK 263 Program Evaluation

- Evidence-based practice
- Evaluations of programs and services
- Applied understanding of statistical analysis tools

SWRK 292 Project/Thesis Seminar

- Critical analysis of empirical reports/literature
- Identification and development of a study question
- Development of a written research plan (study design) for the thesis/project

Social Work Practice

SWRK 210 Law and Ethics I

- Social work profession's code of ethics and the standards
- Laws and regulations for professional social work practice

SWRK 211 Law and Ethics II

- Ethical decision making
- Ethical standards and risk management
- Laws and regulations for professional social work practice

SWRK 220 Foundations of Social Work Practice I

- Generalist Practice – Problem Solving Model
- Assessment
- Interviewing
- Crisis Intervention
- Practice with individuals, families, groups, organizations

SWRK 221 Foundations of Social Work Practice II

- Generalist Practice – Problem Solving Model
- Assessment
- Interviewing
- Crisis Intervention
- Practice with individuals, families, groups, organizations

SWRK 222 Advocacy in Social Work Practice

- Systemic oppressions, dimensions of power and advocacy
- Social change through social movements and policy advocacy

SWRK 223 Advanced Social Work Practice with Individuals and Families

- Advanced practice methods with individuals
- Clinical interventions with families
- Diagnostic assessment for common behavioral disorders

SWRK 225 Advanced Social Work Practice with Task and Treatment

- Theory and Practice with treatment groups

SWRK 248 Social Work Practice with Organizations and Communities

- Theory and practice of social work intervention with organizations and communities
- Organization and community assessment, designing programs, fundraising, grassroots and large scale organizing

Sub-specialization Classes

SWRK 264 Advanced Policy, Theory, and Practice in Behavioral Health and Integrated Practice I

- Theory and Practice in behavioral health and integrated care settings

SWRK 265 Advanced Practice in Behavioral Health and Integrated Practice II

- Advanced Practice interventions in behavioral health and integrated care settings

SWRK 274 Advanced Policy, Theory, and Practice in Schools I

- Theory and Practice in school settings

SWRK 275 Advanced Policy, Theory, and Practice in Schools II

- Advanced Practice in school settings

SWRK 278 Advanced Policy, Theory, and Practice in Child Welfare I

- Theory and Practice in school settings

SWRK 288 Advanced Policy, Theory, and Practice in Child Welfare II

- Advanced Practice in school settings

Culminating Experience

SWRK 298 (Project) / SW 299 (Thesis)

- Implement study design development in SW 292
- Procedure written report of the study and its results

Field Practicum

Full Time Students

Year 1: SWRK 280, 281

Year 2: SWRK 282, 283

4 Year Part-Time Option

Year 1: (Coursework only)

Year 2: SWRK 280, 281

Year 3: SWRK 282, 283

Year 4: (Coursework only)

*Please note that part-time students enrolled in more than 6 units pay full-time fees.
See the current schedule of courses for more specific information.

2023-2024 Program Deadlines

You are responsible for knowing about and meeting all deadlines. They are posted in the various documents you receive and can be accessed at the DSWE Graduate Student Handbook, www.csufresno.edu/socialwork, and the Graduate Studies section at the end of the University Catalog. Here are some of the “essential” deadlines that affect whether you graduate on time. In most instances the student needs to petition the university (not the department) for any exceptions.

	EVENT	DATE	INFO	
August	Tile IV-E Orientation	Wed, Aug. 16, 2023	9 – 4pm PHS 114/129	
	PPS Orientation	Thurs, Aug. 17, 2023	1:00 - 3:00pm PHS 122	
	MSW Field Orientation	Thurs, Aug. 17, 2023	2:00 - 4:00pm PHS 102	
	MSW 1 Program Orientation	Thurs, Aug. 18, 2023	10 - 12pm PHS 102	
	MSW 2 Program Orientation	Friday, Aug. 18, 2023	1:30 – 3:30pm PHS 102	
	Fall 2023 Instruction Begins	Monday, Aug. 21, 2023		
	Advancement to Candidacy forms due to Department You may apply for Advancement to Candidacy when you have completed the following: <ul style="list-style-type: none"> ❖ Achieve Classified Standing (complete all conditions of admission) ❖ Completed 9 units with GPA of 3.0 ❖ Pass graduate writing requirement Revise your petition/file a program adjustment if your course plans (e.g., electives offered) change. You will receive a copy of your advancement petition approved by the Dean of Grad Studies.	End of Day August 31, 2023		
September	Last day to add class w/o permission or by waitlist	Friday, Sept. 1, 2023		
	Labor Day	Mon, Sept. 4, 2023	Campus closed	
	Last day for Graduate students to apply for Advancement to Candidacy to be eligible for graduation Spring 2024	Monday, Sept. 11, 2023		
	Last day to drop/withdraw online w/o permission	Friday, Sept. 15, 2023		
	Census Date Last day to add class w/permission	Monday, Sept. 18, 2023		
October	MSW application opens for Fall 2023	Sunday, Oct. 1, 2023		
	2023 International Colloquium on Social Well-being and Behavioral Health, in Mexico and the United States: Agendas, Public Policies, and Interventions	October 5 to 7	Resnick Student Union	

