



**HAWAI'I PACIFIC**  
UNIVERSITY

**STUDENT HANDBOOK GUIDE TO THE  
MASTER OF SOCIAL WORK DEGREE PROGRAM  
2017-2018**

HAWAII PACIFIC UNIVERSITY

SCHOOL OF SOCIAL WORK

## TABLE OF CONTENT

<b>PREFACE</b> .....	<b>4</b>
<b>WELCOME MESSAGE</b> .....	<b>5</b>
<b>HAWAII PACIFIC UNIVERSITY</b> .....	<b>7</b>
<b>SCHOOL OF SOCIAL WORK</b> .....	<b>8</b>
HISTORY .....	8
ACCREDITATION .....	8
MISSION .....	8
MSW PROGRAM GOALS .....	9
CORE COMPETENCES AND PRACTICE BEHAVIORS .....	9
<b>SCHOOL OF SOCIAL WORK FACULTY</b> .....	<b>10</b>
<b>MASTER OF SOCIAL WORK (MSW) PROGRAM</b> .....	<b>101</b>
MSW REGULAR PROGRAM REQUIREMENTS.....	12
MSW ADVANCED STANDING (MSWAS) PROGRAM .....	12
<b>MSW CURRICULUM</b> .....	<b>12</b>
CULTURALLY COMPETENT ADVANCED GENERALIST PRACTICE.....	14
DESIGNING THE MSW CURRICULUM.....	16
METHODS OF INSTRUCTION .....	18
MSW FOUNDATION CURRICULUM (30 Credits) .....	19
MSW ADVANCED CURRICULUM (30 Credits).....	21
MSW ELECTIVE CURRICULUM .....	22
ENROLLMENT OPTIONS.....	23
Full-time Study .....	23
Part-Time Study .....	23
Changing Enrollment Status .....	24
Directed Study .....	24
FIELD EDUCATION .....	24
<b>MSW STUDENT POLICIES AND PROCEDURES</b> .....	<b>26</b>
SCHOOL OF SOCIAL WORK WELCOME MEETING.....	27
SOCIAL WORK AND ACADEMIC ADVISING.....	27
Social Work Faculty Advisor.....	27
Plan of Study and Registration Procedures.....	28
ADMINISTRATIVE POLICIES .....	29
Withdrawal Policy and Procedures.....	29
Withdrawal and Leave of Absence from University and the School of Social Work .....	29
Change in Registration (Drop/Add) Policy and Procedures .....	30
Utilization of @my.hpu.edu email.....	30
Petition to Graduate .....	30
Honors at Graduation.....	30
<b>ACADEMIC AND PROFESSIONAL PERFORMANCE STANDARDS</b> Error! Bookmark not defined. <b>9</b>	

AREA I: BASIC CAPACITY TO ACQUIRE PROFESSIONAL SKILLS	<b>Error! Bookmark not defined.</b> <sup>9</sup>
AREA II: PROFESSIONAL PERFORMANCE	<b>Error! Bookmark not defined.</b>
AREA III: SCHOLASTIC/ACADEMIC PERFORMANCE STANDARD	<b>Error! Bookmark not defined.</b>
Grading Scale	34
Maintaining a Minimum Cumulative 3.0 GPA	34
HPU Forgiveness Policy	35
Incomplete Courses	36
REASONABLE ACCOMMODATIONS FOR STUDENTS WITH A DISABILITY	36
<b>VIOLATION OF THE PERFORMANCE STANDARDS</b>	<b>36</b>
PROBATION	37
Academic Probation	37
Violation of the Law or Code	37
SUSPENSION FROM THE MSW PROGRAM	38
Student Right to Appeal the Decision for Academic Suspension	39
Re-instatement after Being Suspended	39
<b>ORGANIZATIONS AFFILITED WITH THE SCHOOL OF SOCIAL WORK</b>	<b>41</b>
<b>NASW AND HAWAII SOCIAL WORK LICENSURE</b>	<b>41</b>
<b>OTHER UNIVERSITY RESOURCES AND ITEMS OF SPECIAL INTEREST</b>	<b>43</b>
CENTER FOR ACADEMIC SUCCESS (CAS)	43
COUNSELING AND BEHAVIOR HEALTH SERVICES	43
EMERGENCY AND SAFTY INFORMATION	43
FINANCIAL ASSISTANCE AND SCHOLARSHIPS	43
LIBRARY	44
UNIVERSITY COMPUTER CENTER AND WIRELESS NETWORK	44
<b>REFERENCES</b>	<b>45</b>
<b>APPENDICES</b>	<b>46</b>

## 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 2017 and the Hawaii Pacific University Student Handbook (2017-2018), which are both available online at the following URLs:

<https://www.hpu.edu/student-life/files/student-handbook.pdf>

The curriculum, policies, and procedures set forth in the Guide are in effect for the 2017-2018 academic year and will govern most, if not all, of the educational experiences of students beginning study in the this 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 2015 Education Policy and Accreditation Standards (EPAS) of the Council on Social Work Education (CSWE).

## **WELCOME MESSAGE FROM THE DIRECTOR OF THE MSW PROGRAM**

Dear Social Work Student:

Welcome all students, whether new or continuing, to the social work program 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 not only in theory, but also through doing our best to live up to them. We expect your best in trying to live up to them too.

This 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. You will not need some of the information in this Handbook until later in your program, but you need to know that it is here. You may not understand it all at first. 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 (pages 20 through 26). You are responsible to make it your own and abide by it.

As a student accepted into HPU's Social Work 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 is 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. This may sound discouraging, but the concept of lifelong learning has its advantages. Students often worry when they graduate, whether with the BSW or the MSW, because they are not completely prepared for practice. Accepting that you will always be a learner means that you always have more chances to learn what you need to know. 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.

I would like to add one more thing. In the BSW program, we train you 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 fields. 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 contribution to the world and its people—and are happy.

We hope that you have a great school year!

With best regards,

Peter Mataira, PhD  
MSW Program Director, School of Social Work

## HAWAII PACIFIC UNIVERSITY

Hawai'i Pacific University (HPU) is an independent, not-for-profit, coeducational, nonsectarian, career-oriented university founded in 1965. It is Hawai'i's largest private institution of higher learning, with approximately 7,500 students. The University offers degrees at the associate, baccalaureate, and masters levels. Degrees are offered in over 50 undergraduate concentrations, including the Bachelor of Social Work, and 15 graduate fields including the Masters of Social Work.

Hawai'i Pacific University identifies itself as a teaching/learning university and is proud of the many ties between its faculty and the local, national, and international business and professional communities. HPU celebrates its small class size and personalized relationships with students, with the maximum course enrollment ranging between 19-25, and a student-faculty ratio of 15:1.

HPU especially prides itself on its diversity, with students from all 50 U.S. states and 100 foreign nations. It is considered one of the most diverse universities for its size in the world (Institute for International Education, 2010, U.S. News and World Report, 2012 and the Almanac of Higher Education, 2012). In addition to diversity related to culture, there is also diversity in the ages and personal situations of many students admitted to HPU, particularly those from Hawai'i. For many local students, HPU is a "second chance" at education that was not taken immediately after high school. Many students are "nontraditional" in age, are military service members or dependents, or are economically disadvantaged. This diversity makes an exciting teaching and learning atmosphere. Although HPU is an American University in its values, orientation, and methods, students learn and socialize with those of differing backgrounds on a day-to-day, class-by-class basis.

The mission of Hawaii Pacific University is:

Hawaii Pacific University is an international learning community set in the rich cultural context of Hawaii. Students from around the world join us for an American education built on a liberal arts foundation. Our innovative undergraduate and graduate program anticipate the changing needs of the community and prepare our graduates to live, work, and learn as active members of a global society (HPU Academic Catalog, 2011-2013, p. 5).

