

# **Master of Social Work**

## ***Online MSW Track***



**School of Social Work  
College of Health Professions and Sciences  
University of Central Florida**

## **Student Handbook**

**2019-2020**



**School of  
Social Work**

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## **INTRODUCTION**

The faculty and staff of the School of Social Work at the University of Central Florida (UCF) welcomes you to the Master of Social Work Program (MSW), Online Track. For many students a career in social work is considered their mission in life. The MSW Program at UCF is designed to provide you with the necessary knowledge, skills and values of the social work profession. Your courses will offer opportunities to develop competence in the many practice behaviors used by social workers in their day to day work with individuals, groups, families, organizations, and communities.

## **SCHOOL OF SOCIAL WORK MISSION STATEMENT**

The UCF School of Social Work MSW Program prepares generalist and advanced clinical social work students to become practitioners who promote optimal well-being, human rights, and social and economic justice. The school focuses on social change from a regional and global perspective with individuals, families, groups and communities in diverse practice settings through research informed practice.

## **SCHOOL OF SOCIAL WORK GOALS**

To prepare professional MSW/clinical social work practitioners to:

- Apply professional knowledge, skills, and values with diverse individuals, families, groups, and communities.
- Engage in ethical practice grounded in human rights and social and economic justice.
- Promote the optimal well-being of vulnerable, oppressed, and marginalized populations by building on their strengths and resilience through collaborative community partnerships.
- Integrate research informed practice in generalist settings and assess, intervene, and evaluate in advanced clinical practice settings.
- Advocate for policies and services that promote social change and the quality of professional social work practice.

Specifically, our graduates are trained to:

## **CSWE 2015 EPAS COMPETENCIES & PRACTICE BEHAVIORS**

### **COMPETENCIES**

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

Competency 3: Advance Human Rights and Social, Economic and Environmental Justice

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

### **Competency 1**

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 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. Social workers:

- Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- Use technology ethically and appropriately to facilitate practice outcomes; and
- Use supervision and consultation to guide professional judgment and behavior.

### **Competency 2**

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. Social workers:

- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- Present themselves as learners and engage clients and constituencies as experts of

their own experiences; and

- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

### **Competency 3**

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. Social workers:

- Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- Engage in practices that advance social, economic, and environmental justice.

### **Competency 4**

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. Social workers:

- Use practice experience and theory to inform scientific inquiry and research;
- Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- Use and translate research evidence to inform and improve practice, policy, and service delivery.

### **Competency 5**

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. Social workers:

- Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- Assess how social welfare and economic policies impact the delivery of and access to social services;
- Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

### **Competency 6**

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. Social workers:

- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

### **Competency 7**

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. Social workers:

- Collect and organize data, and apply critical thinking to interpret information from clients and constituencies; • apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- Develop mutually agreed-on intervention goals and objectives based on the critical

- assessment of strengths, needs, and challenges within clients and constituencies; and
- Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

### **Competency 8**

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 inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- Facilitate effective transitions and endings that advance mutually agreed-on goals.

### **Competency 9**

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 workers:

- Select and use appropriate methods for evaluation of outcomes;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and

- Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

**Behaviors** -the following behaviors are to be used with clinical students in addition to the above behaviors:

**Competency 1: Demonstrate Ethical and Professional Behavior**

- Develop, manage and maintain therapeutic relationships with clients within the Person-in- Environment (PIE) and Strengths Perspective
- Understand and identify professional strengths, limitations and challenges

**Competency 2: Engage Diversity and Difference in Practice**

- Identify and use practitioner/client differences from a strengths perspective
- Work effectively with diverse populations and model culturally competent behavior with client groups, community partners and other professionals

**Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**

- Advocate for the creation and revision of practices and tools that support anti-oppressive practice

**Competency 4: Engage in Practice-inform Research and Research-informed Practice**

- Use the evidence-based practice process in clinical assessment and intervention with clients
- Use and translate research evidence to inform and improve practice, policy and service delivery

**Competency 5: Engage in Policy Practice**

- Advocate with and inform legislators to influence policies that impact clients and service

**Competency 6: Engage with Individuals, Families, Groups, Organizations and Communities**

- Develop a culturally responsive therapeutic relationship
- Establish a relationally based process that encourages clients to be equal participants in the establishment of treatment goals and expected outcomes

**Competency 7: Assess individuals, Families, Groups, Organizations, and Communities**

- Use multidimensional biopsychosocial-spiritual assessment tools
- Assess clients' readiness for change

**Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

- Collaborate with other professionals to coordinate treatment interventions



- Demonstrate the use of appropriate clinical techniques for a range of presenting concerns identified in the assessment, including crisis intervention strategies as needed

### **Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations and Communities**

- Use clinical evaluation of the process and/or outcomes to develop best practice interventions for a range of biopsychosocial-spiritual conditions

## **ACADEMIC ADVISING**

The Online MSW Academic Advisor will review all students' Plan of Study forms, which will detail the specific courses and sequence of courses they will take to complete their degree. This form is completed as part of the Online Orientation. Students are encouraged to contact the Online MSW Academic Advisor to discuss concerns or problems in their Plan of Study. Students **MUST** contact the Online MSW Academic Advisor if they are going to petition to change their Plan of Study.

### **Common Reasons Why You May Want to See the Advisor:**

- Questions regarding Plan of Study
- Alternatives within the program (e.g. needing to take time off)
- Clarification of policies and procedures
- Reviewing academic requirements

### **Professional Advising**

Faculty and agency supervisors through classroom and field experiences contribute to students' professional advisement relative to knowledge and skills in areas of study or fields of practice and professional practice roles. Faculty are a great resource for careers in social work related to their fields of expertise. Individual faculty members are available by appointment to provide professional advising.

