



MSW
Student Handbook

Academic Year 2026-2027

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MSW Handbook 1

MSW Student Handbook

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Welcome to the Austin Peay State University (APSU) Master of Social Work (MSW) Program.

The program is designed for the working professional, with some courses offered on campus in the evening and others offered online. It can be completed on a full-time or a part-time basis.

The APSU-MSW program prepares students for Advanced Generalist Social Work Practice. We are frequently asked: What is Advanced Generalist Social Work? And, how does the Specialized Practice of Advanced Generalist impact the jobs for which I will be eligible? The advanced generalist specialized practice provides a generalist specialty area for the student. A clinical or direct practice specialized practice prepares students for clinical or direct service work with clients. An administrative specialized practice prepares students to provide indirect services. The advanced generalist specialized practice prepares students to work with both direct and indirect services.

Agency-based internships are a vital part of MSW students' learning. The APSU-MSW Program is pleased to be able to offer a wide variety of agencies that can serve as field education sites. Students complete 900 hours during their two internship experiences. Employment-based internships are encouraged for those already working in a social work setting, as long as a new learning experience can be provided.

As an MSW student, you will be encouraged to pursue your own interests and goals as well as those of the program in order to become an active and independent learner. Each member of the APSU-MSW faculty stands ready to assist you, and we look forward to establishing a team effort towards your social work education and social work career.

This handbook is intended to:

- acquaint prospective applicants with the MSW program
- serve as a reference for students
- supplement the university catalog

We look forward to working with you and getting to know you.

Faculty & Staff

APSU-MSW Program

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History of Social Work at Austin Peay

The Social Work Program at Austin Peay State University was created in 1976 in order to bring professional social work to the northern middle Tennessee region. In the past 26 years the program has succeeded in providing entry-level social work practitioners not only for the region, but also for the state, nation, and agencies abroad. The program offers students the Bachelor of Social Work degree and a Master of Social Work degree. The BSW Social Work Program is fully accredited by the Council on Social Work Education, receiving candidacy status in 1986, initial accreditation in 1989, and reaccreditation in 1993, 2003, 2010, and 2020.

The APSU-MSW Program entered candidacy for accreditation in fall 2009 as a collaboration with Middle Tennessee State University and Tennessee State University, with the admission of students to the full 60-hour program. Admission of advanced standing students began in fall Education (CSWE). As of fall 2021, we are proud to announce that Austin Peay will launch an independent MSW program. APSU Social Work Department is diligently completing the requirements to be fully accredited as an independent program.

Purpose of the Master of Social Work Program

The purpose of the APSU-MSW program is to develop competent, ethical professionals with the knowledge, values, and skills for effective practice with individuals, families, groups, organizations, and communities, and who can provide outstanding leadership in the field of social services.

Mission Statement

The mission of the APSU-MSW Program is to provide an educational experience focused on the historical commitment of social work to promote human and community well-being, social betterment, empowerment, and providing service to the most vulnerable in society, locally and globally. The program is focused on producing leaders who demonstrate and build upon the knowledge and skills of advanced generalist social work practice; who exemplify the values and ethics of the professions; and who are responsive to the need for services which promote human rights, social, economic, environmental, and political justice.

It is a mission of educating students to build on the strengths and resources of people and their environments, to engage in advocacy and use empowerment as a guiding principle toward achieving personal, interpersonal, social and economic justice. Educating graduates who value research and use a reasoned approach for assessing, intervening, and evaluating practice outcomes related to planned change forms a significant aspect of the programs' mission. The program seeks to increase the work force of generalist social workers engaging in accountable, empirically-based practice, knowledge building, and sharing of their own practice wisdom to advance the profession.

Program Goals

The goals of the APSU-MSW Program grow directly from its defined mission, the character of the region to be served, and the body of literature on the efficacy of the advanced generalist model for professional social work practice. To fulfill the above mission, the six goals of the APSU-MSW Program are:

1. To prepare a diverse student population for advanced generalist social work practice based on professional values and ethics to serve client systems of various sizes and types.
2. To promote the development of social policies and services to reduce the impact of poverty, oppression and discrimination.
3. To develop analytical skills and critical thinking that will encourage active participation in the development, evaluation, and improvement of social work knowledge and skills through research aimed at advancing social work practice.
4. To promote the development of a multiple theoretical orientation applicable across system sizes.
5. To provide an understanding of diversity and cultural competence with an emphasis on social justice, empowerment, and improving the well-being of people.
6. To socialize students to the profession of social work and the organizational environment through evidenced based practice.

Program Competencies

The program's mission and goals inform the design and organization of the curriculum. Courses in the generalist and specialized practice curricula contribute to students' achievement of the following competencies, which, in turn, advances the program's attainment of its goals. According to the CSWE 2022 EPAS, there are 9 competencies:

1. Demonstrate Ethical and Professional Behavior
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
4. Engage in Practice-Informed Research and Research-Informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

The Advanced Generalist Model

Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of human beings. They engage in research informed practice and are proactive in responding to the impact of context on professional practice.

The APSU-MSW Program is predicated on two levels of professional social work preparation: generalist-level generalist social work practice and advanced generalist social work practice. The advanced generalist level is distinguished by adapting and extending the social work competencies, knowledge, values, and skills to engage, assess, intervene, and evaluate across all system levels. Advanced generalist practice is differentiated from generalist practice in that it includes the complexity of the problem and context of service provision, has enhanced technical abilities, and more sophisticated direct and indirect skills. It is demonstrated through increased complexity and range of knowledge, depth of analysis, and expertise in skills reflected in preparation for advanced practice roles. This program prepares students for advanced generalist social work practice.

Advanced generalist practice is practice that is autonomous, focused on public social service settings, and concerned with the enhancement of human well-being, diversity, and social justice, especially with children and families. Advanced generalist practitioners should be able to analyze and resolve more complex ethical and value conflicts, apply empirically-based interventions to micro, mezzo, and macro practice situations, and use research methods to evaluate their own practice and to contribute to the profession's knowledge base. Advanced generalist practitioners should be able to integrate knowledge, theories, and practice in such a way as to eventually model and instruct others in the profession.

The figure on the following page illustrates our Advanced Generalist Practice Model:

ADVANCED GENERALIST

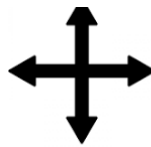
- increased knowledge of theories & models for practice with individuals/families/groups/organizations/communities
- increased skills to address complex direct practice issues including individual/family/group techniques
- increased awareness of the needs, potentials, and influences of systems of public social services
- increased ability to use, engage in, and analyze theoretical & practice research and evaluation
- abilities to conduct discipline and systematic eclectic practice via extrapolation, synthesis and refinement of generalist competencies
- increased skills to address complex indirect practice issues including supervision/administration/policy practice and program evaluation
- increased capacity to build or link scarce resources in the environment
- added emphasis on client system strengths and empowerment

GENERALIST GENERALIST PERSPECTIVE

- Ecosystems perspective
- Openness in theory & methods
- Indirect & direct intervention

-Client centered perspective

- Evidence based practice
- Commitment to democracy, humanism, & empowerment



COMPETENCIES

- Ethics & Professionalism
- Diversity & Difference
- Human Rights & SEEJ
- Practice/Research Continuum

-Policy Practice

- Engage with IFGOC
- Assess IFGOC
- Intervene IFGOC
- Evaluate IFGOC

LIBERAL ARTS

Self-Awareness
Valuing Others
Cultural Literacy
Appreciation of Arts
Communication Skills
Understanding social change & gov'

The Trauma Focused Model

About 13 miles away from the Fort Campbell that is one of the biggest army bases that includes around 27,000 soldiers and 51,000 family members. In addition, there are about 36,000 veterans are living in the greater City of Clarksville area. Austin Peay State University also has a branch campus in the Fort Campbell.

War related trauma and PTSD is common for the active duty soldiers and veterans in the greater City of Clarksville area. According to the web article, Understanding and Dealing with Combat Stress and PTSD (Military on Source, March 4th, 2022), combat stress, also known as battle fatigue, is a common response to the mental and emotional strain that can result from dangerous and traumatic experiences. It is a natural reaction to the wear and tear of the body and mind after extended and demanding operations.

Trauma Focused specialized social workers are essential job in helping veterans, active-duty service members and military families to connect the resources and support they need. Trauma Focused specialized social workers support military personnel facing deployment, help active-duty individuals, and veterans cope with a host of physical and psychological issues, including but not excluding: deployment, combat readiness, military sexual trauma, substance abuse, and trauma related to sexual abuse.

Trauma Focused specialized social workers provide support to military wives and children who are facing emotional and financial stress. Highly skilled Trauma Focused social workers who can provide therapy, treatment and services for veterans, active-duty service members and their loved ones.

The Trauma Focused specialized MSW students will learn theories pertaining to trauma, along with the neurophysiological responses that individuals experience as a result of chronic stress and fear. They will also learn to identify, critically assess, plan, and treat any traumatic impacts. The larger social, cultural, and political forces that shape both exposure to and recovery from traumatic experiences are also examined.

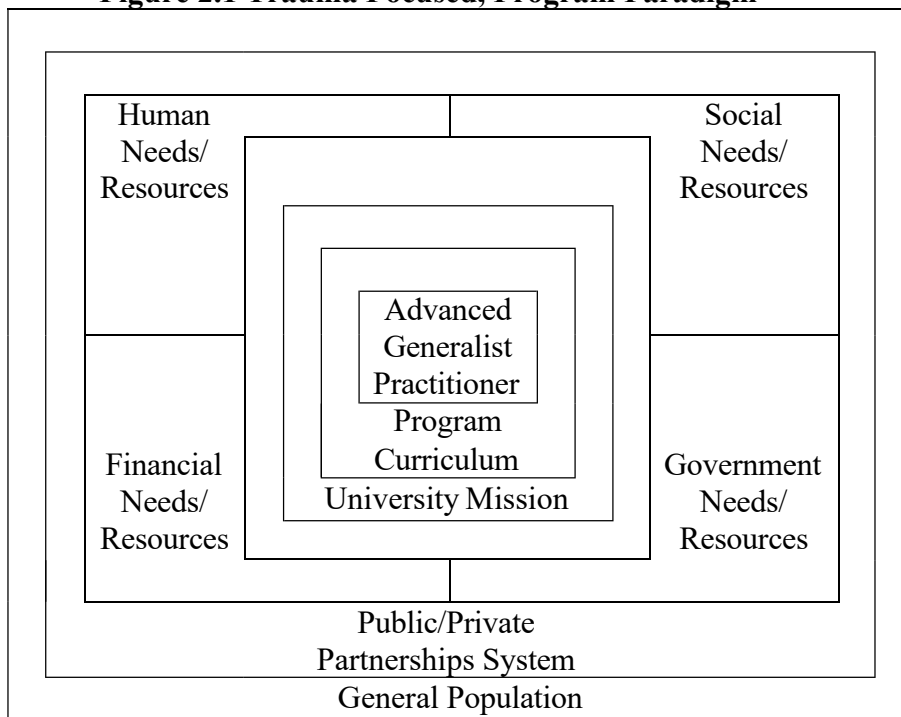
Relationship between two focused areas: “Advanced Generalist Practice” and “Trauma Focused”:

APSU MSW program has only one specialization that is: “Advanced Generalist Practice.” We propose another focus area that is: “Trauma Focused” (CSWE Self Study, p.20, 2018).

