Master of Social Work
Student Handbook
2019-2020
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USING THE UNF MSW STUDENT HANDBOOK

Introduction & Overview
Welcome to the University of North Florida (UNF) Master of Social Work (MSW) Program! The information contained in this handbook is intended to help you successfully navigate your MSW Program of Study. You will find detailed descriptions of academic and professional performance requirements as well as a variety of student resources available to you on the UNF campus. MSW students are required to adhere to the policies and procedures described in this handbook. If you have questions or concerns regarding the MSW Program’s policies and procedures, please do not hesitate to contact the MSW Program Director or the Chair of the Department of Sociology, Anthropology, and Social Work.

Note Regarding Academic Policies
We make every effort to ensure that the policies contained in the UNF MSW Student Handbook are current and in accordance with University policies. In the event that the policies contained in this Handbook conflict with official University policies, the University’s policy will supersede this document. All students are encouraged to review the Graduate Student Handbook.¹

“What after all has maintained the human race on this old globe despite all the calamities of nature and all the tragic failings of mankind, if not faith in new possibilities and courage to advocate for them.” –Jane Addams

¹http://www.unf.edu/graduateschool/student_resources/Graduate_Student_Handbooks/Graduate_Student_Handbook.aspx
THE MASTER OF SOCIAL WORK (MSW) PROGRAM

Mission
The University of North Florida (UNF) Master of Social Work (MSW) program fosters a commitment to creating social change through a holistic practice of social work that emphasizes the attainment of biopsychosocial-economic and spiritual wellbeing, especially among people who experience systematic marginalization and oppression. Through an educational experience founded on critical thinking, research, service, and social justice and enriched through diverse community partnerships, the program prepares professional advanced generalist social workers for multi-method clinical and administrative practice with individuals, families, groups, organizations, and communities.

Goals
In accordance with our mission, the MSW program aims to prepare advanced generalist practitioners who:
1. are self-reflective and competent to engage in autonomous and ethical social work practice with multiple systems and diverse populations;
2. continually strive to increase cultural appropriateness including understanding of and sensitivity to economic and social inequalities;
3. demonstrate a commitment to serve and advocate for those who are vulnerable, marginalized, and oppressed;
4. engage in research-informed practice and practice-informed research; and
5. demonstrate the ability to evaluate their own practice and programs based upon critical analysis and assessment.

Competencies
In accordance with the Council on Social Work Education’s (2015) Educational Policy and Accreditation Standards, all MSW field education students are expected to demonstrate mastery of the Core Competencies.2

Competency 1: Demonstrate Ethical and Professional Behavior
Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction

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between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession’s history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

Competency 2: Engage Diversity and Difference in Practice
Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture’s structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

Competency 4: Engage in Practice-informed Research and Research-informed Practice
Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that
evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice.

**Competency 5: Engage in Policy Practice**
Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand the history and current structures of social policies and services, the role of policy in service delivery, and the role of practice in policy development. Social workers understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation.

**Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**
Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness. Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

**Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**
Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities.
Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making.

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**
Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of interprofessional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, interprofessional, and inter-organizational collaboration.

**Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**
Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

“Social work is all about leaning into the discomfort of ambiguity and uncertainty, and holding open an empathic space so people can find their own way.”

– Brené Brown, PhD, LMSW
Social Work Faculty

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Professor Jennifer Barr earned her MSW with a concentration in clinical social work practice as well as her BSW from Florida State University. She is also a Licensed Clinical Social Worker in the State of Florida.

Professor Barr began her social work career working with clients who experienced domestic and sexual violence, including work in emergency housing environments, providing support during Sexual Assault Nurse Examinations and assisting with the legal injunction process. After receiving her MSW, Professor Barr worked for several years in the field of mental health, providing a wide range of clinical services to persons experiencing severe and persistent mental illness, in both inpatient and community-based settings.

Professor Barr welcomes opportunities to serve diverse populations of clients. She has provided contracted services to caregivers of wounded veterans, evaluated the mental health practices in the Florida prison system as an auditor, and served as an Adjunct Instructor of Social Work at Florida State University. She most recently worked in the field of higher education at Tallahassee Community College, overseeing a range of student support services, including the College’s Counseling Center.

Currently Professor Barr is an Instructor of Social Work. She joined the faculty at University of North Florida in August 2019.

Shinwoo Choi, PhD, MSSW
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Dr. Choi received a PhD in social work from University of Illinois at Urbana-Champaign. She earned the MSSW from Columbia University with a concentration of policy practice. Dr. Choi has a Bachelor of Arts in Psychology from McGill University in Canada.
Dr. Choi’s research and teaching interests include diversity, inclusion, and cultural competency in social work. She is interested in the effects of perceived racial discrimination –including racial microaggressions– on racial minority immigrants’ psychological well-being and their coping strategies. Dr. Choi aims to further investigate the role of racial/ethnic identity as a coping factor and also explore the gendered racial microaggressions among racial minority male and female students. She is also interested in mezzo-level social work practice in order to decrease the incidence of racial discrimination and promote diversity in given settings such as schools, university campus, and/or work places.

In addition to her research and teaching experiences, Dr. Choi has various practice experiences, such as a coordinator of a Group Cognitive Behavioral Therapy (GCBT) for depressed immigrant mothers and a clinical research coordinator of health disparities projects.

Currently Dr. Choi is an Assistant Professor of Social Work. She joined the faculty at the University of North Florida in August 2017.

Paul G. Clark, PhD, MSW  
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Dr. Clark received a PhD in social work from Virginia Commonwealth University (VCU). He earned the MSW from Norfolk State University with a dual concentration in social work practice in mental health and macro practice settings. Prior to earning the MSW, Dr. Clark received a Bachelor of Arts degree in sociology from Christopher Newport College.

Dr. Clark’s teaching and research interests are in the areas of social work practice in health and mental health settings, behavioral oncology, development of evidence-based practice in community oncology settings, and the role of social work in cancer survivorship. He is particularly interested in the efficacy and effectiveness of social work interventions for decreasing cancer-related distress and improvement of quality of life.
In addition to his experience as an educator and researcher, Dr. Clark has engaged in the practice of social work in health and mental health settings for more than 25 years as both a clinician and administrator.

Dr. Clark is an Assistant Professor of Social Work. He joined the faculty at the University of North Florida in August 2014.

**Cristy Cumming, PhD, MSW**  
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Dr. Cumming earned a PhD in social work from Michigan State University, with a dissertation on help-seeking behavior of male victims of sexual assault. Her MSW degree with a concentration in Mental Health and Addictions and her Bachelor of Arts degree in women’s studies were received from Indiana University South Bend.

Dr. Cumming’s teaching interests include research, practice, theory, gender and sexuality, the human-animal bond, and field education. Dr. Cumming’s primary area of research focuses on victims' interface with health, criminal justice, and social service organizations, and help-seeking behaviors, especially of victims of sexual violence. Gender, especially in relation to masculinity as a barrier to seeking services, plays a prominent role in her current work. Her research aims to understand and reduce disparities and to work towards communities in which victimization is neither gendered or blamed on the victim. She is interested in participatory action research and community engaged methods.