### **Student Responsibility to Keep Informed**

It is the student's responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived, or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed. These policies and procedures can be found in the [General Graduate Policies](#) of the Graduate Catalog.

## **DEGREE REQUIREMENTS**

The MSW degree requires 62 credit hours. **Fifty percent of courses must be at the 6000 level.** Students who complete a BSW at an accredited social work program and who are accepted into the Advanced Standing program can receive up to 30 credits toward their MSW degree program depending upon approved prior course work.

Educational standards for all social work programs are established by the Council on Social Work Education (CSWE), the national accreditation body for professional social work education. Curriculum direction and content is regulated by the CSWE through its accreditation standards.

The first two years of study in the three-year curriculum provide students with the theoretical generalist perspective. Classes are completed in Human Behavior and the Social Environment, Social Work Practice, Social Welfare Policies and Services, Social Work Research, and Social Work Field Placement. Movement to specialization takes place in the third year of the curriculum. Often referred to as the advanced curriculum, the educational content focuses on clinical social work practice.

While enrolled in courses, students will complete a field placement, also referred to as an internship, at an area social service agency. You will be placed in one setting for your generalist year of the MSW Program and a second, different setting, during your advanced year. You will also be participating in a field seminar designed to help you further integrate theoretical content from the courses with your field experience.

### **Timelines for completing the degree program**

The Plan of Study lists the courses and the sequence of courses (by semester) required for the student's program track (e.g., part-time or advanced standing). All degree requirements must be met within six years of beginning the program. Students must contact the Online MSW Academic Advisor if they are going to petition to change their Plan of Study.

### **Synchronous Components to Online MSW**

The Online MSW is primarily an asynchronous program, which means that our courses are generally not held during a fixed meeting time. However, there are some courses where synchronous, or "live" sessions are a required component of the course assignments. Because an MSW is a professional degree that allows students to engage directly with clients, synchronous sessions are put in place to support student's skills and evaluation in this area. Dates and times of live sessions will be announced before the course begins, or in some courses, multiple options are provided.

Some of the courses that may have required live components as a part of an assignment include, but are not limited to:

- SOW 5306 Social Work Practice II
- SOW 6324 Clinical Social Work Practice with Groups
- SOW 6433 Clinical Evaluation in Social Work Practice

## DEGREE PLAN OF STUDY

See the [Graduate Catalog](#) for Specific Degree requirements and course descriptions. The specific degree Program of Study varies depending on whether students are part-time or advanced standing.

**Students are expected to follow the sequence and timing of courses in their Plan of Study.**

Students are required to contact the Online MSW Academic Advisor and receive authorization to petition to change their Plan of Study. Required courses are offered only in the semester indicated.

**Due to the cohort nature of the program, you are unable to take courses out of sequence, are not permitted to switch to the on campus, face-to-face track or to simultaneously enroll in any additional programs or certificates through UCF.**

Students should use the online course registration system to enroll in courses. Some courses will require special permission codes provided by the Online MSW Academic Advisor for access to registration. Please note: Drop/Add deadlines for the Online MSW are different from those posted on the UCF Academic Calendar. Your Online MSW Academic Advisor will provide you with an academic calendar. Students are responsible for knowing deadlines.

**ONLINE ADVANCED STANDING PART-TIME TRACK**

(Only for those students who have earned a BSW)

<b>1<sup>st</sup> Semester</b>		<b>2<sup>nd</sup> Semester</b>		<b>3<sup>rd</sup> Semester</b>	
<i>Term 1.1</i>	<i>Term 1.2</i>	<i>Term 2.1</i>	<i>Term 2.2</i>	<i>Term 3.1</i>	<i>Term 3.2</i>
<b>SOW 6123</b> Psychosocial Pathology	<b>SOW 6424</b> Theories for Evidence- Based Clinical Social Work Practice	<b>SOW 6348</b> Practice with Individuals	<b>SOW 6612</b> Practice with Families	<b>SOW 6324</b> Practice with Groups	<b>Advanced Clinical Elective</b>
		<b>SOW 6561</b> PT Clinical Field Seminar I (2 hours)		<b>SOW 6562</b> PT Clinical Field Seminar II (1 hour)	
		<b>SOW 6490</b> PT Clinical Field Education (2 hours)		<b>SOW 6490</b> PT Clinical Field Education (1 hour)	
<b>4<sup>th</sup> Semester</b>					
<i>Term 4.1</i>	<i>Term 4.2</i>				
<b>SOW 6433</b> Clinical Evaluation in Social Work Practice	<b>Advanced Clinical Elective</b>				
<b>SOW 6563</b> PT Clinical Field Seminar III (1 hour)					
<b>SOW 6940</b> PT Clinical Field Education (1 hour)					

