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"It is the policy of Morgan State University that all employees and students should be able to enjoy and work in an educational environment free from discrimination. Discrimination against any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability is prohibited by this Policy. Any employee, student, student organization, or person privileged to work or study at Morgan State University who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the University."
INTRODUCTION

The Student Handbook is intended to serve as an adjunct to the Policies and Procedures for the Master of Social Work Department. This document is available on the School of Social Work page of the Morgan State University Web Site (URL: morgan.edu/ssw). Further clarification regarding the policies and procedures herein can be obtained by consulting a faculty advisor or the Chair of the MSW Department. The department may be reached at (443) 885-3537.

THE MASTER OF SOCIAL WORK DEPARTMENT

Program Mission, Goals and Objectives

Morgan State University is a historically Black institution with the unique designation as Maryland’s public urban university. As an urban university, Morgan serves an ethnically and culturally diverse student body made up of traditional college age as well as part-time and adult learners. The university’s curricula are designed to meet the educational needs of city residents and the needs of the city and the state for professionals trained in a variety of areas. A major focus of the curriculum is on the social, economic and political characteristics of the city so that the capacity to understand urban life and phenomena are a central part of the education of the students. Also, the comprehensiveness of Morgan’s programs reflects the commitment of the university to have a major impact upon the problem of the under representation of Blacks and other minorities in the professional labor force within the city, state and nation.

Because of the urban emphasis, a substantial amount of research is focused on urban life and phenomena with a bent toward education, service, and public policy development. The research is oftentimes oriented toward specific urban problems and issues, such as human resources development, economic development and competitiveness, health care, environment, aging and substance abuse.

Consistent with the urban mission of the university, the mission of the MSW Department is to prepare beginning generalist and advanced social work practitioners to practice competently and effectively with urban families, groups, organizations, and communities. The program is committed to the alleviation of human suffering and the improvement of the quality of life for urban residents. Because African Americans make up a substantial percentage of the urban population, and are also over represented among urban residents facing unrelenting social and economic problems, the program has a major focus on preparing its graduates to address, systematically and strategically, issues of poverty and socioeconomic disadvantage, interpersonal and community violence, substance abuse and mental health problems, social injustice and discrimination.
MSW Department Goals

The department’s overarching goal is to prepare social workers whose knowledge, values, ethics, and skills enable them to intervene effectively with urban individuals, families, groups, organizations, and communities. Specific goals include the following:

1. To prepare autonomous practitioners committed to working competently and effectively with urban individuals, families, groups, organizations and communities;

2. To socialize students to the values and ethics of the profession of social work;

3. To address challenges, issues and problems of the urban environment toward the alleviation of human suffering and enhancing the quality of life of oppressed, at-risk, and vulnerable urban populations;

4. To develop an appreciation for the historical and contemporary contributions of African Americans to the field of social welfare as a context for social work practice;

5. To prepare students with the knowledge, skills and commitment to address oppression and social injustice in all forms;

6. To promote the fullest understanding of the reality and complexity of human diversity as a basis for culturally competent social work practice.

MSW Department Objectives

The objectives are:

1. Demonstrate well grounded knowledge, values, and skills required for advanced social work practice with urban populations;

2. Demonstrate a commitment to the basic values and ethics that guide social work practice, an ability to resolve ethical dilemmas, and the ability to engage in ethical decision making;

3. Demonstrate capacity to embrace ethnic and racial differences, demonstrate respect for cultural diversity, and demonstrate the capacity for working effectively with diverse client populations;
4. Demonstrate commitment and skills in the promotion of social justice and equality and the elimination of racism, sexism, classism, homophobia, ageism and other forms of oppression;

5. Demonstrate effective oral, written, and technological communication skills in the use of self with diverse clients, colleagues, and community members;

6. Demonstrate the capacity to utilize the generalist perspective as the foundation for building advanced knowledge and skills in a field of social work practice.

ADMISSIONS

The MSW Department only accepts students in the fall semester. A limited number of spaces are available for the fall semester of each year. The application procedure is rigorous.

Application materials are available through Morgan’s School of Graduate Studies Admissions Office. The Morgan State University website morgan.edu provides additional information about the School of Social Work and its departments’, facilities, and its faculty.

Applications should be filed as early as possible. A minimum of six weeks should be allowed for completing the application process. If a personal interview is required, a Graduate Coordinator will contact the applicant for an appointment. The priority deadline for completed applications is February 1 of the year in which admission is desired. Students interested in applying for scholarships, graduate assistantships or other grants must meet the February 1st application deadline. The final application deadline is February 1.

ADMISSION REQUIREMENTS

- Complete academic transcripts documenting the possession of an earned Bachelor’s degree from an accredited institution

- Evidence of scholastic ability as demonstrated by the achievement of a 3.0 cumulative undergraduate grade point average (GPA) for all undergraduate study

- Students who possess a cumulative undergraduate G.P.A. of between a 2.5 and 2.9 may be considered for conditional admission. Post-bachelor’s undergraduate credits will not be used to enhance G.P.A. requirements for admission to graduate study.

