



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

COLLEGE OF SOCIAL WORK

2017-2018
DSW
Student
Handbook

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INTRODUCTION	3
The DSW Program	3
Student Responsibilities	4
Ethical, Academic, and Professional Conduct	4
Advising	5
Student Records	5
Student Appeal Process	5
Student Representative	6
Overview of the UTK College of Social Work	6
FINANCIAL INFORMATION	6
Expenses.....	6
Financial Assistance.....	6
GRADUATE SCHOOL REQUIREMENTS	7
SUMMARY OF PROCEDURES FOR DOCTORATE IN SOCIAL WORK	7
Admissions Requirements.....	10
Coursework, Examination, and Capstone Requirements.....	10
Graduation Requirements.....	11
REGISTRATION FOR COURSES	13
Registration	13
Change of Registration	13
Course Requirements.....	14
Design of Curriculum	14
DSW Curriculum Requirements.....	14
EVALUATION OF STUDENT PERFORMANCE	16
PROCEDURAL REQUIREMENTS	17
Composition of Capstone Committees	18
Committee Formation and Approval	19
Admission to Candidacy	19
Appendix I	21
Appendix II	24
Appendix III	24

DSW Student Handbook 2017-2018

The purpose of this manual is to provide information concerning the Doctorate of Social Work in Clinical Practice and Leadership program. While an attempt has been made to be thorough, the manual is neither exhaustive nor is the accuracy of information in this handbook assured since policies can change between revisions of this handbook. The definitive guide for graduate students is the *University of Tennessee, Knoxville Graduate Catalog*. **Graduate students are expected to be aware of all regulations governing their work and study at the University. This means that it is the student's responsibility to become familiar not only with this manual but with the current *University of Tennessee, Knoxville Graduate Catalog* as well.**

The student should always verify any information regarding College and University policy with the current handbook and the current catalog. If information is unavailable or lacks clarity, the student should ask his/her advisor, DSW Capstone Committee chair, or DSW program director. The student should also check the Graduate School web site, <http://gradschool.utk.edu/> at the beginning of each semester for various deadlines and changes in regulations.

Many rules and regulations govern a student's progress through the doctoral program for the most part, requirements and deadlines are firm with few if any exceptions allowed. However, there may be extenuating circumstances which might justify modification of these requirements and deadlines. If a student feels that special consideration should be given to his/her situation, he/she should discuss the matter with the DSW Capstone Committee chair or DSW program director, who can determine whether or not the DSW Program Committee or the Graduate School should be petitioned.

THE DSW PROGRAM

The post-MSW/MSSW Doctor of Social Work (DSW) in clinical practice program is for individuals interested in advancing their clinical knowledge and becoming leaders in clinical practice. Advanced practitioners in social work are research-literate, reflective and professional leaders in their field. The DSW builds on students' MSW/MSSW education by preparing students in (1) conducting clinical and translational research, (2) providing critically selected and targeted empirically supported biopsychosocial interventions for diverse populations, (3) leading and managing clinical teams, and (4) applying knowledge of neurobehavioral science to complex populations and treatment settings. Students are able to draw on a range of empirical, theoretical and professional sources of knowledge and take the lead on social work policy and practice innovations.

The DSW differs from the Ph.D. in social work in that it is a *professional practice degree*. It is designed to prepare students, experienced at the master's level in social work, for advanced clinical practice and advanced practice leadership. However, the DSW is not intended to prepare students for academic careers in research.

Geared toward working professionals, the DSW is an intensive accelerated program that enables students to satisfy all degree requirements¹ in three years, without career

disruption. The curriculum focuses on advanced clinical practice, clinical research, and advanced practice leadership. The program is designed for maximum flexibility and allows for the development of advanced clinical skills in the students' current area of practice including mental health, substance abuse, gerontology, child welfare, developmental and physical disabilities, military and veteran's social work practice, and other relevant areas of clinical social work practice.

Student Responsibilities

Students are expected to be familiar with and follow the regulations and requirements outlined in this manual and in the current *University of Tennessee, Knoxville Graduate Catalog*. Though program staff may periodically notify students of deadlines, etc., **it is ultimately the student's responsibility to fulfill requirements and meet deadlines.**

Students are expected to attend classes, to complete assignments on time, and to participate actively in class discussions.

Students have the responsibility for being informed of UTK policies and procedures as described in the current *Graduate Catalog*, *Hilltopics*, and other periodic official updates from the Graduate School, the College of Social Work and the doctoral program office.

Scheduling of examinations (particularly DSW Capstone I & II defenses) is the student's responsibility, as is registration and reporting to the Graduate School.

Ethical Academic and Professional Conduct

Students in a graduate program in social work are simultaneously participating in both academic and professional worlds. This means that behavior must be governed by the norms of academia and professional social work practice, including the NASW Code of Ethics, University of Tennessee College of Social Work Standards of Professional Conduct (See Appendix A) and the behavioral guidelines in [Hilltopics](#).