**ONLINE PART-TIME TRACK**

<b>1<sup>st</sup> Semester</b>		<b>2<sup>nd</sup> Semester</b>		<b>3<sup>rd</sup> Semester</b>	
<i>Term 1.1</i>	<i>Term 1.2</i>	<i>Term 2.1</i>	<i>Term 2.2</i>	<i>Term 3.1</i>	<i>Term 3.2</i>
<b>SOW 5107</b> Human Behavior in the Social Environment	<b>SOW 5132</b> Diverse Client Populations	<b>SOW 5235</b> Social Welfare Policies	<b>SOW 5404</b> Social Work Research	<b>SOW 5305</b> Social Work Practice I	<b>Clinical Elective</b>
<b>4<sup>th</sup> Semester</b>		<b>5<sup>th</sup> Semester</b>		<b>6<sup>th</sup> Semester</b>	
<i>Term 4.1</i>	<i>Term 4.2</i>	<i>Term 5.1</i>	<i>Term 5.2</i>	<i>Term 6.1</i>	<i>Term 6.2</i>
<b>SOW 5306</b> Social Work Practice II	<b>SOW 6433</b> Clinical Evaluation in Social Work Practice	<b>Clinical Elective</b>	<b>SOW 5217</b> Foundations of Behavioral Health Policy and Social Work Practice	<b>SOW 6123</b> Psychosocial Pathology	<b>SOW 6424</b> Theories for Evidence-Based Clinical Social Work Practice
<b>SOW 5565</b> PT Generalist Field Integrative Seminar I		<b>SOW 5566</b> PT Generalist Field Integrative Seminar II		<b>SOW 5567</b> PT Generalist Field Integrative Seminar III	
<b>SOW 5940</b> PT Generalist Field Education		<b>SOW 5940</b> PT Generalist Field Education		<b>SOW 5940</b> PT Generalist Field Education	
<b>7<sup>th</sup> Semester*</b>		<b>8<sup>th</sup> Semester*</b>		<b>9<sup>th</sup> Semester*</b>	
<i>Term 7.1</i>	<i>Term 7.2</i>	<i>Term 8.1</i>	<i>Term 8.2</i>	<i>Term 9.1</i>	<i>Term 9.2</i>
<b>SOW 6348</b> Practice with Individuals	<b>SOW 6612</b> Practice with Families	<b>No academic classes in summer of clinical year</b>		<b>SOW 6324</b> Practice with Groups	<b>Advanced Clinical Elective</b>
<b>SOW 6561</b> PT Clinical Field Integrative Seminar I (2 hours)		<b>SOW 6562</b> PT Clinical Field Integrative Seminar II (1 hour)		<b>SOW 6563</b> PT Clinical Field Integrative Seminar III (1 hour)	
<b>SOW 6940</b> PT Clinical Field Education (1 hour)		<b>SOW 6940</b> PT Clinical Field Education (2 hours)		<b>SOW 6940</b> PT Clinical Field Education (1 hour)	

**\*Please refer to your specific Plan of Study as classes are offered in a different order in the final year depending on your cohort.\***

## MSW CORE COURSE DESCRIPTIONS

- SOW 5107    Human Behavior and Social Environment  
Study of human development and psychosocial functioning of individuals, groups, families and communities with particular attention to implications of human diversity
- SOW 5132    Diverse Client Populations  
Study of human diversity, focusing on the needs, resources, problems, and service issues of several identified minority client populations.
- SOW 5217    Foundations of Behavioral Health Policy and Social Work Practice  
This course helps students think critically about mental health services by analyzing the factors that influence global behavioral health policies.
- SOW 5235    Social Welfare Policies  
Study of societal responses to human needs; forces shaping social welfare systems; introduces frameworks for analyzing social policies and programs.
- SOW 5305    Social Work Practice I: Generalist Practice.  
Study of social work functions, knowledge, values, roles and skills; the use of a generalist model of practice.
- SOW 5306    Social Work Practice II: Intervention Approaches  
Study of selected social work theories, strategies, and techniques for helping people and improving system responsiveness to human needs.
- SOW 5404    Social Work Research  
Study of group research designs in social work; quantitative analyses; and related ethical issues.
- SOW 5565    Part-time MSW Generalist Field Integrative Seminar I  
This course is comprised of seminars designed to facilitate student integration of social work practice and theory. Graded A-F.
- SOW 5566    Part-time MSW Generalist Field Integrative Seminar II  
This course is comprised of seminars designed to facilitate student integration of social work practice and theory. Graded A-F.
- SOW 5567    Part-time MSW Generalist Field Integrative Seminar III  
This course is comprised of seminars designed to facilitate student integration of social work practice and theory. Graded A-F.
- SOW 5940    Part-time MSW Generalist Field Education  
Supervised practice of social work in an agency for 100-150 clock hours depending on semester. Graded S/U.

- SOW 6123    Psychosocial Pathology  
Study of psychosocial dynamics of dysfunctional behavior in individuals.
- SOW 6246    Policy Analysis and Social Change  
Study of urban problems, policies, and planning from the perspective of their impact on individuals and families.
- SOW 6324    Clinical Practice with Groups  
Group work theories, interventions, and techniques applied to persons with emotional, social, and psychological problems.
- SOW 6348    Clinical Practice with Individuals  
Behavioral, crisis, and psychosocial theories applied to persons with emotional, social, and psychological problems.
- SOW 6424    Theories for Evidence-Based Clinical Social Work  
Descriptive information regarding the wide range of theoretical perspectives that support clinical social work. The focus is on knowledge building and critical thinking.
- SOW 6561    Part-time MSW Clinical Field Integrative Seminar I  
This course is comprised of seminars designed to facilitate student integration of clinical social work practice and theory. Graded A-F.
- SOW 6562    Part-time MSW Clinical Field Integrative Seminar II  
This course is comprised of seminars designed to facilitate student integration of clinical social work practice and theory. Graded A-F.
- SOW 6563    Part-time MSW Clinical Field Integrative Seminar III  
This course is comprised of seminars designed to facilitate student integration of clinical social work practice and theory. Graded A-F.
- SOW 6612    Clinical Practice with Families  
Family-focused models of intervention applied to families in transition and to problems such as divorce, single parenting, and blended families.
- SOW 6940    Part-time MSW Clinical Field Education  
Supervised practice of social work in an agency for 200 clock hours. Graded S/U

## MSW ELECTIVE COURSE DESCRIPTIONS

The following is a list of electives and descriptions in our track. They are classified as either clinical or advanced clinical. Advanced clinical electives can only be taken after SOW 6123 and SOW 6424. Graduates need to have two clinical electives to fulfill the requirements of the MSW program and to apply for Florida State licensure.