Dr. Cumming has practice experience as a veterinary social worker, as well as experience in juvenile residential treatment, case management, and as a social worker in a trauma unit of a hospital.

Currently, Dr. Cumming is as an Assistant Professor of Social Work. She joined the University of North Florida faculty in 2018.

“Never regard study as a duty, but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs.”

—Albert Einstein
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Dr. Machado-Escudero earned her PhD in Social Work from the University of Georgia and her MSW and BSW from the University of Puerto Rico, in the Supervision and Administration Program.

Prior to joining UNF, Dr. Machado-Escudero was an instructor both at the undergraduate and graduate levels. She teaches from a critical race theoretical lens, with a focus on culturally responsive approaches to social work practice. Dr. Machado-Escudero works from an interdisciplinary perspective to address common goals for the well-being of distressed families and communities.

Among her teaching interests are courses on diversity and inclusion, child and family wellbeing, individual, groups, and community practice, and mental health with Latinx families. Her research interests include environmental justice, disability, and issues affecting Latinx populations living in vulnerable contexts. Dr. Machado-Escudero is involved with the Latino community in efforts of providing emotional and other needed support to families affected by separations due to deportation proceedings.

Currently, Dr. Machado-Escudero is as an Assistant Professor of Social Work. She joined the University of North Florida faculty in 2019.

Ross McDonough, MSW, LCSW, CAP
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Professor McDonough earned his MSW from New York University in the Clinical Social Work Program. He holds a license credential (Licensed Clinical Social Worker) in the State of Florida to practice psychotherapy and Clinical Social Work. He also holds a certification credential (Certified Addiction Professional) to provide substance abuse treatment and evaluations in the State of Florida.

Professor McDonough has over ten years of Clinical Social Work practice experience. He has worked with many populations (i.e., children, teens, adults,
couples, families and groups) in several different practice settings, including hospitals, non-profit organizations, residential treatment facilities, outpatient clinics and in private practice. One of his clinical interests is holistic family intervention with Oppositional Defiant Disorder. He also specializes in family conflict and loyalty binds in divorced families.

Currently Professor McDonough is an Instructor and the Field Education Director for the BSW program. He has been a full-time Instructor at UNF since 2011 and lectured as an Adjunct Instructor for the two years prior.

Akanke Omorayo-Adenrele, MASW
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Professor Akanke Omorayo-Adenrele earned her MSW from Hunter College, New York and her BSW from Fairleigh Dickinson University, New Jersey. Currently, Professor Omorayo-Adenrele is an Instructor and the Field Education Director for the MSW program. She joined the faculty at the University of North Florida in fall 2017. Professor Omorayo-Adenrele brings substantial experience in micro, mezzo, and macro social work, both in private and public settings. She brings over a decade of social work field education experience. Previously, she worked in various capacities in the Indiana University School of Social Work (IUSSW), including the field coordinator in their MSW Online program. During her tenure at IUSSW, she also acted as one of the Faculty Supervisors for the Outreach Clinic and as a Faculty Field Liaison/Lecturer.

While at the University of Michigan, she worked as a Program Specialist in the Center for the Education of Women: “Women of Color in the Academy Project,” developing programs and activities to support the recruitment, retention, and professional development of female faculty and graduate students of color.

She has also provided counseling services, crisis intervention, program planning, and advocacy work through several organizations in New York City, Ann Arbor, Michigan, and Trinidad and Tobago. Professor Omorayo-Adenrele’s interests include socio-acculturation of women and child immigrants and global discourse in social work.
Jennifer Spaulding-Givens, PhD, MSW  
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Dr. Spaulding-Givens earned a PhD in Social Work from Florida State University, where she also received a Master of Social Work degree with a concentration in Social Policy and Administration. Prior to joining the UNF Faculty in 2006, Dr. Spaulding-Givens served as the Operations Coordinator of Florida Self-Directed Care, a public mental health program for indigent adults diagnosed with a severe and persistent mental illness.

Dr. Spaulding-Givens’ primary research agenda is devoted to identifying more strengths-based, participant-directed policy and practice strategies for mental health service delivery. She also engages in research on social work education. Her teaching interests range from the history and analysis of social welfare policy to social work practice, administration, and program evaluation. She routinely teaches Social Work Communication, Social Welfare Policy, and Inside the Asylum: A Critical History of American Psychiatry.

Dr. Spaulding-Givens is an Associate Professor of Social Work. From 2011 to 2017, she served as the inaugural BSW Program Director, coordinating the development, implementation, and national accreditation of the UNF BSW Program. In June 2018, she was appointed as the MSW Program Director.

“That service is the noblest which is rendered for its own sake.”  
- Mahatma Gandhi
ADMISSIONS

Equal Opportunity & Diversity Statement

The University of North Florida (“University” or “UNF”) is committed to providing an inclusive and welcoming environment for all who interact in our community. In building this environment, we strive to attract students, faculty and staff from a variety of cultures, abilities, backgrounds and life experiences to achieve a diverse University community. In furtherance of the University’s diversity initiatives and focus toward inclusiveness, it is expected that all in the University community will appreciate and respect the dignity, individuality, and the uniqueness of our community members. It is also expected that we will maintain an environment conducive to the pursuit of educational, scholarly, and career interests, where both the distinctiveness of each person’s experience and the common humanity that unites us all will be recognized. This will allow us to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who study and work at the University.

The University is equally committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation and promotion, are based on the qualifications, skills and abilities of those desiring to work, study and participate in our University community. To accomplish the intent of this regulation, the University shall not commit or permit discrimination or discriminatory harassment on the basis of race, color, religion, age, sex (inclusive of Title IX), gender identity/expression, sexual orientation, disability, marital status, national origin or veteran status under the Vietnam Era Veterans’ Readjustment Assistance Act, as amended (VEVRAA) or any other characteristic protected under applicable federal or state law, in any educational, employment, social or recreational program or activity offered by the University. Similarly, the University will not commit or permit retaliation against any individual who complains of discrimination or harassment or any individual who cooperates in an investigation of an alleged violation of this regulation.

The responsibility for providing leadership and guidance with respect to this regulation rests with the Director, Office of Equal Opportunity and Diversity, University of North Florida, J.J. Daniel Hall, Suite 1201, 1 UNF Drive, Jacksonville, Florida 32224-2645, (904) 620-2507 Voice; (904) 620-1004 Fax or TTY, ASCII, Voice, VCO-Direct, STS: 711 via Florida Relay.

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3 http://www.unf.edu/president/policies_regulations/01-General/1_0040R.aspx
4 http://www.unf.edu/eod/
Admission Criteria

In order to be admitted to any UNF graduate program, applicants must submit official transcripts demonstrating conferment of a baccalaureate degree from a regionally accredited U.S. institution or its equivalent from an international institution with a GPA of 3.0 or higher in the last 60 credit hours of undergraduate study. In addition to a Traditional MSW Program for students who do not have baccalaureate degrees in social work, UNF offers an Advanced Standing MSW Program for students who have earned a Bachelor of Social Work (BSW) degree and demonstrated academic and professional readiness for an accelerated graduate program and specialized social work practice. The admissions criteria for the Traditional and Advanced Standing MSW Programs are provided below.