	Spring 2024 Registration open	Monday, Oct. 30, 2023	
November	Last Day to file edited Master's thesis for Dec 2023 Graduation	Friday, Nov. 3, 2023	
	Veterans Day	Friday, Nov. 10, 2023	Campus closed
	Last day to drop classes or withdraw – serious/compelling reasons	Monday, Nov. 13, 2023	
	Thanksgiving Break	Nov. 23-24, 2023	Campus closed
December	Open Registration begins for Spring 2024	Tuesday, Dec. 5, 2023	
	Last Day of Instruction	Wednesday, Dec. 6, 2023	
	Faculty Consultation Days	Dec. 7-8, 2023	
	Semester Finals	Dec. 11-14, 2023	
	Register for SWrk 289/299 with your SWrk 292 instructor. SW292: Complete your committee assignment form. If you are doing a thesis, your form is filed with Division of Research & Graduate Studies	December 20 Permission number to register for SW298/299 in Spring 2023 semester issued by your 292 professor.	
	Fall 2023 Semester Ends	Thursday, Dec. 22, 2023	
	WINTER RECESS	Dec. 25, 2023 – Jan 1, 2023	Campus Closed
January	Martin Luther King Jr. Holiday	Mon, Jan. 15, 2024	Campus Closed
	First day of Spring semester	Tuesday, Jan 16, 2024	
	First day of Spring instructions	Thursday, Jan. 17, 2024	
February	MSW Graduation Application Period The filing period for graduate degrees is approximately the first two weeks of each semester. Graduate students must apply for graduation online at their Student Center. The online application link is only available during the graduation application filing period. Students will receive automated emails once their graduate program coordinators have approved their graduation applications online. A \$35.00 non-refundable graduation application fee is required. http://fresnostate.edu/academics/gradstudies/deadlines.html .	January 18, 2024 – Feb 2, 2024	
	President's Day	February 20, 2024	Campus Closed

March	Spring Break	March 25 - 29			
	April	Cesar Chavez Day	April 1, 2024	Campus Closed	
	Final Thesis Due Final date to submit fully edited and approved final thesis to DRGS and Social Work office.			April 2, 2024	
	Final Project Due to your project chair and to the graduate coordinator. Your SWRK 292 instructor is your project/thesis chair. The project/thesis chair is also your advisor. They will: <ol style="list-style-type: none"> 1. Verify that you completed all required academic work. 2. Give you a grade for your project/thesis. 3. To be cleared for graduation, the transcript needs to match your advancement to candidacy petition on file. 			May 8, 2024	
May	Graduate Degree Clearance forms are due to the Social Work office. Submit MSW Degree Clearance form and Clearance and Reproduction form to the Graduate Coordinator. A copy of your abstract is required with this form. Department staff secures project/thesis chair/advisor and Graduate Coordinator signatures on the Graduate Degree Clearance form.			May 8, 2024	
	Last Day of Spring Instruction			May 8, 2024	
	Final Examination Days			May 13 -16, 2024	
	Department Clearance Deadline to DRGS Forms must have final grade and have all needed signatures except for Graduate Coordinator and DRGS approval				May 17, 2024
	Graduate Degree Clearance forms are due in the Division of Graduate Studies on behalf of all graduating students. Grade reports for all "I", "RD", and "RP" graded courses (other than thesis and project) must be on file with the Academic Records Office. Last day to submit paperwork to the Division of Graduate Studies for graduating students				May 17, 2024

Forms and the Signatures needed:

After obtaining signatures, submit to the department office (some need the chair's signature as well). Office will make a copy for your file and send forward.