*Electives are offered when we have the faculty to teach them and when we have room in the curriculum to offer them. All electives are not available to you during every catalog year.*

- SOW 6155 Human Sexuality in Social Work Practice (Clinical)  
Study of human sexuality with emphasis on assessment and intervention skills for social workers with clients experiencing problems involving sexual issues.
- SOW 6562 Child Welfare Services (Clinical)  
Provides a framework of knowledge, values and skills necessary to work with maltreated children and their families. It also serves to introduce students to the field of Child Welfare (CW).
- SOW 6603 Social Work in Health Settings (Clinical)  
Study of social work roles, interventions, and issues related to helping clients in health settings.
- SOW 6604 Medications in Social Work Practice (Advanced Clinical) *PR: SOW 6123*  
The study of the effects that psychotropic medications can have within the counseling/helping relationship.
- SOW 6610 Clinical Practice with Military and Veteran Families or Groups  
Theoretical/practical approaches to clinical practice with military families and groups. Examines the demands of military service on family/group dynamic, composition and related issues.
- SOW 6644 Interventions with Older Adults and Their Families (Clinical)  
Study of concepts, skills, models and theories for intervening with the elderly. Special attention is given to minority populations.
- SOW 6670 Clinical Social Work Practice with LGBTQ+ (Advanced Clinical) *PR: SOW 6123*  
Focus on Social Work resources, social policy and clinical assessment, diagnosis and therapeutic interventions of LGBTQ+ individuals, families, groups and communities.
- SOW 6712 Clinical Social Work with Substance Addictions (Clinical)  
Strategies for working with persons who abuse drugs, alcohol, and other substances.
- SOW 6735 Documentation Skills for Helping Professionals (Clinical)  
Study of documentation skills and record keeping for helping professionals.



SOW 6806 Behavioral Health Skills (Advanced Clinical) *PR: SOW 6123*  
 Study of documentation skills and record keeping for helping professionals.

For additional information on graduate course descriptions, please visit the [Graduate Catalog](#).

## **SERVING DIVERSE POPULATIONS AND PERFORMING PROFESSIONAL TASKS**

Social Work is a licensed clinical health profession requiring disciplined delivery of services, set within a conceptual framework based on empirically tested theories. Ethical professional practice is guided by complex social, behavioral, and practice theories.

***Populations Served:*** Social workers intervene directly with and on behalf of diverse populations. Thus, students are expected to be agreeable to working with adult men and women; people from all nationalities, cultures, religions; children; people with disabilities; older adults; people who are lesbian, gay, transgendered +; persons with HIV/AIDS and/or other physical and mental conditions; and people who are economically disadvantaged.

***Modes of Intervention:*** Social workers provide services through a variety of empirically based interventions. Therefore, students are expected to perform tasks that may include, but are not limited to: assessments; contracting; home visits; office interviews; individual, family, and group counseling; referrals; case management; program and community evaluations; grant writing; advocacy; education; and follow-up.

**A student, who in the judgment of the faculty is unwilling or unable to meet the expectations of serving diverse populations and performing professional tasks may be denied admission or may be deemed ineligible to complete the degree requirements.**

## **GENERAL POLICIES**

### **Knight's email**

Faculty and staff will communicate with students only through Knights e-mail ([user@knights.ucf.edu](mailto:user@knights.ucf.edu)). Faculty and staff will not respond to emails sent from personal (Gmail, Yahoo, Hotmail, etc.) or employment accounts.

### **Course Changes and Schedule Exceptions**

The instructor reserves the right to make announced changes in course requirements, content, schedule, and assignments.

### **Health Concerns**

***Special Accommodations:*** The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. Students who need accommodations must be registered with [Student Accessibility Services](#), Ferrell Commons, Room 185, Phone (407)-823-

2371, TTY/TDD only Phone (407)-823-2116, before requesting accommodations from the professor.

***Illness or Injury:*** It is the responsibility of each student to inform the program faculty of any illness or injury that may prevent him or her from performing any activity in the class or clinical setting. The instructor and the Program Director must agree upon any modification or postponement or required work.

For additional policies, please visit the [Graduate Catalog](#).

### **Policies Regarding Online Class Behavior**

***Class Participation and Attendance:*** Professional functioning typically involves collegial sharing and peer support. By being present in online forums, students develop a commitment to, and a skill in, mutual problem solving and team work. In some classes, part of the student's grade is based on participation, team work, and attendance. Participation requirements are posted on every course syllabus. Online activity is tracked by all instructors and professors. A student's grade may be lowered for lack of participation.

***Student Papers:*** Effective written expression is essential for professional practitioners where records often decide a client's fate terms of court cases and insurance reimbursement. Students are expected to present their ideas clearly and professionally. Proper grammar, punctuation, and spelling are essential in all papers submitted to professors. Papers are to be typed, double-spaced, and conform to the Publication Manual of the American Psychological Association (APA) (latest edition) standards of writing. Papers not conforming to these standards of style and exactness may be returned without a grade. Check with your instructor regarding specific guidelines.

***Meeting Course Assignment Deadlines:*** Students are expected to submit assignments on the identified due date. Please see course syllabi for details.