Old Program Paradigm:

The Program Paradigm (see *Figure 2.1*) depicts the conceptualization of the Austin Peay State MSW Program is supported by the mission, goals, and objectives which the faculty developed for the advanced generalist program with a focus on public social services.

Figure 2.1 Trauma Focused, Program Paradigm



Program Paradigm:

The Program Paradigm (see *Figure 2.1*) depicts the conceptualization of the Austin Peay State MSW Program is supported by the mission, goals, and objectives which the faculty developed for the Advanced Generalist Program with a focus on public social services, and the Trauma Focused Specialization program.

Figure 2.1 Advanced Generalist Program, Program Paradigm

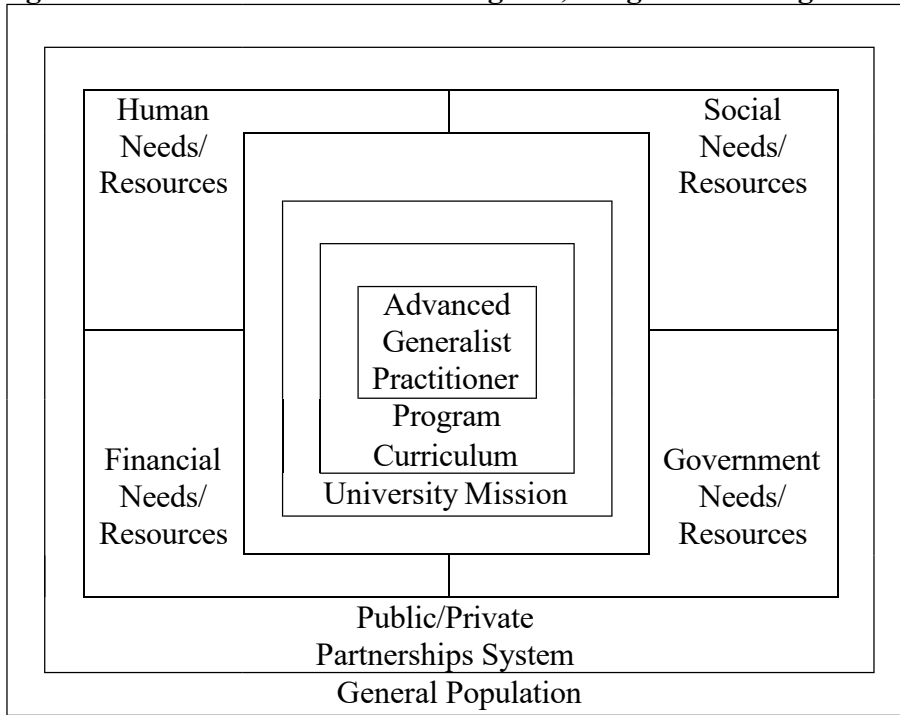
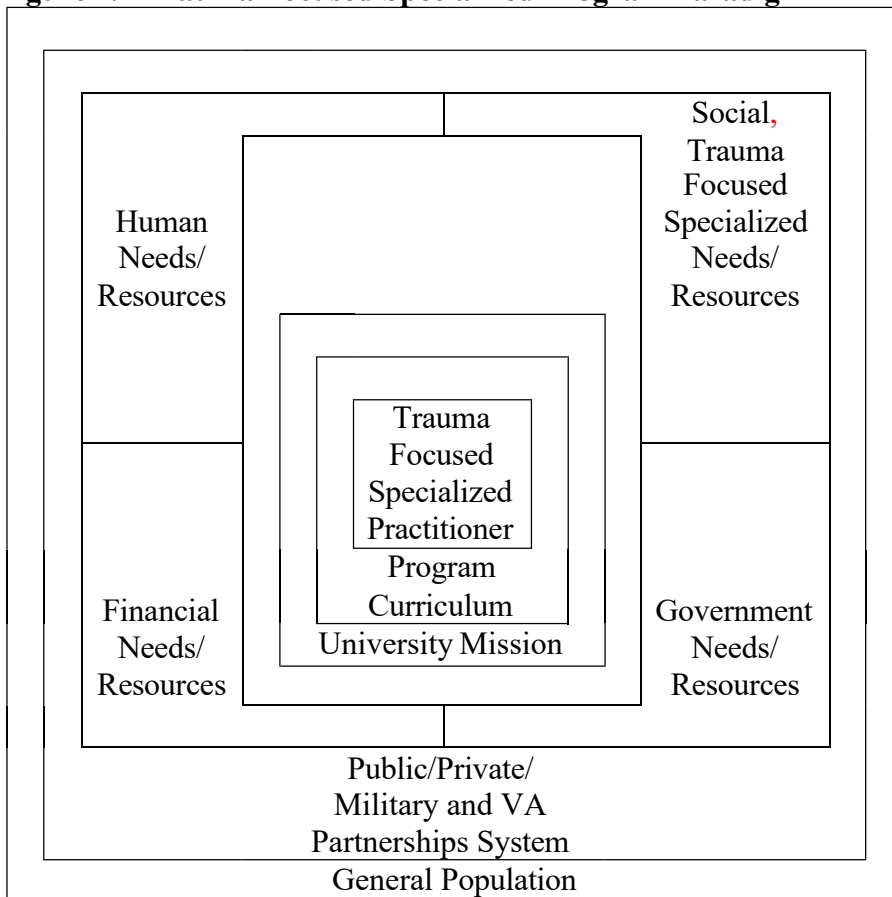


Figure 2.2 Trauma Focused Specialized Program Paradigm



Trauma Focused MSW Students will be required to take:

- **SW 6440 Trauma and Recovery**

and will choose **two more electives** (some examples of electives include the following list):

- SW 5100 Interpersonal Violence
- SW 5140 Military Social Work
- SW 6430 Children and Adolescent Mental Health (The name will be changed)
- SW 6460 Substance Use Disorder and Treatment (The name will be changed, and will be combined with Substance Medicine).

Trauma Focused Specialization MSW Students should have Practicum Related to Trauma*:

- Practicum IA
- Practicum IB
- Practicum IIA
- Practicum IIB

*All trauma specialization students will be required to complete their practicum in a trauma focused setting. Students pursuing a trauma specialization will receive priority placement in trauma settings.

References:

Understanding and Dealing with Combat Stress and PTSD. (Military on Source, March 2022). Retrieved from <https://www.militaryonesource.mil/military-basics/wounded-ill-injured-and-caregivers/understanding-and-dealing-with-combat-stress-and-ptsd/>

Admission to the APSU-MSW Program

To be admitted to the APSU-MSW program, individuals must first apply for admission to the College of Graduate Studies. <https://www.apsu.edu/grad-studies/apply-admission.php>. Individuals must also submit a separate application to the Department of Social Work. Information about the application process is available online at: <https://www.apsu.edu/socialwork/mastersofsocialwork/>

The Department of Social Work application for the MSW Program consists of:

- A completed MSW Application Form, which includes a personal statement.
- Three (3) reference forms to be completed by professionals who can address the applicant's interest in social work, potential for successfully completing a master's program, and potential for professional social work practice.

Applicants interested in obtaining Advanced Standing must have: a) completed a Bachelor of Social Work degree from a CSWE-accredited program, and b) attained a minimum social work cumulative GPA of 3.00 in their undergraduate course work. International students who hold a baccalaureate degree from a social work program outside the U.S. must have their transcript reviewed by CSWE for a determination of equivalency.

Applicants should be aware that, consistent with CSWE standards, the APSU-MSW Program does not grant academic credits for life, volunteer, or work experience.

Applicants who have successfully completed graduate coursework at an accredited college or university in a discipline other than social work may be able to transfer up to nine (9) credits of elective coursework.

Those who have successfully completed graduate coursework in social work at a program accredited by CSWE should contact the Department of Social Work at their home campus for information on transferring credits.

APSU MSW Program 100% Online Social Work Option

APSU MSW Program was accredited BOTH seated and 100% online programs by the Commission on the Social Work Education (CSWE) in 2019.

1. 100% Online Option:

- a. APSU MSW Program is so called the “hybrid program”: 50% face-to-face (evening), and 50% online program. We will keep the “hybrid program (50% face-to-face, and 50% online)” and add the “100% online option.”
- b. The “100% online option” basically employs the “synchronous / zoom” classes. That means all the students might join the face-to-face / evening courses at the same time. However, the MSW committee understands that some students might have difficulties to join the classes on

time because of military duties, family issues, and geological / international time differences.

That is why all APSU MSW instructors will provide the students a recorded option. The instructors will record the face-to-face sessions' private YouTube links or provide power point presentations on the D2L system, and the students are expected to watch the videos or power point presentations, and post their opinion on the discussion board or submit a reaction paper.

- c. The contents, requirements, assignments, grading and evaluations should be the exactly the same both the "50% face-to-face and 50% online" option and "100% online option."
- d. The students who will be admitted to the APSU MSW program who wants to choose 100% online option, should declare them intend before starting each Fall semesters.

2. 50% face-to-face and 50% Online Option:

- a. APSU MSW Program keeps maintaining 50% face-to-face and 50% online option. The students who will be admitted to the APSU MSW program who wants to choose 50% face-to-face and 50% online option, should declare them intend before starting each Fall semesters.
- b. The contents, requirements, assignments, grading and evaluations should be the exactly the same both the "50% face-to-face and 50% online" option and "100% online option."
- c. The students who will be admitted to the APSU MSW program who wants to choose 100% online option, should declare them intend before starting each Fall semesters.