Traditional MSW Program Admissions Criteria

Students who wish to be admitted to the Traditional MSW Program must:

- complete an online application through the Graduate School;
- pay a $30 application fee;
- submit official transcripts, demonstrating
  - receipt of a baccalaureate degree from a regionally accredited U.S.
    institution or its equivalent from an international institution with a GPA
    of 3.0 or higher in the last 60 credit hours of undergraduate study;
  - successful completion (grade of C or better) of undergraduate courses in
    social and behavioral sciences (9 credit hours), statistics (3 credit hours),
    and biology with human content (3 credit hours);
- submit official transcripts of all graduate coursework and evidence of good
  academic standing from prior institution(s), if applicable;
- submit a one- to two-page resume that includes educational background,
  relevant volunteer, internship, or employment experience, special skills, awards
  and honors, and/or professional affiliations;
- provide three professional and/or academic letters of recommendation that
  describe the applicant’s academic and/or professional readiness for and
  suitability to graduate study and advanced social work practice; and

“Diversity makes for a rich tapestry. We must understand that all the threads of the tapestry are equal in value, no matter their colour; equal in importance no matter their texture.”
- Maya Angelou
• submit a typed, double-spaced personal essay approximately three to five pages in length that conforms to APA Style (6th edition) and describes and reflects upon the following:
  o the applicant’s preparation for and commitment to advanced social work study and practice as evidenced by lived and/or professional experiences and academic achievements;
  o the compatibility of the applicant’s personal values and beliefs with the core values of the National Association of Social Workers' (2017) Code of Ethics as well as the strategies the applicant may take to reconcile any conflicts between personal and professional values when working with diverse individuals and communities;
  o a social problem of particular concern or interest and the role of social work in addressing that problem.

Advanced Standing MSW Program Admissions Criteria
Students who wish to be admitted to the Advanced Standing MSW Program must:
• complete an online application through the Graduate School;
• pay a $30 application fee;
• submit official transcripts, demonstrating
  o receipt of a Baccalaureate of Social Work (BSW) degree from a BSW Program accredited by CSWE, recognized through CSWE’s International Social Work Degree Recognition and Evaluation Services, or covered under a memorandum of understanding with international social work accreditors;
  o receipt of a BSW degree from a regionally accredited U.S. institution or its equivalent from an international institution;
  o receipt of a BSW degree within six years of the application deadline for the Advanced Standing MSW program;
  o a GPA of 3.25 or higher in the last 60 credit hours of undergraduate study;
  o successful completion (grade of C or better) of undergraduate courses in social and behavioral sciences (9 credit hours), statistics (3 credit hours), and biology with human content (3 credit hours);
• submit official transcripts of all graduate coursework and evidence of good academic standing from prior institution(s), if applicable;
• submit a one- to two-page resume that includes educational background, relevant volunteer, internship, or employment experience, special skills, awards and honors, and/or professional affiliations;
• provide three letters of recommendation, including:
- one academic recommendation from a professor that describes the applicant’s academic skills and readiness for graduate study in an accelerated program;
- one professional recommendation from a social work or human services professional who has direct knowledge of the applicant’s generalist social work practice skills;
- one additional academic or professional recommendation that describes the applicant’s readiness for and suitability to graduate study and advanced social work practice;

• submit a typed, double-spaced personal essay approximately three to five pages in length that conforms to APA Style (6th edition) and describes and reflects upon the following:
  - the applicant’s preparation for and commitment to advanced social work study and practice as evidenced by lived and/or professional experiences and academic achievements;
  - the compatibility of the applicant’s personal values and beliefs with the core values of the National Association of Social Workers’ (2017) Code of Ethics as well as the strategies the applicant may take to reconcile any conflicts between personal and professional values when working with diverse individuals and communities;
  - a social problem of particular concern or interest and the role of social work in addressing that problem.

Per the UNF Graduate School, “admission into any graduate program is granted on a competitive basis. Applicants meeting minimum requirements may be denied admission based on such factors as program capacity or academic discretion. Likewise, applicants may be considered for admission as an exception if stated admissions criteria are not met.”

Express Applications
UNF offers express application to the Advanced Standing MSW Program for current UNF BSW students. In order to be eligible, students must 1) have graduated or be classified as a senior, and be in good academic standing with a 3.25 institutional undergraduate GPA; 2) graduate from UNF with a baccalaureate degree; and 3) submit an express application to start graduate courses during one of the three consecutive terms immediately after their graduation term or anticipated graduation term. The express application can be found here: https://www.unf.edu/graduateschool/Express_Application.aspx.

5 http://www.unf.edu/graduateschool/academics/programs/Social_Work.aspx
6 https://www.unf.edu/graduateschool/UNF_Plus_Pathways_to_Success.aspx
Admission Procedures

Students who wish to apply to the UNF MSW Program do so by submitting an application through the Graduate School’s online application system. Per the Graduate School’s requirements, students must complete an application, pay a $30 application fee, provide official college transcripts, submit all supplemental materials required by the MSW Program, and, if applicable, provide evidence of English language proficiency. Upon submission of their application, students receive an automated email from the Graduate School confirming successful submission. Students may monitor their application status and view admissions decisions through UNF’s MyWings student portal.

Upon receipt of the application fee and all required application materials, the Graduate School confirms that the applicant meets university admission requirements and forwards the student’s application via an electronic referral to the MSW Program Director, who then coordinates the program-level review. First, the MSW Program Director screens the student’s application for the minimum academic qualifications (i.e., GPA, pre-requisites). Applicants who meet these qualifications are considered further. Applicants who might qualify for provisional admission (i.e., cumulative GPA of 2.80-2.99) are also considered further. Applicants who do not meet the minimum academic qualifications for regular or provisional admission are not considered further. The MSW Program Director communicates this decision to the Graduate School through the online referral system. The Graduate School then notifies applicants via email within 24 hours. Students may also view admissions decisions through the MyWings student portal.

Applicants still under consideration are evaluated by the MSW Admissions Committee, which is comprised of the full-time Social Work faculty. Each applicant’s materials are reviewed by at least two faculty members. The MSW Program Director assigns applications for review in alphabetical order by faculty member’s last name. Faculty members rate applicants using the MSW Applicant Evaluation Form, evaluating their academic record/readiness (30%), written communication skills (40%), service orientation (10%), commitment to social work values and ethics (15%), and commitment to personal and professional growth (5%) and making a recommendation for admission (i.e., Strongly Recommend, Recommend, Recommend with Reservations, Do Not Recommend). The review process concludes if the two reviewers concur in their evaluations.

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7 http://www.unf.edu/graduateschool/prospective/admissions/Apply_Today.aspx
8 http://www.unf.edu/graduateschool/prospective/admissions/Application_Requirements.aspx
9 http://www.unf.edu/graduateschool/prospective/admissions/Checking_Your_Application.aspx
10 http://www.unf.edu/graduateschool/faculty/graduate_program_director_resources/handbook/Chapter_06.aspx
recommendation. If the two primary reviewers do not concur, the MSW Program Director solicits a third faculty reviewer in order to determine a final recommendation.