Academic Conduct

The purpose of the academic environment is to facilitate the acquisition of knowledge and the ability to develop and disseminate knowledge. A degree, such as the DSW, is in part an assessment by the faculty that these purposes have been accomplished.

Such an assessment means that a student is committed to the pursuit of knowledge and to an understanding of its meaning. Consequently, plagiarism, or any other form of cheating, is inimical to this purpose and is grounds for disciplinary action, including dismissal from the program. Graduate students are expected to understand the proper use and referencing of the material of others' in their own written work and to comply with academic standards in this regard. Guidelines for proper referencing and citations can be found in the current Style Guide of the American Psychological Association.

Professional Conduct

In addition to maintaining acceptable academic standards, students must conduct themselves in a professionally ethical manner towards their student colleagues, faculty,

and all other persons. Because membership in a profession implies an encompassing set of values, professional conduct is expected at all times, on-campus and off-campus. The College subscribes to the NASW Code of Ethics. Students are advised to familiarize themselves with its provisions. **Any act that would constitute unethical practice or a violation of law, whether committed in college-related activities or not, is grounds for disciplinary action, including dismissal from the program.**

Advising

Each new student will be advised by the DSW program director until such time as the student is ready to choose a DSW Capstone Committee chair. The DSW Capstone Committee supervises the completion of the Capstone I paper and its defense that serves as the comprehensive examination. The DSW Capstone Committee oversees the Capstone II (research proposal, research progress, etc.) and conducts the Capstone

II defense. While the three members of the DSW Capstone Committee may be selected from College of Social Work faculty, alternatively one committee member may be a doctorally-prepared faculty member from another academic unit, or external to the university, who holds special expertise relative to the DSW Capstone I and II projects. The University of Tennessee, Knoxville specifies the time frame student must complete their Capstone I and II projects. The DSW Capstone I must be completed within three years and all requirements must be completed within a five-year time frame of a student's first enrollment in the DSW program.

Student Records

Any student wishing to see his/her records may request to do so through the DSW program director. An exception to this right is reference letters if the student has previously waived his/her right to read the letter. **No materials are to be removed from the student's file folder.**

Student Appeal Process

Student grievances, most often concerning issues of academic performance, should be handled on an individual basis between student and instructor if possible. However, the student, major professor (or committee chair) or instructor may request consideration of a concern by the student's academic committee. The academic committee may then make recommendations on an issue to the DSW program director. If necessary, the next level of appeal is to the DSW Program Committee, then to Associate Dean and then the Dean of the College of Social Work.

Further appeal may be made to the Dean of the Graduate School, the Graduate Council, and the Chancellor. The By-Laws of the University (Article V, Section 7) provide that any individual may ultimately appeal to the Board of Trustees, through the President. A copy of the University's policy statement on appeals procedures may be obtained from the Graduate School.

Student Representative

DSW students annually elect one representative and one alternate to serve on the DSW Program Committee. This committee is the academic policy setting body for the DSW program. The student representative is a voting member.

Overview of the UTK College of Social Work

The University of Tennessee, Knoxville is the official land-grant institution for the state. It is a comprehensive institution offering a wide variety of graduate and undergraduate programs. The UT College of Social Work has four academic programs (BSW, MSSW, Ph.D., and DSW) as well as a Social Work Office of Research and Public Service and a Children's Mental Health Service Research Center. The MSSW is also obtainable at the Nashville branch of the UT College of Social Work.

FINANCIAL INFORMATION

Expenses

The fees and tuition can be found in the current *University of Tennessee, Knoxville Graduate Catalog*. Fees and tuition are a significant part of the cost of a student's education.

Financial Assistance

Graduate students may request financial aid from the central University Financial Aid Office, and the Graduate School. The University Financial Aid Office administers such funds as National Direct Student Loans, Guaranteed Student Loans, and a number of scholarships. The Graduate School administers fellowships and scholarships. Separate application forms are required for the University Financial Aid Office and the Graduate School. Requests should be directed specifically to these offices:

OneStop Express Student Services

<http://onestop.utk.edu/financial-aid/>

Hodges Library Ground
Floor 1015 Volunteer
Boulevard
The University of Tennessee,
Knoxville Knoxville, TN 37996
(865) 974-1111

Fellowships and Scholarships

<http://gradschool.utk.edu/graduate-student-life/costs-funding/external-funding-sources/>

The Graduate School
111 Student Services Building
The University of Tennessee,
Knoxville Knoxville, TN 37996-0211
(865) 974-2475

Other Resources:

<http://www.fastweb.com> for information and assistance in identifying financial aid

<http://www.aauw.org> Just for women: see menu for grants and awards

<https://www.daad.de/rise/en/rise-professional/>

<http://www.scholarships.com>

<http://www2.ed.gov/inaid/landing.jhtml>

<http://www.usnews.com/education>

<http://career.utk.edu>

GRADUATE SCHOOL REQUIREMENTS

Every graduate student should check his/her records periodically with the Graduate School to be sure that no errors have been incorporated into these official records and to determine that there are no deficiencies in the requirements for the degree being sought. For example, it is easy for a student to forget about an "I" (Incomplete) grade and then find during the semester in which candidacy is sought that work must be completed to remove that grade or that a professor must be located to affirm that work was completed. There are several requirements which must be satisfied by all graduate students. Please check the UTK *Graduate Catalog* for a complete, up-to-date list of requirements.