Advisement Policies and Procedures

Student advisement is an important component of the APSU-MSW Program. The purposes of advisement are to:

- Advise the student through the process of obtaining a MSW degree.
- Work with the student around any academic problems that may arise.
- Assist the student in exploring possible directions for his or her professional career.

Once admitted, students are assigned to an academic advisor who is a faculty member. Faculty advisors will have posted office hours during which they are available to meet with students for advisement. They may also be contacted by phone or email.

Financial Aid

A number of loan programs are available to eligible students. Individuals also may qualify for the federal work-study program. A limited number of graduate scholarships, assistantships, and fellowships may be available. General information about financial aid alternatives can be found online at:

<https://www.apsu.edu/grad-studies/graduate-assistantships-financial-support/financial-aid-scholarships.php>

Curriculum Design

The APSU-MSW Program's curriculum prepares students to engage in advanced generalist social work practice. The curriculum is designed so that by the time student's graduate they will have acquired the knowledge, skills, and professional values to allow them to meet the needs of the region and enhance human well-being, diversity, and social justice through developing and improving systems of public social services, especially for children and families. Classroom and field-based learning reinforce each other, allowing students to develop the competencies required of advanced generalist social work practitioners.

The first 30 credits of the APSU-MSW Program's curriculum constitute students' generalist education experience. Generalist-level courses and field education equip students with the knowledge, skills, and professional values that form the core of generalist social work practice. The advanced generalist specialized practice curriculum, which entails 30 credits, builds on students' generalist learning and offers more advanced course work and field education experiences.

Students admitted to the APSU-MSW Program with advanced standing are given credit for the generalist curriculum's course and field education requirements. Advanced standing students complete the course and field education requirements of the 30-credit specialized practice curriculum.

Students without advanced standing who enter the program with a strong background in content covered by certain generalist courses have the option of taking an examination to be exempt from those courses. Exemption from a generalist course is by examination only, and exemption exams are only available for specific courses. Exemption from a generalist course does not reduce the number of credits a student must complete to satisfy the requirements for the MSW degree; additional elective coursework can be taken to satisfy the 60 credits needed for graduation.

Registration for MSW courses is by permission of the department. The specific courses that make up the Generalist and Specialized Practice curricula are described below.

Generalist Courses

(Generalist courses are restricted to students admitted to the MSW Program)

SW 6000 MSW Practice I (3 hours)

A social work methods course designed to enable the student to understand and apply social work methods within the context of the generalist perspective with individuals and families.

Prerequisite: Admission to MSW Program

SW 6010 Human Behavior and the Social Environment (HBSE) (3 hours) (online delivery)

An introduction to the theories and knowledge of the human bio-psycho-social development including theories and knowledge about the range of social systems in which individuals live (families, groups, organizations, agencies, and communities). Prerequisite: Admission to MSW Program

SW 6020 Research I (3 hours)

This is a basic research and statistical methods course, utilizing research in general inquiry and practice evaluation in social work with the generalist perspective. Prerequisite: Admission to MSW Program

SW 6030 Social Welfare Policy and Services (3 hours) (online delivery)

The historical development, philosophical orientation, and analysis of U.S. social welfare policy and services, including the global context. Prerequisite: Admission to MSW Program

SW 6100 MSW Practice II (3 hours)

A social work methods course designed to enable the student to understand and apply social work methods within the context of the generalist perspective with groups, agencies, and communities. Prerequisites: MSW Practice I & HBSE

SW 6110 Social Justice & Equity for Multicultural Populations (3 hours) (online delivery)

An overview of the professional commitment of social work to oppressed peoples. Prerequisite: HBSE

SW 6120 Research II (3 hours)

An advanced discussion of program evaluation strategies and single system design issues. The student will conduct a research project. Prerequisite: Research I

SW 6130 Practicum IA (3 hours)

A 200-hour field practicum experience within the generalist perspective. May be taken concurrently with Practicum IB. Prerequisites: MSW Practice I, HBSE, Research I, & Policy

SW 6140 Practicum IB (3 hours)

A 200-hour field practicum experience with the generalist perspective. May be taken concurrently with Practicum IA. Prerequisites: MSW Practice I, HBSE, Research I, & Policy.

Specialized Practice Courses

(Students must have taken their Generalist courses or been admitted with Advanced Standing)

SW 6200 Advanced Practice with Individuals (3 hours)

Advanced practice with individuals including client system assessment, intervention, and evaluation. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6210 Advanced Practice with Families (3 hours)

Advanced practice with families including client system assessment, intervention, and evaluation. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6220 Advanced Group Practice (3 hours)

Advanced practice with groups including client system assessment, intervention, and evaluation. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6230 Advanced Macro Practice (3 hours)

Advanced practice with organizations and communities including system assessment, intervention, and evaluation. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6240 Social Policy Analysis (3 hours) (online delivery)

A study of the design, implementation, and analysis of social policies and their impact on social work practice. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6300 Empirical Social Work Practice (4 hours)

A seminar in the integration of theoretical perspectives and the application of research findings and empirical outcome evaluation techniques to advanced generalist social work practice. Prerequisites: Advanced Practice with Individuals, Advanced Practice with Families OR Advanced Group Practice, Advanced Macro Practice, & Social Policy Analysis

SW 6310 Practicum IIA (4 hours)

A 250-hour field practicum experience. May be taken concurrently with Practicum IIB. Prerequisites: Advanced Practice with Individuals, Advanced Practice with Families OR Advanced Group Practice, Advanced Macro Practice, & Social Policy Analysis

SW 6320 Practicum IIB (4 hours)

A 250-hour field practicum experience. May be taken concurrently with Practicum IIA. Prerequisites: Advanced Practice with Individuals, Advanced Practice with Families OR Advanced Group Practice, Advanced Macro Practice, & Social Policy Analysis

Elective Courses

SW Electives (Special Topics) (3 hours) (online delivery) These courses include the following courses: SW: 5100, 5110, 5120, 5130, 5140, 5150, 5160, 6410, 6420, 6430, 6440, 6450, 6460, 6470, 6490, 6500, 6510, 6520, 6530. These courses may be repeated for a maximum of 15 hours but the hour count will be AVERAGED into the GPA not replacing the GPA after the first repeated course.

SW 6400 Independent Study (3 hours)

Independent study allows a student to develop more fully an area of his or her particular interest. Topics for intensive study are chosen in joint consultation between the student and the instructor.

Degree Plan – Program of Study

Full-Time Program MSW GENERALIST, 30 SEMESTER HOURS

FIRST YEAR:								
Fall	Hours		Spring	Hours		Summer	Hours	
SW 6000 MSW Practice I	3		SW 6100 MSW Practice II	3		Optional Special Topics (online)	3	
SW 6010 HBSE (online)	3		SW 6120 Research II	3		Optional SW 6140 Practicum IB		
SW 6020 Research I	3		SW 6130 Practicum IA (200 hrs)	3		(200 hrs)	3	
SW 6030 Policy (online)	3		SW 6140 Practicum IB (200 hrs)	3				
Special Topics (online) *	3							
Total 15 hours* “Trauma” focused students must take the trauma related courses.			Total 15 hours			Optional Total 6 hours		

MSW SPECIALIZED PRACTICE IN ADVANCED GENERALIST PRACTICE or TRAUMA, 30 SEMESTER HOURS

SECOND YEAR:								
Fall	Hours		Spring	Hours		Summer	Hours	
SW 6200 Adv. Practice w Individuals	3		SW 6300 Empirical SW Practice	4		Optional Special Topics (online)	3	
SW 6210 Adv. Practice w Families	3		Special Topics (online)*	3		Optional SW 6320 Practicum IIB		
OR SW 6220 Adv. Practice w Groups	3		SW 6310 Practicum IIA (250 hrs)	4		(250 hrs)	4	
SW 6240 Social Policy Anal (online)	3		SW 6320 Practicum IIB (250 hrs)	4				
Special Topics (online) *	3							
Total 15 hours* “Trauma” focused students must take the trauma related courses.			Total 15 hours* “Trauma” focused students must take the trauma related courses.			Optional Total 7 hours FOR SUMMER GRADUATES		

PART-TIME PROGRAM MSW GENERALIST, 30 SEMESTER HOURS

Fall - FIRST YEAR Hours SW 6000 MSW Practice I 3 SW 6010 HBSE (online) 3 <i>Total 6 hours</i>	Spring - FIRST YEAR Hours SW 6100 MSW Practice II 3 SW 6110 Social Justice (online) 3 <i>Total 6 hours</i>	Summer - First Year Hours Special Topics (online) 3 <i>Total 3 hours*</i> “Trauma” students must take the trauma related courses.
Fall - Second Year Hours SW 6020 Research I 3 SW 6030 Policy (online) 3 <i>Total 6 hours</i>	Spring - Second Year Hours SW 6120 Research II 3 SW 6130 Practicum IA (200 hrs) 3 <i>Total 6 hours</i>	Summer - Second Year Hours SW 6140 Practicum IB (200 hrs) 3 <i>Total 3 hours</i>

PART-TIME PROGRAM (cont.)

MSW SPECIALIZED PRACTICE IN ADVANCED GENERALIST PRACTICE & TRAUMA FOCUSED, 30 SEMESTER HOURS

Fall - First Year Hours SW 6200 Adv. Pra w Individuals 3 SW 6240 Soci Pol Ana (online) 3 <i>Total 6 hours</i>	Spring - First Year Hours Special Topics* (online) 3 Special Topics* (online) 3 <i>Total 6 hours*</i> “Trauma” focused students must take the trauma related courses.	Summer - First Year Hours
Fall - Second Year Hours SW 6210 Adv Pract w Families 3 OR SW 6220 Advanced Groups 3 SW 6230 Adv Macro Practice 3 <i>Total 6 hours</i>	Spring - Second Year Hours SW 6300 Empirical SW Practice 4 SW 6310 Practicum IIA (250 hrs) 4 <i>Total 8 hours</i>	Summer - Second Year Hours SW 6320 Practicum IIB (250 hrs) 4 <i>Total 4 hours*</i> Part Time Students are Summer Graduate

Admission to Field

Field education is the signature pedagogy of professional social work education. During their field practicum, MSW students have the opportunity to apply what they are learning in the classroom to real world situations. They also can bring their field practicum experiences back to the classroom for reflection, examination, analysis, and synthesis.

