



**STUDENT HANDBOOK GUIDE TO THE  
MASTER OF SOCIAL WORK DEGREE PROGRAM  
2011-2012**

HAWAII PACIFIC UNIVERSITY

SCHOOL OF SOCIAL WORK

Website: <http://www.hpu.edu/CHSS/SocialWork/MSW/MSWmain.html>

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## **PREFACE**

The Student Handbook Guide to the MSW Degree Program sets forth the educational policies and procedures, exclusive of policies and procedures specific to field instruction, that govern the MSW program and its students. The Handbook should be used in conjunction with the Hawaii Pacific University Academic Catalog 2011-2013 and the Hawaii Pacific University Student Handbook (2011-2012), which are both available online at the following URLs:

[http://www.hpu.edu/academic\\_catalog/docs/HPU\\_Academic\\_Catalog\\_2011-2013.pdf](http://www.hpu.edu/academic_catalog/docs/HPU_Academic_Catalog_2011-2013.pdf)

[http://www.hpu.edu/CampusPipeline/Publications/Student\\_Handbook\\_061411.pdf](http://www.hpu.edu/CampusPipeline/Publications/Student_Handbook_061411.pdf)

The curriculum, policies, and procedures set forth in the Guide are in effect for the 2011-2012 academic year and will govern most, if not all, of the educational experiences of students beginning study in the 2011-2012 academic year.

Faculty of MSW School of Social Work Program and of the Hawaii Pacific University as a whole, however, reserves the right to make those changes in curriculum, policies, and procedures that will enhance the educational experience and outcomes of students and is aligned with the 2008 Education Policy and Accreditation Standards (EPAS) of the Council on Social Work Education (CSWE).

## **WELCOME MESSAGE FROM THE DIRECTOR OF THE SCHOOL OF SOCIAL WORK**

Dear MSW Student:

Welcome all students, whether new or continuing, to the School of Social Work at Hawai'i Pacific University. You have identified social work as your future profession, and have entrusted us with your professional education. We will do our best to live up to this trust by facilitating your learning so that you can increase your mastery of the knowledge and skills you need to practice in an effective and competent fashion. Since Social Work is a value-based profession, we will assist you to understand the values of our profession in theory and in practice. Living the social work values is a way of life and not only a job.

The student handbook is designed to be your companion throughout the Social Work Program. Please read it carefully and keep it as a reference, along with your HPU catalog and, when you are in practicum, your Practicum Handbook. Education for a profession is designed carefully around a philosophy of practice and a sequence of learning. You need to understand the elements of these in order to see how all the pieces--the individual courses you take and the lessons within them--fit together. As you move through the program, one way to chart your progress is to read this handbook from time to time. Review the handbook especially when you have questions about the program or are thinking about courses for the next semester. Of utmost importance are the policy sections on student conduct and behavior. You are responsible to make it your own and abide by it.

As a student accepted into HPU's MSW Program, you will have many learning opportunities beyond the classroom. You are eligible for membership in the Social Work/Human Services Student Organization, the National Association of Social Workers, and (if you meet the qualifications) Phi Alpha, the national social work honor society. Taking advantage of these opportunities can lead to job opportunities and professional networking--and can be a lot of fun.

Choosing a profession is a serious decision. Our goal is to empower you to help others. Helping, however, is a demanding goal. Along the way, particularly as we challenge you to look at your own behavior and motivations more closely, you may wonder if you have made the right choice. If this occurs, or if you need help with other problems, we encourage you to talk with us, beginning with your faculty advisor. Our concern will be for your well being and for you to succeed. We are committed to your success but it is a two way street and with all opportunities come responsibilities. Each of you will learn that a good social worker knows when to ask for help!

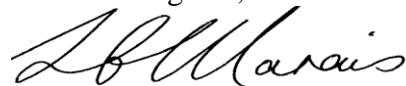
At present, your goal is quite naturally to receive your degree. However, it is impossible to learn in a few years all that are needed for a lifetime of practice. Social conditions, too, are always

changing. As long as you are a social worker, you will also be a learner. As any other professional you will identify your learning needs, set appropriate learning goals, and seek out learning opportunities. A commitment to lifelong learning is one of the corner stones of Social Work. Students often worry when they graduate that they might not be completely prepared for practice, therefore accept and commit to be a lifelong learner and in that way you will open the possibility for growth and excellence throughout your personal and professional life. You need not know everything prior to graduation. You will have the tools for professional practice, to be upgraded and refined as you use them. One of these tools is knowledge about where and how to find information. It is also true that a job that could be mastered in a short period of time would likely be boring after a few years. Whatever social workers say about their jobs, they seldom complain of boredom! Our commitment is to “grow” social entrepreneurs that are able to make a positive impact on the world around them.

In the BSW program, we train students for entry-level generalist social work practice, and in the MSW for advanced generalist practice. But the generalist method that we teach will be useful to you in personal relationships, and potentially in a wide variety of professional arenas. We are proud of our graduates who go on to practice as social workers. And we are proud of our graduates who go in other directions and do good things with their lives. The most important aspect is regardless of the field you ultimately choose, is that you are making a positive contribution to the world and its people—and are happy.

We hope that you have a great school year!

With best regards,

A handwritten signature in cursive script, appearing to read "L. Marais".

Dr. Lorraine C. Marais  
Director, School of Social Work

# **SCHOOL OF SOCIAL WORK**

## **HISTORY**

Hawaii Pacific University School of Social Work was established in the Spring of 1997 with the introduction of the first BSW course. After additional experience and planning, the MSW program was established in 2005.

The establishment of the School of Social Work was in response to requests from students and interest from the community. In keeping with University's large number of non-traditional and working students, as well as the community's needs, it was decided to prioritize the needs of working adults. No other School of Social Work in the community accommodates part-time, evening/weekend, and year-round study as Hawaii Pacific University. Core social work courses, for example, are offered primarily on Saturdays and evenings on weekdays. In addition, many of the social work courses are offered on-line.

In 1999, the first seven BSW students received their BSW degree. The first cohort of MSW students graduated from HPU in 2007. Since then, Hawaii Pacific University has graduated more than 150 MSW students.

## **ACCREDITATION**

The Council on Social Work Education (CSWE) accredited the BSW in 2002 and MSW program was awarded full accreditation in June 2009. The MSW program is accredited through June 2013. This specialty professional accreditation is in addition to the University's overall accreditation by the Western Association of Schools and Colleges (WASC). Accreditation is a way of ensuring that all social work graduates throughout the United States have a common set knowledge, skills, and values, and have met certain educational standards. For more information, visit [www.cswe.org](http://www.cswe.org).

## **MISSION**

The mission of Hawaii Pacific University's MSW program is to:

Prepare qualified students, especially working adults, for entry into competent, ethical, effective practice of advanced generalist social work. Utilizing critical thinking and building upon our diverse environment, Hawaii Pacific University social work students strive to enhance the social well-being of all people, provide leadership in culturally competent services at the micro, mezzo, and macro levels, advocate for social and economic justice locally, nationally, globally, and promote multiculturalism through furthering social work knowledge.

## **MSW GOALS AND PRACTICE BEHAVIORS**

Graduate students are expected to achieve MSW Program goals and practice behaviors based on the Program's mission statement and the 2008 Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards (EPAS). “EPAS supports academic excellence by establishing thresholds for professional competence” (CSWE, 2008).

### **Goal 1:**

Graduates continue their professional development to become globally competent social workers, social entrepreneurs and/or leaders in their field.

#### **Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 1.1: Students participate in social work advocacy practice to ensure people’s access to services in the context of diverse and multidisciplinary settings.
- 1.2: Students are knowledgeable about the history of social work profession, and are committed to promote the profession.
- 1.3: Students practice personal and critical reflection to assure continual professional development and career-long learning.
- 1.4: Student develop their professional knowledge and skills, and adhere to professional roles with continuous use of supervision and consultation.
- 1.5 Students analyze the contributions that social workers make to social entrepreneurship and to the knowledge building and leadership of the profession.

#### **Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 1.1: Students advocate ensuring people’s access to services of social work in the context of diverse and multidisciplinary settings.
- 1.2: Students analyze and interpret the history of the social work profession and its contemporary structure and challenges.
- 1.3: Students practice personal and critical reflection to assure continual professional development and career-long learning.
- 1.4: Students synthesize and apply a broad range of knowledge and skills, and advance their professional roles with continuous use of supervision and consultation.
- 1.5: Students develop and apply specific strategies to contribute to social entrepreneurship and to the knowledge-building and leadership of the profession.

### **Goal 2:**

Graduates are professionally competent to practice according to social work values and ethics.

#### **Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 2.1: Students recognize the significance of adhering to the standards of social work license and/or credentials.
- 2.2: Students integrate their personal and professional social work values into an ethical worldview that promote personal integrity and guide their practice.

- 2.3: Students make ethical decisions in practice and research by critically applying ethical standards including, but not limited to, the National Association of Social Workers (NASW) Code of Ethics and, as applicable, of the International Federation of Social Work (IFSW).

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 2.1: Students are motivated to acquire and practice within the standards of social work licenses and/or credentials.
- 2.2: Students reconcile their personal and professional social work values into refined ethical worldview that promote personal integrity and advance the quality of their practice.
- 2.3: Students resolve ethical conflicts in practice and research by critically applying ethical standards including, but not limited to, the NASW Code of Ethics and, as applicable, of the IFSW.

**Goal 3:**

Graduates demonstrate critical thinking to apply the generalist perspective, ecosystems theory, and advanced social work methodology to client systems of all sizes.

**Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 3.1: Students demonstrate building productive professional relationship, effective communication, critical and creative thinking as tools of social work practice.
- 3.2: Students critically analyze multiple sources of information and knowledge, including research, evidence, strength and community-based models.

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 3.1: Students demonstrate building productive professional relationship, effective communication, critical and creative thinking as tools of social work practice.
- 3.2: Students critically analyze and utilize multiple sources of local and global information and knowledge, including research, evidence, strength and community-based models.

**Goal 4:**

Graduates are culturally competent to analyze and apply the dimensions of diversity and intersectionality, with diverse populations in systems of all sizes.

**Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 4.1: Students demonstrate self-awareness particularly about their personal values, prejudices and biases, and manage them appropriately to the best interest of their client systems.
- 4.2: Students recognize and describe how cultural and social structures affect the life experiences of clients in different contexts.
- 4.3: Students demonstrate cultural competence that reflects awareness of and respect for diversity as a value that shapes practice with diverse populations.

- 4.4: Students recognize clients as experts of their own life experience, and collaborate with them to design and implement effective culturally sensitive practices.