As the MSW Admissions Committee reviews applicants, the MSW Program Director compiles a list of applicants in rank order who are Strongly Recommended, Recommended, or Recommended with Reservations. Rank is determined by the average of the cumulative rating scores provided by faculty reviewers. For those applicants who are not recommended for admission, the MSW Program Director communicates this decision immediately to the Graduate School through the online referral system. The Graduate School then notifies applicants via email within 24 hours. Upon completion of the review process, the MSW Program Director recommends the top 25 Traditional MSW Program and 20 Advanced Standing MSW Program applicants for admission. The remaining applicants are wait-listed. Decisions, including any contingent conditions (i.e., completion of missing pre-requisites), are communicated to the Graduate School through the online referral system. Students receive notification via an automated email within 24 hours.

In rare cases, the MSW Admissions Committee may recommend provisional admission of an applicant to the Traditional MSW Program. Applicants may qualify for provisional admission if their cumulative GPA is 2.80 to 2.99, and they demonstrate readiness for and suitability to graduate study and advanced social work practice that is not reflected in their undergraduate academic record. Per the UNF Graduate School, “graduate programs who provisionally admit students must make an admission decision at the end of the initial matriculation term. Graduate program directors will receive email notifications at the end of the student’s first term prompting the director to make an admit decision to fully admit or deny the student. Students cannot continue more than one term in a provisional status. Students also receive an email reminder at the end of their provisional term.”11 In order to be fully admitted, provisional students must earn a 3.0 GPA or higher in the initial matriculation term. As discussed below in M3.1.3, applicants to the Advanced Standing MSW Program are not considered for provisional admission.

Transfer Students
The MSW Program adheres to UNF’s Graduate Transfer Credit Policy.12 This policy dictates that no more than 12 credit hours may be transferred from another institution to satisfy the requirements of a UNF graduate degree. The policy further stipulates that

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11 [http://www.unf.edu/graduateschool/faculty/graduate_program_director_resources/Graduate_Provisional_Admission_Processing.aspx](http://www.unf.edu/graduateschool/faculty/graduate_program_director_resources/Graduate_Provisional_Admission_Processing.aspx)
12 [http://www.unf.edu/president/policies_regulations/02-AcademicAffairs/GraduateSchool/2_0050P.aspx](http://www.unf.edu/president/policies_regulations/02-AcademicAffairs/GraduateSchool/2_0050P.aspx)
only graduate-level courses in which the student earned a 3.0 GPA or higher may be accepted for transfer. Finally, courses must be fewer than seven years old and delivered by an accredited institution.

UNF grants graduate programs the authority to specify other restrictions with respect to the transfer of credits. The MSW Program will only accept for transfer graduate-level social work courses that were delivered by CSWE-accredited programs and that are comparable to UNF graduate-level social work courses. In some cases, the MSW Program may accept transfer of one non-social work elective (3 credits) at the MSW Program Director’s discretion. The MSW Program will not accept transfer of any field education courses or hours, and the program does not grant social work course credit for life experience or previous work experience.

Per the Graduate Transfer Credit Policy, the MSW Program Director must approve the acceptance of transfer credits. Students seeking to transfer credits must provide the syllabus for each course under consideration. The MSW Program Director reviews the syllabus as well as the student’s official transcripts to confirm the course meets university and program requirements. Upon completion of this appraisal, the MSW Program Director communicates his or her recommendation in writing to the student and the Graduate School. Although transfer courses may satisfy degree requirements, they are not considered in the calculation of graduate students’ GPAs.13

**UNF’s MSW Program does not grant social work course credit for life experience or previous work experience.**

**Traditional MSW Students with BSW Degrees**

Traditional MSW students with BSW degrees may substitute up to 12 credit hours of graduate generalist social work theory, research, policy, and/or practice courses that are comparable in content to undergraduate generalist social work courses in which they earned a “B” or better and completed within six years of admission to the MSW Program. These criteria ensure that students adequately mastered the course content and that the course content is current. Students may not substitute field education or field seminar courses. Decisions regarding comparability of content will be made by the MSW Program Director following a review of the syllabus of the course for which the student seeks a substitution. Courses deemed comparable may only be substituted with graduate-level social work courses that are approved by the MSW Program Director. Students may not repeat cross-listed electives at the graduate level if they

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13www.unf.edu/graduateschool/student_resources/Graduate_Student_Handbooks/Graduate_School_Student_Handbook/5-Policies_and_Procedures.aspx#5.5-Grade-Point-Average
successfully completed the same elective with a “B” or better at the undergraduate level.

To facilitate this process, the MSW Program Director serves as Faculty Advisor to Traditional MSW students with BSW degrees. Upon enrollment, the MSW Program Director meets with the student to review his or her baccalaureate transcripts to identify courses that may be comparable in content to generalist graduate courses within the MSW Program of Study. It is the responsibility of the student to then provide copies of syllabi for the MSW Program Director to review for comparability. Following this review process, the MSW Program Director collaborates with the student to identify approved substitutions and develop an individualized MSW Program of Study that ensures the student does not repeat content successfully achieved as a baccalaureate student, is adequately prepared for his or her advanced generalist graduate courses, and meets the graduate degree requirements of the university.

**New Student Orientation**
All new MSW students are required to attend a mandatory, three-hour orientation prior to the first semester of their MSW Program of Study. This orientation will provide students with an opportunity to meet the faculty as well as their fellow students, learn about academic and professional performance requirements, become familiar with MSW Program policies and procedures, and find out about a variety of student resources available on campus.

> “Each time a man stands up for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends forth a tiny ripple of hope... and crossing each other from a million different centers of energy and daring those ripples build a current that can sweep down the mightiest walls of oppression and resistance.”

  - Robert F. Kennedy
THE MSW CURRICULUM

Program of Study
The UNF MSW Program offers a Traditional and an Advanced Standing MSW Program of Study. Students may attend full or part-time. Required courses are offered face-to-face on the UNF campus during the late afternoon (3:00pm-5:45pm) and evening (6:00pm-8:45pm). Students must complete a total of 900 hours of field education in an approved social services organization in order to meet the requirements for a Master of Social Work.\(^\text{14}\)