As reflected in its mission statement, HPU is an institution built on diversity. In creating an environment that welcomes students from Hawaii, the U.S. mainland, and a multitude of other nations, HPU hopes to "make the world a better place." In basing its general education on the foundation of the liberal arts, and in valuing and welcoming diversity, HPU is congruent with the purposes of social work education. In addition, the emphasis of HPU on preparing citizens who

are active members of a global society is entirely consistent with the global perspective called for in this description of purpose.

## **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, several of the social work courses are also offered on-line or as hybrids, which is a blend of in-class and on-line sessions.

### **LOCATION**

In the summer of 2014, the School of Social Work moved to the *Hawaii Loa campus*, which is located on the windward side of the island of Oahu. Its faculty has joined forces with the faculty of the Department of Baccalaureate Nursing Programs, Department of Public Health, Department of Graduate and Post Graduate Nursing Programs, and the Transcultural Nursing Center to establish a new College. In addition to the spacious classrooms and gorgeous view of the Ko`olau Mountains, the Hawaii Loa campus offers the following amenities: dining commons, a library, bookstore, recreational facilities, a computer center, and student parking. Shuttle services are also available to and from the Downtown campus and Hawaii Loa.

### **ACCREDITATION**

The Council on Social Work Education (CSWE) accredited MSW program was initially awarded full accreditation in June 2009 and has been reaffirmed until 2020. 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**

HPU's MSW program mission statement sets forth several key elements of social work practice that is grounded on Council on Social Work Education's (CSWE) Educational Policy Statement



(1.1 through 1.2), the National Association of Social Work (NASW) Code of Ethics and Standards for Culturally Competence in Social Work Practice. In particular, it reflects the purpose of social work articulated by CSWE (2008), which states,

The purpose of social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and 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 (p. 1).

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

Graduate qualified advanced generalist social workers who are competent, ethical, and effective practitioners. MSW students utilize critical thinking and leadership skills to advocate for human rights, and social and economic justice with systems of all sizes. MSW students honor and respect the diversity and differences in the ever-changing local, national, and global environment.

### **MSW PROGRAM GOALS**

The goals of the MSW program were directly derived from the program's mission. The goals are as follows:

1. To prepare graduates who will demonstrate competence in social work practice at an advanced level with client systems of all sizes.
2. To prepare graduates who will be able to work effectively with diverse populations in multicultural settings.
3. To prepare graduates who understand the social contexts of social work practice at micro, mezzo, and macro levels, including the changing nature of those contexts, and who advocate for social and economic justice.
4. To promote the values and ethics of professional social work in the program and in its graduates' practice.
5. To develop in graduates an appropriate foundation for and valuing of lifelong learning, leadership, and generation of knowledge.

### **CORE COMPETENCES AND PRACTICE BEHAVIORS**

Graduate students are expected to achieve the core competencies (CC) and practice behaviors based on the Program's mission statement and the 2015 Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards (EPAS). "EPAS supports academic excellence by establishing thresholds for professional competence" (CSWE, 2015). Refer to Appendix A for a full description of the core competencies and the practice behaviors for the foundation year and the advance year.

## SCHOOL OF SOCIAL WORK FACULTY AND ADMINISTRATIVE STRUCTURE

### HPU ADMINISTRATION

**Jayne Smitten, Ph.D.**

*Acting Dean, College of Health and Society*

Office: AC 226 Phone: (808) 236-5811

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

### SCHOOL OF SOCIAL WORK FACULTY and STAFF

2017-18

**Lori Daniels, MSW, Ph.D**

*Associate Professor*

Office: AC #229 Phone: 566-2480

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

**Jessica Garlock, MSW**

*Field Director*

Office: AC #226 Phone: 544-0234

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

**Howard Karger, Ph.D**

*Professor*

Office: AC #121 Phone: 236-5811

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

**Haley Lytle**

*Social Work Admin. Asst.*

Office: AC 226 Phone: 544-0234

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

**Peter Mataira, Ph.D**

*MSW Program Director, Assistant Professor  
Professor*

Office: AC #105B Phone: 544-1487

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

**Sarah Maynard, MSW, Ph.D**

*BSW Program Director, Assistant*

Office: AC#107 Phone: 236-5845

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

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

*Professor*

Office: UB 1500 Phone: 544-1160

566-2489 Email: [sokamoto@hpu.edu](mailto:sokamoto@hpu.edu)

[mrinkel@hpu.edu](mailto:mrinkel@hpu.edu)

**Michaela Rinkel, MSW, Ph.D**

*Assistant Professor*

Office: AC 112 Phone:

Email:

**Paul Tran, MSW**

*Career Instructional Faculty*

Office: AC 112 Phone: 544-0855

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

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

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 advanced year. The rationale for the first (Foundation) year of the curriculum is to introduce the basic theories and models relevant to generalist social work practice, and how they relate to the EPAS Core Competencies and Practice Behaviors required by the Counsel on Social Work Education. The MSW program does this by focusing on contextual factors such as social, economic, political, and cultural issues/concerns impacting the uniquely diverse clients in Hawaii. This is to help students understand the extent that the unique multidimensional culture of Hawaii often leads to structures and values that may oppress, marginalize, alienate, or create or enhance privilege and power for our clients. This is accomplished in two ways.

First, the curriculum is designed to begin to develop students' understanding of social work as a profession. This is accomplished by focusing on both personal and professional growth. For example, students are asked to explore their personal value systems, biases, perspectives on learning, and their places of privilege in society. Professionally, the curriculum is designed to students to understand such concepts as the role and expectations of the NASW code of ethics, building professional boundaries, the use of supervision, and the development of a professional demeanor.

Next, the MSW program provides integrated classes that focus on developing strong critical thinking skills, knowledge building, and beginning skill development - again with a particular focus on the unique culture of Hawaii. To accomplish this goal courses are structured to utilize a theoretical framework that focuses on specific concepts, theories, and models such as person-in-environment, systems and ecological theories, the strengths perspective, and the generalist model of problem solving.

The rationale for the second (Concentration) year of the curriculum is to move students from a foundational beginning knowledge base to advanced generalist social work practice through students' application of social work theories and models with a particular focus/concentration on developing culturally competent advanced generalist practitioners. Specifically, the advanced year expands the depth and breadth of students' knowledge and proficiency in social work practice by focusing on the complexity of real world practice situations and with the fluidity in which social work practitioners must demonstrate to apply them effectively to systems of all sizes. The curriculum focuses on a framework that develops culturally competent practitioners who are able to critically synthesize and apply knowledge, are innovative problem solvers, can perform

multidimensional assessments, and can take leadership roles to advocate for human rights and social justice issues. Similar to the foundation year, this is done in two ways.

First, the curriculum is designed to focus on the development of personally and professionally competent social workers. This is accomplished by deepening the focus to both the personal and professional growth and advancement of the students. We focus on developing practitioners who are able to be critically self-reflective, who can reconcile and manage personal value conflicts, who can understand the importance of lifelong learning, who are able to effectively manage ambiguity in resolving ethical conflicts. Professionally, the emphasis is on producing practitioners who value advancing the profession by recognizing and addressing social justice issues, by utilizing evidence based practice interventions, by developing leadership roles, and implementing sustainable systemic changes.

To accomplish this, the focus continues to be placed on the generalist model of problem solving; however, the emphasis now hones in on the importance of understanding the role intersectionality and cultural plays in social work practice. The advanced curriculum focuses on building concrete skills by deepening our student's ability to analyze, integrate, initiate, and apply specific interventions – regardless of system level.

### **MSW REGULAR PROGRAM REQUIREMENTS**

The MSW degree requires the completion of a minimum of 60 credits (48 course credits and 12 field practicum credits). Students who complete the MSW Program's full-time course of study can earn their MSW degree in two years. Students also have the option of completing the program in three or four years.