- An autobiographical statement stressing commitment to urban social work. In particular, the candidate should be prepared to explain how the possession of an MSW degree will assist in the evolution of the individual's professional goal.
A minimum of three written professional recommendations in support of the application.

A personal interview may be required by the MSW Admissions Committee (can be required of any applicant).

An impromptu expository writing sample may be included as part of the interview process. If requested, this writing sample is a critical component of the application procedure and is reviewed closely by the entire admissions committee.

Certification of the completion of a graduate writing course if required by the Admissions Committee.

Non-degree Students must be pre-approved by the Department Chair. Non-degree students are responsible for knowing and following the Graduate School’s policies and guidelines associated with the non-degree student status. Approved non-degree students can take Human Behavior I and II (SOWK505 & SOWK506); Policy I (SOWK507) and Research I (SOWK510) prior to applying for full admissions into the MSW Program.

Admission application forms and financial aid requests are available from the School of Graduate Studies Office. To be considered for financial aid, completed applications must be filed by all continuing students before February 1. Newly accepted students are informed of financial aid awards by the financial aid office upon acknowledgment of their acceptance to the MSW Department.

**PROGRAM REQUIREMENTS AND POLICIES**

Students must meet the following requirements for the MSW degree:

- All graduate and University requirements as stated in the Morgan State University Graduate Catalog (available from the School of Graduate Studies).
- Foundation Generalist and Advanced course work; and field practica with selected concentrations (60 credit hours). Concentrations include:
  
  - School Social Work
  - Public Health Social Work
  - Gerontology
  - Urban Children Youth and Families

- A portfolio serves as the comprehensive examination.
- An overall GPA of 3.0 or better on all graded courses and pass on field practica.
- Professional conduct appropriate for a social worker at all times in accordance with the National Association of Social Workers Code of Ethics.
**Time Limitation:** From the date of matriculation in the program, students must complete all requirements for the MSW degree within a five (5) year period. Under unusual circumstances, a student may petition the Dean of the School of Graduate Studies for an extension of one year. However, students who require more than five years to complete the degree requirement may suffer loss of accumulated credits. In these situations, a plan of action must be developed by the Chairperson of the Department.

**Selection of Concentration:** MSW candidates will select a concentration. Students will follow the course of study designed for that area. Electives will be selected in consultation with the faculty advisors.

**Advancement to Candidacy:** Advancement to candidacy will be based on successful completion of the 60 credit hours (including field practica), and a comprehensive portfolio.

**No Credit for Life Experience:** Under no circumstance will credit be given for life experience to a student in the MSW program.

**Duplication of Content:** BSW graduates from accredited social work programs are NOT allowed to repeat content in the foundation courses. In the event the BSW graduate has taken similar courses, they must have passed with a B grade or better. The student can be exempted in two ways: 1) receive an oral examination from the professor who teaches the course, or test out with a written examination. At this time student must take other courses to replace the courses for which they have been exempted.

**Residency Requirements:** Candidates for the MSW degree will satisfy residency requirements by completing eighteen (18) credit hours over a period of four (4) consecutive semesters, fall and spring only. Full-time MSW candidates must complete nine (9) credit hours each semester for two consecutive semesters to satisfy residency requirements. Considering that the MSW is a practice degree requiring field education, MSW candidates admitted as full-time must enroll in 12 credit hours plus 3 credit hours – field practica during the Fall and Spring Semesters. Except in unusual circumstances, students may not carry more than 15 credits each semester. It is unrealistic for the student to expect to be able to perform at a satisfactory level with a study load exceeding 15 credit hours.

**Attendance Policy:**

**New Student Orientation:** Students entering the MSW Program must attend the mandatory orientation scheduled for mid-August prior to the beginning of classes.

**Class Attendance:** The School of Social Work values attendance, punctuality, and active participation. Therefore unexcused absences and chronic tardiness are strongly discouraged and will be used in the final evaluation of performance in a course. Students are expected to attend all classes regularly. Regular attendance is defined as no more than two excused absences and arriving to class on time. Students receive credit for
Required Academic Performance: An overall cumulative grade point average (GPA) of 3.0 must be maintained. Failure to maintain the required standard of achievement for MSW students will result in dismissal from the program. The grade of "C" is the minimum accepted performance. However, two grades of "C" will render it difficult for the student to maintain the required GPA. Students will automatically be dismissed from the program upon obtaining a 4th C grade in the program. Students must have a 3.0 GPA in order to enter their Foundation Practicum (Field Instruction and Laboratory I & II), and Advanced Practicum (Field Instruction III & IV). Students must also have a 3.0 GPA to graduate from the MSW program at Morgan State University.