Students who enter the MSW Program without advanced standing complete two field experiences: a 6-credit generalist placement (400 hours) and an 8-credit advanced generalist practice placement (500 hours). Students who enter with advanced standing complete a single, 8-credit advanced generalist practice placement (500 hours). In addition to agency-based supervision, a faculty member serves as a liaison between the program and the placement to foster the integration of field and classroom learning.

Students should be aware that, consistent with CSWE standards, the APSU-MSW Program does not grant academic credits for life, volunteer, or work experience or for graduate-level internship experiences completed in a field or discipline other than social work.

Orientation to the APSU-MSW Program's field education component is provided to students each fall semester. For further information on field education policies and procedures, including a listing of the specific criteria to be met before beginning a field placement, see the *Field Education Manual*.

Admission to Candidacy

Degree-seeking students admitted to a graduate program must complete the Admission to Candidacy/Program of Study/Committee Assignment form by the end of the first semester (excluding summer terms), regardless of the number of hours in which the student has enrolled. The student's completed Admission to Candidacy/Program of Study/Committee Assignment form must be electronically scanned (at the departmental level) and submitted to the Graduation Coordinator in the Registrar's Office.

All forms must be approved by the student's graduate committee and/or Department Chair. Candidacy packets are available in the academic departments or from the College of Graduate Studies website at <https://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>.

If the form is not completed and submitted by the end of the first semester (excluding summer terms), a hold will be placed on the student's registration by the Registrar's Office. The College of Graduate Studies will lift the hold when an email notification is received from the Registrar's Office, indicating that the Admission to Candidacy/Program of Study/Committee Assignment form has been submitted. The required form is available at https://www.apsu.edu/grad-studies/current-students/POS_REV2020.pdf.

Comprehensive Examination

As a non-thesis program, the culminating experience for the MSW Program will be a written comprehensive examination. The comprehensive examination will be completed in the student's final semester of study, and will incorporate both the application of research and the integration of classroom and field-based learning experiences. Information about the comprehensive exam will be provided in the SW 6300 Empirical Social Work Practice course.

Graduation Requirements

APSU-MSW Policy #1.9. To qualify for graduation, MSW students must complete all of this program's course and field education requirements and have a cumulative GPA of 3.00 or higher.

Students preparing for graduation should ensure the following forms and requirements have been completed:

- The student must have submitted a Graduate Program of Study to the Office of the Registrar which has been reviewed and approved by all members of the student's Graduate Advisory Committee, department chair, academic dean, and graduate dean prior to the completion of the first semester.
- The student has applied for graduation during the term prior to the one in which they plan to graduate by the deadline dates published the Office of the Registrar website.
- The student has completed all required course work.
- The student has completed comprehensive examinations, special projects, recitals, performances, internships, etc., if applicable.
- The student has completed thesis, research project, research literacy paper, or field study report, if applicable.
- The department has submitted completed Verification of Research and/or Oral/Written Exam Completion Form to the College of Graduate Studies Office to confirm completion of this requirement (if applicable).
- Students may contact the Office of the Registrar with questions regarding graduation requirements.

Grad Gala

Each semester APSU hosts Grad Gala, an event to aid students in ensuring they are prepared for the commencement ceremony in their term of graduation. Check the Academic Calendar and watch your student e-mail account for information on dates and times. On-campus students

may attend the event and speak with the present offices in preparation for graduation. Students who are unable to attend may find the offices below beneficial to contact:

- The Office of the Registrar may answer questions concerning completion of degree requirements, honors, diplomas and transcripts.
- Student Account Services may answer questions related to outstanding account balances.
- The Cashier's Window may answer questions regarding and accept payment of student graduation fee.
- The Office of Career Services may answer questions about job search assistance, transitioning from academics into the workforce, résumé writing and mock interview opportunities.
- The Office of Student Financial Aid and Veterans Affairs may answer questions regarding financial concerns such as loan repayment, etc.
- The Office of Enrollment and Student Achievement may answer questions about commencement or Grad Gala.

Student Participation

The APSU-MSW Program fully supports students' rights and responsibilities to formulate and modify policies affecting academic and student affairs. MSW students are encouraged to be full participants in exercising the rights and responsibilities available to them at the university, as outlined in the Graduate Bulletin:

<http://catalog.apsu.edu/index.php>

The APSU-MSW program also encourages, and will facilitate, students organizing in their own interests. To further the goal of student participation in the development of Social Work Department policies, student liaisons and student representatives will be selected as follows:

Faculty Meetings

Students will be invited from the Student Advisory Committee to represent the MSW student body and serve as liaison between social work students and social work faculty. Social work faculty may choose to select additional student(s) to serve as student liaisons. The liaison(s) will be non-voting participants at social work department faculty meetings and will have a scheduled time on the agenda to share ideas, information, and potential concerns from student organizations and the student body. As with the Student Advisory Committee per se, this will not serve as a time for student liaisons to share grievances or particular micro concerns. The department already has a method for handling such situations. Student liaisons will be excused from the discussion at faculty meetings when the faculty address confidential issues.

Social Work Advisory Committee

An MSW student will be selected by the social work student organization to be a student representative on the Social Work Student Advisory Committee. One of the elected students

should be in her or his generalist studies, while the other two should be students in the specialized practice. Student representatives will be a full participant in board activities.

Grade Appeal

Students may appeal final course grades entered in the fall semester no later than 30 calendar days after the start of the following spring semester. The informal discussion with the instructor and Department Chair or Director must be the first step toward resolution. Students may appeal final course grades entered for the spring, Maymester, and summer semesters no later than 30 calendar days after the start of the following fall semester. If the deadline date falls on a weekend or holiday, then the deadline shall be the next business day.

The formal, written appeal to the Department Chair or Director must be filed by the 30-day deadline. Once a degree has been posted to the transcript, the academic record is deemed complete and changes will not be made to grades earned prior to the posted degree. Review the Academic Grievance Policy section in the Student Handbook for appeal procedures.

The purpose of the University's Student Course Grade Appeal policy is to hear students' grievances about the assignment of course grade(s) or the method(s) of evaluation. The decisions and deliberations of chairs, deans, and committees within this process shall be governed by the following overriding principle: Unless it can be clearly shown that the faculty member has assigned a grade to the student in an arbitrary manner, or unless it can be clearly shown that the grade assignment was capricious or prejudicial in some way, then the faculty member's grade assigned to the student shall stand. APSU Policy 2:040

<https://apsu.navexone.com/content/dotNet/documents/?docid=99&public=true>

Repeating a Course

A single graduate level course may be repeated one (1) time with the new grade earned replacing the older grade for the purpose of the GPA calculation. However, all grades earned in all courses will be listed on the student's transcript. After one (1) course is repeated and the original grade replaced by the newly repeated course grade earned, all future grades earned in repeated courses will be averaged for the purposes of GPA calculations. Only the grades of C, D, F, FN, and FA are eligible to be repeated. To initiate a grade replacement, the student must complete and submit a Graduate Course Repeat/Grade Replacement Request form.

Academic Status and Graduate Appeal Processes

The academic status of a student is denoted by one of four conditions:

- Good Standing
- Academic Probation
- Academic Suspension
- Academic Dismissal

Students who fail to meet prescribed academic standards are subject to disciplinary action. Official notification of academic probation, academic suspension or academic dismissal is sent to students at the end of the fall and spring semesters, summer terms, or Fort Campbell terms. At such time a student's academic performance becomes deficient, he or she is placed on probation. When established standards are met, probationary status is removed. However, a second deficiency in academic performance will result in a one semester suspension, after which a student is eligible to appeal for readmission. Should a third deficiency in academic performance occur, then a full year suspension will be enforced, after which the student is eligible to appeal for readmission. Should more than two suspensions occur, the student will be dismissed from the graduate program and the College of Graduate Studies.

Graduate Academic Appeals Committee

Charge: The Graduate Academic Appeals Committee is a sub-committee of the Graduate Academic Council (GAC). The committee makes decisions on student appeals when the student has an academic standing of "suspension" or is requesting a time extension to complete their degree; the student appeal is requesting admission back into the College of Graduate Studies and/or is requesting more time to complete their degree.

Membership: The Graduate Academic Appeals Committee is chaired by the Associate Dean of the College of Graduate Studies and is comprised of five members of the GAC. The membership is voluntary and members are solicited through the GAC meetings.

Appeals process. Students who are placed on academic suspension and are seeking readmission following suspension, or are seeking a time extension to complete their degree requirements will have to follow the steps outlined below:

1. Complete a re-admit application to the program they are seeking readmission.
2. Complete a Graduate Academic Appeals form and send it to gradstudies@apsu.edu; include "Graduate Academic Appeals" in the subject line.
3. The College of Graduate Studies will send the graduate academic appeals form, a copy of the student transcript, and the graduate appeal worksheet to the graduate coordinator and/or chair of the department the student is seeking readmission.
4. The graduate coordinator and/or department chair will speak with the student regarding the appeal and discuss a plan to graduation. The graduate coordinator and/or department chair will also discuss the grades necessary to increase their cumulative GPA to at least a 3.0.
5. The graduate coordinator and/or department chair will complete the graduate academic appeals form and the graduate appeal worksheet and send them back to the College of Graduate Studies.
6. The College of Graduate Studies will then send the graduate academic appeals form, the graduate appeal worksheet, and the student transcript to the Associate Dean of the College of Graduate Studies (chair of committee). The Associate Dean (chair) will review the appeal to ensure that everything is correct.

7. The Associate Dean (chair) will forward (via email) the graduate academic appeals form, the graduate appeal worksheet, and the student transcript to the Graduate Academic Appeals Committee. The Associate Dean (chair) will request that all decisions be made within 4 days.
8. The Graduate Academic Appeals Committee will send decisions to the Associate Dean (chair) via email.
9. Once a decision has been made the Associate Dean (chair) will send the decision to the College of Graduate Studies and the student will be notified via email.