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 4.1: Student demonstrate self-awareness particularly about their personal values, prejudices and biases, and manage them appropriately to the best interest of their client systems.
- 4.2: Students critically analyze and demonstrate how cultural and social structures affect the life experiences of clients in different contexts.
- 4.3 Student integrate indigenous and culturally sensitive/appropriate practices in the context of diverse and multidisciplinary settings.
- 4.4 Student affirm and respect clients as experts of their own life experience, and collaborate with them to design and implement effective culturally sensitive practices.

**Goal 5:**

Graduates implement strategies of social work policy practice and social change that promote human rights and advance socio-economic justice locally, nationally, and globally.

**Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 5.1: Students critically analyze intersectionality of various political and socio-economic factors that affect civil and human rights at local, national and global levels.
- 5.2: Students are committed to promote the civil and human rights of marginalized populations including the rights of indigenous people (e.g., Native Hawaiians).

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 5.1: Students integrate social and economic justice content grounded in an understanding of humanity, human an civil rights, and the global interconnections of oppression.
- 5.2: Students initiate social actions in collaboration with other professionals and communities to promote the rights of indigenous people (e.g., Native Hawaiians).

**Goal 6:**

Graduates demonstrate proficiency to evaluate and apply research-generated data and methods in social work practice.

**Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 6.1: Students are knowledgeable about quantitative and qualitative research in social work practice, and understand scientific and ethical approaches to research related practice.
- 6.2: Students are knowledgeable about social research methodologies including positivism, post positivism, critical theory and constructivism for social work research.

- 6.3: Student understand the significance of policy analysis, evidence, strength and community based models in social work research and social work practice.

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 6.1: Students critically integrate the practical implications of quantitative and qualitative research in social work practice, and apply scientific and ethical approaches to research related practice.
- 6.2: Students are guided by social research methodologies, including positivism, post positivism, critical theory and constructivism for social work research.
- 6.3: Students integrate policy analysis, evidence, strength and community based models to appropriately apply synthesized knowledge in social work practice.

**Goal 7:**

Graduates demonstrate critical analysis to apply theories and practices of biological, psychological, social, and spiritual variables to interactions between individuals and socio-economic system.

**Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 7.1: Student critically understand the generalist social work model and eco-system perspective to their chosen populations and their interactions with social/cultural/political/economic environment or systems.
- 7.2: Student critique and ally human behavior and social environment theories to guide assessment, intervention and evaluation at multiple system levels.

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 7.1: Student critically understand the generalist social work model and eco-system perspective to their chosen populations and their interactions with social/cultural/political/economic environment or systems.
- 7.2: Student critique and ally human behavior and social environment theories to guide assessment, intervention and evaluation at multiple system levels.

**Goal 8:**

Graduates demonstrate policy practice to ensure effective delivery of social work services to promote social and economic well-being.

**Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 8.1: Students demonstrate a critical understanding of the history and current form of social welfare and social service policies, and use this understanding to formulate strategies that advance social and economic well-being.
- 8.2: Students critically understand the results of policy analysis relevant to social service delivery.
- 8.3: Students collaborate with social workers, other professionals, clients, and communities to advocate for social and economic well-being to influence policy change.

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 8.1: Students demonstrate a critical understanding of the history and current form of social welfare and social service policies, and use this understanding to formulate strategies that advance social and economic well-being.
- 8.2: Students demonstrate policy practice skills in regard to economic, political, and organizational systems, and use them to influence, formulate, and advocate for and with client systems.
- 8.3: Students initiate and collaborate with social workers, other professionals, clients and community to advocate for social and economic well-being to influence policy change.

**Goal 9:**

Graduates develop and apply strategies in response to the changing social/ cultural/ economic/ political contexts at local, national and global levels that influence socio-economic well-being of people.

**Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 9.1: Students acquire evidence-based information on changing social, cultural, economic, and political contexts, innovations and global trends that affect diverse populations.
- 9.2: Student develop strength-based strategies to utilize scientific and technological advancement to provide relevant and effective services to client systems of all sizes.
- 9.3: Students acquire leadership skills in promoting sustainable change to improve quality of service delivery.
- 9.4: Students recognize and develop understanding of local and global contexts of social work practice.

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 9.1: Students apply research and evidence-based skills to access information on changing social/cultural/economic/political contexts, innovations and global trends that affect diverse populations.
- 9.2: Students develop strength-based strategies to utilize scientific and technological advancement to provide relevant and effective services to client systems of all sizes.
- 9.3: Students provide entrepreneurial and leadership skills in promoting sustainable change to improve quality of service delivery.
- 9.4: Students recognize and critically analyze local and global contexts of social work practice.

**Goal 10:**

Graduates administer the application of generalist perspective, ecosystems theory, and advanced social work methodology to client systems of all sizes.

**Practice Behaviors upon completion of the Advanced Generalist Foundation Year:**

- 10.1: Students demonstrate partnerships with and among clients, constituents, organizations and communities that are based on participation, empowerment, collaboration and leadership.
- 10.2: Students recognize clients' strengths and analyze assessment data to develop agreed-upon intervention strategies and outcomes.
- 10.3: Students collaborate with client systems, communities and/or organizations to develop culturally appropriate mechanisms and strategies in preventing and resolving problems.
- 10.4: Student utilize evaluation tools to critically analyze monitor, evaluate and document intervention outcomes and effectiveness.

**Practice Behaviors upon completion of the Advanced Generalist Concentration Year:**

- 10.1: Students demonstrate and initiate partnerships with and among clients, constituents, organizations and communities that are based on participation, empowerment, collaboration and leadership.
- 10.2: Students recognize clients' strengths and analyze assessment data to develop agreed-upon intervention strategies and outcomes.
- 10.3: Students collaborate with client systems, communities and/or organizations to develop culturally appropriate mechanisms and strategies in preventing and resolving problems.
- 10.4: Students utilize evaluation tools to critically analyze, monitor, evaluate and document intervention outcomes and effectiveness to ensure sustained changes.

## **MASTER OF SOCIAL WORK (MSW) PROGRAM**

The Hawaii Pacific University's graduate social work education is built on a liberal arts foundation of courses taken in undergraduate degrees. The MSW curricula are divided into two years – the foundation year and the concentration year. In the foundation year of graduate school, students build a base of knowledge and field experience in social work practice at the individual (micro), family and small groups (mezzo), and organization and community (macro) levels. In the concentration year, students have the opportunity to specialize in cultural competence – an approach that emphasizes competent practice in diversity.

### **MSW REGULAR PROGRAM REQUIREMENTS**

The MSW degree requires the completion of a minimum of 60 credits (42 course credits and 18 field practicum credits). Students who complete the MSW Program's full-time course of study can earn their MSW degree in two years. Students enrolled on a part-time basis have a maximum of four years to complete the program.

### **MSW ADVANCED STANDING (MSWAS) PROGRAM**

Students who hold a Bachelor's Degree in Social Work (BSW) from a CSWE accredited program of social work may be eligible for the MSW Advanced Standing program. (Refer to the Application Policy and Procedures Section for additional information.)

The Advanced Standing program consists of 30 credit hours. Students who are accepted into the Advanced Standing program begin in Summer Session III (July 9, 2011) with SWRK 6050 (Graduate Study of Social Work for Advanced Standing Students). This course covers the differences in the purpose and organization between undergraduate and graduate social work education; and brings BSW graduates "up-to-speed" on topics covered in more depth in the MSW foundation year than in the BSW program.

Advanced Standing students who attend the program full-time (15-credit hours in the Fall and Spring semester) will complete the program in one academic year. Those who attend the program part-time can expect to complete their course work within two academic years.

## MSW CURRICULUM

As cited in Miley, O'Melia, and DuBois (2011), the International Federation of Social Work (IFSW) defines social work:

The social work profession promotes social change, problem solving in human relationships and the empowerment and liberation of people to enhance well-being. Utilizing theories of human behaviour and social systems, social work intervenes at the points where people interact with their environments. Principles of human rights and social justice are fundamental to social work. (IFSW, 2000)

Accordingly, the purpose of social work, as articulated by the Council on Social Work Education (CSWE), is to:

Promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and the knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons. (CSWE, 2008, p. 1)

The MSW curriculum is focused on generalist social work practice. At HPU, generalist social work practice is defined as:

The application of social work knowledge, skills, and values to a variety of settings, population groups, and problem areas. Generalist practitioners are able to be flexible, eclectic, and pragmatic in their approach to situations needing social work intervention. They recognize the inter-relatedness of individual problems, life conditions, social institutions, and social problems. Because of this understanding, generalist practitioners are able to analyze situations, recognize the potential for change, and apply the generalist problem-solving method appropriate at the micro-level, mezzo-level, and macro-level.

Advanced generalist practice prepares student for a more autonomous/independent level of work. Knowledge is more thorough in areas such as populations in context and intersectionality (the convergence of multiple roles/statuses), and intervention is based on a broader range of counseling and other theories and techniques. Advance generalist practitioners are competent in a wider range of evidence-based practices, research techniques, and in a range of administrative skills. They have knowledge of law as applied to social work practice. All the mentioned

knowledge and skills are framed within the context of cultural competence and sensitivity to diversity.

The generalist social work model involves the structured change process; also referred to as planned change and problem-solving process. The seven-step process planned change process described by Kirst-Ashman (2008, pp. 9-10) include:

- Step 1: *Engagement* is the process of establishing a positive professional relationship between the worker and the client.
- Step 2: *Assessment* is the identification of the needs, concerns, and critical information about the client resources and supports, and other factors.
- Step 3: *Planning (and contracting)* is the process of identifying goals, rationally considering various ways to implement them, and establishing specific steps to achieve them.
- Step 4: *Intervention* is the actual doing or implementation of the plan.
- Step 5: *Evaluation* is the appraisal of the effectiveness of the plan and its implementation.
- Step 6: *Termination* is the ending of the social worker-client relationship.
- Step 7: *Follow-up* is the retrieval of information about a client's functioning after the intervention has been terminated.

## **DESIGNING THE MSW CURRICULUM**

The MSW curriculum is taken in a specific course sequence because courses build on each other. Therefore, students must take courses in the prescribed sequence. The six curriculum sequence areas in the 60-credit (20 courses) MSW program are:

- I. *Human Behavior in the Social Environment (HBSE)* sequence covers the major theoretical underpinnings of the profession for systems of all sizes. The main emphasis of the HBSE sequence is on knowledge development.  
(SWRK 6200, SWRK 6201, and SWRK 7100)
- II. *Social Work Methods* courses are designed to build on the theoretical foundation learned in the HBSE sequence. The main emphasis is on skill building.  
(SWRK 6100, SWRK 6102, SWRK 6103, SWRK 7101, SWRK 7102, and SWRK 7103)

III. *Field Practice (Practicum)* combine knowledge and skills learned in HBSE and Methods courses and apply it to “real world” situations. The four semesters of practicum is a supervised experience in social service agencies.