SUMMARY OF PROCEDURES FOR DOCTORATE IN SOCIAL WORK

1. As required by the University of Tennessee, Knoxville Graduate School, a cumulative GPA is required for continuation in the program. Students must adhere to ethical and professional standards.
2. Minimum number of credit-hours and residency requirements. The residence for the Doctor of Social Work is defined by four consecutive semesters with a minimum of 6-credit hours of enrollment per semester. Students will be accepted into candidacy after completing the period of residence and successfully writing and defending the Capstone I publishable paper.

Core and Sub-Core Requirements

- The following courses are required for post-MSW students who enroll in the Doctor of Social Work program (48 credits). Courses are listed below in the expected sequence of the DSW curriculum.
- Students must complete all courses listed above DSW Capstone I, before writing and defending the Capstone I paper, which is a systematic literature review that serves as the comprehensive exam.
- Students must complete all courses listed below the DSW Capstone I course before taking DSW Capstone II, which is a clinical research project.
- Students must attend the annual summer, one week on-campus residency of intensive study and skills practice

development, for the first two summers of this eight-semester program.

- Course credit for the campus residency is awarded as part of summer courses.

DSW Curriculum Requirements (Listed in order)	
Neuroscience for Clinical Practice (607)	3
Epistemology and Clinical Evidence-Based Practice Methods (609)	3
Psychopathology and Psychopharmacology (615)	3
Clinical Research and Applied Statistics (620)	3
Cognitive Behavioral Therapy I (610)	3
Interpersonal Psychotherapy (614)	3
DSW Capstone I (624)	3
Cognitive Behavioral Therapy II (611)	3
Clinical Management (617)	3
Translational Research (622)	3
Advanced Evidence-Based Practice for Addictions and Dual Diagnosis Treatment (616)	3
Individual/Group Practice with Diverse Populations in Complex Systems (619)	3
Clinical Leadership (621)	3
Trauma-Focused Interventions (618)	3
Emergent Intervention Methods for Complex Populations (623)	3
DSW Capstone II (625)	3
Total DSW Program Hours	48

No courses taken at other universities may be substituted for DSW courses without approval of the DSW Program Committee.

Students will be admitted to candidacy after completing the period of residence and successfully writing and defending the DSW Capstone I publishable paper. The residency for the Doctor of Social Work is defined as four consecutive semesters with a minimum of 6-credit hours of enrollment per semester. The DSW Capstone I paper is the comprehensive exam for the DSW program.

3. Appointment of DSW Capstone Committee. This must be done during the semester the student is taking the DSW Capstone I course and prior to admission to candidacy. **Committee appointments require the approval of The Graduate School.**
4. Admission to candidacy. Request for admission to candidacy must be submitted by each student working on a graduate degree. The request for admission to candidacy may be submitted simultaneously with the request for the DSW Capstone II Committee approval but may not be submitted until after the DSW Capstone I paper has been defended and passed. **DSW students must apply for admission to candidacy at least one semester before graduation. Forgetting to do this could delay graduation.**
5. Acceptance and defense of the DSW Capstone II paper. After the student's committee has received the written Capstone II paper, the student must schedule an oral defense of the paper. The College requires acceptance and defense of the DSW Capstone II proposal prior to beginning actual work on the paper itself. The College and University require IRB approval of the DSW Capstone II research prior to any data collection.

Final oral defense of the DSW Capstone II must be scheduled through the College of Social Work DSW program at least one week in advance of the defense. The student should consult his/her advisor and the program administrative assistant each semester for the final dates for scheduling and holding such examinations.

(There are two deadlines. Meeting the first deadline will allow the student to graduate the semester that the DSW Capstone II is defended. Meeting the second deadline will allow the student to graduate the following semester without having to register for that semester. This can prevent the student from having to pay registration fees for that semester. Again, the student should consult the Graduate School calendar for dates.)

6. Placement of name on graduation list, application for diploma, and payment of graduation fee.
7. Following the oral presentation of the Capstone II a Passed/Failed form is generated by the College of Social Work support staff and emailed to the outside

member of the committee. This committee member will sign the form and email or fax the form back to the chair of the committee and the College of Social work members will then sign the form (original signatures required for CSW members) and the DSW program administrative assistant will submit the form to the Graduate School for approval.

8. Payment of all fees, fines, etc., and removal of any incompletes.
The following items are given in the order that they should or must be completed. Some forms are to be submitted only to the College of Social Work doctoral program office (313 Henson Hall). Others must also be submitted to the Graduate School. Forms should be **completed** by the student and then given to the doctoral program support staff for the gathering of signatures. **All** forms should be processed through the **doctoral program office** to assure that they are completed accurately and according to deadlines and that copies are placed in the student's file.