***Incomplete Work and "I" Grades:*** When a student is unable to complete all requirements for a course by the end of the term due to *extenuating* (death in the family, serious injury to self or family member, etc) circumstances, they may be assigned an incomplete grade ("I") by the instructor. An incomplete grade may only be given by an instructor when remaining requirements can be completed by the student in a short time after the term has ended. The student should speak with the instructor directly to request an incomplete grade and to make arrangements for completing course requirements by the deadline set by the instructor. The student and the faculty member need to sign an Incomplete Grade Agreement Form, describing the course requirements and the date of completion. **If this work is not completed within a year, this "I" automatically becomes an "F."**

***Field Education:*** Please refer to the field manual for policies.

## **Confidentiality/Family Educational Rights and Privacy Act (FERPA) of 1974:**

According to FERPA:

- Personally-identifiable information about students is confidential and cannot be released to any agency or outside organization without a signed consent from the student, except in mitigating circumstances.
- The University is not permitted to complete background clearance checks or driving record checks on students. If placement sites require this information, the student must have the checks performed at the students' expense.
- More information about FERPA can be found here: <https://registrar.ucf.edu/ferpa/>

## **ESSENTIAL FUNCTIONS FOR STUDENTS IN THE MSW PROGRAM**

Students enrolled in the University of Central Florida Master of Social Work (MSW) program must perform certain functions in order to participate in and complete essential program requirements to obtain the MSW degree. The minimal professional, cognitive, and behavioral abilities required for successful program completion as well as entry-level social work practice are outlined in this document.

The MSW program prepares generalist and advanced clinical social work students to become practitioners who promote optimal well-being.

The curriculum emphasizes critical thinking skills, empirically based accountable practice, and ethical services for clients experiencing a wide range of psychosocial issues. Students learn preventive and therapeutic interventions aimed at enhancing human functioning and quality of life. Graduates of the program have the ability to work with diverse clients in a variety of agency settings.

The MSW program strives to educate students to become successful practitioners in the field of clinical social work. The National Association of Social Workers (NASW) Code of Ethics (2017) is reinforced throughout the academic curriculum. Students who violate the NASW Code of Ethics may be subject to academic sanctions up to and including dismissal from the program.

The practice of social work includes the examination and treatment of individuals, families, and groups. Social workers must be prepared to conduct components of clinical practice in a timely manner.

Graduates of the MSW program are required to possess a broad base of clinical practice knowledge and skills requisite for the practice of social work, as required by the Council of Social Work Education (CSWE). Social workers must possess the intellectual, communicative, behavioral-social, observational, and motor abilities to meet the standard of practice.

**Intellectual Abilities**

Intellectual skills include the ability to recall and comprehend large amounts of information and to apply this information to the client's complex problems.

***The MSW student has the ability to:***

1. Recognize and define problems, develop and implement solutions, and evaluate outcomes.
2. Demonstrate critical thinking skills and appropriate clinical decision making with ability to differentiate relevant vs. irrelevant information
3. Memorize, analyze, synthesize and apply large volumes of information.

**Communication Abilities**

Effective communication skills enable a social worker to obtain appropriate information from clients and to effectively explain treatment procedures to clients and other professionals.

***The MSW student has the ability to:***

1. Effectively process and comprehend written and verbal communications, in the English language at a level consistent with full participation in academic and professional clinical coursework.
2. Utilize appropriate and effective verbal, written, and non-verbal communication.
3. In all situations, respond appropriately verbally and in writing, in the English language, when communicating with any personnel.
4. Respond to situations that indicate an individual's need for assistance.
5. Participate in group and individual discussions, present oral and written reports and provide constructive feedback in the English language.

**Behavioral – Social Abilities**

A social worker must demonstrate the ability to practice in a professional and ethical manner and possess the emotional stability to practice in a stressful work environment.

***The MSW student has the ability to:***

1. Appropriately handle the physical, emotional, and mental challenges of a rigorous curriculum and varied clinical environments.
2. Demonstrate flexibility and willingness to adapt to changing environments.
3. Demonstrate empathy, compassion, integrity, honesty, and concern for others of all cultures and backgrounds.
4. Demonstrate the ability to respond appropriately to unpredictable or stressful situations.
5. Demonstrate behaviors and attitudes that protect the safety and well-being of others, especially patients, clients, and classmates.
6. Demonstrate professional, ethical, and legal behavior in academic and clinical environments.

### ***Reasonable Accommodation***

All applicants are required to perform these essential functions, with or without reasonable accommodation. Reasonable accommodation refers to ways in which the university can assist students with disabilities to accomplish program requirements. For example, provide support services to significantly decrease or eliminate barriers caused by disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain program requirements.

Prospective MSW students who can perform these essential functions with or without reasonable accommodation are not required to disclose their disability prior to an admission decision. Prospective MSW students who cannot complete these essential functions with or without reasonable accommodation are ineligible for consideration for admission. If admitted, a student with a disability, who requires reasonable accommodation should register with [UCF Student Accessibility Services](#) as soon as possible.

An offer of admission may be withdrawn, or an enrolled student may be dismissed at any time from the program, if it becomes apparent: that the student cannot complete these essential functions with or without reasonable accommodation; or that the student's performance of these functions would create a significant risk of harm to the health or safety of others.