(SWRK 6900, SWRK 6901, SWRK 7900, and SWRK 7901)

IV. *Social Work Research* courses forms the foundation of evidence-based practice (EBP) and informs all social work learning.

(SWRK 6300, SWRK 7300, and SWRK 7350)

V. *Advanced Social Welfare and Social Policy* focus on policy analysis, policy advocacy, as well as law and ethics for social work practice.

(SWRK 6500, SWRK 7500, and SWRK 6510)

VI. *Social Work Elective* courses provide students the opportunity to further support their area of interest.

(SWRK 6001 and SWRK 6002)

## **METHODS OF INSTRUCTION**

There are three approaches to teaching courses in the School of Social Work – in classrooms, on-line, and hybrid of both classroom and on-line instruction. However, the majority of courses are primarily taught in classrooms, typically meeting once a week for approximately 3-hours. Courses that are conducted in an in-class format may include lectures, small and large group discussions, video presentations, role-play and simulations, as appropriate, to name a few.

Courses that are also taught on-line utilize web-based educational technology. On-line courses promote active independent learning through multiple instructional strategies, such as pre-recorded lectures, case studies, small group projects, self-testing exercises, simulations, on-line group collaboration and synchronous and/or asynchronous discussions, to name a few. Students enrolled in on-line course maximize their learning experience by being disciplined, self-directed, and organized, as well as computer savvy.

More recently, the University has introduced hybrid classes, which involves a combination of traditional face-to-face classroom and Internet instructions. There is an enormous variation to the amount of time divided between classroom and on-line time because there is no standard approach to hybrid courses. Hence, HPU’s School of Social Work is still in its infancy in design hybrid courses. Instead, many of the instructors utilize web-based technology to enhance their classroom instructions.

One of the benefits of web-enhanced courses is taking into consideration HPU’s Green Policy to preserve of our environment. For example, syllabi are only available online. In addition,

students are encouraged to submit their written assignments via WebCT or Blackboard instead of submitting a hard copy. In turn, instructors grade assignments on-line and provide written feedback without having to print a hard copy of students' work. In addition, students are able to download PowerPoint (PPT) lecture notes and other handouts. Students will also be able to track points earned for assignments and exams.

### **MSW FOUNDATION CURRICULUM (30 Credits)**

The foundation curriculum is designed to provide all incoming MSW students with the basic values, knowledge, and skills needed to gain competence in application of the generalist social work to practice. An understanding of the profession's values orientation, history and philosophy, and frames of reference for practice establishes a basis for students to progress through the advanced and specialized curricula of the MSW Program. All MSW students must complete the MSW Foundation requirements listed below unless they are exempted via advanced standing credit or transfer credit.

#### **SWRK 6100: Generalist Social Work Practice I**

This course is designed to introduce students to the basic methods of social work practice, especially the steps of the generalist perspective and techniques of interviewing. Attention is also paid to the ecosystems model and to work across cultures.

#### **SWRK 6102: Generalist Social Work Practice II**

This course is designed to teach students about methods of generalist practice at the mezzo level. Generalist social work practice with families and small groups assumes that mezzo skills are built on the foundation of micro skills (individuals). The emphasis on group work is toward change oriented, support and self-help, growth and development, and preventive groups. The emphasis on working with families incorporates family systems theory and the ecosystems approaches.

#### **SWRK 6103: Generalist Social Work Practice III**

This course is designed to teach MSW students about methods of working at the macro level with organizations and communities.

#### **SWRK 6200: Human Behavior in the Social Environment I**

This course is designed to teach MSW students about human development. The course will focus especially on aspects of development that have implications for social work practice.

#### **SWRK 6201: Human Behavior in the Social Environment II**

This course is designed to teach MSW students about family, group, and community influences on the behavior of individuals.

**SWRK 6300: Social Work Research I**

This course is designed to introduce MSW students to the principles of practice evaluation and evidence-based practice. The first half of the course will focus on research methods used for practice evaluation. The second half of the course will focus on research methods used for needs assessment and program evaluation.

**SWRK 6500: Social Welfare Policy I**

This course is designed to introduce MSW students to the field of social welfare policy, and to specific policy issues and programs in the United States and abroad.

**SWRK 6510: Legal and Ethical Issues in Social Work Practice**

This course focuses on the consideration of current laws/legal decisions affecting the practice of social work, and the applications of ethical principles to practice dilemmas.

**SWRK 6900: Graduate Practicum I**

This course is designed to give students the opportunity to put social work values, skills, and knowledge into practice through supervised work in a social services agency.

**SWRK 6901: Graduate Practicum II**

This is the second semester of practicum for students in the MSW program. This course is designed to give students the continuing opportunity to put social work values, skills, and knowledge into practice through supervised work in a social services agency.

**MSW ADVANCED CURRICULUM (30 Credits)****SWRK 7100: Cultural and Diversity in Advanced Generalist Practice**

This course focuses on social work approaches to meet the needs of special and diverse populations. Students will also study the elements of “cultural competence” as defined by the National Association of Social Workers.

**SWRK 7101: Advanced Practice with Diverse Individuals**

This course provides an introduction to knowledge, ethics, and skills appropriate for multicultural advanced social work practice at the micro level.

**SWRK 7102: Advanced Practice with Diverse Families and Groups**

This focus of this course is on the knowledge, ethics, and skills appropriate for culturally competent advanced social work practice with diverse families and groups.

**SWRK 7103: Advanced Practice with Diverse Organizations and Communities**

This course is designed to introduce students to the challenges of working with social agencies and communities, with special attention to nonprofits serving diverse clients. Included is material on management theory, human resources, use of data, and finances.

**SWRK 7300: Research Methods in Advanced Practice**

This course focuses on research methods used for knowledge generation by social workers. The first half of the course focuses on the development of students' research interests by identifying and analyzing literature and developing their research question. The second half focuses on several major approaches to social work research – qualitative, quantitative, and mixed methods and literature reviews/meta-analyses. Combined with preliminary work in the course, the overall goal is a research proposal (introduction, literature review, and methods), which is focused on students' interests.

**SWRK 7350: Integrative Seminar in Advanced Generalist Practice**

This is a capstone course in which MSW candidates synthesize their work and research relating to social work practice with a chosen group and create a paper suitable for publication.

**SWRK 7500: Social Welfare Policy II**

A continuation of SWRK 6500, this course focuses on policy analysis. Special emphasis is placed on public policies affecting diverse clients/client groups, and on the role of the social worker as public policy change agent.

**SWRK 7901: Graduate Practicum III**

This practicum course provides supervised work in a community social agency with special focus on a cultural group. In this course students will also learn and experience a model of peer supervision applicable to practice in the community.

**SWRK 7901: Graduate Practicum IV**

This fourth practicum course is a continuation of supervised work in a community social agency with special focus on a cultural group. It will also continue the peer group supervision used in 7900, following the calendar developed at the end of that course.

**MSW ELECTIVE CURRICULUM****SWRK 6001: Resource Development for non-profit agencies and Fund Raising**

The principles and techniques of fundraising will be examined by focusing on fundraising sources and strategies for different types of nonprofit organizations and social service agencies. Topics include an overview of resource development opportunities from foundations, corporations, government (local, state and federal), individual solicitation, strategic grant research and approach, proposal writing, and individual donor programs. In addition the

principles and practices of public relations, ‘positioning’ will be explored by integrating these concepts into overall fundraising techniques.

## **SWRK 6002: TBA**

### **ENROLLMENT OPTIONS**

#### **Full-time Study**

Hawaii Pacific University considered graduate students taking 9-credit hours of course per semester as full-time, which is also the minimum credit hours to qualify for financial assistance. However, MSW students must be enrolled in five SWRK courses (15-credit hours) per semester to be considered full-time students within the School of Social Work.

#### **Part-Time Study**

A part-time student is any student who takes less than five SWRK courses per semester. All students have the option of part-time study. Students, however, must complete all degree requirements within four years from the time that they first enroll in the School of Social Work. In addition, part-time students must register for a minimum of two courses in any given semester in which they are enrolled, excluding summer sessions, observing all pre-requisites and co-requisite courses.

In order that part-time students take all courses in sequence, they must meet with their Social Work Faculty Adviser prior to registration to develop and review their Plan of Study.

#### **Changing Enrollment Options**

Students may change from full-time to part-time study. Students may also change from part-time to full-time study. Prior to changing enrollment options, students must consult their Social Work Faculty Adviser, the C-GAC Academic Advisor, the Financial Aid Coordinator, and the Director of Field Education. If the request to change enrollment options is approved by the MSW Program Director, the student’s Plan of Study will be adjusted accordingly.

### **FIELD EDUCATION**

Each student must complete and submit the Field Practicum Student Information Form to Ms. Margo Bare (mbare@hpu.edu), the Director of Field Education by June 1<sup>st</sup> to ensure adequate time to secure a practicum placement for the academic year. The form is available on the HPU MSW Program webpage:

<http://www.hpu.edu/CHSS/SocialWork/MSW/Practicum/MSWpracticum.html>.

Complete policies related to Field Instruction are available in the School of Social Work Practicum Handbook. Prior to placement, students need to be aware that a student who does not accept placement at two field agencies, which, in the judgment of the Director of Field

Education, would be appropriate and who does not withdraw from the course, will be deemed to have failed the practicum course.

# MSW STUDENT POLICIES AND PROCEDURES

## APPLICATION POLICY AND PROCEDURES

Applicants to the MSW Program are required to have a degree in the one of the Liberal Arts, or to have at least 30-credit hours in Liberal arts subject. Liberal Arts subjects, as defined by the CSWE (2008), are those that:

Provide an understanding of one's cultural heritage in the context of other cultures; the methods and limitations of various systems of inquiry; and the knowledge, attitudes, ways of thinking, and methods of communication that are characteristic of a broadly educated person.

Individuals interested in apply to the MSW Program at HPU are required to have a cumulative 3.0 grade point average (GPA) and submit the graduate application form, official transcripts, letters of recommendations, written responses to two essay questions, and payment of the application fee. For additional information to apply online and information for International applications, refer to:

[http://www.hpu.edu/grad/admissions\\_info/admissions.html](http://www.hpu.edu/grad/admissions_info/admissions.html)

**Criteria for Advanced Standing.** The application process for Advanced Standing is a competitive process with limited number of students accepted each year. Currently, BSW students must have at least a cumulative 3.0 grade point average (GPA) to be considered for advanced standing. BSW students interested in applying for the Advanced Standing program for the 2012 – 2013 academic year must have at least a cumulative GPA of 3.25 in social work courses and an overall undergraduate GPA of 3.0. In addition, it is highly recommended that one of the two letters of recommendation be from a former BSW faculty who can attest to the student's ability to successfully perform advanced standing graduate work.