Grievance Procedure

Any student who is dissatisfied with his or her treatment in any academic situation (except grades) that may occur in the APSU-MSW Program may have his or her grievance addressed by utilizing the following grievance procedure:

1. The student discusses the issue with the faculty member(s) with whom there is a difference.
2. If the issue remains unresolved, the student should contact the Chair of the Department of Social Work.
3. If there is still no resolution, the student should prepare a written statement addressed to the MSW Review Committee. The statement should provide the committee with all relevant information about the issue or problem, and the steps the student has taken to obtain a resolution of the problem.
4. Upon receipt of the student's statement, the Committee will meet to consider the issue or problem. The Committee will accept written statements from any involved faculty member. The Committee will prepare a written report with recommendation(s) for resolution. Membership of the committee will include all social work faculty from student's home campus as well as the MSW Program Coordinator; excluded from the Committee will be the Department Chair and the faculty member with whom the student has a dispute.
5. The Committee will send the report to the Department Chair for appropriate action.
6. The student, if not satisfied, may confer with the Chair of the Department of Social Work and with the Dean of the Graduate College.

Counseling Out

"Counseling out" is a term used to describe discontinuing a student's enrollment in the APSU-MSW Program. In most cases, the decision to discontinue a student in the program is considered permanent. In certain circumstances, a student may be counseled out with specific remedial steps to be taken before formal re-application to the program may be made. Students can be counseled out for failure to meet academic standards, the conditions of academic probation, or for behavior that violates university, practicum agency, or professional standards.

Students have the right to appeal the counseling out decision through the identified grievance procedures of the university.

Academic Integrity

MSW students are expected to intellectually honest and forthright in their academic and field placement activities. All work MSW students complete for all courses should be their own. MSW students are expected to give credit to the sources used in their work by including appropriate citations and identifying direct quotations with quotation marks and providing complete reference information. Academic misconduct includes the following behaviors: plagiarism, cheating, fabrication, or facilitating any such act. The following definitions apply:

- (1) Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment.
- (2) Cheating. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- (3) Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
- (4) Facilitation. Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Issues of academic integrity and compliance can be found in APSU Policy 3:005
<https://apsu.navexone.com/content/dotNet/documents/?docid=120&public=true>

Student's Rights and Responsibilities

The APSU-MSW Program is committed to ensuring that MSW students are treated fairly and with respect and dignity during their graduate education. Students deserve to have their work evaluated in a non-biased and timely fashion. They should receive appropriate recognition for their contributions to work they do with faculty members. No student in the APSU-MSW Program should be subject to bias or discrimination on the basis of race, ethnicity, gender, age, religion, sexual orientation, or disability.

Conversely, APSU students are citizens of the local community, state, nation, and academic community. They are, therefore, expected to conduct themselves as such at all times. Admission to the University carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Board of Trustees has authorized the president to take such action as may be necessary to maintain campus conditions and preserve the integrity and educational environment of the institution.

A complete statement of students' rights and responsibilities can be found at:
<https://www.apsu.edu/handbook/student-code/student-rights.php>

Reasonable Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) of 1990, as amended and the Rehabilitation Act of 1973, Section 504, no qualified person will be denied access to, participation in, or the benefits of, any program or activity operated by Austin Peay State University (APSU) because of disability.

Any student who has a disability that may affect their academic performance is encouraged to make an appointment with their professor to discuss the matter, or they may contact Disability Services. To register with the university for accommodations, contact:

Office of Disability Services
Austin Peay State University
Morgan University Center 114
Clarksville, TN 37044
931-221-6230 (Voice)/931-221-6278 (TTY)

Reporting of Unofficial Withdrawals

Federal regulations require that students who cease class attendance but do not officially withdraw from the University must be reported so that future financial aid will cease and/or the student will be required to return funds. Discontinuing class attendance without officially dropping or withdrawing from the University will be an unofficial withdrawal, and the student will retain financial obligation. Failure to drop a class via AP One Stop will result in the grade of “F” “FA” or “FN.” Therefore, during the term, the instructor is required to complete a roster indicating those students who have stopped attending class without officially withdrawing.

Non-Discrimination Policy

The APSU-MSW program makes specific and continuous efforts to provide a learning context in which respect for all persons and understanding of diversity (including age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation) are practiced. Social work education builds upon professional practice and values; therefore, the APSU-MSW Program provides a learning context that is nondiscriminatory and reflects the profession’s fundamental tenets. The learning context, the educational program (including faculty, staff, and student composition; selection of agencies and their clientele as field education settings; composition of program advisory or field committees; resource allocation; program leadership; speakers’ series, seminars, and special programs; research and other initiatives), and the program’s curriculum model understanding of and respect for diversity.

Austin Peay State University (APSU) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU. Inquiries or complaints regarding Title IX, should be directed to

the Chief of Institutional Culture and Title IX Coordinator, williamslr@apsu.edu , 931-221-7690, Office of Institutional Culture, 601 College Street, Browning 140, Clarksville, TN 37044. Other inquiries or complaints regarding non-discrimination policies may be directed to the Director of Equal Opportunity, Title IX Deputy Coordinator, Sheila Bryant, bryantsm@apsu.edu, 931-221-7178. The Austin Peay State University policy on nondiscrimination can be found at [Policy 6:001](#)

Policy on Harassment

Harassment is conduct that is based on a person's race, color, religion, creed, ethnic or national origin, disability, age as applicable, status as a protected veteran, genetic information, or any other category protected by federal or state civil rights law, that

- adversely affects a term or condition of an individual's employment, education, participation in university activities or living environment.
- has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment for the individual; or
- is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in the university's activities or living environment.

Sexual, racial or other forms of harassment have no place in a university community. For more information contact:

Office of Equity, Access and Inclusion
416 College Street, Room 116
Clarksville, TN 37044
Office: 931-221-7690

Access to Educational Records

Students have the right to inspect, review and obtain a copy of their education records. Exceptions and the procedures may be found in university policy 1:020 Confidentiality of Student Records

<https://apsu.navexone.com/content/dotNet/documents/?docid=295&public=true>

Exceptions to APSU-MSW Program Policies

Exceptions to APSU-MSW Program policies are rare; however, in unusual situations students may seek an exception by submitting a request in writing. Students who do not meet admission requirements, course prerequisites, or other stated conditions may appeal the decision in writing. A request or appeal for an exception, which is made by the student, should include a statement as to why the student believes her or his case is exceptional and merits additional consideration.

Student and Professional Organizations

MSW Student Organization

Students are organized to provide representatives to the Faculty meetings and to the Advisory Board meetings.

National Association of Social Workers (NASW) <http://www.socialworkers.org/>

NASW is the national organization for professional social workers with over 150,000 members and 56 chapters throughout the United States and abroad. The organization has programs in professional development, standards, and action. It seeks to achieve sound social policy affecting those who are served. Its activities and membership services are structured to help all social workers to advance their practice in the field of helping people. The organization is committed to a high standard of practice and guides its members to this standard through the Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>). NASW meetings are held annually, both on the national and state levels. Local branch meetings are held monthly. Low student membership rates are offered for those pursuing an education in the field of social work. Liability insurance, sometimes required during a student's practicum semesters, may also be obtained from NASW. Members of NASW also receive the professional journal *Social Work*, which is committed to improving practice and extending knowledge in social work and social welfare. The journal is published bimonthly and is indexed/abstracted in: Criminal Justice Abstract, Social Citation Index, Social Work Research and Abstracts, Social Sciences Index, and various other publications.

National Association of Black Social Workers (NABSW) <http://www.nabsw.org/>

NABSW is the national organization established in 1968 specifically to address social issues that affect the social, economic, psychological, and physical well-being of the Black community. There are chapters across the U.S., as well as in the Caribbean and Africa. Through participation in NABSW's national and international conferences, social workers can stay connected with each other and stay informed on state-of-the-art practice approaches and ideas. NABSW is a rich source of professional and cultural resources to help social workers in reaching their full potential in the profession and in enriching the lives of those with whom they work. Students are encouraged to become members and to form student chapters; NABSW's Office of Student Affairs is available to facilitate students' participation.

International Federation of Social Workers (IFSW) <http://www.ifsw.org/>

The International Federation of Social Workers brings together social workers and their professional organizations from around the globe. The organization works to foster social justice, social development, and international cooperation. It strives to identify and disseminate information about best practices. It is committed to enhancing the profession of social work. Each year, the organization holds a thematically-focused annual meeting.

Tennessee Conference on Social Welfare (TCSW) <http://www.tcsw.org/>

The TCSW grew out of the activities of reform leaders at the beginning of the 20th century. Originally called the Tennessee Conference on Charities and Corrections, the TCSW celebrates

its 100th anniversary in 2013. Today the TCSW is statewide organization composed of six regional networks that focus on a variety of topics. The organization engages in advocacy, and educational activities directed at “improving the social and economic well-being of Tennesseans.” Regular training sessions on issues related to public policy and service effectiveness are offered across the state. In addition to its annual conference, the TCSW also holds regional conferences.

Council on Social Work Education (CSWE) <http://www.cswe.org/>

CSWE is a national nonprofit organization that was established in 1952. Its membership includes individuals as well as undergraduate and master’s-level social work programs. CSWE is the accrediting body for social work educational programs. The organization also engages in research on the profession, especially those issues that relate to professional social work education. CSWE publishes the Journal of Social Work Education; the CSWE Press publishes book relevant to social work education, including textbooks for classroom use. CSWE holds an annual meeting that offers social worker academics a chance to learn about new research and instructional methodologies.

Society for Social Work and Research (SSWR) <http://www.sswr.org/>

SSWR was established in 1993 to promote the engagement of practicing social workers, social work academics, and social work students in research. SSWR is dedicated to fostering the well-being of people and communities through the conduct of research and the application of research findings. At each year’s annual meeting, excellence in faculty and doctoral student research is acknowledged.

Social Work Advisory Board

A board of community social service professionals serves in an advisory capacity to the APSU Social Work Department, providing current professional community input to the programs. Community members advise APSU-MSW Program faculty on needs, trends, and issues of particular relevance to the local area. Community members are brought together across sites to provide guidance on the development and delivery of the program overall.

Appendix A

APSU MSW Policies

Policy #1.1 -- Credit for Life, Volunteer, or Employment Experience

Academic or field education credit shall not be granted by the Austin Peay State University Master of Social Work Program for life, volunteer, or employment experience.