### **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 (24 course credits and 6 field practicum credits). Students who are accepted into the Advanced Standing program begin in July 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.

After successfully completing SWRK 6050 in summer, advanced standing students who attend the program full-time (12-credit hours in the fall and 15 credit hours spring semester) will be able to proceed to the advanced-year and 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

### **CULTURALLY COMPETENT ADVANCED GENERALIST PRACTICE**

The MSW program offers the concentration in *Culturally Competent Advanced Generalist Practice*. The conceptualization of culturally competent advanced generalist practice involves the creative intersection of three sets of knowledge: (1) knowledge about advanced generalist social work practice; (2) knowledge of multiculturalism, intersectionality, and critical theory as they relate to efforts to affirm and respect diversity and differences; and (3) knowledge about populations and their cultures.

Accordance with the NASW Standards for Cultural Competence in Social Work Practice (2001), “cultural competence in social work practice implies a heightened consciousness of how clients experience their uniqueness and deal with their differences and similarities within a larger social context” (p. 8). Furthermore, cultural competence is:

The process by which individuals and systems respond respectfully and effectively to people of all cultures, languages, classes, races, ethnic backgrounds, religions, and other diversity factors in a manner that recognizes, affirms, and values the worth of individuals, families and communities and protects and preserves the dignity of each (NASW, 2007, pp. 12-13).

Davis and Donald (1997, as cited in the NASW Indicators for the Achievement of the NASW Standards for Culturally Competence in Social Work Practice, 2007) operationalized cultural competence as “the integration and transformation of knowledge about individuals and groups of people into specific standards, policies, practices, and attitudes used in appropriate cultural settings to increase the quality of services, thereby producing better outcomes” (p. 13).

At the advanced generalist practice level, cultural competence also involves the promotion of multiculturalism. The conceptualization of multiculturalism incorporates the definitions presented by Bass (2008) and Fellin (2000), which is consistent with the pursuit of social justice. Bass (2008) defined multiculturalism as:

A general rejection of the straight-line assimilation norm, the promotion of equality for racial and ethnic groups, respect for, tolerance of, and celebration of cultural diversity, the facilitation of cultural differences, and an assertion of rights and protection for particular racial and ethnic groups (as cited in Congress & Gonzalez, 2013, p. 43).

Beyond racial and ethnic groups, multiculturalism is extended to “gender, social class, religion or spiritual belief, sexual orientation, age, and disability,” as described by Fellin (2000, p. 262).

The inclusion of multiculturalism helps students to develop an integrative knowledge about themselves and of others; sensitizing students to cultural similarities and differences. Multicultural curriculum also “emphasizes culture in the context of oppression with the aim of working toward social justice and empowerment” (Daniel, 2011, p. 251). Both of these reinforce the life-long learning endeavor that is necessary in culturally competent advanced generalist social work practice.

The affirmation and respect for diversity and differences goes beyond the normative view of cultures. The intersectionality of multiple identities plays a huge role in terms of whether social workers maintain or disrupt social and institutional privilege and oppression. The aim, obviously, is to work toward human rights, social and economic justice, and empowerment. Hence, the multidimensional contextual framework of intersectionality informed the conceptualization of culturally competent advanced generalist social work practice.

The framework of intersectionality “allows for context-specific understanding of oppression” (Wilkinson, 2003, p. 4) as it examines “the intertwined nature of gender, race, class, ability, sexuality, caste, and other influences” (Brewer, Conrad, & King, 2002 as cited in Wilkinson, 2003, p. 3). As described by Collins (2012), intersectionality highlights:

How a deeper understanding, in essence, systems of power (such as race, gender, class, sexuality, ability, age, country of origin, citizenships status, etc.) cannot be understood in isolation from one another; instead, systems of power intersect and co-produce one another to result in unequal material realities, the distinctive social experiences that characterize them, and the intersecting belief systems that construct and legitimate these social arrangement (p. 455).

Specific to the advanced year, the focus on cultural competence and multiculturalism in all courses, students heighten their critical consciousness of client uniqueness beyond recognizing and appreciating cultural diversity. Students develop respect for various cultural groups, promote equality and uphold social justice standards, and learn about the interventions that most likely to succeed with specific cultures.

The advanced curriculum builds on the foundation curriculum. Basic practice courses, for example, at the micro, mezzo, and macro levels, become specific practice of cross-cultural proficiency, counseling, and administration. The concepts of social work as a profession with an emphasis for human rights and social and economic justice becomes more focused as students select populations for study and understand the issues (historically, presently, and futuristically). Selected populations are often those who are oppressed, marginalized, discriminated against, and are “at-risk,” and serve as a platform to explore: (1) cultural diversity and differences; (2) competing

paradigms assess and understand problematic situations experienced by the populations; and (3) a variety of approaches to address the problems across multiple systems (Lavitt, 2009) in multicultural settings.

## **DESIGNING THE MSW CURRICULUM**

**Rationale for the foundation year.** The rationale for the first (Foundation) year of the curriculum is to introduce the basic theories and models relevant to generalist social work practice, and how they relate to the EPAS Core Competencies and Practice Behaviors required by the Counsel on Social Work Education. The MSW program does this by focusing on contextual factors such as social, economic, political, and cultural issues/concerns impacting the uniquely diverse clients in Hawaii. This is to help students understand the extent that the unique multidimensional culture of Hawaii often leads to structures and values that may oppress, marginalize, alienate, or create or enhance privilege and power for our clients. This is accomplished in two ways.

First, the curriculum is designed to begin to develop students' understanding of social work as a profession. This is accomplished by focusing on both personal and professional growth. For example, students are asked to explore their personal value systems, biases, perspectives on learning, and their places of privilege in society. Professionally, the curriculum is designed to students to understand such concepts as the role and expectations of the NASW code of ethics, building professional boundaries, the use of supervision, and the development of a professional demeanor.

Next, the MSW program provide integrated classes that focus on developing strong critical thinking skills, knowledge building, and beginning skill development - again with a particular focus on the unique culture of Hawaii. To accomplish this goal courses are structured to utilize a theoretical framework that focuses on specific concepts, theories, and models such as person-in-environment, systems and ecological theories, the strengths perspective, and the generalist model of problem solving.

**Rationale for the advance year.** The rationale for the second (advanced) year of the curriculum is to move students from a foundational beginning knowledge base to advanced generalist social work practice through students' application of social work theories and models with a particular focus/concentration on developing culturally competent advanced generalist practitioners. Specifically, the advanced year expands the depth and breadth of students' knowledge and proficiency in social work practice by focusing on the complexity of real world practice situations and with the fluidity in which social work practitioners must demonstrate to apply them effectively to systems of all sizes. The curriculum focuses on a framework that develops culturally competent practitioners who are able to critically synthesize and apply knowledge, are innovative problem solvers, can perform multidimensional assessments, and can take leadership roles to advocate for human rights and social justice issues. Similar to the foundation year, this is done in two ways.



First, the curriculum is designed to focus on the development of personally and professionally competent social workers. This is accomplished by deepening the focus to both the personal and professional growth and advancement of the students. We focus on developing practitioners who are able to be critically self-reflective, who can reconcile and manage personal value conflicts, who can understand the importance of lifelong learning, who are able to effectively manage ambiguity in resolving ethical conflicts. Professionally, the emphasis is on producing practitioners who value advancing the profession by recognizing and addressing social justice issues, by utilizing evidence based practice interventions, by developing leadership roles, and implementing sustainable systemic changes.