**Application Review and Interview.** Upon receipt of the application and required documents by the Center for Graduate and Adult Services (C-GAS), the application file will be electronically forwarded to the MSW Program Director for review. The review of the application, references, personal statement (essays), and transcript by the MSW Program Director are used to determine the applicant's capacity to succeed at the graduate level and general understanding of the social work profession. An interview is then arranged with the student (in-person, telephone, or through SKYPE) by one of the MSW faculty and/or the MSW Program Director. The MSW Program Director, upon completion of the application review and interview process, makes the determination of admission into the Program.

Notification letters are generally mailed immediately after a decision is made. Applicants who have been admitted to the MSW Program will receive additional registration information from the Center for Graduate and Adult Services with an official acceptance letter from the University.

**Pre-Requisite Courses.** Applicants are also required to have had a course equivalent to research methods applicable to the social sciences (e.g., Fundamental of Research; Methods of Inquiry, etc.) and a statistics course that includes computer application (e.g., SPSS, Excel, etc.). Both courses are pre-requisites for SWRK 6300 (Research Methods in Social Work).

If an applicant is accepted to the MSW Program before completing the pre-requisite courses, the pre-requisite courses should be taken as soon as possible (e.g., during the summer prior to starting the Fall Semester or within the first semester).

### **TRANSFER OF CREDITS**

According to HPU policy (HPU Academic Catalog, 2011 - 2013), “transfer credit is awarded on a course-by-course basis or on the basis of an established articulation agreement between HPU and the transferring institution” (p. 33). “MSW students may receive up to 15 semester hours of transfer credit for pertinent graduate work completed at other accredited colleges or universities [and] must have been completed no more than five years before initial enrollment in the HPU graduate program” (HPU Academic Catalog, 2011-2013, p. 306). Furthermore, in order for students to receive appropriate socialization into the profession, social work methods and field courses will not be transferred in except from MSW programs accredited by CSWE.

Therefore, students wishing to transfer credits in social work courses from other CSWE accredited Social Work programs must, by HPU policy, present official transcripts. Students must also provide information about the course description, assignment, text, and syllabi if requested, so that an adequate determination can be made of the equivalency of the course to HPU’s course(s).

**No Academic Credit for Life Experience.** Experience in social services or other experiences are valuable in the shaping of students’ understanding of the field and its contribution to the community. Unfortunately, the School of Social Work does not give academic credit for life experiences as a matter of CSWE accreditation and sound educational practice. Students with social services and other life experiences related to the field of social work are encouraged to be open to new learning and different ways of doing things while in graduate school.

## **CONDITIONAL ADMISSION**

Some applicants may be admitted to the School of Social Work conditionally, based on a variety of circumstances, such as:

- Being under academic probation;
- Subject to completing pre-requisite courses; and
- The provision of documentation for advanced standing, to name a few.

Students who are admitted to the School of Social Work under academic probation are admitted conditionally because their undergraduate cumulative GPA is under 3.0.

MSW students from other universities may be admitted to the School of Social Work as transfer students. The provision of documentation may be required to ensure the transfer of credits is equivalent to HPU MSW curriculum requirements. The petition to transfer credits from other accredited MSW Program must be approved by the MSW Program Director, Dean (or Associate Dean) of CHSS, and the C-GAS Academic Advisor.

## **ORIENTATION**

All newly admitted MSW students are encouraged to attend the new graduate student orientation offered by C-GAS that is held at the beginning of the Fall Semester to obtain general information about the HPU. In addition, all social worker students are mandated to attend the School of Social Work Town Hall Meeting scheduled on the first Saturday of the Fall Semester to meet the faculty, other students, and to orient students to the up-dated School of Social Work BSW/MSW Student Handbook. Social Work students who volunteered to be Peer Mentors will facilitate the small group discussions. The 2011 Fall Town Hall Meeting will take place at the Hawaii Loa campus on September 10, 2011, from 9:00 am to 12:00 pm.

## **SOCIAL WORK AND ACADEMIC ADVISING**

**Social Work Faculty Advisor.** Every student is assigned a Social Work Faculty Advisor by September 10, 2011. In most instances, the Social Work Faculty Advisor follows the student throughout the MSW Program.<sup>1</sup> Each Social Work Faculty Advisor will work with student advisees to clarify educational options, to answer questions about the MSW program, and to serve as a primary contact person.

Social Work Faculty Advisors are to be the first point of contact for any or all of the following:

- a. Plan of Study<sup>2</sup> and Registration (including add/drop, leaves of absence, and withdrawals);
- b. Change from full-time to part-time, or vice versa;

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<sup>1</sup> Requests for a change of advisor should be discussed with the present Social Work Faculty Advisor and then directed to the MSW Program Director.

<sup>2</sup> Plan of Study forms are provided in Appendix A.

- c. Clarification of all academic policies and procedures (i.e., advanced standing and exemption, graduation requirements, grading policies, directed study);
- d. Discussions regarding academic expectations and performance;
- e. Mediation in situations where the student finds himself/herself in conflict with faculty; administration, or academic/performance standard policies; and
- f. Information about support services within Hawaii Pacific University.

Discussions with the Social Work Faculty Advisor should supplement (not replace) the student/faculty relationship students have with their instructors. The Social Work Faculty Advisor is the person with whom students discuss their experiences as a student in the School. Hence, do not hesitate to telephone or e-mail your Social Work Faculty Advisor for an appointment.

The function of the Social Work Faculty Advisor, however, is not as a therapist; faculty advising is not therapy. Students whose personal concerns are interfering with their performance in the classroom or field or who are experiencing personal distress will be referred to appropriate University or community resources.

**C-GAS Academic Advisor.** In addition, MSW students are assigned to an Academic Advisor from C-GAS. The Academic Advisor from C-GAS provides is responsible for clearing MSW students in the HPU system to enable the students to register online for courses once the Social Work Faculty Advisor has approved the courses. The C-GAS Academic Advisor also acts as a liaison to all other University programs and services.

**Plan of Study and Registration Procedures.** Upon admission to the MSW Program, the MSW Program Director develops an initial Plan of Study with the student. The Plan of Study outlines the list of courses to be taken. The MSW Program Director will then submit this approved courses to the Academic Advisor at the Center for Graduate and Adult Services (C-GAS) to clear the student in the HPU system to enable the student to register online for those approved courses. The original copy of the Plan of Study will be placed in the student's file for future reference and a copy will be given to the student, signed by both the MSW Program Director and the student.

Students are required to meet with their Social Work Faculty Advisor to up-date their Plan of Study prior to registration, before the end of the preceding semester. The Social Work Faculty Advisor will also review the student's grades and GPA to ensure that the student is: (a) following the Plan of Study; and (b) maintaining a cumulative GPA of 3.0. The Social Work Faculty Advisor will then submit approved courses to the Academic Advisor at C-GAS to clear the student in the HPU system to enable the student to register online for the following semester. To

avoid late registration fees, students are encouraged to register during the registration period as indicated below for the 2011 – 2012 Academic Year:

- *Fall Semester: March 28, 2011 - September 3, 2011*
- *Spring Semester: October 28, 2011 – January 22, 2012*

Students should contact Mr. Trevor LaClair (tlaclair@hpu.edu) C-GAS Academic Advisor, if problems occur during online registration. Please note that students must clear any outstanding financial obligations or other holds (e.g., T.B. clearance documentation) on their account before they are able to register for their courses.

## **ADMINISTRATIVE POLICIES**

### **Withdrawal Policy and Procedures**

The purpose of the January 1, 2011 policy related to withdrawing from SWRK courses are to: (a) maintain the academic integrity of the social work program according to the CSWE 2008 Educational Policy and Accreditation Standards; and (b) enable students to re-assess their career goals and priorities to be academically successful in pursuing a social work degree.

Students should not withdraw from any of the SWRK courses because these courses are required for progression in the MSW program. Withdrawal from one or more courses will have a significant effect on this progression. Therefore, withdrawal from SWRK courses is limited to health, personal, or emergency situations and not due to having difficulties in a course or for not meeting academic requirements as stated in the HPU Academic Handbook (2011 - 2013, p. 39).

A student who withdraws from two or more SWRK courses, in the student's academic career, related to failure to meet the grade-related standards at mid-term will be dismissed from the School of Social Work. Therefore, students who are having difficulty in their courses should first make every effort to work with their instructors, SWRK faculty advisor, and/or field instructor as soon as possible (prior to mid-term) in order to earn a passing grade.

A student may only withdraw from one SWRK course in the student's academic career, with written approval<sup>3</sup> from the MSW Program Director due to extreme difficulty in meeting grade-related standards. Upon receiving approval from the MSW Program Director to withdraw from the course, the student:

- Will be placed on academic probation and part-time status in the following regular semester. If the receive a cumulative G.P.A. 3.00 in the MSW program at the end

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<sup>3</sup> The student must complete and submit the SWRK Withdrawal Request Form to MSW Program Director for approval. The form is available in hard copy from the Social Work Administrative Office MP 201 A and <http://www.hpu.edu/CHSS/SocialWork> website or refer to Appendix B. Upon approval, the student must follow the Change in Registration Policy and Procedures and complete the Add/Drop Form, which available on the HPU website: <http://www.hpu.edu/dropadd>.

of the probation semester then, the student can return to regular status in the following semester; and

- Must repeat the course when it is offered during the regular semester; and maintain a 3.0 GPA to continue in the MSW program.

A MSW student on academic probation upon admission to the MSW program or because of a GPA below a 3.0 from the previous semester may not withdraw from a SWRK course due to extreme difficulty in meeting grade-related standards.

### **Withdrawal and Leave of Absence from University and the School of Social Work**

As stated in the HPU Academic Catalog (2011-2013), “a student maintains ‘continuous enrollment’ by being enrolled in courses at the University throughout each fall and spring semester following admission. Occasionally students may temporarily interrupt their academic studies due to health, personal, or emergency situations” (p. 39). In such circumstances, the student will follow policy and procedures that are outlined in the HPU Academic Catalog (2011-2013) and note, “no withdrawal [or leave of absence] is considered official unless the proper form has been completed, submitted, and processed by the Registrar’s Office” (p. 39).

### **Change In Registration (Add/Drop) Policy and Procedures**

Accordingly, “courses may be changed only during the periods indicated on the policy sheet provided at each registration” (Hawaii Pacific University Academic Catalog, 2011 – 2013, p. 39). MSW students, who wish to change their schedule, must first contact their social work faculty advisor to review the Plan of Study and ensure that students take course in the prescribed sequential order. Depending on the circumstances, the student may also need to contact the Center for Graduate and Adult Services (C-GAS) Academic Advisor, Mr. Trevor LaClair (tlaclair@hpu.edu), for assistance.

Students who wish to withdraw from any MSW course for reasons related to failure to meet the grade-related standards must obtain written approval from the MSW Program Director as instructed in the Withdrawal Policy and Procedure Section of this handbook.