Policy #1.2 -- Advanced Standing

Advanced Standing is defined as the awarding of academic credit toward a MSW degree for prior baccalaureate course and field work completed at an undergraduate social work program accredited by the Council on Social Work Education (CSWE).* Persons who enter the Austin Peay State University Master of Social Work Program with a degree granted by a CSWE-accredited undergraduate social work program *and who have a cumulative social work GPA of 3.00. Individuals granted advanced standing upon admission to this program, credit will be given for generalist courses and field work and will have the requirements for the MSW degree reduced by 30 credits; advanced standing students will complete this program's specialized practice curriculum only.

* For the purposes of granting Advanced Standing credit under this paragraph, an accredited undergraduate social work program is one that is accredited by the Commission on Accreditation of the Council on Social Work Education as posted in the Council's Directory of Colleges and Universities with Accredited Social Work Degree Programs. International students who hold a baccalaureate degree in social work from a program that is not accredited by the Council on Social Work Education and who are interested in obtaining advanced standing credit must submit their transcript to the Council for a determination of equivalency.

Policy #1.3 -- Transfer Credit or Course Exemption in the MSW Program

Transfer Credit is defined as the awarding of academic credit toward a degree for post-baccalaureate course or field work completed at an accredited academic institution when such work meets the transfer credit requirements of the university as well as those of this MSW Program.

Exemption is defined as the waiving of a required academic course following: 1) an evaluation of the student's previous post-baccalaureate work that determines it to be essentially identical to the required course being waived and that meets the requirements of the university; or 2) demonstration by the student via examination of his or her mastery of a specific generalist content area for which such an examination is available. An exemption as defined herein does not reduce the number of credits required for graduation.

A. Persons who have completed master's level work at a CSWE-accredited master of social work program* and who are admitted to the Austin Peay State University Master of Social Work Program for completion of the MSW degree may be eligible to receive transfer credits and/or course exemptions.

Any exemption granted will not reduce the number of credits the student needs in order to complete his or her MSW degree. The number of credits granted or reduced for a given course can neither exceed the number on the transcript from the school where they were earned nor the number earned in the corresponding course in this program. Regardless of the exemptions or transfer credits granted under this paragraph, the student will be required to complete before graduation all generalist and specialized practice requirements of this program's curriculum.

The specific transfer credits or exemptions granted will depend on the curriculum of the master of social work program the student attended, the courses the student completed, this program's MSW curriculum, and the requirements of the university in this collaboration that is serving as the student's home campus. This evaluation will be performed by the MSW Program Coordinator, or his or her designate, in collaboration with relevant graduate faculty from this program and representatives of the graduate division of the university in this collaboration that is serving as the student's home campus.

* For the purposes of granting Transfer Credit or Exemption under this paragraph, an accredited master of social work program is one that is accredited by the Commission on Accreditation of the Council on Social Work Education as posted in the Council's Directory of Colleges and Universities with Accredited Social Work Degree Programs.

B. Persons who have completed post-baccalaureate academic work at an accredited academic institution in some discipline or profession other than social work and who are admitted to the Austin Peay State University Master of Social Work Program may be entitled to transfer up to nine (9) credits of elective coursework. Coursework considered for transfer credits must meet the requirements for transfer credit of the university.

The number of credits granted for a given course can neither exceed the number on the transcript from the school where they were earned nor the number earned in the corresponding course at the university.

Exemption or transfer credit will not be granted for internship experiences complete.

during post-baccalaureate work in a discipline or profession other than social work.

C. Persons whose undergraduate education has afforded them strong preparation in one or more of the subjects covered in this program's first semester generalist curriculum may be able to be exempt from the following courses upon successful passing of exam: SW 6010 HBSE; SW 6020 Research I and SW 6030 Social Policy. Exemption from MSW generalist courses will be determined via examination only. Any exemption granted, however, will not reduce the number of credits that students will need to complete their MSW degree. Only courses in which the student earned a passing grade at bachelor's level can be used to be considered for a waiver at graduate level. Exemption credit will not be granted for internship experiences completed during baccalaureate work in a discipline or profession other than social work.

Policy #1.4 -- Enrollment Status

A. Full-time students, who will complete the Austin Peay State University Master of Social Work Program in two (2) years, will need to enroll in 12-15 credits per semester.

B. Part-time students, who will complete the Austin Peay State University Master of Social Work Program in four (4) years, will need to enroll in 6-8 credits per semester.

C. A student wishing to change his or her enrollment status from full-time to part-time or from part-time to full-time should first discuss the matter with his or her academic advisor. The student must then submit to the MSW Program Coordinator a written request that indicates the rationale for the change of enrollment status. The written request must be submitted in advance of the student changing the number of credits for which he or she registers. The MSW Program Coordinator will review the request and will notify the student and the academic advisor of the decision. A change of enrollment status does not increase the amount of time the student has to complete the MSW degree beyond four years from the date of the student's entry into the program (see Policy #1.5).

Policy #1.5 -- Statute of Limitation on Earning the MSW Degree

There is a four-year statute of limitation on the earning of the MSW degree, consistent with the Council on Social Work Education's Accreditation Standards. The four-year period is counted from the date of entry into the program for four full academic calendar years.

Under extenuating circumstances (listed below), an academic advisor can recommend an extension of time to the MSW Program Coordinator. If approved, the period of extension and the conditions for completing the program will be recorded in the student's folder, with a copy sent to the student. Extenuating circumstances include the following:

- extended illness of the student
- extended personal emergency
- mobilization into a US military unit
- death of a close family member

Policy #1.6 -- Leave of Absence/Stop Out

Under special circumstances, a MSW student may be granted a leave of absence from the program. A student wishing to take a leave of absence should refer to the university's Graduate Catalog for information on specific requirements and procedures. The time out of the program during an approved leave of absence/stop out will not count against the total time allowed to complete the MSW degree.

Policy #1.7 -- Readmission to the Austin Peay State University Master of Social Work Program following Probation, Suspension or Voluntary Leave of Absence

A person seeking to re-enter this program must re-apply to the College of Graduate Studies first, be readmitted by the College of Graduate Studies, then submit a letter to the MSW Program Coordinator. The letter to the MSW Program should discuss why the individual wishes to return to the MSW Program and the plans he or she has to ensure that he or she will now be able to participate fully and meet the program's course and field education requirements. The letter will be reviewed by the MSW Program Coordinator and the graduate faculty in the program. Their recommendation will be forwarded to the College of Graduate Studies.

Policy #1.8 – Advisement

Each MSW student will be assigned to a graduate faculty member who will serve as his or her advisor. The purposes of advisement are to:

- Provide guidance on academic matters
- Assist with problem solving
- Offer consultation on professional development and social work career opportunities

Students are expected to meet with their faculty advisors on a regular basis, at minimum once a semester.

Policy #1.9 -- MSW Graduation Requirements

To qualify for graduation, MSW students must complete all of this program's course and field education requirements and have a cumulative GPA of 3.00 or higher

APSU MSW PROGRAM POLICIES

The following policies were adopted Fall 2025.

Policy #1.1 -- Credit for Life, Volunteer, or Employment Experience

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Policy #1.2 -- Advanced Standing

Advanced Standing is defined as the awarding of academic credit toward a MSW degree for prior baccalaureate course and field work completed at an undergraduate social work program accredited by the Council on Social Work Education (CSWE).*

Persons who enter the Austin Peay State University Master of Social Work Program with a degree granted by a CSWE-accredited undergraduate social work program *and who have a cumulative social work GPA of 3.00. Individuals granted advanced standing upon admission to this program will be given credit for generalist courses and field work and will have the requirements for the MSW degree reduced by 30 credits; advanced standing students will complete this program's specialization curriculum only.

- * For the purposes of granting Advanced Standing credit under this paragraph, an accredited undergraduate social work program is one that is accredited by the Commission on Accreditation of the Council on Social Work Education as posted in the Council's Directory of Colleges and Universities with Accredited Social Work Degree Programs. International students who hold a baccalaureate degree in social work from a program that is not accredited by the Council on Social Work Education and who are interested in obtaining advanced standing credit must submit their transcript to the Council for a determination of equivalency.

Policy #1.3 -- Transfer Credit or Course Exemption in the MSW Program

Transfer Credit is defined as the awarding of academic credit toward a degree for post-baccalaureate course or field work completed at an accredited academic institution when such work meets the transfer credit requirements of the university as well as those of this MSW Program.

Exemption is defined as the waiving of a required academic course following: 1) an evaluation of the student's previous post-baccalaureate work that determines it to be essentially identical to the required course being waived and that meets the requirements of the university in this collaboration that is serving as the student's home campus as well as those of this MSW Program; or 2) demonstration by the student via examination of his or her mastery of a specific generalist content area for which such an examination is available. An exemption as defined herein does not reduce the number of credits required for graduation.

- A. Persons who have completed master's level work at a CSWE-accredited master of social work program* and who are admitted to the Austin Peay State University Master of Social Work Program for completion of the MSW degree may be eligible to receive transfer credits and/or course exemptions.
- B. Any exemption granted will not reduce the number of credits the student needs in order to complete his or her MSW degree. The number of credits granted or reduced for a given course can neither exceed the number on the transcript from the school where they were earned nor the number earned in the corresponding course in this program. Regardless of the exemptions or transfer credits granted under this paragraph, the student will be required to complete before graduation all generalist and specialization requirements of this program's curriculum.

The specific transfer credits or exemptions granted will depend on the curriculum of the master of social work program the student attended, the courses the student completed, this program's MSW curriculum, and the requirements of the university in this collaboration that is serving as the student's home campus. This evaluation will be performed by the MSW Program Coordinator, or his or her designate, in collaboration with relevant graduate faculty from this program and representatives of the graduate division of the university in this collaboration that is serving as the student's home campus.

* For the purposes of granting Transfer Credit or Exemption under this paragraph, an accredited master of social work program is one that is accredited by the Commission on Accreditation of the Council on Social Work Education as posted in the Council's Directory of Colleges and Universities with Accredited Social Work Degree Programs.

- C. Persons who have completed post-baccalaureate academic work at an accredited academic institution in some discipline or profession other than social work and who are admitted to the Austin Peay State University Master of Social Work Program may be entitled to transfer up to nine (9) credits of elective coursework. Coursework considered for transfer credits must meet the requirements for transfer credit of the university.

The number of credits granted for a given course can neither exceed the number on the transcript from the school where they were earned nor the number earned in the corresponding course at the university.