To accomplish this, the focus continues to be placed on the generalist model of problem solving; however, the emphasis now hones in on the importance of understanding the role intersectionality and cultural plays in social work practice. The advance curriculum focuses on building concrete skills by deepening our student's ability to analyze, integrate, initiate, and apply specific interventions – regardless of system level.

**The MSW curriculum.** The MSW curriculum is designed as a 60-credit two-year program, in a specific course sequence because courses build on each other. Therefore, *students must take courses in the prescribed sequence, as listed in the plan of study.* The six curriculum sequence areas in the 20-course 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, SWRK 7100, and SWRK 7101)
- II. *Social Work Practice* 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 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 supplemented with a weekly in-class seminar. (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 and practice.  
(SWRK 6300, SWRK 7300, and SWRK 7350)

V. *Social Welfare and Social Policy* courses focus on policy analysis, policy advocacy, as well as law and ethics for social work practice.  
(SWRK 6500, SWRK 6510, and SWRK 7500)

VI. *Social Work Elective* courses provide students the opportunity to further support their area of interest.  
(SWRK 6001, SWRK 6002, or SWRK 6003)

## **METHODS OF INSTRUCTION**

Students have the option of a two-year, three-year, or four-year plan of study. The two-year plan of study requires students to take 15 credits per semester. The three-year plan of study benefits working students, who opt to take nine credits in the fall and spring semesters. Those who register for at least nine credits during the regular semester are considered full-time students at HPU. The four-year plan of study enables students to attend the program part-time, taking between four to six credits per semester.

There are three approaches to teaching courses in the School of Social Work – in classrooms, on-line, and hybrid (blended) 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 in the evenings and Saturdays for the benefit of working students. 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 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. All course sections, regardless of face-to-face, on-line, or hybrid, have the same requirements and syllabi.

More recently, the University has introduced hybrid classes, which involves a combination of traditional face-to-face classroom and on-line 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, most 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 Blackboard (Bb) 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 status, or up to 15-transfer credits of SWRK courses from another CSWE accredited MSW program.

#### **SWRK 6050: Graduate Study of Social Work for Advanced Standing Students**

A transition course for students with a BSW degree who will begin advanced generalist practice courses in the fall semester. Review of topics not covered in depth in the BSW program to cover the differences between undergraduate and graduate social work education. Literature research methods are necessary for success at the graduate level. (*Pre-requisite: Admission as an Advanced Standing MSW student*)

#### **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. (*Pre-requisite: SWRK 6100*)

#### **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. (*Pre-requisite: SWRK 6100*)

**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. (*Pre-requisite: SWRK 6200*)

**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. (*Pre-requisites: SOC 2100 or SOC 3100; and MATH 1123*)

**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. (*Pre-requisite: SWRK 6100*)

**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. (*Pre-requisite: SWRK 6900*)

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

### **SWRK 7100: Culture 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. (*Pre-requisites: SWRK 6201 or SWRK 6050*)

### **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. (*Pre-requisite: SWRK 7100 or SWRK 6050*)

### **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. (*Pre-requisite: SWRK 6102; or SWRK 6050*)

### **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. (*Pre-requisite: SWRK 6103; or SWRK 6050*)

### **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. (*Pre-requisite: SWRK 6300; or SWRK 6050*)

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

This is a capstone course in which MSW candidate synthesizes work and research relating to social work practice and carries out a practice-based research project. (*Pre-requisite: SWRK 7300*)

### **SWRK 7500: Social Welfare Policy II**

A continuation of SWRK 6500, this course focuses on policy development, analysis and specifically on policy advocacy. 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. (*Pre-Prerequisite: SWRK 6500; or SWRK 6050*)

**SWRK 7900: Graduate Practicum III**

This practicum course provides supervised work in a community social agency with special focus on a cultural group. Students will also learn and experience a model of peer supervision applicable to practice in the community. (*Pre-requisites: SWRK 6901 or SWRK 6050*)

**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. (*Pre-requisites: SWRK 7900 or SWRK 6050*)

**MSW ELECTIVE CURRICULUM**

Students are required to complete at least one MSW elective course. Currently, the program has a selection of four elective courses, as described below:

**SWRK 6001: Resource Development and Fund Raising for Non-profits in economic challenging times**

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: Crisis Intervention**

Students will be provided with broad based, holistic information about the nature of crisis intervention and prevention work, and the theoretical rationale necessary for making informed practice decisions. The specific application of crisis theory onto advanced generalist practice is intended to inform students of issues relevant to conducting the practice of social work during a crisis situation, immediately following crisis, and in situations where the social worker may be faced with the task of assisting an individual, family, group, or community in dealing with the long term effects of a crisis experience.

**SWRK 6003: Global Social Work Practice**

Students are provided with foundation knowledge about the importance of how globalization has impacted social work practice and what are the developing trends. This course will allow students to examine the global dimensions of social work profession as the student directly engages with individuals, families and groups while at the same time becoming exposed to social justice and policy. In addition, students will be guided through the process of scholarly inquiry, as it relates

to global social work, its evolution, how it continues to develop and challenge the global social work profession.

### **SWRK 6801: Practice with Military and Veterans**

The purpose of this course is to enhance understanding of the military and veteran cultures which impact on assessment, engagement, and interventions for clients and families seeking social services. This course takes into account various stressors that impact from military active-duty service, such as deployments diversity of military family structures, and a variety of readjustment issues post-deployment or post-discharge. Different military contexts (i.e., active-duty, guard/reserve, veteran, gender) and ethical issues for working in this environment are discussed; as well as research-informed interventions with active-duty, veteran, and families reviewed. Students completing this course will have a more in-depth understanding and ability to work with the active-duty military and veteran community, which are an integral part of our society.

### **ENROLLMENT OPTIONS**

According to the HPU Academic Catalog “Graduate students should complete the requirements for their graduate program within seven years of their first enrollment in the program” (p. 306). Students are recommend to complete all degree requirements within four years from the time that they first enroll in the School of Social Work. Students have the option of a two-year, three-year, or four-year plan of study.

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

Hawaii Pacific University considered graduate students taking 9-credit hours of courses per semester as full-time, which are also the minimum credit hours to qualify for financial assistance.

- ***Two-year plan.*** Within the two-year plan of study, students take 15 credits per semester. Anything less than completing 30 credit hours in the first year of MSW program will prevent a student from completing the program within two years. Most students complete the MSW program within two years.<sup>1</sup>
- ***Three-year plan.*** The three-year plan of study benefits students who opt to take between 9-12 credits per semester.

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

A part-time student is any student who takes less than 9-credit hours of courses per semester. Part-time students must register for a minimum of two courses in any given semester in which they are enrolled, observing all pre-requisites and co-requisite courses. Part-time students will follow the ***four-year plan of study***.

---

<sup>1</sup> Refer to Appendix B for Plan of Study options

In order for students to take courses in sequence, they must meet with their Social Work Faculty Adviser prior to registration to develop and review their Plan of Study, and to obtain course approval. Furthermore, students must obtain special permission from their SWRK faculty advisor and the MSW Program Director to register for only one course in any given semester.

### **Changing Enrollment Status<sup>2</sup>**

Students may request changing from full-time to part-time status, upon completion of the first academic year. Students may request changing from part-time to full-time status upon completion of the first academic year. However, changing from part-time to full-time does not equate to changing from a 3-year (or 4-year) plan of study to a 2-year plan of study, and vice versa.

To obtain approval to change enrollment status, students must submit a written request by completing the Request to Change Enrollment Status form and consult their Social Work Faculty Adviser, the Graduate Academic Advisor, the Financial Aid Coordinator, and the Director of Field Education. If the written request to change enrollment status is approved by the MSW Program Director, the student's Plan of Study will be adjusted accordingly.