Traditional, Two-Year Program of Study (Full-Time)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>SOW 5207: Foundations of Social Work</td>
<td>3</td>
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<td></td>
<td>SOW 5107: Human Behavior and the Social Environment</td>
<td>3</td>
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<td></td>
<td>SOW 5625: Difference, Discrimination, and Oppression</td>
<td>3</td>
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<tr>
<td></td>
<td>SOW 5931: Generalist Practice I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SOW 5940: Field Education I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>SOW 5235: U.S. Social Welfare Policies and Institutions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SOW 5404: Methods of Social Work Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SOW 5337: Social Work Practice with Organizations and Communities</td>
<td>3</td>
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<tr>
<td></td>
<td>SOW 5932: Generalist Practice II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SOW 5941: Field Education II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td>SOW 6126: Advanced Interpersonal Practice with Children/Adolescents and Families</td>
<td>3</td>
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<tr>
<td></td>
<td>SOW 6445: Practice and Program Evaluation</td>
<td>3</td>
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<td></td>
<td>SOW 6945: Field Education III with Integrative Seminar</td>
<td>3</td>
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<td></td>
<td>Restricted Elective in Social Work Practice</td>
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<td></td>
<td>Restricted Elective in Social Work Practice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>SOW 6646: Advanced Interpersonal Practice with Adults and Elders</td>
<td>3</td>
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<tr>
<td></td>
<td>SOW 6935: Advanced Topics in Human Behavior</td>
<td>3</td>
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<td></td>
<td>SOW 6948: Field Education IV with Integrative Seminar</td>
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<td></td>
<td>Restricted Elective in Social Work Practice</td>
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<td>Restricted Elective in Social Work Practice</td>
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\(^{14}\) Given that Advanced Standing students are required to complete a minimum of 400 field education hours at the generalist level as BSW students, they are only required to complete 500 field education hours during their MSW Program of Study.
### Advanced Standing Program of Study (Full-Time)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Summer</td>
<td>SOW 5185: Community Social Work Practice: Academic Immersion</td>
<td>3</td>
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<tr>
<td></td>
<td>SOW 5307: Communication and Critical Thinking in Social Work Practice: Academic Immersion</td>
<td>3</td>
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<tr>
<td></td>
<td>SOW 5470: Principles of Social Work Research and Theory: Academic Immersion</td>
<td>3</td>
</tr>
<tr>
<td>Fall</td>
<td>SOW 6126: Advanced Interpersonal Practice with Children/Adolescents and Families</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SOW 6445: Practice and Program Evaluation</td>
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<td></td>
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</tbody>
</table>

Students select 12 credit hours of electives from the following offerings:

- SOW 6932: Advanced Seminar in Clinical Practice (3 credits)
- SOW 6655: Child Welfare and Social Work Practice (3 credits)
- SOW 6745: Hospice and Palliative Care (3 credits)
- SOW 6125: Psychopathology (3 credits)
- SOW 6605: Social Work in Health Care Settings (3 credits)
- SOW 6670: Social Work Practice with the Military, Veterans, and their Families (3 credits)
- SOW 6934: Advanced Special Topics in Social Work (3 credits)

Students also have the option of substituting one social work elective with a graduate course in a related discipline (e.g., public health, mental health counseling, criminal justice) that is related to their career aspirations. Substitutions must be approved in advance by the MSW Program Director. To obtain approval, send an email request to the MSW Program Director that includes the course number, title, and description and the students’ rationale for taking the course. Students should keep in mind that they may also have to obtain permission to register from the course instructor and/or director of the graduate program in which the course is offered.
Field Education

Students must complete a total of 900 hours of field education in an approved social services organization in order to meet the requirements for a Master of Social Work.\(^{15}\) Students are required to complete 400 hours of field education at the generalist level and 500 hours of field education at the advanced generalist level. During their generalist placement, Traditional MSW students should expect to dedicate an average of 14 hours per week to field education throughout the fall and spring semesters when enrolled. Advanced Standing and Traditional students enrolled in their advanced generalist field education should expect to dedicate an average of 17 hours per week to field education throughout the fall and spring semesters.

Students must have a minimum overall GPA of 3.0 and be in Good Academic Standing prior to enrolling in Field Education. Students must also finish any incompletes (“I’s) prior to enrollment in Field Education. Finally, students must have completed all generalist foundation courses with a grade of C or above in order to matriculate to the Advanced Year field education sequence. Field courses must be taken sequentially, and each student must successfully pass each course before moving forward in the sequence.

In addition to meeting these academic requirements, it is incumbent upon students to meet the eligibility criteria specified by placement agencies in order to secure a field education placement. Although criteria vary, agencies commonly require students to pass local, state, and federal background screenings as well as drug tests. Students who are not able to secure a placement due to a criminal history, past censure or sanctioning by a professional organization, or the use of illicit substances may not be able to complete the MSW Program. The MSW Field Education Director will make reasonable attempts to secure field placements for students, but does not guarantee a placement. Should a student not be accepted for a field placement after reasonable efforts by the department; a formal letter of concern and recommendation that the student be withdrawn from practicum and seminar activities for the semester will be made to the director of the program for which the student is enrolled. Reasonable effort is defined as referring a student to two prospective agencies for consideration which are both refused by the student and/or two rejections, post-interview, by the prospective agencies.

More information about field policies and procedures may be found in the MSW Field Manual.

\(^{15}\) Given that Advanced Standing students are required to complete a minimum of 400 field education hours at the generalist level as BSW students, they are only required to complete 500 field education hours during their MSW Program of Study.
Directed Independent Studies
In the UNF MSW Program, Directed Independent Studies (DIS) courses are limited to independent research studies conducted under the supervision of an MSW faculty member. Students who wish to pursue a DIS should first discuss their research proposal with the faculty member with whom they wish to work. If the faculty member agrees to supervise the student’s research, the student will work with the faculty member to develop a course syllabus, which outlines the course description, requirements, readings, and work products. DIS courses are just that, independent studies. Students who are not motivated, organized, and self-directed should seriously consider whether a DIS is right for them. The student and faculty member will need to complete a syllabus, as well as a DIS form (available in the Department of Sociology, Anthropology, and Social Work main office) prior to registering for the DIS; therefore, students should allow several weeks to complete this process. DIS courses must be approved by the MSW Program Director and the Department Chair.

Faculty Advising
Each MSW student is assigned a Faculty Advisor by the MSW Program Director upon enrollment. Students are introduced to their advisors at the mandatory New Student Orientation held prior to the first week of the semester in which they begin their MSW Program of Study. MSW students are strongly encouraged to meet with their advisors at least once per semester to discuss their academic performance, professional development, and career goals and to map their schedule for the subsequent semester. Faculty Advisors are particularly helpful in assisting students with the selection of electives and cognates that enhance their readiness to achieve specific professional goals, such as obtaining licensure or practicing with a particular population (e.g., military and veterans) or in a specific setting (e.g., healthcare).

Social Work Licensure
To obtain licensure as a clinical social worker in the State of Florida, individuals must complete 24 semester hours in theory of human behavior and practice methods as courses in clinically oriented services, including a minimum of one course in psychopathology. Courses that are not considered to be clinically oriented are: policy, administration, organization and communities. In addition, students must complete a supervised field placement as part of the applicant’s master’s program, during which the applicant provided clinical services directly to clients. For more information, visit the Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling at https://floridasmentalhealthprofessions.gov/licensing/licensed-clinical-social-worker/.
GRADUATION REQUIREMENTS

Work required for a degree must be completed and certification of completion must be posted in the UNF student record system prior to the college approving the candidates for their degrees. Please refer to the UNF Catalog for detailed information on graduation requirements and to review the University’s official policy. You must satisfy both the general university requirements and the MSW Program’s specific requirements. If you can answer yes to the following questions, you should be eligible to graduate.