**The School of Social Work reserves the right to terminate a student after admission to the MSW program if, in the judgment of the faculty, the student demonstrates behaviors incongruent to working in the field of social work and/or violates the National Association of Social Workers (NASW) Code of Ethics.**

## **ACADEMIC DISHONESTY**

Social workers must demonstrate high standards of integrity. Every student is expected to do their own work and the work produced will be expected to be completed in its entirety by the student who turns it in. Cheating will not be tolerated. Those found to be cheating (e.g., looking at someone's exam, using someone's paper as your own) will earn a zero grade for the assignment and possibly an "F" for the course. All such cases will be referred to the Office of Student Conduct.

### **Plagiarism and Fraudulent Websites**

Many incidents of plagiarism result from students' lack of understanding about what constitutes plagiarism. Students are expected to familiarize with UCF's policy on plagiarism. All work students submit must be the individual student's own scholarly and creative efforts. UCF's Golden Rule defines plagiarism as follows: **"whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own."**

Any acts of plagiarism, including not acknowledging sources of information appropriately and in accordance with APA guidelines, may result in a failing grade in the course. School and University policies on academic integrity will be strictly enforced.

**Self-plagiarism** also undermines the academic purpose of the exercise of working on course assignments (ex. students plagiarize themselves if they submit for university credit a piece of work that is the same or substantially similar to work for which they have already gained or intend to gain university credit, at this or any other university.)

There are many fraudulent websites claiming to offer study aids to students but are actually cheat sites. They encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. **Students who engage in such activity are in violation of academic conduct standards and will be reported to the Office of Student Conduct.**

### **Turnitin.com**

Many courses will utilize turnitin.com, an automated system which instructors can use to quickly and easily compare each student's assignment with other of web sites, as well as a large database of student papers. Accordingly, students may be expected to submit assignments through the Canvas Assignment Tool in electronic format. After the assignment is processed, the instructor receives a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process, visit <http://www.turnitin.com>.

For a description of the University's policy and procedures related to student academic behavior, please see *The Golden Rule: A Handbook for Students*, or go to the website: <http://www.goldenrule.sdes.ucf.edu/>

## **MISCONDUCT**

### ***Personal Wrongdoing:***

Examples of student misbehavior that may result in immediate dismissal:

1. Forced or coerced sexual behavior;
2. Sexual activity with clients including, but not limited to, kissing, fondling, or sexual intercourse;
3. Physical harm or actions directed at clients, students, faculty, or staff, such as hitting, punching, spanking, or slapping;
4. Physical or emotional threats directed toward clients, students, faculty, or staff;
5. The acceptance of gifts or money from clients that are not considered standard payment for services received on behalf of the student's agency or field setting; students shall not ask for nor expect gifts from clients;
6. Illegal or unethical behavior that limits or takes away clients' rights or results in financial, material, or emotional loss for clients or gain for Social Work students;
7. Drinking or taking illegal drugs at school or in the field;
8. Being drunk or high on drugs in class or in the field;
9. Stealing;
10. Insubordination.

***Non-Discrimination:***

Consistent with the University of Central Florida's policy regarding equal opportunity and affirmative action, the School of Social Work is committed to carrying out its program without regard to sex, race, national origin, religion, disability, sexual orientation, or veteran status.

The School provides opportunities to students without regard to race, sex, color, disability, religion, sexual orientation, or ethnic origin. However, to diversify its student population, the Department is committed to recruiting, admitting, and retaining minority students.

This same non-discrimination policy is applied to the School's selection and use of social service agencies for the placement of field students.

***Sexual Harassment:***

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veteran's status, sexual orientation, or genetic information is prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the Office of Institutional Equity (OIE) Coordinator.

The office is located on the main campus, in Millican Hall 330. The phone number is 407-823-1336. Policies and guidelines are available online at <http://www.eeo.ucf.edu>.

**MSW STUDENT ADVANCEMENT PROCESS AND POLICY**

**Advancement Requirements:** To be accepted into and retained in the program, students are expected to demonstrate initiative, dependability, social concern, self-awareness, appreciation for diversity in others, problem solving ability, ease in relating with others, skill in writing and speaking, tolerance of diversity, and professional ethics. Advancement from one semester to the next is contingent upon satisfactory progress each semester. The student must maintain satisfactory progress toward meeting the following expectations.

## **A. Academic Performance**

1. Students are required to maintain a 3.0 GPA and satisfactory performance in non- letter graded courses.
  - If a student's GPA drops below 3.0, the student will be reverted to a probationary status by the College of Graduate Studies. The student will be dismissed from the program if the GPA does not rise to a 3.0 within 9 credit hours.
  - If a student's GPA drops below a 2.0, the student will be dismissed from the program by the College of Graduate Studies.
2. Non-Advanced Standing (traditional) students who receive more than six (6) hours of "C" grades (C, C+ or C-) will be dismissed from the MSW Program. Advanced Standing students earning more than three (3) hours of "C" grades (C, C+ or C-) will be dismissed from the MSW Program.
3. Students earning a D or an F grade in any of their course work will be dismissed from the MSW program.
4. Students may be dismissed from the MSW Program due to a failed field placement or unsatisfactory grade in the field education course. Two failed field placements will result in an automatic recommendation of dismissal from the School of School Work. Please see the MSW Field Manual for specific field advancement policies.
5. Students earning three or more unsatisfactory grades in one semester (C+ or lower) will be dismissed from the MSW program.
6. Students MUST successfully complete all generalist level classes and generalist field placement to move into the clinical year(s) of the program. Students who do not enroll in or complete a generalist class will not be permitted to move on to their clinical year courses until the class has been completed. Students who have an "I" grade in any generalist course must complete the required work before beginning clinical year courses or field placement.
7. Satisfactory performance also involves maintaining professional integrity and behaviors expected in a clinical program. Failure to maintain these standards may result in dismissal of the student from the program.
8. The student may appeal dismissal decisions as outlined in The UCF Golden Rule.