Committee hearings, defenses, etc., should similarly be arranged by the doctoral program support staff, who is also responsible for making room arrangements. (The student should give the doctoral program support staff a list of preferred dates and times and a list of all committee members. He/She will then contact these persons to determine a best date and time for all concerned and will then make final arrangements for the meeting.) Capstone defended hearings may be scheduled as interactive video conference calls. Necessary forms should be completed **by the student prior to meetings**.

Admission Requirements

1. Admission by the Graduate School.
2. Admission by the College of Social Work.

Coursework, Examination, and Capstone Requirements

3. The residence for the DSW is defined as four consecutive semesters with a minimum of 6-credit hours of enrollment per semester. Students will be admitted to candidacy after completing the period of residence and successfully writing and defending the Capstone I.
4. Completion of pre-Capstone courses. The following required courses should be completed by the end of the spring semester of the second year: SW607, SW609, SW610, SW611, SW614, SW615, SW616, SW617 SW618, SW620. In preparation of the Capstone 1 the student should form his/her Capstone I committee.
5. The Capstone 1 will be written and defended during the sixth semester of study in the program. This tangible and deliverable academic product is derived from the student's practice experience and immersion in the research literature. The

Capstone 1 will encompass preparation of a publishable paper that includes 1) selection of a biopsychosocial problem experienced by a specific population served in student's current practice, 2) addresses the empirical and theoretical understanding of the etiology, 3) reviews the array of possible evidence-based interventions and the demonstrated outcomes. Student defends his/her paper at an oral defense.

6. Selection of a Capstone Committee. The academic committee for Capstone I and Capstone II projects is composed of a minimum of three doctorally-prepared faculty. One committee member may be a doctorally- prepared faculty member from another academic unit, or external to the university who holds special expertise relative to the Capstone I and II projects. The oral defense for both Capstone I and Capstone II may be conducted either via online, interactive video or during face-to-face meeting of the academic committee and the student. In case of failure of either examination, the student may request a retake. The result of the second examination is final.
7. Advanced evidence-based practice in clinical social work is based on a dynamic and rapidly evolving theoretical, empirical and clinical practice literature. As such, DSW comprehensive exam must be taken within three years, and all requirements must be completed within five years, from the time of a student's first enrollment in the DSW program.
8. Prior to the completion of the Capstone II the student may request a leave of absence. A leave of absence may be granted only for semesters during which the student will **not be using University facilities or working with Faculty**.
9. A request for a leave of absence should indicate the reason for the leave and stipulate that the student will not be using University facilities or working with Faculty. It must be submitted to the director of the doctoral program. If the director approves the request, he/she will submit the request to the Dean of the Graduate School, who must also approve the leave. The request should be made in advance. **Approval is not automatic.**
10. The Graduate School limits the number of leaves of absence that a student may have during his/her doctoral program to six semesters. The fees for **any** un-enrolled semesters will be billed to the student retroactively and must be paid before the student will be allowed to graduate.
11. Submission and approval of application for admission to candidacy. The Admission to Candidacy Application form is submitted by the student with the signatures of his/her Capstone 1 Committee to the Director of the DSW program and to the Graduate School for approval. The advancement to candidacy form indicates that the student has passed the Capstone I oral defense and specifies the courses he/she has taken. **It must be submitted at least one semester prior to graduation.**

Graduation Requirements

12. Completion and approval of both Capstone I and II. The appropriate forms complete with committee signatures indicating that the committees have approved the Capstone I and II proposal must be submitted to the program director. **(At this point or sometime in the very near future, the student should contact the Thesis/Dissertation Consultant.)**
13. Completion of research and the completion of the Capstone II paper under the direction of its committee.
14. Placement of student's name on the graduation list. The student should indicate this on the registration material for the semester he/she plans to graduate. All requirements for progress through the DSW program and for graduation must be completed within five years of initial enrollment in the DSW program.
15. Application for diploma. The application should be submitted directly to the Graduate School. The deadline is available at registration.
16. Payment of graduation fee to the Bursar's office. The deadline is available at registration.
17. Submission of final draft of Capstone II to members of Capstone II committee. This must occur at least two weeks prior to the final oral defense.
18. Scheduling of final oral defense with the College of Social Work support staff at least one week before the oral defense. The student must schedule the final oral defense of his/her Capstone II at least one week prior to the actual date of the final oral defense.
19. Final oral defense of Capstone II with committee. The defense must be scheduled to occur not later than four weeks prior to Commencement. The actual deadline is available at registration.
20. Approval and acceptance of final copy of the Capstone II, DSW forms, and thesis card by the DSW committee and the Graduate School. Approval and acceptance follow the final oral examination. The final copy must be completed no later than two weeks prior to Commencement.

A Pass/Fail Form for the oral defense will be sent to the chair of the student's Capstone II committee prior to the oral defense after the request to schedule the defense has been submitted. This form should be signed and dated **immediately** after completion of the oral defense assuming the defense is successful.