### **Petition to Graduate**

Notification to apply for graduation is sent to students via students’ pipeline email. Students who are completing the MSW program course requirements by the end of a given semester must complete a Petition to Graduate Form and a graduation survey. The Petition to Graduate Form is available at the Center for Graduate and Adult Services (C-GAS) in UB 911. Students are required to submit the completed form to the MSW Academic Advisor for approval. All Petitions to Graduate are assessed a processing fee of \$130.

**Honors at Graduation**

Students with a minimum GPA of 3.7 are considered for the award of “With Distinction” at graduation. Additional requirements to graduate “With Distinction” are listed in the HPU Academic Catalog (2011 – 2013, p. 307).

## PERFORMANCE STANDARDS FOR SOCIAL WORK STUDENTS

Social work values and professional conduct are at the heart of what HPU teaches in its School of Social Work. The most widely used statement of social work values and professional conduct is the Code of Ethics of the National Association of Social Workers (NASW). Hence, HPU social work students are responsible for understanding and adhering to the NASW Code of Ethics, whether they are NASW members or not. Performance standards for students in the HPU School of Social Work are divided into four general areas:

- Area I: Basic capacity to acquire professional skills
- Area II: Mental and emotional abilities
- Area III: Professional commitment, behavior, and awareness
- Area IV: Scholastic (Academic) Performance

These Performance Standards apply to all social work students accepted into the Hawaii Pacific University School of Social Work. They are in addition to the Hawaii Pacific University's Code of Student Conduct described in the University's Student Handbook. The ultimate goal of the performance standards is to help students become successful social work professionals in preparation for a profession which holds high standards and because the School of Social Work has a responsibility to the community and students' present/future clients, as well as to one another. Therefore, the faculty will observe and evaluate students' professional behavior and attitudes, in addition to what material students learn. In some cases, the standards may lead to a decision that social work is not the right profession for the student.

### **AREA I: BASIC CAPACITY TO ACQUIRE PROFESSIONAL SKILLS**

The capacity to acquire professional skills and demonstrate core competencies in accordance with CSWE EPAS requires communication, interpersonal, cognitive, and physical skills. The standards for these skills are as follows:

- *Communication Skills*: Students who meet this standard demonstrate sufficient written, verbal, and nonverbal skills to comprehend information and communicate ideas and feelings clearly and appropriately. Therefore, students are expected to:
  - Write clearly, use correct grammar and spelling, and apply appropriate writing styles, including American Psychological Association (APA) referencing, as required, citing and documenting sources appropriately. Students must also have sufficient skill in reading English to understand content presented in the School of Social Work and to complete all written assignments adequately as specified by faculty and practicum supervisors.
  - Communicate effectively and sensitively with other students, faculty, staff, clients, professionals, and community members encountered as part of the

students' educational experience. The expression of ideas and feelings are done clearly and demonstrate the willingness and ability to listen to others. Having sufficient skills in spoken English is necessary to understand content presented in the School of Social Work and program, complete all or oral assignments adequately, and to meet the objectives of field placements.

- Nonverbally communicate courtesy, respect, and openness to the ideas, opinions, and presentations of other students, faculty, staff, clients, professionals, and community members encountered as part of the students' educational experience.
- *Interpersonal Skills:* Students are expected to demonstrate the capacity to relate and to fulfill the ethical obligations of the profession effectively with other students, faculty, staff, clients, professionals, and community members encountered as part of the students' educational experience. Hence, students are required to take appropriate responsibility for their actions and consider the impact of these actions on others. These interpersonal skills demonstrate compassion, empathy, altruism, integrity, and respect for and consideration of the feelings, needs, and rights of others.
- *Cognitive Skills:* Students are expected to exhibit the ability to learn and understand course content in the classroom (including on-line courses) and field, and apply this content to professional practice. Students should be able to demonstrate the integration and application of previous learning to new situations as they move through the program. For example, students must be able to describe the generalist social work model and the Ecosystems theory, and apply these to real and hypothetical situations.
- *Physical Skills:* Students who meet this standard exhibit sufficient motor and sensory abilities to attend and participate appropriate in class and practicum, with or without reasonable accommodations. Students who need accommodations make this need known to their social work faculty advisor or MSW Program Director so that appropriate steps can be taken for the student's protection and that of the student's clients.

## **AREA II: MENTAL AND EMOTIONAL CAPACITY**

Expectations of having mental and emotion capacity for academic and professional performance are the extent to which students can demonstrate mature judgment. In addition, students are expected to seek out and effectively use help for physical and emotional challenges that interfere with academic and professional performance.

Furthermore, students who meet this standard demonstrate the ability to deal with current life stressors through the use of appropriate coping mechanisms. These students handle stress effectively using suitable self-care and develop supportive relationships with colleagues, peers, and others. No student will be allowed to continue the program if personal situations: (a)

compromise scholastic/academic performance or performance in the field; (b) interfere with professional judgment and behavior; (c) jeopardize the safety or best interests of other students, faculty/staff, or clients; and/or (d) jeopardize the safety of the student.

### **AREA III: PROFESSIONAL PERFORMANCE**

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

- Demonstrate nonjudgmental relationships and attitudes in work with others
- Strive to comprehend others' ways of life and values.
- Use empathic communication and support of the client as a basis for a productive professional relationship.
- Demonstrate an appreciation of the value of cultural pluralism.
- Provide appropriate service to others, regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system.
- Do not impose personal, religious, sexual, and/or cultural values on clients.
- Demonstrate respect for the rights of others and a commitment to others' rights to freedom of choice and self-determination.
- Maintain confidentiality as it relates to classroom self-disclosure, and field placement.
- Demonstrate honesty and integrity by being truthful about background, experiences and qualifications, doing one's own work; giving credit for the ideas of others; reporting practicum hours honestly; and providing proper citation of source materials.
- Demonstrate clear, appropriate, and culturally sensitive boundaries. In this connection, they do not verbally or sexually harass or abuse others, make threats of any kind, or become involved in personal or sexual relationships where conflicts of interest may exist.

Students are also required to meet the following professional behavior standards:

- Comply with program policies with the School of Social Work, University policies, agency policies, and State and Federal laws in the classroom, field, and community. Students who meet this standard know and practice within the scope of practice as defined by Hawaii Revised Statutes for their level of education. (See Appendix C)
- Are punctual and dependable, prioritize responsibilities appropriately, attend class regularly, observe deadlines, complete assignments on time, and keep appointments. If they are unable to do any of these, or have difficulty, they notify/seek help from their classroom, on-line, and/or field instructor and/or social work faculty advisor.

- Accept supervision and constructive criticism. Show a willingness to accept feedback and supervision, as well as use such feedback to enhance their continued professional development
- Respect interpersonal boundaries with other students, faculty, staff, clients, professionals, and community members encountered as part of the students' educational experience.
- Work effectively and collaboratively with those at, above, and below their level.
- Reflect, in their hygiene, dress, and general demeanor, a professional manner in keeping with usual standards for the classroom and the agency in which they are placed for practicum.
- Advocate for themselves appropriately and responsibly, using proper channels for conflict resolution.

Furthermore, students who meet this standard are able to discuss how personal values, attitudes, beliefs, emotions, and past experiences affect their thinking, behavior, and relationships. These students can accurately assess their strengths, limitations, and suitability for professional practice. They are also aware of how other people perceive them and their behavior. Finally, students who meet this standard are willing to examine and change their behavior and attitudes when these interfere with work with clients and other professionals.

#### **AREA IV: SCHOLASTIC/ACADEMIC PERFORMANCE STANDARD<sup>4</sup>**

Advancement of students from one semester to the next is contingent upon satisfactory progress in each semester. Students' progress is evaluated based on successful participation and completion of assignments and examinations established by course and practicum instructors and on demonstration of CSWE core competencies and practice behaviors. As stipulated in the HPU Academic Catalog (2010-2013), "to earn the graduate degree, students must complete all courses with at least a cumulative 3.0 GPA" (p. 298). Therefore, M.S.W. graduate students are expected to maintain a minimum cumulative GPA of 3.0 (B grade or better).

Grades for HPU graduate course following a plus (+)/minus (-) grading system. "All courses taken (except those taken under the Forgiveness Policy) will count toward the student's graduate level GPA for determining academic progress, probation, and graduation" (HPU Academic Catalog (2011 – 2013, p. 298).

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<sup>4</sup> The policy relating to Scholastic/Academic Performance Standards for the MSW program is effective Fall 2011.

### Grading Scale:

Assessment Classification	% Range	Grade	Grade Point
Excellent Work (above course expectations)	93 – 100	A	4.0
	91 - 92	A-	3.7
Good Work (meets course expectations)	88 – 90	B+	3.3
	84 - 87	B	3.0
	81 – 83	B-	2.7
Poor Work (meets minimal course expectations)	78 – 80	C+	2.3
	74 – 77	C	2.0
Failing Work	73 - 0	F	0

#### Incomplete (I) Grade\*

*\*will only be given in accordance with the policies in the HPU Student Catalog*

*Note that, under HPU policy, graduate students must maintain a cumulative 3.0 GPA.*

Students in good standing who receives a C or C+ grade in any MSW course may retake the course(s) when it is offered during the regular semester. Students may retake the course only once. If the course is a pre-requisite for another course, the students cannot proceed to the next course in the sequence until the grade is no lower than a B-.

Students who earn a C or C+ grade in **two courses** will be placed on academic probation. Students placed on academic probation will be monitored by M.S.W. Program Director and restricted to take six credits hours during the following semester. In addition, an academic performance improvement plan will be developed with the student to encourage success.

A student who earns a C or C+ grade in any **three MSW courses** will be terminated from the program without regard to the overall GPA. Furthermore, a student who earns an F in any M.S.W. course, regardless of the overall GPA, is automatically dismissed from the program.

### REASONABLE ACCOMMODATIONS FOR STUDENTS WITH A DISABILITY

Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and Title III (Public Accommodations) Hawai'i Pacific University does not discriminate against individuals with disabilities. Hence, no otherwise qualified student shall, on the basis of a disability, be subjected to discrimination or excluded from participation in the School of Social Work. A student with a disability may be protected by the ADA and be eligible for reasonable accommodations that will provide an equal opportunity to meet the academic criteria related to professional behavior and scholastic performance. Accommodations does not compromise standards of behavior required for success in the professional discipline, including the Performance Standards for Social Work Students.

Any student who feels he/she may need an accommodation based on the impact of a disability is invited to contact University's Coordinator of Academic Advising and Student Support, Ms. Deneen Kawamoto, at (808) 544-1197 or in the downtown Academic Advising Office, UB 123, 1164 Bishop Street. This is a necessary step in order to ensure reasonable accommodations in this course. Students are not expected to disclose their specific disability to the professor. Once they meet with the Coordinator and it is determined that accommodations will be provided, students will bring a basic letter to the instructor explaining accommodations expected and not the nature of the disability.