## **B. Professional Behavior - The Student is expected to:**

1. Uphold the NASW Code of Ethics
2. Obtain, analyze data, integrate information and reach sound assessment judgments.
3. Implement effective interventions.
4. Relate in a positive manner with client system, colleagues, agency staff, and community systems.
5. Demonstrate a commitment to and skill in self-evaluation of practice.
6. Respond to evaluation and criticism with appropriate professional behavior in the classroom and in the field placement environment.
7. Refrain from performance that jeopardizes physical or emotional safety of clients in field placement.



8. Manifest a physical or emotional condition of a nature that affects, or is affected by, one's performance in the classroom and the field placement sites.
9. Meet attendance requirements in the classroom and complete expected number of field hours throughout the field placement.

**C. Ethical Conduct - The student is expected to:**

1. Demonstrate honesty and integrity in all aspects of the program.
2. Adhere to ethical professional standards in all interactions with clients, peers, faculty, field instructors, and all members of the University and practice communities.
3. Demonstrate law abiding behavior that will not interfere with obtaining a license in the State of Florida to practice social work.

The standards of ethical behavior are outlined by the National Association of Social Workers Code of Ethics. This includes, but is not limited to, sexual or racial harassment or harassment concerning sexual orientation; threatening behavior; plagiarism; theft; or sexual misconduct. This includes all behaviors related to the status of the student in the School of Social Work, interactions with clients, agency staff, faculty, Departmental and University staff, and students.

## **ENHANCEMENT OF STANDARDS FOR PROFESSIONAL BEHAVIOR**

The School of Social Work students will adhere to professional standards in the face-to-face, virtual and field environments. Some additional professional behaviors are defined by the following guidelines:

**Classroom and Online Education:**

1. Regularly participating in online courses and field placements.
2. Exhibiting appropriate grooming, hygiene and dress standards.
3. Participating actively, respectfully and consistently in discussions and assignments.
4. Writing concisely with appropriate APA documentation, correct grammar, spelling and utilization of accurate social work concepts and terminology.
5. Responding to feedback and constructive criticism with appropriate modification of behavior.
6. Demonstrating maturity and a positive attitude.
7. Consistently demonstrating flexibility and initiative.
8. Consistently taking responsibility for own learning and showing motivation for self-learning.
9. Interacting effectively and consistently with faculty, staff and clients.
10. Demonstrating honesty, courtesy and integrity in all aspects of interaction with faculty, staff and clients both public and private and including social media platforms.
11. Being punctual and dependable.
12. Consistently presenting a professional demeanor and attitude for field, class and community professional events.
13. Demonstrating knowledge of the NASW Code of Ethics and HIPPA policies.

**Field Education:**

1. Relating well to clients and establishing sensitive and professional relationships with clients.
2. Exhibiting appropriate grooming, hygiene and dress standards.
3. Being punctual and dependable.
4. Demonstrating maturity and a positive attitude.
5. Interacting effectively and consistently with faculty, staff and clients.
6. Responding to feedback and constructive criticism with appropriate modification of behavior.
7. Demonstrating honesty, courtesy and integrity in all aspects of interaction with faculty, staff and clients (public and private) and including social media platforms.
8. Consistently taking responsibility for own learning and showing motivation for self-learning.
9. Consistently demonstrating flexibility and initiative.
10. Consistently presenting a professional demeanor and attitude for field education, classroom education and events.
11. Demonstrating knowledge of the NASW Code of Ethics and HIPPA policies.

**GRIEVANCE PROCEDURES**

Students who wish to file a grade appeal or appeal a program decision must follow the procedures found in the Golden Rule. The Golden Rule 5.017 Grievance Procedures are located at the following website: <https://goldenrule.sdes.ucf.edu/>.

**CRIMINAL CHARGES WHILE IN THE MSW PROGRAM**

While in the MSW Program (any time after accepting admission status) students arrested for a misdemeanor or felony offense must notify the MSW Program Director immediately. Students who report an arrest will be referred to the Office of Student Conduct. Students may be asked to provide documentation from the court system that outlines the offenses with which they have been charged. In addition, when appropriate students will provide supporting documentation (e.g. date of conviction, court mandated programs).

While criminal action is pending against a student, the student will not be allowed to enter into a field placement or continue in an existing placement. Once the criminal action is resolved the MSW Program Director and Field Education Director, in consultation with the Director of the School of Social Work, will determine the student's continuance in the MSW Program. Upon disposition of the criminal action students will produce evidence from the court to the MSW Program Director. If a student is convicted of a crime the MSW Director may recommend dismissal from the MSW Program to the Director of the School of Social Work. Each case will be reviewed individually to determine the implications of the conviction that may affect the student's fitness to practice social work.

**If upon review of the relevant documentation, it appears that a student has misrepresented the status of pending charges, a prior conviction of a misdemeanor or felony offense to the**

**MSW Program faculty or staff, the student will be referred to the Office of Student Conduct.**

## **GRADUATION**

### **Graduation**

Graduation is the culmination of a challenging journey in the pursuit of a higher degree. As students approach the end of their graduate career, there is some important information and several deadlines that should be noted to help the process go smoothly. Below are general guidelines for the graduation process in the College of Health and Public Affairs. For complete policies, degree and graduation requirements, students should refer to the UCF Graduate Catalog and the “Degree Requirements” section of this handbook.

### **Before Filing an Intent to Graduate**

- Students are encouraged to review their Graduate Plan of Study in myUCF to ensure everything is correct.
- Students should register for all remaining classes before submitting the Intent form.
- Students must be registered at UCF during the semester they graduate.