Transfer of Courses: A student who wishes to transfer to the MSW from another accredited MSW program may receive up to a maximum of 9 credits (in most cases HBSE, Policy, and Research), pending approval from the director of the MSW program. These courses must have been passed with a B grade or better. The student cannot repeat the courses accepted for transfer and must take additional electives to replace the credits for the transfer credits.

Criteria for Evaluating Academic Performance: The criteria for evaluating a student’s academic performance can be found in each faculty’s syllabi. Additionally, the evaluation criteria for a student’s performance in field practicum is located in the Field Manual which is available at morgan.edu/ssw.

Student Review Procedure:

Policy on Plagiarism: In an effort to foster a spirit of honesty and integrity during the learning process, Morgan State University requires that the submission of all course assignments represent the original work produced by that student. All sources must be documented through normal scholarly references/citations and all work must be submitted using the Publication Manual of the American Psychological Association, 6th Edition (2009). Washington DC: American Psychological Association (APA) format. Please refer to Appendix A in the Publication Manual of the American Psychological Association, 6th Edition for thesis and paper format.

All students are expected to conduct themselves according to the highest standards of academic and professional courtesy and honesty. The MSU Policy on Academic Dishonesty and the NASW Code of Ethics will be fully enforced in this course. The
MSW Code of Student Ethics as well as the NASW Code of Ethics prohibits misconduct including, but not limited to, cheating (fraudulent use of the work of others), fabrication (falsification, or deliberate non-attribution, of data or information presented in papers or reports) and interference with another student's work. Keep in mind that academic dishonesty (e.g. plagiarism, stealing or mutilating library materials, cheating on tests, etc.) is taken seriously by the university. There will be serious consequences for students found to be academically dishonest. (2.1.1)

**If there is a hint, appearance, suggestion or mention of cheating on any exam or assignment (including copying Reading Response entries) the exam or assignment shall be voided. In addition, the fraudulent use of others work is a serious infraction and WILL result in failure of the course. Further disciplinary actions may be sought by the School of Social Work or Morgan State University.**

Grievance Procedure: The Grievance Committee is a standing committee which reviews and makes recommendations on formal complaints initiated by students ranging from grading in academic courses, concerns or problems in field instruction, to student/faculty relationships. The grievance process begins with a written complaint by the student that is submitted to the Chair of the MSW Department. The chair evaluates the complaint. Prior to making a decision as to the disposition of the complaint, the chair will meet with the student and concerned faculty or staff person. If the matter cannot be resolved through these meetings, the Chair advises the student in writing of their right to request a formal hearing with the Grievance Committee. At this time additional documents may be requested by the Grievance Committee.

The Grievance Committee Chairperson convenes the Grievance Committee upon the request of the Chair and provides all available documentation for the review. After the Grievance Committee reviews the complaint documents, and meets with the student, the committee may extend an invitation to meet with the concerned faculty/staff member involved in the grievance. After such meeting(s), the Grievance Committee will deliberate - recommendations will be formulated and forwarded to the MSW Department Chair. The Chair renders a decision and notifies the student of the decision within 15 days. If the student is not satisfied with the chair’s decision s/he may appeal to the Dean of the School of Social Work, whose decision is binding.

The Grievance Committee is comprised as follows:

1) Two faculty members of the School of Social Work (excluding faculty members involved in the complaint).

2) One student (appointed by the Social Work Student Organization).

MEMO

DATE: _________ / ___ / ______
TO: Student

FROM: Chair, MSW Department

RE: Grievance Procedures

I. Initial Complaint Procedures and Attempt for resolution.

1) The grievance process begins with a written complaint by the grieving student.

2) The student must submit the written complaint to the chair of the MSW Department.

3) The chair evaluates the complaint.

4) Prior to rendering a decision as to the disposition of the complaint, the MSW Department Chair will meet with the student and concerned faculty or staff person.

5) If the matter cannot be resolved through these meetings, the chair advises the student in writing of their right to request a formal hearing with the Grievance Committee.

II. Grievance Committee Procedures

6) The MSW Department Chair convenes the Grievance Committee and provides all available documentation for their review.

7) The Grievance Committee reviews the complaint documents.

8) The Grievance Committee meets with the student.

9) The Grievance Committee meets with the concerned faculty/staff person (upon invitation).

10) The Grievance Committee formulates recommendations and forwards recommendations to the MSW Department Chair.