Pass/Fail Forms for the written Capstone II itself will be prepared by the student or his/her typist according to instructions (in multiple, original copies). These should be signed and dated immediately after completion of the oral defense **if possible**. If the committee chooses to withhold signatures until changes (which should be minor at this point) are made, then the student should be sure to ascertain when and where committee members can be reached for obtaining

the final signatures.

21. Removal of incompletes. Incompletes must be removed by the instructor not later than one week prior to Commencement.

REGISTRATION FOR COURSES

All students are required to register online. Instructions for registering are found on the University's One Stop web site: <http://onestop.utk.edu/class-registration/>. Once on the One Stop web page follow the instructions in the box titled "How to Register" that takes you through the registration process. If you have any questions about registering for your classes, currently enrolled or first-time DSW students, please call the doctoral program support staff at (865) 974-6481.

Registration

Except for first-semester graduate students, all students are expected to pre-register for courses during the period reserved for that purpose. The University imposes a penalty fee for failure to pre-register. The reason for pre-registration is to allow sufficient time for the Department to adjust its teaching loads and course offerings in the event that certain courses do not have large enough enrollments to justify their being offered.

The normal maximum course load for graduate students is 15 hours per semester with 9 hours considered a full load; however, in the DSW 6 hours is considered a full load. Students who have at least a 3.6 grade-point average in 9 or more hours of graduate coursework may petition the Graduate School to take up to 18 hours. For summer terms, the course load limits apply to the combined number of hours taken during the various summer sessions.

Change of Registration

The permanent record will show all courses for which the student has registered except those audited and those from which he/she has withdrawn before the drop/add period has expired.

Students who fail to attend the first class meeting without prior arrangement with the department may be dropped from the course to make space available to other students. When students drop a course, they have the responsibility to assure that they have actually been dropped; otherwise, they may receive a grade of "F" in the course.

There are two deadlines for change of registration, withdrawal, etc. The first deadline is about one week after classes begin each semester. Before this deadline, the student may drop without a "W," change from credit to audit, or add without an instructor's signature (unless the class is closed). Course registration may not be changed from credit to audit after this deadline. If the student withdraws from a course or from the

University after this deadline but before the second deadline, a grade of "W" will be recorded on the permanent record. The second deadline is approximately 35 calendar days after the first day of classes each semester. A student may change registration for a course at any time prior to and including this date by executing a change of registration form and submitting it to the Graduate Admissions and Records Office. The signature of the advisor or department chair may be required on the change of registration form. The instructor's signature is required.

After the second change of registration deadline, a student withdrawing from a course or from the University will receive a grade of "F" unless the student can demonstrate to the Graduate School that the request for withdrawal is based on circumstances beyond the student's control. In the latter case, a grade of "W" will be entered on the permanent record.

To change registration in any way after the deadline, a student must present the request, together with documentary evidence of extenuating circumstances, to the Graduate Admissions and Records Office. In addition, he/she must complete a change of registration form and questionnaire signed by the instructor(s) and advisor as evidence of their knowledge of the request. If the request is approved, the Graduate School will instruct the Registrar's Office to enter the change on the student's record.

Course Requirements

Course requirements for the DSW degree as specified in the *University of Tennessee, Knoxville Graduate Catalog* must be satisfied.

Design of Curriculum

The DSW in clinical practice is a professional practice degree, preparing graduates for advanced clinical practice and leadership.

Geared toward working professionals, the DSW is an intensive accelerated program that enables students to satisfy all degree requirements in three years, without career disruption.

This three-year, two class per semester program is intended of social workers in clinical practice who want to broaden and strengthen their skills and knowledge of the evidence-based practice and leadership in the profession.

DSW Curriculum Requirements

The following courses are required for all students. Courses are listed below in the expected sequence of the DSW curriculum. Students must complete the courses listed above DSW Capstone I, before writing and defending the Capstone I paper. Students must complete all courses listed below the DSW Capstone I course before defending DSW Capstone II paper.

607 Neuroscience for Clinical Practice (3) Provides a neuroscience framework for understanding lifespan development, trauma, addictions and other mental health disorders, psychotropic medications, and attachment.

609 Epistemology & Clinical EBP Methods (3) Examines the foundations of knowledge, tools to find resources, design tailored interventions, and implement evidence-based interventions and evidence supported common therapeutic factors.

615 Psychopathology and Psychopharmacology (3) Examines psychopharmacological interventions for psychopathological conditions across the lifespan.

620 Clinical Research and Applied Statistics (3) Explores the use of quantitative and qualitative research methods and applied statistics in clinical research.

610 Cognitive Behavioral Therapy I (3) Reviews theoretical underpinnings of CBT (behavioral, social learning, cognitive, acceptance based / mindfulness), development of case conceptualizations, and technique development.

614 Interpersonal Psychotherapy (3) Examines the role of interpersonal and psychodynamic processes in biopsychosocial problems. Provides the theoretical and clinical framework of Interpersonal Psychotherapy, a time-limited, structured psychotherapy. Develops and enhances clinician technical skills to improve client's interpersonal relationships.