### **Where and How to File an Intent to Graduate**

Students who intend to graduate must complete the Intent to Graduate Form by logging into [myUCF](#) and navigating to the Student Center. On the page that loads, under Academic Information, click the drop-down menu titled “other academic...” and choose “Intent to Graduate: Apply.” Once the online form is completed, students will receive e-mail communications from the College of Graduate Studies at various stages of the review process. Students can also log in to myUCF and check the status of their Intent to Graduate at any time by navigating to the Student Center, choosing the “other academic...” menu and selecting “Intent to Graduate: Status.”

### **When to File Intent to Graduate**

Please refer to the Academic Calendar in advance of your final semester to determine when your Intent to Graduate is due.

### **Information about Commencement**

UCF’s Commencement [website](#) includes important information about upcoming ceremonies, including schedules, how to get tickets, and how to order caps and gowns.

## **LICENSING INFORMATION**

Currently our program meets the educational eligibility criteria for licensure as a Licensed Clinical Social Worker (LCSW) in the State of Florida. We are unable to confirm the licensure and certification requirements in other states.

If you intend to pursue such credentialing in your state or elsewhere, we advise you to contact the applicable state credentialing authority to familiarize yourself with its specific requirements and determine if our program meets its eligibility criteria. You may review state requirements through the [Association of Social Work Boards](#).

To request a licensure verification letter from the School of Social Work upon graduation, please visit [State Licensure Verification Letter Request](#).

**IT IS ESSENTIAL THAT YOU SAVE YOUR SYLLABI FOR DOCUMENTATION OF YOUR COURSE WORK.**

## PROFESSIONAL DEVELOPMENT

***Master of Social Work Student Association:*** The MSW Student Association is comprised of admitted MSW students and provides a forum for graduate students to organize, develop supportive relationships, to communicate with each other and faculty, and to promote the collective interests of the Social Work program and the profession. Once officers have been elected, the MSWSA meets monthly during the academic year. For more information, please contact the MSW Program Director.

***Graduate Student Association (GSA):*** GSA is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit <https://ucfsga.com/graduate-student-association/>.

***Phi Alpha Social Work Honor Society/Nu Pi Chapter:*** Founded in 1962, there are 480 Phi Alpha chapters in 50 states, Canada, and Puerto Rico. The Nu Pi Chapter was established at UCF in the fall of 2006. 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. Membership in the honor society recognizes those who have distinguished themselves academically among their peers and is open to those who are in the top 35% of students in the program, who have completed at least 9 credit hours in Social Work and 37.5% of the required coursework toward the degree, with a minimum 3.5 GPA. Membership carries the expectation of participation in service events and meetings monthly throughout the academic year and provides opportunities for networking and career mentorship. There are semester dues for membership (approx. \$30, subject to change), although financial hardship should not be a barrier to membership. Students are invited into membership in the fall and spring. For information on how to join, please contact [phialphapresident@gmail.com](mailto:phialphapresident@gmail.com).

***National Association of Social Workers:*** The National Association of Social Workers (NASW) is the largest professional social work organization in the world. Social work students at UCF are eligible and strongly encouraged to join NASW. Students who join NASW can take advantage of reduced dues rates while in graduate school. Special transitional dues are available for the first two years following graduation. Subscriptions to the bimonthly social work journal and monthly

NASW News/Personnel Information are included in the membership dues. Reduced rates on various NASW journals, books and periodicals are also available. Social work students in NASW have voting privileges in national and local association elections. Students can hold office on the national board and local committees, as well as forming on-campus program units. More information about joining the NASW can be found [here](#).

**Career Services:** The Career Service Office offers services and resources to aid in the career exploration and job search of master and doctoral students in every academic discipline. They can help you to assess your skills, interests, values, and experiences as they relate to your long-range career goals. Once you have defined those goals, they support you in your job search. Whether you are looking for jobs inside or outside of the academy, they can help you prepare a resume or curriculum vita, design your career portfolio, gain valuable part-time employment and graduate assistantships, and assist you in negotiating job offers. Located in the CSEL building, Room 140, and website: [www.career.ucf.edu](http://www.career.ucf.edu).

## FINANCIAL ASSISTANCE

Students should consult with the University's Financial Aid Office (407-823-2827) and the UCF Graduate Catalog for specific information regarding loans, scholarships, and fellowships.

Admitted MSW Students can also search for scholarship opportunities found here:

- <https://ucf.academicworks.com/opportunities>
- <https://graduate.ucf.edu/funding>

**Please note that the Online MSW is a part-time program and does not accept any tuition waivers.**

## RESOURCES FOR STUDENTS

- **Online MSW Advising Portal:** Online-only students have access to a non-credit Webcourse designed to ensure you get the latest communications about the MSW program, the School of Social Work, and the University at large. Many of the general program announcements will be made through this portal such as term dates, registration reminders, and tuition due dates, and students are responsible for keeping up with it.
- **Online MSW Website:** Maintained by UCF, [this site](#) contains more general information about the Online MSW including application deadlines and information for prospective students. It's also a good resource to have when you finish the program and are seeking licensure in the future.

## FACULTY AND STAFF INFORMATION

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Renée Finnemore, M.S.Ed.  
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### [Link to Faculty and Staff Information and Directory](#)

University of Central Florida  
**Online MSW - School of Social Work**  
 College of Health Professions and Sciences  
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 Orlando, FL 32826-3359  
 407-823-4988

<https://healthprofessions.ucf.edu/socialwork/online-msw/>

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