11) The chair renders a decision and notifies the student of the decision within 15 days of the grievance hearing.
III. Deans Office

12) If the student is not satisfied with the Chair’s decision, the student may appeal to the Dean of the School of Social Work, whose decision is binding.
# PROGRAM OF STUDY

Morgan State University
Department of Social Work

## MSW PROGRAM

### 2 Year Program Schedule

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Generalist Social Work Practice</td>
<td>SOWK 501 (3)</td>
</tr>
<tr>
<td>Life Course Development &amp; Issues</td>
<td>SOWK 505 (3)</td>
</tr>
<tr>
<td>Social Welfare &amp; Urban Economics (Policy)</td>
<td>SOWK 507 (3)</td>
</tr>
<tr>
<td>Research &amp; Urban Social Problems</td>
<td>SOWK 510 (3)</td>
</tr>
<tr>
<td>Foundation Practicum I (16 hours/week)</td>
<td>SOWK 503 (3)</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Neighborhood Advocacy and Development</td>
<td>SOWK 502 (3)</td>
</tr>
<tr>
<td>In Poor Urban Communities</td>
<td></td>
</tr>
<tr>
<td>Urban Organizations, Neighborhoods &amp; Communities (HBSE II)</td>
<td>SOWK 506 (3)</td>
</tr>
<tr>
<td>Chemical Dependency</td>
<td>SOWK 509 (3)</td>
</tr>
<tr>
<td>Elective</td>
<td>(3)</td>
</tr>
<tr>
<td>Foundation Practicum II (16 hours/week)</td>
<td>SOWK 504 (3)</td>
</tr>
</tbody>
</table>

| Year II | |
| **Fall Semester** | |
| Psychopathology & Clinical Intervention | SOWK 601 (3) |
| Organizational Policy & Leadership in Human Services (Policy II) | SOWK 608 (3) |
| Evaluation Research of Urban Social Problems Services & Interventions | SOWK 610 (3) |
| Advanced Practicum III (24 hours/week) | SOWK 603 (3) |
| Required Concentration Course | (3) |
Spring Semester

Urban Black Families       SOWK 602  (3)
Advanced Practicum IV (24 hours/week)  SOWK 604  (3)
Required Concentration Course  (3)
Elective (Some Concentrations May Require a Specific
    Concentration to meet this requirement)  (3)
Elective  (3)

TOTAL  60 Credits

Concentrations:

Urban Children Youth & Families
School Social Work
Gerontology
Public Health Social Work

**Field Practicum

Please note that a field practicum is required for each semester of the program. Sixteen (16) hours per week for the Foundation Practicum and twenty-four (24) hours per week for the Advanced Practicum are required.
# 2 Year + Summer Program Schedule

## Year 1

### Fall Semester
- Generalist Social Work Practice
  - SOWK 501 (3)
- Life Course Development & Issues
  - SOWK 505 (3)
- Social Welfare & Urban Economics (Policy)
  - SOWK 507 (3)
- Foundation Practicum I (16 hours/week)
  - SOWK 503 (3)

### Spring Semester
- Neighborhood Advocacy and Development
  - SOWK 502 (3)
- In Poor Urban Communities
  - SOWK 506 (3)
- Urban Organizations, Neighborhoods & Communities (HBSE II)
  - SOWK 506 (3)
- Research & Urban Social Problems
  - SOWK 510 (3)
- Foundation Practicum II (16 hours/week)
  - SOWK 504 (3)

### Summer Semester
- Chemical Dependency
  - SOWK 509 (3)
- Organizational Policy & Leadership in Human Services (Policy II)
  - SOWK 608 (3)

## Year II

### Fall
- Psychopathology & Clinical Intervention
  - SOWK 601 (3)
- Evaluation Research of Urban Social Problems Services & Interventions
  - SOWK 610 (3)
- Advanced Practicum III (24 hours/week)
  - SOWK 603 (3)
- Required Concentration
  - (3)
- Elective
  - (3)

### Spring
- Urban Black Families
  - SOWK 602 (3)
- Advanced Practicum IV (24 hours/week)
  - SOWK 604 (3)
- Required Concentration
  - (3)
- Elective (Some Concentrations May Require a Specific Concentration to meet this requirement)
  - (3)
- Elective
  - (3)

**TOTAL** 60 Credits
### 3 Year (Part Time) Program Schedule

#### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
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<tr>
<td><strong>Fall</strong></td>
<td>Life Course Development &amp; Issues (HBSE I)</td>
<td>SOWK 505</td>
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<tr>
<td></td>
<td>Social Welfare &amp; Urban Economics (Policy)</td>
<td>SOWK 507</td>
<td>(3)</td>
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<tr>
<td><strong>Spring</strong></td>
<td>Urban Organizations, Neighborhoods &amp; Communities (HBSE II)</td>
<td>SOWK 506</td>
<td>(3)</td>
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<tr>
<td></td>
<td>Research and Urban Social Problems</td>
<td>SOWK 510</td>
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#### Year 2

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<td>SOWK 601</td>
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<tr>
<td></td>
<td>Evaluation Research of Urban Social Problems, Services and Interventions</td>
<td>SOWK 610</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Advanced Field Practicum III (24 hours/week)</td>
<td>SOWK 603</td>
<td>(3)</td>
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<tr>
<td></td>
<td>Required Concentration</td>
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<td>(3)</td>
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<tr>
<td></td>
<td>Elective</td>
<td></td>
<td>(3)</td>
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<tr>
<td><strong>Spring</strong></td>
<td>Urban Black Families</td>
<td>SOWK 602</td>
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<td>Advanced Practicum IV (24 hours/week)</td>
<td>SOWK 604</td>
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<td>Required Concentration</td>
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<tr>
<td></td>
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<tr>
<td></td>
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**TOTAL** 60
## Advanced Standing Program