### **Directed Study**

According to the HPU Academic Catalog (2011-2013, p. 36), "Directed Study courses are tutorial courses that are offered only under exceptional circumstances. They are approved only on a case by case basis for students who are unable to complete course requirements in the regular scheduled classroom setting or via an online courses offering." Please note that directed study does not expedite the completion of the MSW program. Consideration for offering a directed study course include, but not limited to, having a qualified SWRK instructor who is available and willing to offer the directed study course, and submission of the General Petition form and supporting documents that justify the request.

### **FIELD EDUCATION**

Each student must complete and submit the Field Practicum Student Information Form to Jessica Garlock (jgarlockl@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.

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

---

<sup>2</sup> The student must complete and submit the Request to Change Enrollment Status form (Appendix C) to the MSW Program Director for approval.



practicum course. In addition, students are required to successfully pass the Criminal Background check.

## MSW STUDENT POLICIES AND PROCEDURES

### CATEGORIES OF ADMISSION

Based on the decision of acceptance by the MSW Admissions Committee, students are admitted to the MSW program under one of five categories. The five categories are: (1) regular MSW status; (2) provisional MSW status; (3) probationary MSW status; (4) MSW transfer status from another CSWE accredited MSW program; and (5) MSW Advanced Standing status.

Students who are admitted under the ***Regular MSW Status*** have met the following criteria:

- Conferred baccalaureate degree with at least 30 credit hours in Liberal Arts, from an accredited four-year institution;
- Completion with a grade of a “C” or better in (a) statistics and (b) fundamentals research or equivalent; and,
- Overall grade point average of 3.0 or better on a 4.0 scale.

Admissions under the ***Provisional MSW Status*** are granted to students who are awaiting confirmation of baccalaureate degree with at least 30 credit hours in Liberal Arts, from an accredited four-year institution. Provisional MSW Status is also granted to students who have not completed one or both required prerequisite course work. Completion of the prerequisite course work must be within the first year of graduate studies.

***Probationary MSW Status*** is applied to students whose overall grade point average is below 3.00, but not less than 2.65, on a 4.0 scale. Students under this category will be restricted to nine credit hours of course work during the first semester and must earn a B grade or better in each of courses. Students who fail to earn B grade or better in each course will automatically be dismissed from the MSW program. The MSW Program Director will serve as the Social Work Faculty Advisor and monitor students who are admitted into the program under provisional MSW status as their Social Work Faculty Advisor.

Students who are transferring from another CSWE accredited MSW program would be granted ***MSW Transfer status***. Under this category, students may receive up to 15 credit hours of MSW course work completed at another CSWE accredited MSW program and must have been completed no more than five years before initial enrollment in the HPU MSW program.

Students who are accepted under the status of ***MSW Advanced Standing*** have met the requirements as described on pages 27-28. ***Students that granted MSW Advanced Standing begin their academic year in July and must successfully complete SWRK 6050 with a B- or higher grade.***

## **SCHOOL OF SOCIAL WORK WELCOME MEETING**

All returning MSW and Advanced Standing students are expected to join new/incoming MSW students on the first Saturday of the academic year. The 2017 School of Social Work Welcome is scheduled for *Thursday August 24<sup>th</sup>, from 3 pm to 6:30pm at the Hawai'i Loa Campus.*

## **SOCIAL WORK AND ACADEMIC ADVISING**

**Social Work Faculty Advisor.** Every incoming MSW student is assigned a Social Work Faculty Advisor at the beginning of the fall semester. In most instances, the Social Work Faculty Advisor follows the student throughout the MSW Program.<sup>3</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 and Registration (including add/drop, leaves of absence, and withdrawals);
- b. Change from full-time to part-time, or vice versa;
- 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, concerns, 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 phone 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.

**Academic Advisor.** The MSW Program Director also serves as the graduate academic advisor for all MSW and Advanced Standing Students. The graduate academic advisor is responsible for clearing MSW students in the HPU banner system to enable the students to register online for courses once the Social Work Faculty Advisor has approved the courses. The graduate academic

---

<sup>3</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.

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. Approved courses will need to be cleared in the HPU banner 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, after it is signed by both the MSW Program Director and the student.

Students are required to initiate a meeting with their Social Work Faculty Advisor to up-date their Plan of Study for the following semester before the end of the preceding semester prior to registration. This is usually in October and in March.

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 Graduate Academic Advisor 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 listed on HPU Pipeline.

Students should contact their SWRK Faculty Advisor if problems occur during online registration. Please note that students must clear any outstanding financial obligations or other holds on their account (e.g., \$200 tuition deposit each semester, and T.B. and MMR clearance documentation, etc.) before they are able to register for their courses.

## **ADMINISTRATIVE POLICIES**

### **Withdrawal Policy and Procedures**

The two purposes of the 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 (drop) from any of the SWRK courses without first consulting their SWRK Faculty Advisor because sequential completion of SWRK 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.

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) for assistance.

A student may withdraw from a SWRK course with written approval<sup>4</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 student receives a cumulative G.P.A. 3.00 in the MSW program at the end of the probation semester, then the student may be granted permission to return to full-time status in the following semester; and
- Must enroll in the SWRK course that was dropped when it is offered during the regular semester the following academic year; and maintain a 3.0 GPA to continue in the MSW program.

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

As stated in the HPU Academic Catalog, “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 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).

---

<sup>4</sup> The student must follow the Change in Registration Policy and Procedures and complete and submit Drop/Add Form to MSW Program Director for approval. The form is available in hard copy from the School of Social Work Administrative Assistant’s Office AC 106 or on the HPU website: <http://www.hpu.edu/dropadd>.

### **Change in Registration (Drop/Add) 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). 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 MSW Program Director for assistance. Refer to the Withdrawal Policy and Procedure Section of this handbook.

### **Utilization of @my.hpu.edu email**

HPU students are required to utilize their @my.hpu.edu email for all official correspondence with the faculty and university. The only exception is the course mail that is within the HPU’s Blackboard system when communicating with the instructor and other students on topics that is related to a specific course.

### **Petition to Graduate**

Students who anticipate graduating in December (Winter Commencement) are required to petition to graduate in September. Students who anticipate graduating in May (Spring Commencement) are required to petition to graduate in January, including students who plan to complete all course by the end August. 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 Office of Graduate Advising. Students are required to submit the completed form to the MSW Program Director, for approval. The SWRK faculty advisor does not need to sign this form.

### **Honors at Graduation**

Students with a minimum GPA of 3.7 after completing a minimum of 24 credit hours at the end of the fall semester in their final year of graduate school are considered for the award of “With Distinction” during the commencement. Additional requirements to graduate with distinction are listed in the HPU Academic Catalog.

## **ACADEMIC AND PROFESSIONAL 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 three general areas:

Area I: Basic capacity to acquire professional skills

Area II: Professional performance

Area III: Mental and emotional capacity for professional performance.

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 APA formatting and writing styles, in accordance with American Psychological Association (APA) manual, particularly in reference to citing and documenting sources. 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 BSW 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 FOR PROFESSIONAL PERFORMANCE**

- *Emotional and Mental Capacities:* Students who meet this standard use mature judgment. They seek out and effectively use help for physical and emotional problems that interfere with academic and professional performance. No student will be allowed to continue if personal situations:
  - compromise scholastic performance or performance in the field
  - interfere with professional judgment and behavior
  - jeopardize the safety or best interests of other students, faculty/staff, or clients
  - jeopardize the safety of the student him/herself
- *Stress Management:* Students who meet this standard demonstrate the ability to deal with current life stressors through the use of appropriate coping mechanisms. They



handle stress effectively using suitable self-care and developing supportive relationships with colleagues, peers and others.

### **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.
- Avoid any form of bullying and harassment, including intellectual bullying.
- 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 D)
- 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.