1. Have you submitted your application to graduate?

2. In the course of your program, have you, or will you have, enrolled in and completed with sufficiently high grades in at least 30 credit hours of course work?
   - Have you, or will you have, maintained an overall graduate GPA of 3.0 (“B”) or higher?
   - Have you, or will you have, enrolled in and passed with sufficiently high grades at least 18 hours at the 6000-level?
   - Have you, or will you have, completed all 6000-level coursework with a GPA 3.0 or higher?

3. Have you completed all work within six years of being fully admitted to the graduate program or eight years for a doctoral program?
   - If you have completed courses at UNF more than five years prior to the end of your program, have you petitioned the program director to validate and apply these courses to your program and to inform the Graduate School?
   - If you have completed course work at other universities, have you made sure that the Graduate School has received an official copy of your transcripts by the posted deadline (on or before the last day of UNF’s final examinations for the term in question)?
   - If you intend to complete course work at another institution to satisfy UNF degree requirements, have you obtained written approval to do so prior to the term in which you intend to graduate?
   - If you have or will have completed course work at another institution to satisfy UNF degree requirements, have you made sure the Graduate School has received an official copy of your transcripts by the posted deadline (on or before the last day of UNF’s final examinations for the term in question)?

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16 http://www.unf.edu/graduateschool/student_resources/Graduate_Student_Handbooks/Graduate_School_Student_Handbook/2-Academics.aspx
17 http://www.unf.edu/catalog/
School has received an official copy of your transcripts and a complete Transfer of Credit Request form by the posted deadline?

4. Have you satisfied all your financial obligations to the University?

**Applying for Graduation**
You are required to apply for graduation during the first month of the term in which you expect to graduate. Failure to apply for graduation by the deadline may affect your ability to graduate and can result in the delay of your diploma and transcripts. The formal graduation application must be completed online in MyWings by signing into Student Self-Service, then selecting Student Records, then Graduation Application.

**Graduation Ceremony**
All platform participants and students graduating will be attired in the appropriate academic regalia. Master's candidates will wear hoods with caps and gowns during the ceremony. For additional ceremony information, please refer to the Commencement FAQ website.18

“Do not follow where the path may lead. Go, instead, where there is no path and leave a trail.”
~Ralph Waldo Emerson

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18 http://www.unf.edu/commencement/Frequently_Asked_Questions.aspx
ACADEMIC POLICIES

Academic Standards
UNF’s policies on Academic Standing are outlined in the UNF Catalog and the Graduate Student Handbook. In general, all students must maintain a 3.0 (“B”) grade point average for the semester and cumulatively for all credits at UNF in order to remain in Good Academic Standing. Per UNF’s Graduate Academic Standing Policy, “a graduate student who fails to maintain a cumulative…GPA of at least 3.0 will be considered not in good academic standing and will be placed on academic probation. Probation shall be noted on the academic transcript for each term in which the cumulative UNF Graduate Program GPA is below 3.0.”19 The Dean of the Graduate School notifies students via email of their probationary status. The MSW Program Director follows-up with the student and his or her faculty advisor to create a success plan. A student who earns a D or F in a course while on probation or fails to improve his or her GPA to a 3.0 or higher in the next academic term is eligible for suspension or dismissal from the MSW Program. In such cases, the MSW Program Director is responsible for making the decision to place a student on academic suspension. UNF policy further states, “Academic suspension is noted on the academic transcript. A graduate student may not register for courses while on academic suspension. The decision to release the student from academic suspension rests with the [MSW Program Director].” Students may appeal a suspension decision rendered by the MSW Program Director using the Graduate School’s policy for Appealing a Graduate Program Decision.20 This policy provides a timeline and process for appeals to the Department, College, and the Provost if necessary. Students placed on academic suspension must reapply to the MSW Program.

Academic performance within a given course is evaluated using standards clearly outlined in the course syllabus. Each syllabus contains information on learning outcomes or objectives, required assignments, activities, and assessments, and the scale that will be used in calculating final grades. Students are also instructed to keep all work from their courses until final grades are posted so as to substantiate claims of errors in grade calculation. In the event that students wish to appeal a grade perceived to be inappropriate or unfair, UNF requires they first seek a resolution with the faculty member, who has the authority to change the grade. Should the faculty member refuse, the student can appeal the faculty member’s decision to the Department Chair, then to the Dean, if necessary. Should that decision prove unsatisfactory, the student may

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19 http://www.unf.edu/president/policies_regulations/02-AcademicAffairs/GraduateSchool/2_0400P.aspx
20 https://www.unf.edu/president/policies_regulations/02-AcademicAffairs/GraduateSchool/2_1010P.aspx
approach the University Academic Appeals Committee, who will hear the case and make a recommendation to the Provost. Students have 90 days after a final grade is posted to initiate an appeal.21

**Incomplete Grades**22
At the instructor’s discretion, students who have not completed required work in a course by the end of the semester may be assigned a grade of “I.” For an “I” to be assigned, the student must have completed a substantial portion (at least a majority) of the course with a passing grade. The “I” is not computed in the grade point average. The time limit for removing the “I” is set by the instructor of the course. This time limit may not exceed one calendar year or graduation, whichever comes first. The time limit applies whether the student is in residence or not. To extend an incomplete beyond one year, the student must submit a Student Petition of Academic Policy.

An “I” will be changed to a final evaluative grade (one that is used in calculating GPAs) at the time the student completes the required work. Students may not register for courses in which incomplete grades have been received. Any “I” grade not removed by the end of the time limit will be changed to a final grade to be determined by the instructor. This grade will be used to calculate the student’s GPA. If no final grade is issued, the “I” will change to an “F” and will be calculated in the GPA. Veterans and other eligible students should contact One-Stop Student Services concerning the effect of incomplete or failing grades upon certification.

**Academic Integrity Code & Academic Misconduct Policies**23
UNF students are required to adhere to the Academic Integrity Code.24 This code defines academic misconduct and dictates potential faculty responses, which include suspension from a College, Department, or program as well as expulsion from the University. This code also outlines a process by which students may appeal academic misconduct decisions.

The University of North Florida encourages the free and open pursuit of knowledge; we consider this to be a fundamental principle and strength of a democratic people. To this end, the University of North Florida expects its students, its faculty, its administrators,
and its staff to uphold the highest standards of academic integrity. The University of North Florida expects all members of the University community to both honor and protect one another’s individual and collective rights.

The University of North Florida Student Handbook identifies several types of violations; these include but are not limited to: cheating; fabricating and falsifying information or citations; submitting the same work for credit in more than one course; plagiarizing; providing another student with access to one’s own work to submit under this person’s name or signature; destroying, stealing, or making inaccessible library or other academic resource material; and helping or attempting to help another person commit an act of academic dishonesty. The University of North Florida authorizes any instructor who finds evidence of cheating, plagiarism, or other wrongful behavior that violates the University of North Florida Academic Integrity Code to take appropriate action. Possible action includes, but is not limited to, failing the student on the work in question, failing the student for the course, notifying the appropriate academic dean or Vice President for Student Affairs, and requesting additional action be taken.