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<td>Elective (Specific Course May be Required by Concentration)</td>
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</tr>
<tr>
<td>Elective</td>
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</tbody>
</table>

**TOTAL**                                           | **30**  |
Concentrations:

Urban Children Youth & Families

SOWK630  Urban Child Welfare
SOWK631  Child Abuse & Neglect
SOWK632  Juvenile Justice: Prevention & Intervention
*SOWK643  Popular Youth Culture

School Social Work

SOWK640  Social Work in Urban Schools
SOWK641  Schools in Communities
SOWK642  Urban School Social Work & Special Education
*SOWK643  Popular Youth Culture

Gerontology

SOWK620  Urban School Social Work with the Aged
SOWK621  Social Forces & Older Adults
*SOWK622  Coping with Loss & Grief
SOWK623  Implications of Intergenerational Issues for Urban Older Adults

Public Health Social Work

SOWK650  Social Work Practice in Health Promotion
SOWK651  Epidemiology & Biostatistics
*SOWK652  Maternal & Child Health
SOWK653  Public Health Policy

*Indicates Concentration Elective

Please note that a field practicum is required for each semester of the program. Sixteen (16) hours per week for the Foundation Practicum and twenty-four (24) hours per week for the Advanced Practicum are required.
PURPOSE AND OBJECTIVES OF FIELD EDUCATION

The purpose of Field Education is to help the student integrate the theory and knowledge base of social work learned in the classroom with the practical hands on experience gained through work in social welfare agencies.

The objectives of field education are for the student:

1. To gain first hand knowledge of social welfare policies, programs, and services and the manner in which they impact upon client systems.

2. To integrate social work theory with social work practice and to apply theoretical knowledge to practice situations.

3. To impact upon a variety of client systems in a way that creates a delicate balance between the values and ethics of the social work profession and the various client systems.

4. To carry out and internalize basic generalist practice and advanced practice as they relate to the profession of social work.

The objective for field education necessitates the placement of students in agencies and settings where they will be provided with well-structured assignments and consistent field instruction. The MSW field curricula state the objectives and describe the content to be learned at the field placement, and can be found in the Field Education Manual. Foundation field consists of 416 clock hours (2 eight hour days per week for the fall and spring semesters). The advanced field practicum consists of 624 hours (3 eight hour days per week each semester). The advanced practicum will be in an agency setting that relates to the student’s selected concentration. Students are required to attend monthly integrative seminars each semester of practica, hours of which are included in the field hours.

Please see the Field Education Manual for further details regarding field education requirements. A copy of the field manual is available at morgan.edu/ssw.
STUDENT ADVISEMENT

Students are assigned a faculty advisor upon entry into the program. The primary responsibilities of the advisor are as follows:

1. assist students in assessing their aptitude and suitability for a career in social work practice,
2. provide students with specific information about courses and program requirements,
3. advise on course planning in relation to the Department’s course requirements and the student’s educational needs,
4. consult with students as they plan their concentration and their field practice area,
5. assist students in evaluating their progress and performance in the program,
6. advise students who experience class and field performance difficulties or other issues related to their professional education, and
7. serve as mentor to students as they enter the profession of social work.

Registration: At the time of registration for each semester, the student must secure the approval of the advisor for the courses to be taken; the sequence of and prerequisites for the courses are checked with the advisor. The Program Schedule & Concentration Form must be filed upon accepting admission into the MSW Program and must be updated online if either changes at any time while student is enrolled in the MSW Program. This form is available online through the MSW Student Blackboard organization.

Meeting with Advisor: At least twice during the academic year, the student is expected to meet with the advisor.

STUDENT SOCIAL WORK ORGANIZATION

- The Social Work Student Organization is an official University organization. The primary purposes of the organization are: to socialize students to the Social Work profession; to provide students with participation in departmental decision making and governance; to provide student with an opportunity to engage in community service; and to serve as a mechanism in which knowledge of the social work profession can be generated and transmitted.

- The Social Work Student Organization has been an integral component of social work education since the BSW program was formed in 1969. Membership in the Social Work Student Organization is open to all BSW and MSW social work majors. The student organization has held conferences, seminars, and workshops that addressed major societal and local issues. Issues such as race relations, human relations, HIV/AIDS, substance abuse, poverty, and homelessness have been addressed by the student organization through planned change efforts.
organization has also held forums on topics such as career development, applying to graduate school, and successful planning for entering the field practicum. In addition, the student organization has participated in activities planned by other social work professional organizations, including NASW and NABSW. (See Appendix for the NASW and NABSW Code of Ethics).