FORM	Advisor Signs GNS	Graduate Coordinator
Change from conditional to classified standing		√
Advancement to Candidacy petition	√	√
Program adjustment (to approved program on advancement to candidacy petition)		√
Overload Petition	√	√
Graduate Clearance Form*	√	√

*also needs signature of Project/Thesis Chair who issues the letter grade for 298/299

PLEASE NOTE: This handbook is updated regularly to best meet the needs of students, faculty, and staff.

EMERGENCY INFORMATION

Professional Human Services Building

FOR EMERGENCY ASSISTANCE:

- DIAL 911 from a campus phone line.
- DIAL 278.8400 from a cell phone.
- Utilize emergency blue phones located in various locations outside the building.

IN THE EVENT OF AN EMERGENCY REQUIRING EVACUATION:

- **Quickly exit the building utilizing the nearest and safest marked EXIT.**
- Proceed to the following building evacuation assembly point and wait for further instructions:
- **PEACE GARDEN, GRASSY AREA BETWEEN THE PHS BUILDING AND THE LIBRARY**
- Report the location of individuals unable to exit the building.
- DO NOT LEAVE the assembly point without notifying the building safety coordinator or emergency response personnel
- Tune radios to 1040 AM for campus emergency information.

EVACUATION OF PERSONS WITH DISABILITIES

Persons with mobility difficulties should observe the following procedures:

- All persons shall move towards the nearest marked EXIT.
- When the physically challenged reach an obstruction such as a staircase, they should request assistance from others in the area.
- LIFE SLIDER is available for trained individuals to provide assistance to those unable to exit via stairwells.

LOCATION OF LIFE SLIDER: FFS building, third Floor-west side stairs-by men's restrooms, room 300

Fresno State Campus Resources

Campus Resources	Phone (on-campus prefix begins with 278)	Email	Website	Location	Hours of Operation	How can this resource help students?
College of Health and Human Services Advising and Career Development Center	5027	acdc@csufresno.edu	fresnostate.edu/chhs/students/acdc	McLane Hall 194	M-F 8AM-5PM (check website & call for open walk-in hours)	Your advising center as a College of Health and Human Services student. Assist with GE requirements, review DPR, class registration, and career/major exploration.
Admissions & Records	2261	admissions@csufresno.edu	fresnostate.edu/are	Joyal Administration 106	M-F 8AM-5PM	Manage student information and make changes to records when needed.
Associated Student Inc (ASI)	2656	assoctech@csufresno.edu	fresnostate.edu/studentaffairs/asi	USU 316 & 317	M-F 8AM-5PM	Student government made up of four executive officers and fifteen senators. Eight senators represent each college or school, and seven senators represent all 22,000+ students and work on areas of interest to the student body. On a daily basis, our senators work for you by advocating for better classes, services, and student life on campus.
Canvas	6892	canvas@mail.fresnostate.edu	fresnostate.edu/academics/canvas/index.html	Second floor of the Henry Madden Library, room 2131	Students can access Canvas 24 hours a day, 7 days a week with a single login.	View or print syllabi and lecture notes, Check grades, View video/audio provided by faculty, Engage in discussion boards with fellow students, Meet faculty and students in virtual classroom, Submit assignments via the drop box and take quizzes and exams online.
Campus Police	Emergency: call 911 Non-Emergency: 8400	police@csufresno.edu	fresnostate.edu/police/	Public Safety Bldg.	24 hours a day / 7 days a week	Provide a safe environment for the university community (students, faculty, staff, and visitors), and a vital healthy work environment for all department personnel. Patrol Operations is responsible for the department's law enforcement functions.
Career Development Center	2381	careers@listserv.csufresno.edu	fresnostate.edu/careers	Thomas Bldg 103	MT:10AM-12PM WTH: 1PM-3PM	Help you choose a Major, Discover Career Options, Prepare for a Job Search (Resume, Cover Letter, Interview), Connect with Employers, Find a Job (Parttime/Internship/or Full-Time) Gain Experience, and Plan for Grad School.
Cross Cultural and Gender Center	6946	francine@csufresno.edu	http://fresnostate.edu/studentaffairs/ccgc/index.html	Thomas Bldg 110	M-F 8AM-5PM	CCGC exists to contribute significantly to the continued development of a safe and welcoming environment for the Fresno State community. We foster meaningful dialogue and activism that works to eliminate racism, sexism, heterosexism, and other forms of oppression. Our values are based on the feminist principles of equality, intersectionality, and human rights. The center is a community that works toward creating an atmosphere where students, faculty, staff and administrators are empowered and supported in their efforts to lead successful lives--academically, professionally, and personally. .
Childcare on Campus Joyce M. Huggins Children's Center	0225	n/a	fresnostate.edu/kremen/centers/joycehuggins	Kremen Rm 26	M-F 8AM-3PM	You can find the child care center in the atrium of the Education Building. The center is a state of the art child care facility which offers classrooms for infant/toddler (3 months - 2 years), preschool (2 - 6 years), and school age (512 years old).