## **VIOLATIONS OF THE PERFORMANCE STANDARDS**

In keeping with the Performance Standards, students' suitability for the profession is assessed continuously throughout students' enrollment in the School of Social Work. Faculty believes that each student who is accepted into the program has the potential for success. However, when a faculty member has concerns about a student meeting any of the Performance Standards, that faculty member will promptly discuss those concerns directly with the student and seek to work with the student to resolve the difficulties.

In addition, the faculty member will inform the student's Social Work Faculty Advisor of the concerns in order to identify potential patterns and issues. If necessary, the Social Work Faculty Advisor may be asked to assist with problem resolution. Meetings with the student will be documented and placed into the student's file.

A meeting with the MSW Program Director, concerned faculty member, the student's Social Work Faculty Advisor, and the student will be called if the problem is not resolved. The Director of the School of Social Work would be the next in line in problem solving. If no solution can be found, the Dean of the College of Humanities and Social Sciences (CHSS) may be involved at the discretion of the Director, the MSW Program Director, or the student.

If the outcome of the meeting(s) affects the student's participation in the MSW program, or if corrective action is decided upon, the student will be informed in writing within seven (7) days by the MSW Program Director. The MSW Program Director will be responsible to develop and monitor a corrective plan with the student.

### **SUSPENSION**

Serious violation of the Performance Standards and/or actions taken by a student that places him/her and/or others in jeopardy may result in the immediate suspension of the student from the MSW program while the issue is being resolved. The decision to immediately suspend a student from class (including on-line courses), practicum, and/or from the program can only be authorized by the Director of Field Education, MSW Program Director, and the Director of the

School of Social Work. A student who is being suspended will be verbally notified immediately and is not allowed to attend classes until the issue is resolved.

In addition, the student will receive a letter from either the MSW Program Director, the Director of Field Education, or the Director of the School of Social Work within seven (7) days of the decision for suspension, stating the reason(s) for suspension, the terms of the suspension, and the steps to be taken. A copy of the letter will be given to the student's Social Work Faculty Advisor, the Academic Advisor, and a copy will also be placed in the student's file.

If the student believes that the suspension is unfair, the student has the right to appeal rights. The student should then follow the HPU Student Academic Review Procedures. Refer to the University Academic Catalog (2011 - 2013) and/or HPU Student Handbook (2011 - 2012). These procedures allow review progressively at the level of the Dean of Humanities and Social Sciences (CHSS), the Vice President of Academic Administration, and a Student Review Board.

## **PROBATION**

A student may be placed on probation for a specific period of time if the MSW Program Director, in collaboration with the Director of the School of Social Work, determines that a student's continuation in the program is in jeopardy unless visible changes are made. The two situations that may lead to being placed on probationary status are: (a) unsatisfactory academic status and (b) violation of the law, the NASW Code of Ethics or the Student Conduct Code of Hawaii Pacific University.

**Academic Probation.** As indicated in the Area IV: Scholastic/Academic Performance Standards section of the MSW Program Handbook, students who earn a C or C+ grade in **two courses** will be placed on academic probation. In addition, any student whose GPA falls below a 3.0 will be placed on academic probation. (See to Area IV: Scholastic/ Academic Performance Standards on page 36.)

Students placed on academic probation will be monitored by MSW Program Director and restricted to take six credits hours during the following semester. In addition, an Academic Performance Improvement plan will be developed with the student to encourage success. The student must successfully raise his/her cumulative GPA to least 3.0 upon completion of the semester that the student is placed on academic probation. Failure to raise the cumulative GPA to at least 3.0 may result in dismissal from the MSW Program.

**Violation of the Law or Code.** A student who violates the law, the NASW Code of Ethics, or HPU Student Conduct Code, will be placed on probation if the faculty, as a whole, finds that violation(s) is/are not sufficient to justify dismissal from the School of Social Work and/or the University.

The student will be informed in writing, within seven (7) days, of the probationary status. Upon receipt of the notice, the student will be required to develop, with the assistance of the student's Social Work Faculty Advisor, a plan which indicates when and how any deficiencies will be made up, and any other conditions required to remediate the situation. The written Plan of Remediation must be approved and signed by the student's Social Work Faculty Advisor within one (1) month of student being placed on probation. The student's Social Work Faculty Advisor will report to the MSW Program Director on whether progress is being made in keeping with the Plan of Remediation. Failure to carry out the plan developed during the probationary period, according to the timeline specified in the plan, may result in dismissal from the School of Social Work.

### **DISMISSAL FROM THE MSW PROGRAM**

It is not common for a student to be dismissed from the program, but it can occur. When there are serious violations of the Professional Standards or failure to progress while on probation, the MSW faculty may recommend to the MSW Program Director and/or Director of the School of Social Work that the student should not continue in the program. This may result from a single grave incident or from a pattern of behaviors/incidents. Field experience as well as academic performance may be considered in determining whether a student should be dismissed from the MSW Program.

Reasons for dismissal include, but are not limited to<sup>5</sup>:

- Failure to meet or maintain academic requirements.
- Academic dishonesty, including cheating, lying, plagiarism, collusion, or falsifying academic or practicum documents/records.
- Any threat or attempt to harm oneself or someone else.
- Commission of a criminal act that is contrary to professional ethics or practice.
- Serious failure to meet any of the Standards for Professional Practice Education.

The following steps are taken when a faculty member believes that a student should be considered for dismissal from the School of Social Work:

Step I: The Social Work Faculty Advisor, and instructor(s) discusses the situation with the MSW Program Director. If the MSW Program Director concurs that the student should be considered for dismissal, the MSW Program Director will schedule a meeting with those directly involved with the problem, including the student. The meeting should be scheduled within two weeks of the initial discussion with the MSW Program Director.

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<sup>5</sup> Refer to the Policy on Academic Integrity in the HPU Academic Catalog (2011 - 2013) for a more comprehensive listing of reasons for dismissal.

Step II: The Director of the School of Social Work will chair the meeting. The purpose of the meeting is to: (a) gain more information; (b) allow the student an opportunity to tell his/her side; and (c) determine whether it is necessary to proceed with the dismissal process. At this meeting, the function of the Social Work Faculty Advisor is, among others, to ensure that the student's point of view is adequately expressed.

A letter informing the student of the outcome of the meeting will be mailed within seven (7) days. If the decision is to proceed with dismissal, the student is informed that he/she may submit a written statement for consideration by the faculty.

Step III: If the decision is to proceed with dismissal, the MSW Program Director presents the situation to the faculty, along with any statement from the student and/or other pertinent information. This should take place within one month from the meeting described in Step II. The faculty will then consider the situation and make a recommendation to the MSW Program Director and Director of the School of Social Work.

Step IV: The student will be notified in writing by the Director of the School of Social Work of the decision and the reasons for it, within one week after the meeting with the faculty. If the decision is to dismiss the student from the MSW Program, information about the appeal rights will be included.

**Student Right to Appeal the Dismissal Decision.** If the student believes that the dismissal from the program is unfair, the student has the right to appeal rights. The student should then follow the HPU Student Academic Review Procedures (refer to the University Academic Catalog and/or HPU Student Handbook). These procedures allow review progressively at the level of the Dean of Humanities and Social Sciences (CHSS), the Vice President of Academic Administration, and a Student Review Board.

**Re-admission After Being Dismissed from the MSW Program.** A student who has been dismissed from the MSW Program may be re-admitted if the problems that led to the decision have been resolved. The burden is on the student to demonstrate that this is the case.

Students dismissed from the MSW Program may request reconsideration for re-admission to the program by submitting their request in writing, accompanied by any materials considered appropriate, to the Director of the School of Social Work for review. The Director of the School of Social Work will appoint an ad hoc committee to conduct a review of the readmission request. The committee will consist of the MSW Program Director and a minimum of two MSW faculty members (full-time or adjunct), including the student's Social Work Faculty Advisor, if available. A member of the committee will be appointed to chair the committee. The information available in the student's file and in the student's review request will be made

available to the committee. The committee may also request information, either oral or written, from any other faculty member or practicum supervisor. The committee will consider the information available to them, will meet with the student and/or others as appropriate, and will make a recommendation to the faculty regarding the student's readmission to the MSW Program.

Conditions under which re-admission may occur, for example, which courses might need to be repeated, will be worked out on an individual basis if the ad hoc committee recommends re-admission. If the ad hoc committee does not recommend re-admission, and the student continues to desire re-admission, a Student Academic Review Procedures will be followed. **[NOTE: A student may only be re-admitted once after being dismissed from the MSW Program.]**

## **ORGANIZATIONS AFFILITED WITH THE SCHOOL OF SOCIAL WORK**

The newly established **Peer Mentorship Program (PMP)** within the School of Social Work is designed to foster leadership for graduate students and provide mentorship for incoming graduate and undergraduate social work students. The relationship between Peer Mentors and new students is intended to build a sense of community within the School of Social Work and to the larger Hawaii Pacific University community.

For consideration, graduate students must possess the following qualifications:

- Minimum GPA of 3.0;
- Graduate students are preferred -- advanced standing students who earned their BSW degree from HPU would serve as mentors for new BSW students and second-year students who completed the foundation year at HPU would serve as mentors for incoming MSW students;
- Strong interpersonal skills;
- Positive attitude and Self-motivated;
- Must be available to facilitate small group discussion with students at the September Town Hall Meeting.

For more information, contact the MSW Program Director at [pnishimoto@hpu.edu](mailto:pnishimoto@hpu.edu).

The **Social Work/Human Services Student Organization (SWHSSO)** is a club that is open to any HPU student, graduate or undergraduate, with an interest in social work. (The student need not be a social work major or admitted to the social work program.) The SWHSSO engages in activities that provide service to the community, helps members learn more about/network with the social work profession, and engages in fun activities as well. Meetings are held regularly during the school year. Mr. Bill Hummel ([whummel@hpu.edu](mailto:whummel@hpu.edu)) is the faculty advisor for SWHSSO.

The SWHSSO is encouraged to elect, from their officers or membership, a BSW student representative and an MSW student representative to attend the faculty meetings and the Social Work Advisory Committee meetings. (Alternates may also be designated. If members of the SWHSSO do not elect a representative, the highest ranking BSW student officer and MSW student officer of SWHSSO will be deemed as the representatives to the Faculty Meetings. If there is no MSW student officer, the highest ranking officer of Phi Alpha who is an MSW student will be deemed as the representative to the faculty meetings and the Social Work Advisory Committee meetings.) The social work faculty must approve the student representatives. No student on probation is eligible to serve as a representative.