One of the most crucial functions the Social Work Student Organization performs is the assignment of students to key departmental committees. Through the student organization, students are able to gain representation to departmental committees such as the curriculum, recruitment, admissions and retention, and grievance committees. Students are also assigned to ad hoc committees developed by the student organization.

**PORTFOLIO/COMPREHENSIVE EXAM**

Students will complete a portfolio to meet the requirements for the comprehensive examination. Guidelines for the portfolio and an outline of the contents for the portfolio are available on Blackboard.

**AFTERWORD**

As stated in the introduction, the MSW Department is committed to advancing the urban mission of Morgan State University as the state of Maryland’s only designated Urban University, to provide a quality public education for the citizens of Maryland through exemplary teaching, research, and service. The School of Social Work provides a professional social work education program that prepares undergraduate and graduate students for social work practice and doctoral level graduate students for social work research, social policy, and academia.

The educational mission of The School of Social Work is accomplished by faculty committed to the use of pedagogy that supports critical thinking and life-long learning. The School’s research mission embraces interdisciplinary collaboration and scholarship that seeks to increase knowledge for the benefit of individuals, families, organizations, and communities. Community outreach services are rendered by faculty, staff, and students who seek to enhance the quality of life for people and human systems in urban environments, with particular concern for improving life conditions and greater social justice for vulnerable populations. The attainment of the MSW degree will expand intellectual, professional practice and personal vistas. The possessor of an MSW degree will be charged with upholding the professional standards and ethics of the social work profession.
APPENDICES

1. Student Data Form................................................................. Appendix A
2. Application for Field Practicum (refer to Field Manual)........Appendix B
4. Disability Policy................................................................. Appendix D
5. Sexual Harassment Policy....................................................Appendix E
6. NABSW Code of Ethics....................................................... Appendix F
## Appendix A

**DEPARTMENT OF SOCIAL WORK**  
**MSW Program**  
**STUDENT DATA FORM**

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<tr>
<th><strong>NAME:</strong></th>
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<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
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| **SOCIAL SECURITY #:**  
Birth Date _____________ | - | - |

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<th><strong>LOCAL ADDRESS:</strong></th>
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| **TELEPHONE #s:**  
HOME ( )  
CELL ( ) |

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<th><strong>EMAIL ADDRESS:</strong></th>
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| **IN CASE OF AN EMERGENCY CALL:** | |  
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<tbody>
<tr>
<td>TELEPHONE #:</td>
<td>RELATION TO YOU:</td>
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| **DATE YOU ENTERED MSU for MSW Program:** |  
NAME THE COLLEGE/UNIVERSITY THAT YOU RECEIVED YOUR UNDERGRADUATE DEGREE:  
WHAT DEGREE DID YOU RECEIVE: |

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<tr>
<th><strong>WHICH PROGRAM ARE YOU PLANNING TO TAKE?</strong></th>
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<tr>
<td>_____2 Year</td>
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_____2 Year +Summer |  
_____3 Year |  
_____Advance Standing |

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<tr>
<th><strong>STUDENT’S SIGNATURE:</strong></th>
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Appendix B

MORGAN STATE UNIVERSITY
GRADUATE SOCIAL WORK
APPLICATION FOR FIELD INSTRUCTION PLACEMENT
(Please Type)

This application will be used to assess and match students with an appropriate Social Work Field Placement. This form will be forwarded to an agency once selected. Students should submit two typed copies of this form along with two copies of your updated resume to the Office of Field Education.

☐ Foundation Year
☐ Concentration Year

Date: ____________________________

Name: ____________________________________________

Local Address: _____________________________________ Apartment #: ________

________________________________________________________ Zip Code: ________

Home Telephone #: __________________________ Work# __________________________

Cell #: __________________________ E-Mail: __________________________

Permanent Address: ____________________________________________

________________________________________________________ Apartment #: ________ Zipcode: ________________

Home Telephone #: __________________________ Work: __________________________

Anticipated Summer Address: ____________________________________________

________________________________________ Apartment #: ________ Zipcode: ________________

Home Telephone #: __________________________ Work: __________________________

Date of Birth: __________ Place of Birth: _________________________________

Marital Status: ___________ Children: ________________________________ Ages: ____

Physical Challenges or other limits on your activities: Yes:   No: ________

Wheelchair _______ Hearing Impaired _______ Visually Impaired _______
Driving Info: Do you have a driver’s license? ______
Do you have an automobile? _______
Will you have access to a car during your field placement? _______

Are you fluent in any other languages (including sign)? ____________________________
(State language and level of proficiency)
____________________________________________________________________________
____________________________________________________________________________

Current and Future Goals:

Field Placement Goals: In the space below please discuss in detail what you expect to gain from your field experience.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Career Goals: Describe what your Career Goals are and how you plan to use this experience to further those Goals.
____________________________________________________________________________
____________________________________________________________________________
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Special Consideration: Please note any special issues or concerns
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Volunteer Experience:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Involvement in community and campus activities:

Special skills and interests:
Appendix C

Code of Ethics
of the National Association of Social Workers

Approved by the 1996 NASW Delegate Assembly and revised by the 1999 NASW Delegate Assembly

Preamble
The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living. Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

Purpose of the NASW Code of Ethics
Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers' conduct.