A student will not be allowed to continue in the program if their behavior jeopardizes the safety of other students, faculty/staff or clients. 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 III: SCHOLASTIC/ACADEMIC PERFORMANCE STANDARD**

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 (2011-2013), "to earn the graduate degree, students must complete all courses with at least a cumulative 3.0 GPA" (p. 298). Therefore, *MSW graduate students are expected to maintain a minimum cumulative 3.0 GPA.*

#### Grading Scale:

Assessment Classification	% Range	Grade	Grade Point
Excellent Work (above course expectations)	93 – 100	A	4.0
	90 - 92	A-	3.7
Good Work (meets course expectations)	87 – 89	B+	3.3
	83 - 86	B	3.0
	80 – 82	B-	2.7
Poor Work (meets minimal course expectations)	77 – 79	C+	2.3
	73 – 76	C	2.0
Failing Work	72 - 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.*

**Maintaining a Minimum Cumulative 3.0 GPA.** 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), including undergraduate pre-requisites courses (e.g., statistics and research), and non-MSW course that are taken at HPU while in graduate school.

Students in good standing who receive a C+ or C grade in any SWRK course may repeat the course(s) when it is offered during the regular semester under the HPU Forgiveness policy, to maintain a minimum cumulative 3.0 GPA. Students may repeat a SWRK course only once.

If the course is a pre-requisite for another SWRK course, the students cannot proceed to the next SWRK course in the sequence until the grade is no lower than a B-, with the exception of SWRK 7900 and SWRK 7901. In order for students to register for SWRK 7900 and SWRK 7901, the student must have successfully completed SWRK 6900 and SWRK 6901 with a B grade or better, and completed the foundation year course, with the exception of SWRK 6510 or the elective course. Pre-requisite listing is presented below:

Pre-requisite Course	For
SWRK 6200	SWRK 6201
SWRK 6201	SWRK 7100
SWRK 7100	SWRK 7101
SWRK 6102	SWRK 7102
SWRK 6103	SWRK 7103
SWRK 6300	SWRK 7300
SWRK 6500	SWRK 7500
SWRK 6900	SWRK 6901
SWRK 6901	SWRK 7900
SWRK 7900	SWRK 7901
SWRK 7300	SWRK 7350
SWRK 6050	All Advanced Year SWRK Courses for Advanced Standing students only

Students who earn a C+ grade, or lower, in **three courses** will be placed on academic probation, because their GPA would be under 3.0. Students placed on academic probation will be monitored by M.S.W. Program Director and be restricted to taking a maximum of nine credits hours during the following regular semester. Refer to Academic Probation section on page 45.

**HPU Forgiveness Policy.** In accordance with HPU policy, courses may be counted only once toward fulfilling the MSW degree requirements. However, graduate students may be granted permission to repeat up to 6 credit-hours of MSW coursework under HPU’s Forgiveness Policy. The student must submit a general petition for consideration to repeat a maximum of two 3-credit courses. *Note: The grade received upon repeating a course will replace the original grade, including a grade that is lower than the original grade.*

**Incomplete Courses.** “Incomplete grades are reserved for cases of illness and other emergencies that cause a student to be unable to complete the course by the due date”. If granted, the student and instructor will develop a written plan to ensure that the student will complete the appropriate course work within six months. However, “if the student does not complete the assignment and the instructor does not submit the grade to the Register’s office before the six-month period, a grade of “F” will be assigned” (p. 42).

### **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 Disability Resources Coordinator. 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.

### **VIOLATION 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 Health and Society (CHS) 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.

## **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+ grade or lower in **three or more 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 nine 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 "for the second consecutive semester – or after completion of 9 semester hours subsequent to being placed on probation for the first time – and who have not demonstrated satisfactory progress" may result in suspension from the university (HPU Academic Catalog).

**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 suspension 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 of remediation 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 suspension from the School of Social Work.

### **SUSPENSION FROM THE MSW PROGRAM**

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, and a copy will also be placed in the student's file.

It is not common for a student to be suspended 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 suspended from the MSW Program.

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

- Failure to meet or maintain academic requirements (Academic Suspension<sup>6</sup>).
- Academic dishonesty, including cheating, lying, plagiarism, collusion, or falsifying academic or practicum documents/records.
- Any threat or attempt to harm oneself or someone else.

---

<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 suspension.

<sup>6</sup> The Vice President of Academic Affairs' office will send a letter of academic suspension directly to the student.

- 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 suspension from the MSW program:

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 suspension, 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.

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 suspension 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 suspension, 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 suspension, 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 Decision for Academic Suspension.** If the student believes that the suspension from the program is unfair, the student has the right to appeal rights. The student should then follow the HPU Student Academic Review Procedures.

**Re-instatement after Being Suspended from the MSW Program for Reasons Other than Academic Suspension.** According to the HPU Academic Catalog (2011-2013), "ordinarily, suspended students are not readmitted to the University. However, after remaining dis-enrolled

for at least six calendar months, students may petition the Office of Graduate Admission requesting reinstatement” (p. 308) and provide a written request to the Director of the School of Social Work.

The Director of the School of Social Work will appoint an ad hoc committee to conduct a review of the reinstatement request. The committee will consist of the MSW Program Director and a minimum of two MSW faculty members (full-time or adjunct), and 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 reinstated once after being suspended from the MSW Program.]**



## ORGANIZATIONS AFFILITED WITH THE SCHOOL OF SOCIAL WORK

The **Social Work Club** is a club 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 Social Work Club 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. Ms. Jessica Garlock ([jgarlock@hpu.edu](mailto:jgarlock@hpu.edu)) is the faculty advisor for Social Work Club.

**Phi Alpha** is a national honor society for social work students. HPU's chapter is Theta Omicron. Requirements for membership are:<sup>7</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.
- Involvement in community service.
- Payment of a \$35.00 fee to cover the cost of the life membership, the certificate of membership and the honor cords.

To apply for the honor society contact the advisors: Sarah Maynard ([smaynard@hpu.edu](mailto:smaynard@hpu.edu)) and Lori Daniels ([ldaniels@hpu.edu](mailto:ldaniels@hpu.edu)) are the faculty advisors for Phi Alpha.

The **Social Work Advisory Council** 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. In addition, the committee assists in resource development such as fundraising for the School of Social Work.

## 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).

---

<sup>7</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).

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).
- **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.

## 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. For more information, visit:

<https://www.hpu.edu/cas/index.html> for more information. Turnitin.com and Smarthink.com also provide individualized academic support services.

### 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.

### EMERGENCY AND SAFTY INFORMATION

As a critical, primary component of the HPU emergency communication plan, HPU urges all students to participate in an important system called *Rave Alert*. This system allows the University to instantly send emergency information to students, faculty, and staff via text messaging and email. There is no additional cost to students to participate in this program; regular text rates with their mobile service providers apply. Sign up by visiting <https://www.hpu.edu/security/rave-alert.html> or go to <http://phone.hpu.edu>, where you will be prompted to enter your HPU Pipeline ID and Password to enter the system.

### 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. Please note that to be eligible for Federal Direct Stafford Loans, *graduate students must be enrolled in at least 6 credits, per semester*. Refer to the website: <http://www.hpu.edu/financialaid>,

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

**HPU Graduate Assistantship.** The University offers graduate assistantship to new, full-time, degree-seeking graduate students. Eligible students must be U.S. citizens, permanent residents, and international students who have a demonstrated financial need. Contact the HPU Financial Aid Office for further eligibility criteria and scholarship application process.

**School of Social Work Scholarship.** This tuition-waiver scholarship to social work students. The scholarship will be awarded to two recipients – an undergraduate student in the BSW program

and a graduate student in the MSW program. Visit the MSW webpage on HPU website or contact your Social Work Faculty Advisor for further information.