Exemption or transfer credit will not be granted for internship experiences completed during post-baccalaureate work in a discipline or profession other than social work.

- D. Persons whose undergraduate education has afforded them strong preparation in one or more of the subjects covered in this program's first semester generalist curriculum may be able to be exempt from the following courses upon successful passing of exam: SW 6010 HBSE; SW 6020 Research I and SW 6030 Social Policy. Exemption from MSW generalist courses will be determined via examination only. Any exemption granted, however, will not reduce the number of credits that students will need to complete their MSW degree. Only courses in which the student earned a passing grade at bachelor's level can be used to be considered for a waiver at graduate level.

Exemption credit will not be granted for internship experiences completed during baccalaureate work in a discipline or profession other than social work.

Policy #1.4 -- Enrollment Status

- A. Full-time students, who will complete the Austin Peay State University Master of Social Work Program in two (2) years, will need to enroll in 12-15 credits per semester.
- B. Part-time students, who will complete the Austin Peay State University Master of Social Work Program in four (4) years, will need to enroll in 6-8 credits per semester.
- C. A student wishing to change his or her enrollment status from full-time to part-time or from part-time to full-time should first discuss the matter with his or her academic advisor. The student must then submit to the MSW Program Coordinator a written request that indicates the rationale for the change of enrollment status. The written request must be submitted in advance of the student changing the number of credits for which he or she registers. The MSW Program Coordinator will review the request and will notify the student and the academic advisor of the decision.

A change of enrollment status does not increase the amount of time the student has to complete the MSW degree beyond four years from the date of the student's entry into the program (see Policy #1.5).

Policy #1.5 -- Statute of Limitation on Earning the MSW Degree

There is a four-year statute of limitation on the earning of the MSW degree, consistent with the Council on Social Work Education's Accreditation Standards. The four-year period is counted from the date of entry into the program for four full academic calendar years.

Under extenuating circumstances (listed below), an academic advisor can recommend an extension of time to the MSW Program Coordinator. If approved, the period of extension and the conditions for completing the program will be recorded in the student's folder, with a copy sent to the student. Extenuating circumstances include the following:

- extended illness of the student
- extended personal emergency
- mobilization into a US military unit
- death of a close family member

Policy #1.6 -- Leave of Absence/Stop Out

Under special circumstances, a MSW student may be granted a leave of absence from the program. A student wishing to take a leave of absence should refer to the university's Graduate

Catalog for information on specific requirements and procedures. The time out of the program during an approved leave of absence/stop out will not count against the total time allowed to complete the MSW degree.

Policy #1.7 -- Readmission to the Austin Peay State University Master of Social Work Program following Probation, Suspension or Voluntary Leave of Absence

A person seeking to re-enter this program must re-apply to the College of Graduate Studies first, be readmitted by the College of Graduate Studies, then submit a letter to the MSW Program Coordinator. The letter to the MSW Program should discuss why the individual wishes to return to the MSW Program and the plans he or she has to ensure that he or she will now be able to participate fully and meet the program's course and field education requirements. The letter will be reviewed by the MSW Program Coordinator and the graduate faculty in the program. Their recommendation will be forwarded to the College of Graduate Studies.

Policy #1.8 – Advisement

Each MSW student will be assigned to a graduate faculty member who will serve as his or her advisor. The purposes of advisement are to:

- Provide guidance on academic matters
- Assist with problem solving
- Offer consultation on professional development and social work career opportunities

Students are expected to meet with their faculty advisors on a regular basis, at minimum once a semester.

Policy #1.9 -- MSW Graduation Requirements

To qualify for graduation, MSW students must complete all of this program's course and field education requirements and have a cumulative GPA of 3.00 or higher.

Policy #2.1: Requirements for Admission to MSW Field

To be accepted for generalist field education (SW 6130/6140), MSW students must complete Practice I (SW 6000), HBSE (SW 6010), Research I (SW 6020), and Social Welfare Policy and Services (SW 6030) and achieve an overall GPA of 3.0 or higher in their MSW courses. In addition, students are required to attend a general field introductory session as well as other field education meetings. Student must schedule an individual appointment with the Field Coordinator prior to field placement application materials being submitted for pre-approval. Student will be responsible for contacting the potential practicum agency and meeting with the field instructor to finalize the placement. Written confirmation of the placement must be received by the Social Work office prior to the end of the fall semester.

To be accepted for the advanced generalist specialization field experience (SW 6310/6320), MSW students must complete Advanced Practice with Individuals (SW 6200), Advanced Practice with Families (SW 6210) OR Advanced Group Practice (SW 6220), Advanced Macro Practice (SW 6230), and Social Policy Analysis (SW 6240) and have a cumulative GPA of 3.0 or higher. Students must enroll concurrently in Empirical Social Work Practice (SW 6300) during the spring semester in which they do their specialization field placement. Students are responsible for ensuring that request for placement forms, interviews with the Field Coordinator and with the potential field instructor, and written confirmation of the placement are completed by the deadlines set by the Department of Social Work.

All students, including advanced standing students MUST attend the Field Orientation held in each Fall Semester.

Policy #2.2: Conflicts of Interest

Field students should be alert to and avoid conflicts of interest that interfere with professional discretion and impartial judgment. During the field placement planning process, MSW students should let the Field Coordinator know about any agencies with which there may be a conflict of interest because:

- students and/or their family members are currently receiving or have recently finished receiving agency services.
- a family member is currently employed by the agency or has recently left a position with the agency.

Once in the field education placement, MSW students should follow the required steps to avoid conflicts of interest:

- inform the field instructor when a real or potential conflict of interest arises and take reasonable steps to resolve the issue in a manner that makes the client's interests primary and protects client's interests to the greatest extent. refrain from taking unfair advantage of any professional relationship or exploiting others to further personal, political, religious, or business interests.
- refrain from engaging in dual or multiple relationships with clients or former clients in which there is a risk of potential harm or exploitation to the client. Dual or multiple relationships occur when MSW students relate to clients in more than one relationship, whether professional, social, or business.
- when providing services to two or more individuals who have a relationship with each other (i.e., couples, family members), MSW students should clarify with all parties which individuals are considered clients and professional obligations to all individuals who are receiving services.

Policy #2.3: Confidentiality

MSW students are expected to demonstrate professional behavior that is consistent with the ethical standards identified in the NASW Code of Ethics. As part of this, students are expected to

maintain the confidentiality of information during their practicum experiences. They should avoid discussing the particulars of cases with friends, family members, and others not directly involved in the cases. Students should never disclose client names to others or use actual client names in their process recordings, journals, course notebooks, papers, etc.

Policy #2.4: Professional Liability Insurance

While the risk is relatively small, the student and the agency should recognize the possibility of lawsuit in a case where a student is involved, even though the suit may not involve the student directly. The APSU MSW Program requires malpractice insurance for all MSW students in practicum. The APSU MSW Program is unable to cover the costs for such liability insurance for MSW students.

In some cases, agencies may be able to include students (who are their employees) under their "blanket policy." Alternatively, students can check with their insurance providers to see if they have a rider to cover such liability insurance. NASW provides such insurance for a nominal fee to its members. Information on NASW membership and insurance is available at:

<https://www.socialworkers.org/join.asp>

Prior to registration for field courses, students must submit documentation of liability insurance to the MSW Field Coordinator.

Policy #2.5: Practicum Hours and Attendance

The generalist practicum (SW 6130/6140) involves a total of 400 hours, or 6 credits. MSW students can enter their generalist practicum only in the spring semester. Students have the option of registering for all 6 credits and completing all 400 hours in a single spring semester OR registering for 3 credits and completing 200 hours in the spring semester and finishing the remaining 3 credits/200 hours in the summer semester. Students who register for all 6 credits of generalist field education in the spring semester must complete approximately 28 hours of practicum per week over the course of the semester, excluding the period for spring break. Those who register for 3 credits of generalist field education in the spring and 3 credits in the summer must complete approximately 15 hours of practicum per week, excluding the spring break period and the time between semesters.

The advanced generalist specialization practicum (SW 6310/6320) involves a total of 500 hours, or 8 credits. MSW students can enter their specialization practicum only in the spring semester. Students have the option of registering for all 8 credits and completing all 500 hours in a single spring semester OR registering for 4 credits and completing 250 hours in the spring semester and finishing the remaining 4 credits/250 hours in the summer semester. Students who register for all 8 credits of specialization field education in the spring semester must complete approximately 34 hours of practicum per week over the course of the semester, excluding the period for spring break. Those who register for 4 credits of specialization field education in the spring and 4 credits in the summer must complete approximately 19 hours of practicum per week, excluding the spring break period and the time between semesters.

All students must observe agency work hours and notify the field instructor of any unavoidable absences or lateness in advance if possible. Students must make up time for being late and/or absent. Students are entitled to hazardous weather closings and to holidays that are observed by the field agency. Students are not expected to report to their field agency on holidays observed by the university, should these differ from the holidays observed by the field agency. However, students must discuss this with their field instructors prior to the absence; the field instructors may request that the students come to the agency that day.

If approved by their field instructors, students may continue in their practicum during spring break as well as during the period between spring and summer semesters. They may complete no more than their usual number of hours per week during these periods. A schedule must be submitted to the faculty liaison at least two weeks prior to the break.

Students are responsible for completing the required number of field hours and for maintaining a timesheet to document the completion of their field hours. Although students sometimes will want to complete more than the required number of hours per week in order to reduce the number of weeks in which they are at their practicum setting, they should be aware that they have made a commitment to the agency and are expected to extend their practicum throughout the semester in which they are enrolled. Therefore, students should not expect to complete their practicum prior to the final week of classes.

Policy #2.6: Employment-Based Practicum

Students who are working in a social service agency can request a field practicum at their place of employment. The employing agency must be agreeable to serving as the employee's field practicum site and willing to create learning experiences, provide field instruction, and comply with other field education requirements. The practicum assignment must be clearly educational, should afford the student learning experiences that contribute to his or her development as an advanced generalist social worker, and do not replicate current or past work assignments. The use of settings where the student is already an employee as a field practicum site may be permitted if the following conditions are met:

- Assignments developed for the practicum must be educationally focused and must be clearly delineated from work assignments. Not all work hours will count towards practicum hours.
- The student's work supervisor can be the field instructor, but educational supervision time must be intentional and separate from work supervision time.
- The person supervising the student cannot be enrolled in the Austin Peay State

University Master of Social Work Program.