The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The NASW Code of Ethics serves six purposes:
1. The Code identifies core values on which social work's mission is based.
2. The Code summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The Code provides ethical standards to which the general public can hold the social work profession accountable.
5. The Code socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards.
6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this Code, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

*For information on NASW adjudication procedures, see NASW Procedures for the Adjudication of Grievances.

The Code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise. It does not provide a set of rules that prescribe how social workers should act in all situations. Specific applications of the Code must take into account the context in which it is being considered and the possibility of conflicts among the Code's values, principles, and standards. Ethical responsibilities flow from all human relationships, from the personal and familial to the social and professional. Further, the NASW Code of Ethics does not specify which values, principles, and standards are most important and ought to outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among social workers with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. Ethical decision making in a given situation must apply the informed judgment of the individual social worker and should also consider how the issues would be judged in a peer review process where the ethical standards of the profession would be applied.

Ethical decision making is a process. There are many instances in social work where simple answers are not available to resolve complex ethical issues. Social workers should take into consideration all the values, principles, and standards in this Code that are relevant to any situation in which ethical judgment is warranted. Social workers' decisions and actions should be consistent with the spirit as well as the letter of this Code. In addition to this Code, there are many other sources of information about ethical thinking that may be useful. Social workers should consider ethical theory and principles generally, social work theory and research, laws, regulations, agency policies, and other relevant codes of ethics, recognizing that among codes of ethics social workers should consider the NASW Code of Ethics as their primary source. Social workers also should be aware of the impact on ethical decision making of their clients' and their own personal values and cultural and religious beliefs and practices. They should be aware of any conflicts between personal and professional values and deal with them responsibly. For additional guidance social workers should consult the relevant literature on professional ethics and ethical decision making and seek appropriate consultation when faced with ethical dilemmas. This may involve consultation with an agency-based or social work organization's ethics committee, a regulatory body, knowledgeable colleagues, supervisors, or legal counsel.
Instances may arise when social workers' ethical obligations conflict with agency policies or relevant laws or regulations. When such conflicts occur, social workers must make a responsible effort to resolve the conflict in a manner that is consistent with the values, principles, and standards expressed in this Code. If a reasonable resolution of the conflict does not appear possible, social workers should seek proper consultation before making a decision.

The NASW Code of Ethics is to be used by NASW and by individuals, agencies, organizations, and bodies (such as licensing and regulatory boards, professional liability insurance providers, courts of law, agency boards of directors, government agencies, and other professional groups) that choose to adopt it or use it as a frame of reference. Violation of standards in this Code does not automatically imply legal liability or violation of the law. Such determination can only be made in the context of legal and judicial proceedings. Alleged violations of the Code would be subject to a peer review process. Such processes are generally separate from legal or administrative procedures and insulated from legal review or proceedings to allow the profession to counsel and discipline its own members.

A code of ethics cannot guarantee ethical behavior. Moreover, a code of ethics cannot resolve all ethical issues or disputes or capture the richness and complexity involved in striving to make responsible choices within a moral community. Rather, a code of ethics sets forth values, ethical principles, and ethical standards to which professionals aspire and by which their actions can be judged. Social workers' ethical behavior should result from their personal commitment to engage in ethical practice. The NASW Code of Ethics reflects the commitment of all social workers to uphold the profession's values and to act ethically. Principles and standards must be applied by individuals of good character who discern moral questions and, in good faith, seek to make reliable ethical judgments.

**Ethical Principles**

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

**Value: Service**

**Ethical Principle:** Social workers’ primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

**Value: Social Justice**

**Ethical Principle:** Social workers challenge social injustice.

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about
oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

**Value: Dignity and Worth of the Person**

**Ethical Principle:** Social workers respect the inherent dignity and worth of the person.
Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society’s interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value: Importance of Human Relationships**

**Ethical Principle:** Social workers recognize the central importance of human relationships.
Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value: Integrity**

**Ethical Principle:** Social workers behave in a trustworthy manner.
Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value: Competence**

**Ethical Principle:** Social workers practice within their areas of competence and develop and enhance their professional expertise.
Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

**Ethical Standards**
The following ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers' ethical responsibilities to clients, (2) social workers' ethical responsibilities to colleagues, (3) social workers' ethical responsibilities in practice settings, (4) social workers' ethical responsibilities as professionals, (5) social workers' ethical responsibilities to the social work profession, and (6) social workers' ethical responsibilities to the broader society.
Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.
Appendix D

POLICY FOR MODIFICATIONS/ACCOMMODATIONS
OF STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination, on the basis of disability, in programs or activities receiving or benefiting from Federal assistance. The Americans with Disabilities Act, signed into law by President Bush on July 26, 1990, prohibits discriminating on the basis of handicap and reinforces the concept of reasonable accommodations in education. The ADA further mandates greater access to employment transportation, and public accommodation. Thus, in a post-secondary educational setting the law requires “reasonable accommodations” for students with disabilities. However, questions sometimes arise concerning the definition of “reasonable” modifications/accommodations when an attempt is being made to ensure full educational opportunities for students with disabilities.