**Student Conduct**

UNF Students are also governed by the Student Conduct Code, violations of which may result in a number of disciplinary actions. The Code of Conduct covers behavior on and off campus, including behavior at internship or field placement sites. A student who is found by the Student Conduct Board, which is comprised of elected faculty and student representatives, to be “responsible” for violating the Conduct Code may be dismissed from the MSW Program. The UNF Student Conduct Code details students’ rights in the conduct process and outlines an appeals process for students who feel that errors occurred during their hearing, sanctions are disproportionate to the violation, or have new information that might impact the outcome of the hearing.

In addition, MSW students are expected to abide by the National Association of Social Workers (NASW) Code of Ethics and adhere to all policies and procedures outlined in the MSW Student Handbook and the MSW Field Education Manual. Students in field placements must also abide by the policies, rules and expectations of the organizations with which they are placed.

**Academic and Personal Conduct Contract**

Social workers are expected to conduct themselves in accordance with the profession’s long-standing values and ethics, most notably described in the NASW Code of Ethics. The profession’s core values include a commitment to integrity and competence in
service of those who are vulnerable, marginalized, or otherwise oppressed. In preparation for effective and ethical social work practice, MSW students are expected to adhere to the academic and professional performance requirements described in the MSW Student Handbook. Students will be required to sign a document, indicating that they have read and understand the following Academic and Personal Conduct Contract:

As a University of North Florida (UNF) Master of Social Work (MSW) student, I understand that it is my responsibility to be knowledgeable of and adhere to the programmatic requirements and academic policies described in the MSW Student Handbook. I understand and agree to conduct myself in accordance with the guidelines and standards dictated by UNF’s Code of Conduct and Academic Integrity Code. As an aspiring social worker, I also agree to adhere to the professional ethics and standards outlined in the National Association of Social Workers’ Code of Ethics. I understand that serious and/or deliberate violation of any of these policies may result in termination from the MSW Program.

I understand that if I have questions or concerns regarding UNF or MSW Program requirements and policies, it is my responsibility to seek assistance from the MSW Program Director or the Chair of the Department of Sociology, Anthropology, and Social Work.

**Termination from the Program**

Like all UNF students, MSW students may be suspended or dismissed for violating UNF policies on Academic Standing, Academic Integrity, and Student Conduct. Students may also be dismissed from the MSW Program for serious and/or deliberate violation of the policies outlined in the MSW Student Handbook, Field Manual, or the policies, rules and expectations of the student’s field placement agency. In such cases, the MSW Program adheres to the Graduate School’s policy for Dismissing a Student from a Graduate Program. This policy states that the MSW Program Director is responsible for ensuring dismissal is consistent with published university and/or program policies; informing the student via email and mail of the matter; offering the student an opportunity to meet with the MSW Program Director to plead his or her case; and informing the student of available appeal policies and procedures, if the MSW Program Director decides to dismiss the student from the program. The MSW Program Director is expected to document this process by taking formal meeting minutes and/or

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[27] http://www.unf.edu/president/policies_regulations/02-AcademicAffairs/GraduateSchool/2_0410P.aspx
writing a memorandum describing the decision-making process. MSW students who are dismissed may only be reinstated by reapplying to the MSW program.

**Grievances**
The UNF MSW program seeks to provide each student with a high-quality experience, and to treat each student with dignity and respect. Should students feel they have been treated unfairly or unprofessionally by a member of the faculty or staff, they are encouraged to seek a resolution. If possible, students should first approach the faculty or staff member in question. If the student is not comfortable doing so, he or she may instead bring the matter to the MSW Program Director or the Department Chair, or the UNF Student Ombudsman28.

**Americans with Disabilities Act/Military & Veteran Students**
Students with disabilities who seek reasonable accommodations in the classroom or other aspects of performing their coursework must first register with the UNF Disability Resource Center (DRC) located in Building 57, Room 1500. DRC staff members work with students to obtain required documentation of disability and to identify appropriate accommodations as required by applicable disability laws including the Americans with Disabilities Act (ADA). After receiving all necessary documentation, the DRC staff determines whether a student qualifies for services with the DRC and if so, the accommodations the student requires will be provided. DRC staff then prepares a letter for the student to provide faculty advising them of approved accommodations. For further information, contact the DRC by phone (904) 620-2769, email (drc@unf.edu), or visit the DRC website (http://www.unf.edu/drc/).

Military and veteran students who return from combat exposure may be utilizing the post 9/11 GI bill to continue postsecondary education goals and may need both physical and academic accommodations. Contact the Military and Veterans’ Resource Center by phone (904) 620-5131 or email mvrc@unf.edu.

"How wonderful it is that nobody need wait a single moment before starting to improve the world."

- Anne Frank

28 http://www.unf.edu/ombudsman/
STUDENT ORGANIZATIONS

Graduate Student Organization
“The purpose of the Graduate Student Organization (GSO) is to facilitate and enhance the graduate student experience, to advance the reputation and assist in the expansion of graduate programs, and to promote quality teaching and research at the University of North Florida. Any current graduate student in good academic standing is eligible to be active in the GSO. The GSO meets regularly, and the meeting announcements will be made via the Online GSO course on Canvas. All current graduate students are members of this LMS site.”29 For more information, visit: http://www.unf.edu/graduateschool/student_resources/GSO.aspx.

National Association of Social Workers
“Founded in 1955, the National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with more than 120,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.”30 UNF MSW students may join the Northeast Unit of NASW-Florida at the student membership rate. More information can be found at: http://www.naswfl.org/.

Phi Alpha Honor Society for Social Work
Phi Alpha is a national honor society for social work students. “The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.”31 Students may be eligible for induction into Phi Alpha if they have completed 9 semester hours of required social work graduate courses or at least 37.5% of the total hours/credits required for the graduate degree, whichever is later achieved, and rank in the top 35% of their class.

Student Advisory Council
The Social Work Student Advisory Council is comprised of five undergraduate and graduate social work students, who meet regularly with program administrators to provide feedback regarding students’ experiences and input regarding program policies and procedures. The Council is comprised of one cohort representative from each

29 http://www.unf.edu/graduateschool/student_resources/GSO.aspx
30 https://www.socialworkers.org/About
31 http://www.phialpha.org/index.html
Social Work Program of Study (BSW, Traditional MSW, and Advanced Standing MSW). Members are elected by their cohort peers to serve a term of one academic year.

**Student Government**

“The purpose of the University of North Florida Student Government shall be to represent all student concerns in all University-wide matters while developing and promoting programs and activities of practical value and interest to students.”

More information can be found at: [http://www.unf.edu/sg/](http://www.unf.edu/sg/).

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**FINANCIAL SUPPORT**

The MSW Program offers two part-time Graduate Research Assistantships on an annual basis. Assistantships are awarded based on considerations with respect to financial need and academic merit to students who meet the eligibility criteria established by the Graduate School.

Graduate Research Assistants (GRA) work 10 hours per week during the academic year in exchange for a stipend and partial tuition waiver. GRAs serve as research assistants to program faculty.

Additional information regarding tuition waivers, financial aid, and award opportunities may be found on the Graduate School webpage.