624 DSW Capstone I (3) Preparation of a publishable paper that includes 1) selection of a biopsychosocial problem experienced by a specific population served in student's current practice, 2) addresses the empirical and theoretical understanding of the etiology, 3) reviews the array of possible evidence-based interventions and the demonstrated outcomes. Student defends his/her paper at any oral defense.

611 Cognitive Behavioral Therapy II (3) Advanced practice course that covers specific protocols and CBT interventions of specific disorders.

617 Clinical Management (3) Examines principles of leadership and management; Management practices (employee supervision and evaluation; conflict resolution); Strategic planning; Program design and development; Financial management (budgeting, cost/benefit analysis); Resource development; and informatics.

622 Translational Research (3) Examines methods for implementing practice evaluations of evidence based practices in clinical settings.

616 Advanced EBP for Addictions and Dual Diagnosis Treatment (3) Examines the interaction of addictive and other mental health disorders. Particular focus is placed on case-conceptualization, assessment, and intervention with multiply diagnosed clients.

619 Individual/Group Practice with Diverse Populations in Complex Systems (3) Examines adaptive evidence-based practice with individuals and groups in service delivery for complex, diverse & multi-problem populations.

621 Clinical Leadership (3) Presents knowledge and skills for effective management of clinical teams, clinical supervision, and educational andragogy.

618 Trauma Focused Interventions (3) Presents current bio-ecological research findings that inform our understanding of trauma. Emphasis is placed on understanding biopsychosocial influences on the incidence, course and treatment of acute stress and PTSD, and the differential effect of these factors on diverse populations at risk. The course focuses on the acquisition of diagnostic skills as they relate to comprehensive social work assessment of adults, adolescents and children. Assessment and interventions skills will be taught for specific types of trauma, e.g. rape, war, natural disasters. Evidence-based interventions to treat victims of trauma will be presented.

623 Emergent Intervention Methods for Complex Populations (3) Presents a review and exploration of emergent and cutting-edge intervention methods and clinical skills.

625 DSW Capstone II (3) Preparation of a publishable paper reporting the results of student's clinical research study. Student defends his/her paper at an oral defense.

EVALUATION OF STUDENT PERFORMANCE

There are several means by which students are evaluated. Before he/she is admitted into the program, the student's academic record and letters of recommendation are evaluated by the DSW Admissions Committee and the Graduate School personnel.

Continued evaluation of a student's academic progress is based on performance (1) in coursework, (2) on the Capstone I, (3) on the reporting of the results of the student's clinical research study, and (4) the Capstone II paper. In addition, as stated in the UTK *Graduate Catalog*:

"Graduate education requires continuous evaluation of the student. This evaluation includes not only periodic objective evaluation, such as the cumulative grade-point average, performance on the comprehensive examinations and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit." (See "Academic Standards," in the current *University of Tennessee, Knoxville Graduate Catalog*.)

Every doctoral student is expected to maintain a minimum cumulative grade-point **average of 3.0**, although it is hoped that all students will exceed the minimum requirement of the Graduate School. **Individual grades below "B" in elective courses are tolerated as long as the student maintains a cumulative average of 3.0**, but if the student receives many grades below "B" his/her GPA will suffer.

When a graduate student's GPA drops below a cumulative 3.0, s/he will have one semester in which to bring it back up to at least 3.0. Failure to achieve a cumulative GPA of 3.0 in that semester may result in termination from the program. Any grade below a "B" in a required course is grounds for dismissal from the DSW program.

Students are expected to attend and actively participate in their courses. There may also be special opportunities for students to experience special activities to enrich their learning, such as special seminars and colloquia done by College faculty and other prominent scholars that

students will be expected to attend and participate in.

Every student should keep track of "I" grades (incompletes) received in any courses. A grade of incomplete will not count in a student's grade-point average. However, if it is not removed within the time period outlined in the *University of Tennessee, Knoxville Graduate Catalog*, it will automatically be converted to an "F" grade and counted in the student's grade-point average. Grades in the Graduate School have the following meanings:

- A** (4.0 quality points per semester hour), superior performance.
- B+** (3.5 quality points per semester hour), better than satisfactory performance.
- B** (3.0 quality points per semester hour), satisfactory performance.
- C+** (2.5 quality points per semester hour), less than satisfactory performance.
- C** (2.0 quality points per semester hour), performance well below the standard expected of graduate students.
- D** (1.0 quality point per semester hour), clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
- F** (no quality points), extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
- I** (no quality points), a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements.

An I is NOT given to enable a student to do additional work to raise a deficient grade. All incompletes must be removed within one semester, excluding the summer term. If a supplementary grade report has not been received in the Graduate School at the end of the semester, the I will be changed to an

F. The course will not be counted in the cumulative grade average until a final grade is assigned. No student may graduate with an I on the record.