Cross Cultural & Gender Center LGBTQ + Programs & Services	4435	ccgc@csufresno.edu	fresnostate.edu/studentaffairs/ccgc	Thomas Bldg 110A	M-F 8AM-5PM	The Cross Cultural and Gender Center exists to contribute significantly to the continued development of a safe and welcoming environment for the Fresno State community.
DISCOVERe	1812	discoverhub@csufresno.edu	fresnostate.edu/president/discovere	HML 1st Floor	M-Th 7:45AM-12AM F 7:45AM-5PM Sat 10AM-5PM Sun 12PM-12AM	Assist with tablet help and tutorials.
Educational Opportunity Program (EOP)	1787	n/a	fresnostate.edu/studentaffairs/eop	Joyal Administration 224	M-F 8AM-5PM	The Educational Opportunity Program (EOP) is designed to make higher education a reality for students who come from families with a history of low income and low educational attainment.
Financial Aid	2182	n/a	http://fresnostate.edu/studentaffairs/financialaid/index.html	Joyal Administration North Lobby	M-F 8AM-5PM	Provides financial assistance intended to aid students in reaching their educational goals. This assistance may come in a variety of forms such as grants, scholarships, work-study and loan programs.
Good Samaritan Fund	0866	goodsamaritan@mail.fresnostate.edu	http://fresnostate.edu/studentaffairs/projecthope/gsf.html	n/a	n/a	The Good Samaritan Fund was created to assist Fresno State students encounter an unforeseen financial emergency or catastrophic event which would otherwise prevent them from continuing their education at Fresno State. These funds are not intended to be used for routine expenses or as a consistent supplement to a student's education funding sources. Requests must be urgent in nature.
Help Desk	7000	n/a	help.fresnostate.edu	n/a	M-F 7AM-9PM Saturday 8AM-5PM	Contact the Help Desk if you are experiencing problems after regular business hours.
Henry Madden Library	Start Here Desk: 2174	emailref@csufresno.edu	library.fresnostate.edu	HML	M-Th 7:45AM-11PM F 7:45AM-5PM Sat 10AM-6PM Sun 2PM-10PM	Research assistance, borrow books and laptops, reserve study rooms, tablet assistance, access to computers and other services housed within the HML.
International Student Services and Programs	2782	intlstudentservices@csufresno.edu	fresnostate.edu/academics/issp	Joyal Administration 256	M-F 8AM-5PM	International student support at Fresno State by providing support with international admissions, transfer credit evaluation, immigration advising, advocacy, and programming support.
Jan & Bud Richter Center for Community Engagement and Service Learning	7079	n/a	fresnostate.edu/cesl	Thomas Bldg 107	M-F 8AM-5PM	The Jan and Bud Richter Center for Community Engagement and Service Learning program promotes the value of community service to students, faculty, and staff.
Learning Center	3052	n/a	fresnostate.edu/learningcenter	HML Bottom Floor	M-F 8AM-5PM	Encompasses Tutoring, Supplemental Instruction, Academic Success Workshops and SupportNet.
Public Contact Windows	2261	n/a	n/a	Joyal Administration North Lobby	M-F 8AM-5PM	Turn in university documents, admissions and financial aid questions, and transcripts.
RDH Complimentary Meals	0866	jmedina@csufreno.edu	http://www.fresnostate.edu/studentaffairs/foodsecurity/value-items.html	n/a	n/a	RDH Complimentary Meals are gift certificates that can be given to undergraduate and graduate students who are food insecure and in immediate need. Students will