**Phi Alpha** is a national honor society for social work students. HPU's chapter is Theta Omicron. Requirements for membership are:<sup>6</sup>

- *Undergraduates:* declared social work major, at least sophomore status, completion of at least 9 semester hours of social work courses, overall GPA of 3.0 in all college work (including transfer credit), and GPA of at least 3.25 in social work courses.
- *Graduates:* admitted to the MSW, and completion of at least 9 semester hours of social work courses with a GPA of 3.5.
- Payment of a \$35.00 fee to cover the cost of the life membership, the certificate of membership, and the honor cords.

A common application form for all honor societies is available online at: <http://www.hpu.edu/Honors/Honors.html>. Mr. Mark Fox ([mfox@hpu.edu](mailto:mfox@hpu.edu)) is the faculty advisor for Phi Alpha.

The **Social Work Advisory Committee** is composed of social workers and others interested in social work education from the community. The purpose of the advisory committee is to help the faculty plan an effective social work program, and to bridge the gap between the program and community. The president of the SWHSSO is also a member of the Advisory Committee, and MSW students are also encouraged to elect a representative to the Advisory Committee. (If they do not elect a representative, the highest-ranking officer of Phi Alpha who is an MSW student will be deemed to be the representative to the Advisory Committee.) The faculty must approve the student representatives. No student on probation is eligible to serve as a representative.

## **NASW AND HAWAII SOCIAL WORK LICENSURE**

Students are encouraged to join the **National Association of Social Workers (NASW)**, and to affiliate with and be active in the **NASW Hawaii chapter**. Student malpractice insurance, which we recommend, is also available at reasonable cost through NASW Hawaii. For membership information, visit the NASW Hawaii Chapter website: <http://www.naswhi.org/> or contact the Hawaii Chapter by email at [info@naswhi.org](mailto:info@naswhi.org).

Social workers in Hawai'i are eligible for licensure at three levels:

- **Licensed Bachelor Social Worker (LBSW)**. In addition to graduating with a B.S.W. from a school accredited by the Council on Social Work Education (CSWE), the candidate must make application to the State and must pass an examination given by the Association of Social Work Boards (ASWB).

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<sup>6</sup> Students on academic probation are not eligible for Phi Alpha. Furthermore, "all applicants must possess good reputation and character, and those who have been reported for academic misconduct are automatically disqualified from membership" (Hawaii Pacific University Academic Catalog 2011 – 2013, p. 28).

- **Licensed Social Worker (LSW).** The applicant must hold a master's degree from a social work program accredited by CSWE, must make application to the State, and must pass an examination given by the ASWB.
- **Licensed Clinical Social Worker (LCSW).** The applicant must hold a master's degree from a social work program accredited by CSWE, must make application to the State, must pass an examination given by the ASWB; and must provide evidence of successful completion of at least three thousand (3000) hours of post masters clinical social work experience within no fewer than two years, but within no more than five years, under supervision of an LCSW.

BSW and MSW graduates are eligible for licensure upon graduation. Please see the law and contact the Department of Commerce and Consumer Affairs (DCCA) at <http://hawaii.gov/dcca/pvl> for current regulations and addition information; or call (808) 586-3000.

Two books to assist in your study for the licensure exam are on reserve in Meader Library. They can be borrowed at the circulation desk (3<sup>rd</sup> floor) for use within the library only. The Hawaii Chapter of NASW and other organizations sponsor review courses from time to time, especially in spring or early summer. Please contact NASW-Hawaii for more information about the licensing exam. Review programs are also found on the Internet. HPU does not guarantee or recommend any of these resources.

### **Licensure in Other States**

Visit the website <http://www.aswbdata.powerlynxhosting.net/> for information on licensure in other states or from the state in question.

## SCHOOL OF SOCIAL WORK FACULTY AND ADMINISTRATIVE STRUCTURE

### HPU ADMINISTRATION

**Steven Combs, Ph.D.**

*Dean, College of Humanities and Social Sciences (CHSS)*

Office: FS 200 Phone: (808) 544-0274

Email: [scombs@hpu.edu](mailto:scombs@hpu.edu)

### SCHOOL OF SOCIAL WORK LEADERSHIP TEAM

**Lorraine Marais, MSW, Ed.D.**

*Associate Professor and Director of School of Social Work*

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**Pattie Nishimoto, ACSW, LSW, Ph.D.**

*Assistant Professor and MSW Program Director*

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**Margo Bare, MSW**

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### FULL-TIME FACULTY

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**Scott Okamoto, MSW, Ph.D.**

*Associate Professor of Social Work*

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**William J. (Bill) Hummel, MSW**

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**Kelli Larsen, MSW, Ph.D.**

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**TBA**

*Visiting Professor of Social Work*

Office: MP 201F Phone:

Email:

## PART-TIME FACULTY

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## ADMINISTRATIVE SUPPORT

**TBA**  
*Social Work Program Administrative Assistant*  
Office: MP 201A Phone: 544-0234  
Email:

**Trevor LaClair**  
*C-GAS MSW Academic Advisor*  
Office: UB 911 Phone: 543-8077  
Email: [tlaclair@hpu.edu](mailto:tlaclair@hpu.edu)

## OTHER UNIVERSITY RESOURCES AND ITEMS OF SPECIAL INTEREST

### CENTER FOR ACADEMIC SUCCESS (CAS)

The Center for Academic Success provides free and individualized academic support services, such as tutoring and assistances with writing. The Center is located at 1060 Bishop Street (6<sup>th</sup> floor of the Lower Bishop (LB) building. In addition, visit:

<http://www.hpu.edu/StudentServices/CAS/Tutoring> for more information. Turnitin.com and Smarthink.com also provide individualized academic support services.

### CENTER FOR GRADUATE AND ADULT SERVICES (C-GAS)

The C-GAS provides student support services to MSW students related to academic advising and registration in collaboration with the SWRK Faculty Advisors and the MSW Program Director.

In addition, the C-GAS academic advisor (Mr. Trevor LaClair) acts as a liaison to all other University programs and services. Mr. LaClair's email address is: [tlaclair@hpu.edu](mailto:tlaclair@hpu.edu) and his office is located at UP-911 (1164 Bishop Street). He can also be contacted at (808) 543-8077.

### **COUNSELING AND BEHAVIOR HEALTH SERVICES**

The Counseling and Behavior Health Services provides students with personal counseling services. These services are free and confidential to all registered HPU students. For assistance, call (808) 544-1198.

### **FINANCIAL ASSISTANCE AND SCHOLARSHIPS**

**Financial Assistance.** The Financial Aid Office of the University is “headquarters” for learning about assistance with the costs of school, including programs administered by the federal government, private agencies, and HPU. Refer to the website: <http://www.hpu.edu/financialaid>, or Mr. Adam Hatch at [ahatch@hpu.edu](mailto:ahatch@hpu.edu) for details about financial aid.

**Perkins Loan Repayment.** Students who have Perkins Loans can pay these back through work in the following types of positions:

- Full time teaching in a public or nonprofit school or Head Start program designated as serving a high concentration of low income students
- Full time provision of early intervention services to children with disabilities
- Full time employees of public or nonprofit child/family service agencies providing services to low-income, high-risk children or their families
- Peace Corps or ACTION (domestic volunteer) service
- Service in the military

Loan “forgiveness” for social workers is pending in Congress. The NASW website is usually up-to-date on this topic.

**Scholarships.** The University offers the following graduate scholarships to new, full-time, degree-seeking students:

- Graduate Trustee: \$6000/Academic Year (\$3000/semester)
- Graduate Dean: \$4,000/Academic Year (\$2,000/semester)
- Graduate Kokua: \$2,000/Academic Year (\$1,000/semester)

Eligible students must be U.S. citizens, permanent residents, and international students who have a demonstrated financial need. Refer to page 305 in the HPU Academic Catalog, 2011 – 2013 for further eligibility criteria and scholarship application process.

**Betty G. and J. Gurney Stoebe Scholarship.** The University offers a small scholarship specifically for students in social work. Application forms are available through the Scholarships and Honors office.

## **LIBRARY**

Hawaii Pacific University has two libraries – Meader Library on the downtown campus and Atherton Library on the Hawaii Loa campus. Social Work students primarily utilize Meader Library, as its circulation service unit is primarily devoted to Business, Social Sciences and Computer Sciences. Both libraries are generally open seven days a week, including evening hours. Online databases are available via the HPU Libraries' Tab on HPU Pipeline. For assistance, contact Ms. Sharman Meehan, the Social Sciences Librarian, at: [smeehan@hpu.edu](mailto:smeehan@hpu.edu).

**Journals in the HPU Libraries.** Many other journals may be pertinent to MSW Student needs, but these are major resources in the social work literature.

- *Administration in Social Work*
- *Families in Society (for many years, Social Casework)*
- *Social Policy*
- *Social Problems*
- *Social Service Review*
- *Social Work*
- *Social Work Education Reporter*
- *Social Research*
- *Social Work with Groups*

On-line databases of special interest include, but not limited to:

- *CINAHL* covers allied health literature, including social work. Also available through the National Library of Medicine website: [www.nlm.nih](http://www.nlm.nih).
- *Newsfile* include newspaper articles, including sociology, economics, and government
- *Proquest* indexes 2,300 periodicals of all types
- *PsycInfo* indexes 1,300 periodicals and books related to psychology
- EBSCO databases provide access to a wide variety of scholarly journal articles, which is accessible through the HPU Pipeline.

## **UNIVERSITY COMPUTER CENTER AND WIRELESS NETWORK**

The University Computer Center, located on the downtown campus, provides a networked environment of personal computer stations for students. Students must present their student ID card to access to the University Computer Center.

In addition, HPU wireless network is available in all buildings on the downtown campus and in the Academic Center and residence halls on the Hawaii Loa Campus. For additional information

and instructions as to how to connect to the wireless network, contact the University Computer Center at 1166 Fort Street Mall or contact the ITS Help Desk by e-mail ([helpdesk@hpu.edu](mailto:helpdesk@hpu.edu)), or by telephone at (808) 566-2411.

## **HAWAI‘I PACIFIC UNIVERSITY COMPREHENSIVE NONDISCRIMINATION NOTICE**

Hawai‘i Pacific University is an equal opportunity/affirmative action institution and prohibits discrimination against and harassment of any person on the basis of race, color, national origin, religion, gender, sexual orientation, age, ancestry, marital status, disability, arrest and court record, or veteran status.