S/NC (carries credit-hours, but no quality points),

S is equivalent to a grade of B or better, and NC means no credit earned. Courses where NC is received may be repeated for a grade of S. A grade of S/NC is allowed only where indicated in the course description in the *Graduate Catalog*. The number of S/NC courses in a student's program is limited to one-fourth of the total credit-hours required.

P/NP (carries credit-hours, but no quality points),
P indicates progress toward completion of a thesis or dissertation. NP
indicates no progress or inadequate progress.

W (carries no credit-hours or quality points),
indicates that the student officially withdrew from the course.

No graduate student may repeat a course for the purpose of raising a grade already received, with the exception of NC. A graduate student may not do additional work nor repeat an examination to raise a final grade. (See the current *University of Tennessee, Knoxville Graduate Catalog*.)

PROCEDURAL REQUIREMENTS

The relevant Graduate School requirements and deadlines are nonnegotiable. The Graduate School seldom makes exceptions. There are deadlines for **scheduling** a defense as well as for actually **defending** the Capstone II and graduating. These dates are given on the *Graduate School* web site: <http://gradschool.utk.edu/graduation/graduation-deadlines/>. The College of Social Work DSW program operates within these guidelines. -

1. The DSW Capstone Committees must be formed and approved (see below).
2. Capstone I topic must be approved by the Capstone I course instructor. Capstone I Completion Form must be completed, including signatures of committee members, and submitted to the DSW program chair for a signature and for the student's file.

(At this point or sometime in the very near future, the student should contact his/her Graduation Specialist at the Graduate School.)

3. Each of the Capstones (I & II) are completed under the guidance of the committee.
4. When the committee has determined that the Capstone project is complete, the student should consult with the doctoral program support staff to aid in scheduling the oral defense. The student should give the support staff a list of preferred dates and times and the names of committee members. He/She will then help contact these persons to determine a best date for all concerned and will oversee making final arrangements for the meeting, assuring that the scheduled time is within the deadline set by the Graduate School. Approval signatures should then be obtained on the applicable Capstone form, Capstone I Completion Form or the Graduate School's Report of Final Examination Pass/Fail form for the Capstone II. The original Capstone I Completion form is submitted to the DSW support staff and placed in the student's file. Committee member signatures for the Capstone II should be recorded on the Graduate School's Report of Final Examination Pass/Fail form and submitted to the DSW support staff who will then submit the form to the Graduate School. A copy of the Capstone II Pass/Fail form will be placed in the student's file.

5. The DSW support staff will forward a Report of Final Examination Pass/Fail form to the student's committee chair to be signed and returned to the Graduate School after the oral defense.
6. Once the Capstone II has been successfully defended and final corrections have been made, the original pass/fail form for the written Capstone II must be submitted with the Capstone II itself to the DSW support staff who will then place a copy in the student's file and submit the original Report of Final Examination Pass/Fail form to the Graduation Specialist who must also approve the Capstone II Pass/Fail form on behalf of the Graduate School. This form may be signed at the time of the oral defense if the committee has no further recommendations.

The instructions for preparation of the final document, both its content and its format, are very specific. The student should familiarize him/herself with these instructions before beginning work on his/her Capstone (see below).

Composition of Capstone Committees

1. The academic committee for the Capstone I and Capstone II projects is composed of a minimum of three doctorally-prepared faculty. One committee member may be a doctorally-prepared faculty member from another academic unit, or external to the University who holds special expertise relative to the Capstone I and II projects.
2. After discussing the Capstone topic with the chair of the committee, the student will identify a minimum of two additional committee members in consultation with the committee chair. There will be a minimum of three (3) committee members, including the chair, with at least two (2) being from the College of Social Work.
3. The student's committee, including the chair, must be approved by the Director of the College of Social Work DSW program.

Committee Formation and Approval

The student's Doctoral Capstone I Committee in most cases will also serve as his/her Capstone II Committee. This Committee must be specified prior to commencing work on the Capstone II. The members must meet the criteria for both Capstone I and Capstone II committee members.

1. The academic committee for the Capstone projects is comprised of a minimum of three doctorally-prepared faculty. (The doctoral program support staff will assist the student with a current listing of faculty.)
2. One committee member may be a doctorally-prepared faculty member from another academic unit, or external to the University who holds special expertise relative to the Capstone project.
4. Each member submitted for approval must sign the committee form indicating willingness to serve on the committee.
5. The entire committee must be approved by the chair of the DSW program before starting work on the Capstone project.

6. The Recommended Capstone Committee Appointment form should be submitted to the doctoral program support staff who will forward the form to the chair of the DSW program for his approval signature. The support staff will then place a copy in the student's file.
7. The oral defense of the Capstone may be conducted either via online, interactive video or during face-to-face meeting of the academic committee and the student.
8. In case of failure of the oral examination, the student may request a retake. The result of the second examination is final.

Admission to Candidacy

Request for admission to candidacy must be submitted by each student working on a graduate degree. Students will be admitted to candidacy after completing the period of residence and successfully writing and defending the Capstone I.

1. The form should be completed by the student. (Additional copies needed for submission will be made after coursework has been verified and signatures have been obtained.)