- The agency must meet the same criteria as other field practicum agencies, as specified in the *MSW Field Education Manual*.
- The person designated as the field instructor must meet the same criteria as other field instructors, as specified in the *MSW Field Education Manual*.

- The student must complete the Work-Based Field Education Application for an employment-based placement request.
- The Field Director may make an agency visit.

Policy #2.7: Compliance with Field Agency Policies and Procedures

MSW students are expected to follow agency policies and procedures and abide by the rules and regulations of the agency while in their field placements. They are responsible for fulfilling the practicum agencies' requirements for background checks, health screenings, finger printing, and the like. Students represent their practicum agencies in their contacts with clients, other agencies and organizations, and the general public. They, therefore, are expected to present themselves in a professional manner and to demonstrate behavior that is consistent both with agency requirements and with the NASW Code of Ethics.

Policy #2.8: Compliance with University Policies and Procedures

During their field education experiences MSW students are expected to follow the policies and procedures of their home university and the APSU MSW Program. These include, but are not limited to, university policies concerning non-discrimination, academic integrity, and harassment. Students are not only representing their practicum agencies, but also their university and the APSU MSW Program in their contacts with clients, other agencies and organizations, and the general public. They therefore are expected to present themselves in a professional manner and to demonstrate behavior that is consistent with university policies and codes of conduct.

Policy #2.9: Transportation

All costs incurred travelling to and from the field placement agency, including but not limited to gas, parking, and tolls, are the responsibility of the student.

In some cases, students may be required to use their own vehicles to perform activities associated with the field placement, such as making home visits or attending case conferences at other agencies. Students who use their own vehicles for agency business should talk with their field instructors about agency policy and procedures for reimbursement of expenses incurred. It is the students' responsibility to submit documentation required for reimbursement to the agency. Students also should discuss potential liability issues with their field instructors as well as with their insurance agents and make sure that they have adequate automobile insurance coverage.

Students at times may be asked to transport clients in their own cars as part of their placement duties. Austin Peay MSW students **MAY NOT TRANSPORT CLIENTS IN THEIR PERSONAL AUTOMOBILES, NOR CAN THEY DRIVE AGENCY AUTOMOBILES TO TRANSPORT CLIENTS.** APSU MSW students can ride with agency employees and clients if the agency employee is driving the automobile.

Policy #2.10: Change of Placement

Each student is expected to complete the field practicum course at the agency where she or he is initially placed. If a student is experiencing difficulties in field, the first course of action is to attempt to address and resolve issues directly with the Field Instructors, onsite supervisor (if applicable) and in consultation with the Faculty Liaison and/or Field Coordinator. If the student's dissatisfaction is a result of circumstances at the field practicum site which are not resolvable and are not a result of inappropriate behaviors or lack of skills on the part of the student, a written request to change field practicum site can be submitted to the Field Coordinator for review by the Field Coordinator and MSW Program Coordinator.

Change requests are only granted in rare circumstances. Examples of some circumstances that would be valid reasons for possible change of field practicum sites would include:

- Field Instructor unavailability due to increased work load or change of positions;
- Field Instructor's inability to provide appropriate supervision;
- Lack of opportunities to complete the requirements of the field practicum as outlined in the practicum learning plan;
- Serious interpersonal conflicts with field agency; and/ or conflicts with the Field Instructor that has not been able to be successfully resolved despite sincere efforts of the student, Field Instructor, Faculty Liaison, and Field Director.
- The Field Coordinator, in consultation with the Field Committee, will consider whether the student should be:
 - Placed at an alternate site and complete the field practicum hours;
 - Placed at an alternate site and complete additional practicum hours; or
 - Remain at the current field practicum site.
- The Field Director will inform the student in writing of the committee's decision no later than seven days after the Field Committee meets.

Additionally, per the educational agreement between the university and the agencies, the agreement to have students placed at the agency is strictly voluntary and can be cancelled at any point.

Policy #2.11 Removal of a Student from Field Practicum and/or Termination by Field Instructor

Field education is considered an essential component of a MSW student's academic preparation for professional social work practice. Therefore, what happens at a student's practicum is considered to be an academic matter and, as such, comes within the purview of not only the field education policies, but also those of the APSU MSW Program, the Graduate College, and the University.

A student may be removed from his or her field placement due to unsatisfactory performance at the practicum.

Reasons for termination from field include, but are not limited to:

- Ethical violations, including:
 - o engaging in intimate (sexual/romantic) relationships with a client or a client's family member; o falsifying agency or university documentation;
 - o breaching client confidentiality; o initiating a physical confrontation with a client, client's family member, Field Instructor, agency staff, or faculty member;
 - o exhibiting impaired functioning due to the use of alcohol or other substances during practicum hours; o and/or acting in a discriminatory manner toward a client, co-worker, fellow student, Field Instructor, or faculty member.
- Evidence of alcohol or other illegal drugs while at the practicum site
- A serious breach of the agency's policy
- Chronic tardiness;
- Absences from field practicum without notifying the Field Instructor;
- Chronic tardiness in completion of agency paper work;
- Missing appointments with clients or Field Instructor without appropriate notification;
- Exploiting the agency by misuse of agency supplies or resources;
- Dressing in an inappropriate, unprofessional manner;
- Acting unprofessionally while at the agency, such as inappropriate displays of emotions or displays of immature behavior.
- An inability to carry out assignments in the practicum
- A hostile or resistant attitude toward learning or supervision

A Field Instructor has the authority to terminate a student's placement at the agency if the Field Instructor is unable to continue as Field Instructor, or if the student's performance or behavior is unacceptable. The Field Instructor will communicate concerns to the student immediately upon observation or knowledge of the problem, discuss interventions to ameliorate the deficit during weekly supervision, and inform the Faculty Liaison immediately that the problem exists. The Faculty Liaison immediately informs the Field Director.

In the event that the field practicum is terminated by the Field Instructor for behaviors or a lack of skills on the student's part, the Field Committee will consider whether the student should:

- Be placed at an alternate site and complete the remaining field practicum hours;
- Be placed at an alternate site and complete additional field practicum hours;
- Withdraw from the field practicum course and re-apply for another semester;
- Take additional social work classes prior to re-enrollment in the field practicum; or
- Be terminated from the field practicum course and receive a grade of "F" for the course.

A student who is terminated from his or her field placement for cause will receive a grade of "Fail" for the field education credits in which he or she is enrolled and may be asked to leave the MSW Program.

Policy #2.12: Field Education Grading

A formal evaluation is conducted at the end of a student's field placement. The educational objectives and tasks established in the Field Education Learning Contract and Evaluation form provide the criteria against which the student's progress can be assessed. The field instructor and student should independently evaluate the student's performance and then should discuss their assessments with each other, identifying areas of commonality as well as difference. In this way the evaluation itself can be part of the student's learning.

The field practicum is graded on "Pass" or "Fail" basis. The field instructor recommends a grade to the field liaison. However, it is the field liaison, as a faculty member, who ultimately is responsible for assigning the grade and submitting it to the university.

The option of repeating a course in which a failing grade is received does not extend to field education (SW 6130/6140 and SW 6310/6320). Therefore, if a student receives a grade of "Fail" for the field practicum, he or she will be asked to leave the MSW program. The student has the right to appeal the grade of "Fail"; the procedures a student must use to appeal a grade are described in the *Graduate Catalog/Graduate Bulletin* of the student's home campus.

The grade of "I" (Incomplete) may be given if the student has not completed the required number of field hours or assignments. The grade of "I" (Incomplete) is a temporary grade indicating that the student has performed satisfactorily in the field placement but was unable to complete all practicum hours or assignments due to unforeseen circumstances. The field liaison, the field instructor, and the student jointly decide on the terms for the removal of the incomplete. If the grade of "I" (Incomplete) is not removed within the following semester, the grade will be changed from an "I" to an "F" (Fail) grade and, as described above, the student will be asked to leave the APSU MSW program.

On occasion, when a student is struggling with professional behaviors in field practicum, the field instructor, liaison and/or student can notify the field director and a meeting can be held to prevent the student from being prematurely terminated from the agency. At the meeting a Performance Improvement Plan (PIP) can be initiated by the field director with specific goals and behaviors that the student must work towards improving in order to pass the course. If the student fails to show improvement the student may be terminated from the practicum site at a later date and possibly counseled out from the APSU MSW program.

Policy #3.1 -- Counseling Out

"Counseling out" is a term used to describe discontinuing a student's enrollment in the APSU MSW Program. In most cases, the decision to discontinue a student from the program is considered permanent. In certain circumstances, a student may be counseled out with specific remedial steps to be taken before formal re-application to the program may be made.

A student may be counseled out of the program on recommendation by a faculty member, field instructor, or a participating practicum agency. The recommendation is made to the Social Work Department Chair. The Social Work Department Chair will consult with the MSW Program

Coordinator and with all other graduate social work faculty familiar with the student's performance prior to this action being taken. A formal vote is required to initiate such a process, and will include the MSW Program Coordinator and the graduate faculty at the student's home campus.

A MSW student may be counseled out of the program on the basis of:

- **Academic Performance:** Student must meet grade requirements. Student must pursue academic honesty and demonstrate academic integrity.
- **Absenteeism:** Student must meet the requirements of class and practicum attendance.
- **Professional Behavior:** Student must act in a professional manner with peers, faculty, agency personnel, and clients; always treating others with respect, courtesy, fairness, and good faith. Student should behave in a fashion consistent with the Code of Ethics of the National Association of Social Workers (NASW).
- **Assaultive or Threatening Behavior:** Student will not participate in inappropriate behavior that is directed at clients, colleagues, or instructors.
- **Damaging Behavior:** Student must treat others with respect, demonstrate a respect for diversity, protect confidentiality, ensure freedom of expression, and demonstrate a commitment to community.
- **Ineffectiveness in Work with Clients:** Student must demonstrate minimal levels of effective performance and apply progressive learning techniques to evidence progress in working with clients. Student must not violate practicum agency policy.

Progressive Discipline. If a student violates any of the above tenets, the student will be counseled and receive one warning. Continuation of the behavior will result in being counseled out of the program. However, dangerous violations can result in immediate expulsion.

Students have the right to appeal the counseling out decision through the identified grievance procedures of the Social Work Program and the University.