This policy is intended to be consistent with the provisions of applicable Local, State and Federal laws and covers admission and access to, as well as participation and treatment in, the University’s programs, activities, and services. With regard to employment, the University is committed to equal opportunity in all personnel actions, policies, procedures, and practices. Inquiries regarding equal opportunity policies, access for disabled persons, or complaint procedures, may be directed to:

**Jan Boivin**  
**EEO/Affirmative Action Officer**  
**Hawai‘i Pacific University**  
1132 Bishop Street, Suite 310  
Honolulu, HI 96813  
Telephone: (808) 544-1187  
E-mail: [jboivin@hpu.edu](mailto:jboivin@hpu.edu)

Inquiries regarding Federal law and regulations concerning nondiscrimination in education or the University’s compliance with those provisions may also be directed to:

**Seattle Office**  
**Office for Civil Rights, Region X**  
**U. S. Department of Education**  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Telephone: (206) 220-7900

## **APPENDICES**

A. Plan of Study Forms

B. Withdrawal Request Form

C. Hawaii Revised Statutes, Ch. 467E: Regulation the Practice of Social Work  
in Hawaii

D. MSW Student Agreement Form

E. Social Work Student Update Form

Plan of Study: Regular Program

Option I: Full Time



Hawaii Pacific University  
School of Social Work  
Plan of Study  
20\_\_ - 20\_\_

Student: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Advisor: \_\_\_\_\_

<b>1<sup>st</sup> YEAR</b>							
<b>Fall</b>	<b>Check</b>	<b>Spring</b>	<b>Check</b>	<b>Summer II</b>	<b>Check</b>	<b>Summer III</b>	<b>Check</b>
SWRK 6100		SWRK 6102				SWRK 6001 (elective)	
SWRK 6510		SWRK 6103					
SWRK 6200		SWRK 6201					
SWRK 6300		SWRK 6500					
SWRK 6900		SWRK 6901					
<b>2<sup>nd</sup> YEAR</b>							
<b>Fall</b>	<b>Check</b>	<b>Spring</b>	<b>Check</b>	<b>Summer II</b>	<b>Check</b>	<b>Summer III</b>	<b>Check</b>
SWRK 7100		SWRK 7300					
SWRK 7102		SWRK 7350					
SWRK 7103		SWRK 7500					
SWRK 7900		SWRK 7901					
		SWRK 7101					

Notes/Comments:

Student Signature: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Hawaii Pacific University  
School of Social Work  
Plan of Study  
20\_\_ - 20\_\_

Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Advisor: \_\_\_\_\_

**Part Time Option: Three Years**

<b>1<sup>st</sup> YEAR</b>							
<b>Fall</b>	<b>Check</b>	<b>Spring</b>	<b>Check</b>	<b>Summer II</b>	<b>Check</b>	<b>Summer III</b>	<b>Check</b>
SWRK 6100		SWRK 6103					
SWRK 6200		SWRK 6201					
SWRK 6900		SWRK 6901					
<b>2<sup>nd</sup> YEAR</b>							
<b>Fall</b>		<b>Spring</b>					
SWRK 6300		SWRK 6500				SWRK 6001* (Elective)	
SWRK 6510		SWRK 6102					
SWRK 7100		SWRK 7101					
<b>3<sup>rd</sup> YEAR</b>							
<b>Fall</b>	<b>Check</b>	<b>Spring</b>	<b>Check</b>	<b>Summer II</b>	<b>Check</b>	<b>Summer III</b>	<b>Check</b>
SWRK 7103		SWRK 7300		SWRK 7350*			
SWRK 7102		SWRK 7500					
SWRK 7900		SWRK 7901					

**Part Time Option: Four Years**

<b>1<sup>st</sup> YEAR</b>							
<b>Fall</b>	<b>Check</b>	<b>Spring</b>	<b>Check</b>	<b>Summer II</b>	<b>Check</b>	<b>Summer III</b>	<b>Check</b>
SWRK 6200		SWRK 6201					
SWRK 6300		SWRK 6500					
<b>2<sup>nd</sup> YEAR</b>							
<b>Fall</b>	<b>Check</b>	<b>Spring</b>	<b>Check</b>	<b>Summer II</b>	<b>Check</b>	<b>Summer III</b>	<b>Check</b>
SWRK 6100 SWRK 6510		SWRK 6102				SWRK 6001 (Elective)	
SWRK 6900		SWRK 6901					
<b>3<sup>rd</sup> YEAR</b>							
<b>Fall</b>	<b>Check</b>	<b>Spring</b>	<b>Check</b>	<b>Summer II</b>	<b>Check</b>	<b>Summer III</b>	<b>Check</b>
SWRK 7100		SWRK 7101					
SWRK 7102		SWRK 7500					
<b>4<sup>th</sup> YEAR</b>							
<b>Fall</b>	<b>Check</b>	<b>Spring</b>	<b>Check</b>	<b>Summer II</b>	<b>Check</b>	<b>Summer III</b>	<b>Check</b>
SWRK 7103		SWRK 7300		SWRK 7350*			
SWRK 7900		SWRK 7901					



Hawaii Pacific University  
 School of Social Work  
 20\_\_ - 20\_\_

Student: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Advisor: \_\_\_\_\_

Status: \_\_\_ Full-Time \_\_\_ Part-Time

<b>Option 1 – Full Time</b>							
<u>Fall</u>	<u>Check</u>	<u>Spring</u>	<u>Check</u>	<u>Summer II</u>	<u>Check</u>	<u>Summer III</u>	<u>Check</u>
SWRK 7100		SWRK 7101				SWRK 6050*	
SWRK 6510**		SWRK 7300					
SWRK 7102		SWRK 7350				SWRK 6001***	
SWRK 7103		SWRK 7500					
SWRK 7900		SWRK 7901					

<b>Option 2 – Part Time (2 or 3 years)</b>							
<u>Fall</u>	<u>Check</u>	<u>Spring</u>	<u>Check</u>	<u>Summer II</u>	<u>Check</u>	<u>Summer III</u>	<u>Check</u>
SWRK 7101		SWRK 7102				SWRK 6050*	
SWRK 7100 SWRK 6510*		SWRK 7500 SWRK 7300					
<u>Fall</u>		<u>Spring</u>					
SWRK 7103		SWRK 7350					
SWRK 7900		SWRK 7901					

\*SWRK 6050 needs to be taken in Summer III before students start with the program in fall

\*\*SWRK 6510 is optional but highly recommended for AS students

\*\*\*SWRK 6001 is an elective course

Comments/Notes:

Signatures: Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX B

HAWAII PACIFIC UNIVERSITY  
School of Social Work



"Holomua Me Ka Oiaio"

Withdrawal Request

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Course: \_\_\_\_\_ Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Explanation (attach documentation, if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Decision:  Approved  Rejected

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ To be completed by Administrative Assistant \_\_\_\_\_

Date entered into tracking database: \_\_\_\_\_

Dates of previous withdrawals, if applicable: \_\_\_\_\_

**APPENDIX C**  
**Selections from Hawaii Revised Statutes, Ch. 467E**  
**Regulating the Practice of Social Work in Hawaii**

**§467E-1 Definitions.** As used in this chapter: . . . "Practice of social work" means applying the formal knowledge base, theoretical concepts, specific functional skills, and essential social values that are used to effect change in human behavior, emotional responses, and social conditions, and helping individuals, couples, families, groups, and community organizations enhance or restore their capacities for personal and social functioning while preventing and controlling social problems. Social work practice is the professional application of social work values, principles, ethics, and techniques in the following areas:

- 1) Information, resource identification, referral services, mediation services, advocacy services, and education of individuals, groups, couples, and families;
- 2) Preparation and evaluation of assessments and development and implementation of social work service plans;
- 3) Case management, coordination, casework intervention, and monitoring of social work service plans in the areas of personal, social, or economic resources, conditions, or problems;
- 4) Administration and development of social service programs, policies, community organization, planning, implementation, and involvement in the evaluation of social systems and social policies;
- 5) Social work consultation and resource development;
- 6) Research through the formal design and methodology of data collection and the analysis and evaluation of data, social work programs, social systems, and social policies;
- 7) Psychosocial assessment, diagnostic impressions, treatment of individuals, couples, families, and groups, prevention of psychosocial dysfunction, disability, or impairment, including emotional, mental, and behavioral disorders, and evaluation of practice effectiveness; and
- 8) Clinical diagnosis or psychotherapy, or both, provided by a licensed clinical social worker.

"Social worker" or "S.W." means a person who has been issued a license as a licensed bachelor social worker, licensed social worker, or licensed clinical social worker to practice within the scope of practice as provided in this chapter.

**§467E-1.5 Limitations of scope of practice.** In accordance with the definition of the practice of social work, there shall be limitations on the scope of the practice of social work as follows:

- 1) The "licensed bachelor social worker" or "L.B.S.W." may perform duties as defined in paragraphs (1) to (4) of the definition of the practice of social work in section 467E-1 in an agency setting under supervision;
- 2) The "licensed social worker" or "L.S.W." may perform duties as defined in paragraphs (1) to (7) of the definition of the practice of social work in section 467E-1; and
- 3) The "licensed clinical social worker" or "L.C.S.W." may perform duties as defined in paragraphs (1) to (8) of the definition of the practice of social work in section 467E-1.

**§467E-5 License required.** No person shall purport to be a "social worker", "licensed bachelor social worker," "licensed social worker," "licensed clinical social worker," or use the letters "SW," "LBSW," "LSW," or "LCSW" in connection with the person's name, or use any words or symbols indicating or tending to indicate that the person is a social worker, licensed bachelor social worker, licensed social worker, or licensed clinical social worker, or engage in the practice of social work as defined in this chapter without meeting the applicable requirements and holding a license as set forth in this chapter.

**§467E-6 Exemptions.** Licensure shall not be required of: . . .

Any student enrolled in an accredited educational institution in a recognized program of study leading toward attainment of a degree in social work; provided that the student's activities and services are part of a prescribed course of study supervised by the educational institution, and the student is identified by an appropriate title such as "social work student," "social work intern," or any other title which clearly indicates the student's training status.

**APPENDIX D**  
**MSW Student Agreement Form<sup>7</sup>**

The purpose of this form is to document that I:

(1) Have received information to access a copy of the 2011 -- 2012 MSW Program Student Handbook containing the Social Work Program Performance Standards and other material on the Social Work website: [www.hpu.edu/CHSS/SocialWork](http://www.hpu.edu/CHSS/SocialWork);

(2) Understand that it is important to familiarize myself with the expectations contained in the Handbook, and especially with the Performance Standards for Social Work Students;

(3) Will discuss these Performance Standards with my Social Work Faculty Advisor if I have any questions and concerns; and

(4) Understand that I am bound by these Performance Standards while I am a student in the HPU MSW Social Work Program.

I understand that these Performance Standards are in addition to other behavioral/performance standards that are in the HPU Student Handbook (2011 – 2012) and HPU Academic Catalog (2011 – 2013), and those that may be specifically required by community service agencies where I am assigned for practicum.

I understand that this form will be kept in my academic file and applies throughout my time in the MSW Program. Because social work professional education involves responsibility for others who may be dependent on me for services, I understand that any unwillingness on my part to accept personal responsibility for abiding by these performance expectations can result in my termination from the MSW Program.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>7</sup> Submit the signed and dated form to your Social Work Faculty Advisor by September 17, 2011.