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32 [http://www.unf.edu/sg/about/Mission.aspx](http://www.unf.edu/sg/about/Mission.aspx)

33 [http://www.unf.edu/graduateschool/prospective/funding/Graduate_Assistantships_and_Fellowships.aspx](http://www.unf.edu/graduateschool/prospective/funding/Graduate_Assistantships_and_Fellowships.aspx)

34 [http://www.unf.edu/graduateschool/](http://www.unf.edu/graduateschool/)
STUDENT RESOURCES

A wide variety of campus services are available to help UNF students make the most of their educational experience. A number of these services are described below. Additional information can be found on the UNF Division of Students Affairs website.35

Counseling Center
Location: Building 2, Room 2300
Phone: (904) 620-2602
Email: See website to select appropriate point of contact
Website: http://www.unf.edu/counseling-center/

The mission of the Counseling Center is to enhance students’ total educational experience by providing a confidential and supportive environment where student concerns can be shared and explored. Center services assist students with their personal development and enhance their potential for academic success.

Career Services
Location: Building 57, Room 2700
Phone: (904) 620-2955
Email: careerservices@unf.edu
Website: http://www.unf.edu/careerservices/

The University of North Florida Career Services provides a variety of career services, programs, and resources specifically designed to help our students make a successful transition from academics to the world of work.

Disability Resource Center
Location: Building 57, Room 1500
Phone: (904) 620-2769 or (904) 620-2969 (TDD/TTY)
Email: drc@unf.edu
Website: http://www.unf.edu/drc/

The primary mission of the Disability Resource Center (DRC) is to ensure that all students with disabilities have equal access to educational opportunities at the University of North Florida. The DRC promotes self-determination and self-advocacy of students with disabilities throughout the University community. In addition, the DRC

35 http://www.unf.edu/student-affairs/Departments.aspx
partners with other units on campus to ensure that students with disabilities are provided the opportunity to achieve their maximum potential.

**InterFaith Center**  
Location: Building 2, Room 1400  
Phone: (904) 620-5522  
Email: interfaith@unf.edu  
Website: http://www.unf.edu/interfaith-center/

The Interfaith Center is a department within the Division of Student Affairs at the University of North Florida. Its mission is to engage the UNF campus around religious pluralism, support the religious and non-religious identities of students, and provide distinctive programs and services for students to voice values, engage with others, act together, and lead others to do likewise.

**International Center**  
Location: Building 58E, Room 2300  
Phone: (904) 620-2657  
Email: intlcotr@unf.edu  
Website: http://www.unf.edu/intlcotr/

The mission of the International Center is to provide and enhance, through both curricular and co-curricular activities, a range of opportunities which can expand the global understanding of the UNF community. To that end, the International Center is responsible for (1) recruiting and providing programs, activities, and services that address the specific needs of international students on campus and (2) developing and promoting study abroad activities for domestic students who seek international learning experiences. In addition, the International Center serves as the University’s compliance unit for federal regulations relating to international students and scholars. The International Center has four sub-units that deal with Study Abroad, International Students, the English Language Program, and International Programs in general.

**Lesbian, Gay, Bisexual and Transgender (LGBT) Resource Center**  
Location: Building 58E, Room 1111  
Phone: (904) 620-4720  
Email: slgbt@unf.edu  
Website: http://www.unf.edu/lgbtrc/
The Lesbian, Gay, Bisexual and Transgender Resource Center's mission is to provide valuable education and resources for the entire campus community with a commitment to advocacy, equality, respect, and support for LGBT students, faculty, and staff.

**Military & Veterans Resource Center**
Location: Building 2, Room 1100  
Phone: (904) 620-5131  
Email: mvrc@unf.edu  
Website: http://www.unf.edu/military-veterans/

The Military and Veterans Resource Center (MVRC) provides assistance to military and veteran students in navigating admission, enrollment and financial aid processes. Led by the Director, Military & Veteran Programs and Services, the MVRC is the primary campus advocate for military and veteran students, and works with them to ensure their unique needs are met by coordinating with offices of various University services. The Center provides assistance in coordinating with academic advising, tutoring, counseling, disability accommodations, veteran programming, benefits information, and financial and medical assistance, and additionally facilitates referral to state and federal resources and services.

**Police Department**
Location: Building 41  
Phone: (904) 620-2800 (Non-Emergency)  
Email: unfpd@unf.edu  
Website: http://www.unf.edu/upd/

The University of North Florida Police Department is entrusted to preserve the peace, provide general police services to the University community, and enforce the laws of the State of Florida, the ordinances of the City of Jacksonville, as well as the rules, policies and traffic regulations of the University of North Florida. In cooperation with the entire campus community, the University Police Department also is committed to protecting the University's population, buildings, grounds and equipment.

**Student Health Services**
Location: Building 39A, Room 2098  
Phone: (904) 620-2900  
Email: See website to select appropriate point of contact  
Website: http://www.unf.edu/shs/
Student Medical Services is an ambulatory care health center with certified health care providers. It provides you with access to same day medical care either by walk-in or appointment.

**Student Ombudsman**
Location: Building 2, Room 1500  
Phone: (904) 620-1491  
Email: a.adams-manning@unf.edu  
Website: [http://www.unf.edu/ombudsman/](http://www.unf.edu/ombudsman/)

The Office of the Student Ombudsman provides all UNF students with a safe, confidential place to bring questions and concerns about University rules, policies, or procedures. The Ombudsman assists students by considering all sides of an issue in an impartial and objective way, and then advises on how to best resolve the problems.

**Victim Advocacy**
Location: Building 2, Room 2100  
Phone: (904) 620-2528 or (904) 620-1010 (Crisis Helpline 24/7)  
Email: womenct3@unf.edu  
Website: [http://www.unf.edu/womens-center/Victim_Advocacy.aspx](http://www.unf.edu/womens-center/Victim_Advocacy.aspx)

Campus victims of actual and/or threatened violence can find help 24-hours-a-day through the Women’s Center’s Victim Advocacy Program. Victim Advocates are certified Victim Services Practitioners, supported by trained volunteers, who assist and support persons who have experienced harassment, rape, relationship violence, stalking, hate crimes or other crimes. Advocates can provide immediate crisis intervention, guidance on legal options and rights, and a safe, confidential space for a victim to talk about her or his experiences.

**Women’s Center**
Location: Building 2, Room 2100  
Phone: (904) 620-2528  
Email: womenctr@unf.edu  
Website: [http://www.unf.edu/womens-center/](http://www.unf.edu/womens-center/)

The Women's Center's works to achieve political, social and economic equality for everyone, and for us that means starting with a strong respect for diversity. Women and men of every race, culture, religion, political viewpoint and sexual orientation are always welcome in the Women's Center.
Writing Center
Location: Building 4, Room 2501
Phone: (904) 620-5394
Email: rubrics@unf.edu
Website: http://www.unf.edu/coas/english/wc/aboutwc.aspx

The Department of English Writing Center helps students develop their writing skills and supports faculty to integrate writing into their courses and course planning. Our writing center staff works with students one-on-one to craft individualized strategies to strengthen their writing and encourage better, stronger writing practices. Our Writing staff also works with university faculty, academic programs, and colleges to offer tailored writing instruction and writing workshop and outreach.