**Other Scholarships.** The University offers a small scholarship specifically for students in social work, such as NASW-HI Chapter scholarship.

## **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.

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

The University Computer Centers, located on the downtown campus and Hawaii Loa 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 Centers or contact the ITS Help Desk by e-mail ([helpdesk@hpu.edu](mailto:helpdesk@hpu.edu)), or by telephone at (808) 566-2411.

## REFERENCES

- Bass, S. (2008). Multiculturalism, American style: The politics of multiculturalism in the U.S. *Journal of International Diversity in Organizations, Communities, and Nations*, 7(6), 133-141.
- Collins, P. H. (2012). Social inequality, power, and politics: Intersectionality and American pragmatism in dialogue. *Journal of Speculative Philosophy*, 26(2), 442-457.
- Congress, E. P., & Gonzalez, M. J. (2013). *Multicultural Perspectives in Social Work Practice with Families (3<sup>rd</sup> edition)*. New York, NY: Springer Publication.
- CSWE (2008). *Educational Policy and Accreditation Standards*. Alexandria, VA: Council on Social Work Education.
- Daniel, C. A. (2011). Lessons learned: Pedagogical tensions and struggles with instruction on multiculturalism in social work education programs. *Journal of Social Work Education*, 30 (3), 250-265.
- DuBois, B., & Miley, K. K. (2011). *Social Work: An Empowering Profession (7th Ed.)*. Boston, MA: Pearson Education, Inc.
- Fellin, P. (2000). Revisiting multiculturalism in social work. *Journal of Social Work Education*, 36(2), 261-278.
- Kirst-Ashman, K. K. (2011). *Human Behavior in the Macro Social Environment: An Empowerment Approach to Understanding Communities, Organizations, and Groups (3<sup>rd</sup> Ed.)*. Belmont, CA: Brooks/Cole.
- Lavitt, M. (2009). What is advanced in general practice? A conceptual discussion. *Journal of Teaching in Social Work*, 29, 461-473.
- Lum, D. (2011). *Culturally Competent Practice: A Framework for Understanding Diverse Groups and Justice Issues (4<sup>th</sup> Edition)*. Sacramento, CA: Brooks/Cole.
- Miley, K. K., O'Melia, M., & DuBois, B. (2011). *Generalist Social Work Practice: An Empowerment Approach (6<sup>th</sup> Ed.)*. Boston, MA: Pearson Education, Inc.
- NASW (2007). *Indicators for the Achievement of the NASW Standards for Cultural Competence in Social Work Practice*. Washington, DC: NASW Press
- Saleebey, D. (2013). *The Strengths Perspective in Social Work Practice. (6<sup>th</sup> Ed.)* Boston, MA: Pearson Education, Inc.
- Say, R. (2004). *Values of Managing with Aloha*. Wailoaloa, HI: Ho`ohana Publishing Co.
- Sen, A. (2009). *The Idea of Justice*. Cambridge, MA: Harvard University Press.
- Vincent, N. J. (2012). Exploring the integration of social justice into social work research curricula. *Journal of Social Work Education*, 48 (2), 205-222.
- Wilkinson, L. (2003). Advancing a perspective on the intersections of diversity: Challenges for research and social policy. *Canadian Ethnic Studies*, 35(3), 26-38.

## **APPENDICES**

- A. Core Competences and Practice Behaviors
- B. Plan of Study Forms
- C. Request to Change Enrollment Status
- D. Request to Withdrawal Form
- E. Hawaii Revised Statutes, Ch. 467E: Regulation the Practice of Social Work in Hawaii
- F. MSW Student Agreement Form
- G. Social Work Student Update Form

## **APPENDIX A**

### **HPU MSW Program Competencies/Practice Behaviors**

#### **Competency 1: Student demonstrates ethical and professional behavior**

##### **Social Work Student Foundation Year Behaviors**

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

##### **Social Work Student Concentration Year Behaviors**

- Practice ethical decision making to resolve complex ethical dilemmas using consultation and supervision as needed;
- Differentiate and manage boundaries and multiple roles at multiple system levels;
- Demonstrate professional leadership in behavior, appearance, and communication that is culturally appropriate in efforts to create change, evaluate and enhance the well-being and sustainability of systems of all sizes; and
- Demonstrate independence and accountability as appropriate for an advanced generalist social worker.

#### **Competency 2: Student engages diversity and difference in practice**

##### **Social Work Student Foundation Year Behaviors**

- Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- Present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

##### **Social Work Student Concentration Year Behaviors**

- Demonstrate culturally responsive social work practice appropriate to the practice context; and
- Engage in on-going self-reflective practice to address strengths and challenges related to working with diverse groups.

#### **Competency 3: Student advances human rights and social, economic, and environmental justice**

##### **Social Work Student Foundation Year Behaviors**

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

##### **Social Work Student Concentration Year Behaviors**

- Identify effects of oppression and marginalization on diverse populations;
- Initiate appropriate culturally sensitive social action to advance human rights of marginalized populations; and
- Advocate for human rights, social, economic, and environmental justice, and the inclusion of at-risk, marginalized, oppressed, discriminated populations of all sizes.

#### **Competency 4: Student engages in practice-informed research and research-informed practice**

#### Social Work Student Foundation Year Behaviors

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

#### Social Work Student Concentration Year Behaviors

- Use culturally competent practice experiences and theory to inform scientific inquiry;
- Design and conduct culturally appropriate research to inform practice with systems of all sizes; and
- Generate research evidence to inform and improve practice, policy, and service delivery.

### **Competency 5: Student engages in policy practice**

#### Social Work Student Foundation Year Behaviors

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

#### Social Work Student Concentration Year Behaviors

- Evaluate social policies with regard to the role of policy in service delivery, the role of practice in policy development, and the impact of social policy on the well-being of vulnerable populations.
- Apply policy analysis to formulate culturally appropriate strategies that advance social well-being by focusing on developing and changing social policies that impact social services and the delivery of those services to vulnerable populations.

### **Competency 6: Student engages with individuals, families, groups, organizations, and communities**

#### Social Work Student Foundation Year Behaviors

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

#### Social Work Student Concentration Year Behaviors

- Demonstrate engagement with clients and constituencies utilizing culturally competent theoretical frameworks; and
- Demonstrate empathy skills based upon clients' and constituencies' diverse contexts and situations.

### **Competency 7: Student assesses individuals, families, groups, organizations, and communities**

#### Social Work Student Foundation Year Behaviors

- Collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

#### Social Work Student Concentration Year Behaviors

- Formulate comprehensive assessments of the client system appropriate to the cultural context;



- Integrate clients/constituencies' specific context and situation with knowledge of human behavior and person in environment to analyze assessment data;
- Develop culturally appropriate goals and competencies that incorporate clients'/constituencies' strengths and challenges at an ecosystemic level; and
- Selects culturally appropriate intervention strategies based on continuous multidimensional assessment.

**Competency 8: Student intervenes with individuals, families, groups, organizations, and communities**  
Social Work Student Foundation Year Behaviors

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

Social Work Student Concentration Year Behaviors

- Demonstrate the differential application of evidence-based, theoretically grounded, and culturally responsive methods of intervention;
- Engage in multidisciplinary collaborative practice;
- Differentially select and implement advanced practice skills in a multidimensional, culturally competent manner; and
- Facilitate transitions and endings with a client system(s) at a multidimensional, culturally competent manner that advances mutually agreed-on goals.

**Competency 9: Student evaluates individuals, families, groups, organizations, and communities**  
Social Work Student Foundation Year Behaviors

- Select and use appropriate methods for evaluation of outcomes;
- Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- Critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Social Work Student Concentration Year Behaviors

- Evaluate interventions with client systems using approaches that are evidence-based, theoretically grounded, and culturally responsive; and
- Demonstrate use of evaluation to inform and improve practice.