						receive a gift certificate for a breakfast, lunch or dinner at the Residence Dining Hall on campus.
Ride Share	2277	transportation@csufresno.edu	fresnostate.edu/adminserv/p olice/transp ortation/commuter/student	Public Safety Bldg.	n/a	Assist with carpool options that are available at a less expensive price for student parking.
Scholarship Office	6572	scholarships@csufresno.edu	http://fresnostate.edu/studentaffairs/financialaid/index.html	Joyal Administration 274	M-F 8AM-5PM	Assist with how to apply for scholarships and manage scholarship accounts.
Services for Students with Disabilities	2811	ssdstaff@csufresno.edu	fresnostate.edu/ssd	HML 1202	M-F 7:45AM-5PM	Services for Students with Disabilities (SSD) provides a wide range of academic accommodations to students with verified disabilities who have registered with the SSD office. Services for each student are determined on a case-by-case basis.
Student Activities and Leadership Development	2741	getinvolved@csufresno.edu	fresnostate.edu/studentinvolvement	USU 306	M-F 8AM-5PM	Getting involved is the key to your success at Fresno State. Whether you join a club, become a student leader, help plan campus events, volunteer for service, or become a student employee, you are developing skills that will enhance your collegiate experience and future opportunities.
Student Financial Services	2876	acctservices@csufresno.edu	fresnostate.edu/accountingservices	Joyal Administration 181	M-F 8AM-5PM	Assist students manage funds.
Student Health & Counseling Center	General Info & Medical Appointments: 2734 Psychological: 6738 Health & Wellness: 6727	n/a	fresnostate.edu/health	Student Health Center	M-F 8AM-5PM	Diagnosis and treatment of illnesses and injuries and immunizations, both required and elective. HIV antibody testing & counseling. Health Education programs. Laboratory services. Nutrition counseling. Physical Therapy. Women's Health. X-ray Services. Orthopedics. Dermatology. Pharmacy. Psychiatry. TB skin tests.
Student Cupboard	6621	jemedina@csufresno.edu	http://www.fresnostate.edu/studentaffairs/foodsecurity/student-cupboard.html	Industrial Tech Bldg 144	MF 11AM-4PM W 10AM-4PM TTh 11AM-6PM	Fresno State Student Cupboard is a free food and hygiene pantry for current Fresno State students.
Student Recreation Center	0780	aallen@csufresno.edu	auxiliary.com/src	Student Recreation Center	M-Th 6AM-11PM F 6AM-9PM Sat 9AM-7PM Sun 12-11PM	Student Recreation Center promotes student development and provides leadership opportunities in a diverse setting for its participants and employees.
Study Abroad & International Exchanges	6452	studyabroad@mail.fresnostate.edu	https://studyabroad.fresnostate.edu/	Family Food Science 119	M-F 8AM-5PM	The Study Abroad and International Exchanges assists students and faculty in learning about and participating in international activities both on campus and abroad. The office also assists students and faculty in finding information on international travel scholarships and funding for faculty engagement.
Testing Services	2457	margarit@csufresno.edu	fresnostate.edu/testing	Family Food Science 110	M-F 8AM-5PM	Test proctoring services and accommodations.
Campus Victim Advocate	6796	Irishc@csufresno.edu	http://www.fresnostate.edu/studentaffairs/survivoradvocate/	Student Health Center	Call for Availability	The University is committed to creating and sustaining an educational and working environment free of sexual violence, dating violence, domestic violence, and stalking. If you experience any of these forms of violence, you are strongly encouraged to utilize the various on and off campus resources described below. Your safety and well-being is the University's priority.
Traffic Operations & Parking	2950	transportation@csufresno.edu	fresnostate.edu/adminserv/p olice/traffic	Public Safety Bldg.	M-F 7AM-5PM	Purchase parking permits and pay for parking tickets.
University Student Union	2741	getinvolved@csufresno.edu	http://fresnostate.edu/studentaffairs/studentinvolvement/usu/index.html	USU	M-F 8AM-5PM	Information on student involvement in clubs, events, committees, etc.
University Testing Center	4137	margarit@csufresno.edu	http://www.fresnostate.edu/academics/bulldogtestingcenter/	Family Food Science 210	MTThF 8:30AM-5PM W 10AM-7PM	Student testing center for courses.
USU Productions	2741	usuproductions@mail.fresnostate.edu	fresnostate.edu/studentaffairs/studentinvolvement/programs/productions	USU 306	M-F 8AM-5PM	This programming team is one of the most active student groups on campus. It strives to develop entertaining and enriching events and programs throughout the year. They do it all including coordinating movies, bands, day trips, comedians, homecoming, and much more
Writing Center	0334	magdag@csufresno.edu	fresnostate.edu/artshum/writingcenter	Kremen	M-Th 9AM-4PM F 10AM-2PM	Assist with writing assignments.