Students whose disabilities were identified in elementary and secondary schools are usually aware of the accommodations that they will require in order to perform successfully in the classroom. Instructors should encourage students to make an appointment as early as possible in the semester to discuss their special needs. Faculty will often find that students with disabilities do not want to be “special” and will try as much as possible to participate in the class in the same manner as their non-disabled peers.

The modifications and/or accommodations required by students may differ depending on the nature of each students’ disability. In addition, even students within the same disability category will have different levels of functioning so that compensation skills will vary widely from one student to another.
MORGAN STATE UNIVERSITY
POLICY PROHIBITING SEXUAL HARASSMENT
AND
PROCEDURES FOR COMPLAINTS OF SEXUAL HARASSMENT

I. STATEMENT OF POLICY

Sexual harassment by University employees, faculty, staff, and students is illegal conduct and will not be tolerated in the Morgan State university community. Morgan State University is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. The University prohibits sexual harassment. Sexual harassment subverts the mission of the University and threatens the well being, educational experiences, and careers of students, faculty and staff.

This Statement of Policy constitutes University policy. Sexual harassment violates university policy and may violate the criminal and civil laws of the State of Maryland and the United States.

II. DEFINITION OF SEXUAL HARASSMENT

For the purpose of this University policy, the University adopts the definition of sexual harassment promulgated by the Equal Employment Opportunity Commission. Sexual harassment is defined as:

(1) unwelcome sexual advances; or (2) unwelcome requests for sexual favors; and (3) other behavior of a sexual nature where:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or participation in a University sponsored educational program or activity; or

B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or of creating
an intimidating, hostile, or offensive educational or working environment. Sexual harassment may occur between persons of the same or different genders.

Examples of sexual harassment, as defined above, may include but are not limited to the following behavior directed at a person because of his or her gender:

- direct or implied threats that submission to sexual advances as a condition of employment, work status, promotion, grades, or letters or recommendation;

- unwelcome physical contact, including unnecessary touching, patting hugging or brushing against a person's body;

- pervasive and or unwelcome sexual comments, jokes or conversations

In assessing whether a particular act constitutes sexual harassment as defined by the policy, the standard shall be the perspective of a reasonable person within the University community. In determining whether alleged conduct constitutes sexual harassment, the University will look at the record as a whole and at the totality of the circumstances such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be based on the findings of fact, on a case-by-case basis. The rules of common sense and reason shall prevail.

Please contact the Office of the Equal Opportunity Officer for further information on procedures for filing formal complaints of sexual harassment. For further information on procedures for filling formal complaints of sexual harassment contact the office of the Equal Opportunity Office.
Appendix F

NABSW CODE OF ETHICS

In America Today, no Black Person, except the selfish or irrational, can claim neutrality in the quest for Black liberation or fail to consider the implications of the events taking place in our society. Given the necessity for committing ourselves to the struggle for freedom, we as Black Americans practicing in the field of social welfare set forth this statement of ideals and guiding principles.

If a sense of community awareness is a precondition to humanitarian acts, then we as Black Social Workers must use our knowledge of the Black Community, our commitments to its self-determination and our helping skills for the benefit of Black people, as well be guided by our Black consciousness, our determination to protect the security of the Black Community, and serve as advocates to relieve suffering of Black People by any means necessary.

THEREFORE, as Black Social Workers we commit ourselves, collectively, to the interests of our Black brethren and as individuals subscribe to the following statements:

I REGARD as my primary obligation the welfare of the Black individual, Black Family and Black Community, and will engage in action for improving social conditions.

I GIVE precedence to this mission over my personal interests.

I ADOPT the concept of a Black extended family and embrace all Black people ad my brothers and sisters, making no distinction between their destiny and my own.

I HOLD MYSELF RESPONSIBLE for the quality and extent of service I perform and the quality and extent of service performed by the agency or organization in which I am employed, as it relates to the Black Community.

I ACCEPT the responsibility to protect the Black Community against unethical and hypocritical practices by any individuals or organizations engaged in social welfare activities.

I STAND READY to supplement my paid or professional advocacy with voluntary service in the Black public interests.

I WILL consciously use my skills, and whole being, as a instrument for social change, with particular attention directed to the establishment of Black social institutions.