**APPENDIX B**  
**Hawaii Pacific University**  
**School of Social Work**  
**MSW 2-Year Plan of Study (Academic Year 2017 - 2018)**

<b>1<sup>st</sup> YEAR</b>							
<b>Fall</b>	<b>Year</b>	<b>Spring</b>	<b>Year</b>	<b>Summer</b>	<b>Year</b>	<b>Summer III</b>	<b>Year</b>
SWRK 6100		SWRK 6102				SWRK 6001***	
SWRK 6200		SWRK 6103					
SWRK 6300		SWRK 6201					
SWRK 6510		SWRK 6500					
SWRK 6900		SWRK 6901					
<b>2<sup>nd</sup> YEAR</b>							
<b>Fall</b>	<b>Year</b>	<b>Spring</b>	<b>Year</b>	<b>Summer</b>	<b>Year</b>	<b>Summer III</b>	<b>Year</b>
SWRK 7100		SWRK 7101		*SWRK 7350			
SWRK 7103		SWRK 7102					
SWRK 7300		*SWRK 7350					
SWRK 7900		SWRK 7500					
SWRK 6002		SWRK 7901					

*\*SWRK 7350 is only offered with special approval from the MSW Program Director*

*\*\*SWRK 6510 and SWRK 6002 should not be taken in the same semester*

*\*\*\*SWRK 6001 is and elective*

**MSW 3-Year Plan of Study (Academic Year 2017 - 2018)**

<b>1<sup>st</sup> YEAR</b>							
<b>Fall</b>	<b>Year</b>	<b>Spring</b>	<b>Year</b>	<b>Summer II</b>	<b>Year</b>	<b>Summer III</b>	<b>Year</b>
SWRK 6200		SWRK 6201					
SWRK 6300		SWRK 6103					
SWRK 6510		SWRK 6500					
<b>2<sup>nd</sup> YEAR</b>							
<b>Fall</b>	<b>Year</b>	<b>Spring</b>	<b>Year</b>	<b>Summer II</b>	<b>Year</b>	<b>Summer III</b>	<b>Year</b>
SWRK 6100		SWRK 6102				SWRK 6001*	
SWRK 6002*							
SWRK 7100		SWRK 7100					
SWRK 6900		SWRK 6901					
<b>3<sup>rd</sup> YEAR</b>							
<b>Fall</b>	<b>Year</b>	<b>Spring</b>	<b>Year</b>	<b>Summer II</b>	<b>Year</b>	<b>Summer III</b>	<b>Year</b>
SWRK 7300		SWRK 7102		*SWRK 7350			
SWRK 7103		*SWRK 7350					
SWRK 7900		SWRK 7500					
		SWRK 7901					

*Probationary Plan of Study utilizes the 3-year Plan of Study with the condition that the student must have a 3.0 GPA after the first semester to be able to continue the program.*

*\*SWRK elective courses. Choose one*

### Advanced Standing Plan of Study (Academic Year 2017 - 2018)

<b>Option 1: 1-Year Program</b>							
Summer 2017	Year	Fall 2017	Year	Spring 2017	Year	Summer 2017	Year
SWRK 6050		SWRK 7100		SWRK 7101			
		SWRK 7103		SWRK 7102			
		SWRK 7300		**SWRK 7350		**SWRK 7350	
		SWRK 7900		SWRK 7500			
				SWRK 7901			

\*\* Students can choose to take SWRK 7350 in the spring or in the summer.

<b>Option 2: 2-Year Program</b>							
<b>1<sup>st</sup> Year</b>							
Summer 2017	Year	Fall	Year	Spring	Year		
SWRK 6050		SWRK 7100		SWRK 7101			
				SWRK 7500			
<b>2<sup>nd</sup> Year</b>							
Summer 2017	Year	Fall	Year	Spring		Summer	Year
		SWRK 7103		SWRK 7102			
		SWRK 7300		**SWRK 7350		**SWRK 7350	
		SWRK 7900		SWRK 7901			

*\*SWRK 6050 needs to be taken in July, before fall 2017 semester*

*\*\*SWRK7350 may be taken either in the spring or in summer 2018 or 2019.*

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

*SWRK 6001, SWRK 6002, SWRK 6003, and 6801 are elective courses, which are optional for advanced standing students.*

**APPENDIX C**  
**Hawaii Pacific University**  
**School of Social Work**  
**Request to Change Enrollment Status Form**

At the time of admission to the Master of Social Work Program at HPU, the student receives a Plan of Study that indicates program criteria including: full-time or part-time status, start semester, and semester-by-semester course plan. **Students may not change enrollment status without the formal written approval of a Social Work Faculty Advisor and/or MSW Program Director.** Any change in Plan of Study could delay graduation or require a student to reapply to the MSW Program. Approval is not guaranteed.

Student name:

HPU ID:

Student email:

Student phone:

My current status is: Full-Time (2-year)       Full-Time (3-year)       Part-Time   
Year started: \_\_\_\_\_

**I would like to request a program status change due to: Please explain below**

I would like to **change** my current status to: Full-Time (3-year)  **OR** Part-Time (4-year)   
*[Note: Changing status from part-time to full-time will not expedite finishing the program sooner]*

Beginning    Fall                   Spring                   Year:

Approved                   Not Approved-see attached

**SWRK Faculty Advisor:**

**Date:**

**MSW Program Director:**

**Date:**

**For Office Use Only.**

**APPENDIX D**

**HAWAII PACIFIC UNIVERSITY**  
**School of Social Work**

*"Holomua Me Ka Oiaio"*

**Course 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 E**  
**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 F**  
**MSW Student Agreement Form<sup>8</sup>**

The purpose of this form is to document that I, \_\_\_\_\_:

- 1) Have received information to access a copy of the 2017 - 2018 MSW Program Student Handbook containing the Social Work Program Performance Standards and other material on the Social Work website: <https://hpu.edu/chs/social-work/ma-sw.html>
- 2) Understand that it is important to familiarize myself with the expectations contained in the Handbook, and especially with the Academic and Professional Performance Standards for Social Work Students;
- 3) Will discuss these Academic and Professional Performance Standards with my Social Work Faculty Advisor if I have any questions and concerns; and
- 4) Understand that I am bound by these Academic and Professional 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 (2017 - 2018) and HPU Academic Catalog, 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: \_\_\_\_\_

---

<sup>8</sup> Submit the signed and dated form to MSW Program Director by **September 7, 2017**.



**APPENDIX G**  
**Social Work Student Update Form (2017 - 2018)<sup>9</sup>**

Providing the following information will help us with a variety of information and advising needs, as well as allowing us to contact you as needed. We appreciate you filling this out.

**Student I.D. Number:** \_\_\_\_\_

**Student Full Name:** \_\_\_\_\_

**Student Preferred Nickname:** \_\_\_\_\_

**Best mailing address:** \_\_\_\_\_

\_\_\_\_\_

**Best phone number(s):** \_\_\_\_\_

*Please designate whether numbers are home, work, cell, pager, or other.*

**HPU email address: (PLEASE print clearly):** \_\_\_\_\_ @my.hpu.edu

**Note:** Students are required to utilize their HPU campus email address.

**Educational level:**

**Undergraduate Program:**                    BSW Junior    BSW Senior

**MSW Regular Program Full Time:**     Year I     Year II     Year III

**MSW Regular Program Part Time:**    Year I            Year II  
    Year III           Year IV

**MSW Advanced Standing Full Time:**   

**MSW Advanced Standing Part Time:**    Year I            Year II

**(Optional: For CSWE annual reporting purposes) I consider my ethnicity to be:**

---

<sup>9</sup> Submit this form to the MSW Program Director by **September 7, 2017**.