The student should be sure to obtain a current copy of his/her transcript to aid in listing coursework. Coursework listed should include all that the student has completed or expects to complete for the DSW degree.

2. The Admission to Candidacy Application form **must be submitted to the support staff of the doctoral program for verification of coursework** before any faculty persons are asked to sign it.
3. All Capstone committee members **as well as** the student and the chair of the DSW program must sign this form. The signatures of the committee members and the chair indicate their approval and acceptance of all of the information that is on the form including coursework offered for the degree. **Any changes in this information must be submitted to the Graduate School.**
4. The form must be submitted to the Graduate School. An additional copy will be placed in the student's file.
5. The student must be admitted to candidacy one full semester prior to Commencement.
6. The student will be notified by the Graduate School that the form has been approved by the Dean of the Graduate School and a copy may be obtained from the doctoral program support staff.

Appendix I

College of Social Work Standards of Professional Conduct

UT COLLEGE OF SOCIAL WORK STANDARDS OF PROFESSIONAL CONDUCT

CSW students are responsible for adhering to the University of Tennessee's Standards of Conduct, which are published in Hilltopics, the University's student handbook. The Standards of Conduct include a prohibition on cheating, plagiarism, or any other act of academic dishonesty, including, but not limited to, an act in violation of the Honor Statement. A copy of the Honor Statement and a more detailed description of the procedures that are followed in cases of alleged academic dishonesty can also be found in Hilltopics.

The Office of Student Judicial Affairs is responsible for determining whether to initiate a disciplinary charge against a student for violating the Standards of Conduct.

Potential penalties imposed through the Office of Student Judicial Affairs for violations of the Standards of Conduct include suspension and permanent dismissal from the University. In addition, the CSW may take independent action regarding the student's status in the CSW if the student's conduct violates the CSW's standards of professional conduct, as described below.

CSW STANDARDS of PROFESSIONAL CONDUCT

Separate and distinct from the University of Tennessee's Standards of Conduct, and the CSW's standards for academic performance (which are contained elsewhere in this handbook and in the Graduate Catalog), there are certain cognitive, emotional and character requirements that students must possess that provide the CSW with reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and the professional practice of social work. Students in the CSW are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom and in their practice. Attention to these standards will be part of evaluations made by faculty responsible for evaluating applications for admission and faculty responsible for evaluating students' classroom and practicum performance.

Professional Behavior. The social work student behaves professionally by knowing and practicing within the scope of social work, adhering to the National Association of Social Workers Code of Ethics and the Tennessee Board of Social Worker Standards of Conduct (1365-01-.10) as found in the Tennessee Board of Social Work Certification and Licensure General Rules and Regulations, <https://www.tn.gov/health/topic/sw-board>

Interpersonal Skills. The social work student communicates and interacts with other students, faculty, staff, clients and professionals in a professional manner, and demonstrates respect for and consideration of other students, faculty, staff, clients and professionals in spoken, written and

electronic form. The social work student expresses her/his ideas and feelings clearly and demonstrates a willingness and ability to listen to others.

Self-awareness. The social work student is willing to examine and change his/her behavior when it interferes with her/his working with clients and other professionals, and is able to work effectively with others in subordinate positions as well as with those in authority.

Professional Commitment. The social work student has a strong commitment to the essential values of social work (the dignity and worth of every individual and her/his right to a just share of the society's resources). The social work student is knowledgeable about and adheres to the National Association of Social Workers Code of Ethics and the Rules of the Tennessee Board of Social Worker Certification.

Self-care. The social work student recognizes the signs of stress, develops appropriate means of self-care, and seeks supportive resources if necessary.

Valuing Diversity. The social work student appreciates the value of human diversity. Social work students do not impose their own personal, religious, sexual, and/or cultural values on other students, faculty, staff, clients or professionals. Social work students are willing to serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system.

The following list provides examples, but is not exhaustive, of professional misconduct:

- Misuse, alteration or falsification of documents
- Unauthorized or improper use of University equipment, services and facilities
- Harassing, coercing and intimidating behavior
- Obstruction or disruption of teaching
- Criminal activity
- Failure to comply with an order from a legitimate university authority and failure to attend required meetings called by university faculty or administration such as Academic Committee Meetings and Field Evaluation Meetings
- ○ Threatening behavior and verbal abuse
- ○ Inappropriate relationships
- Inability to secure, sustain, or perform satisfactorily in a field placement
- Other behaviors determined to be unprofessional conduct towards colleagues, faculty, staff and/or clients

CSW Professional Standards Committee

Except for alleged academic dishonesty, which shall be addressed through the procedures set forth in [Hilltopics](#), the following procedures are used to address a faculty member's concern that a social work student has failed to meet or maintain the CSW's professional standards.

1. The faculty member/major professor should discuss the concern(s) with the student and seek agreement with the student on the question of the student's failure to meet or maintain professional standards. If a plan of remediation is recommended by the faculty member and agreed upon by the student, the faculty member should document the plan of remediation. The documentation should include a description of the student's conduct, the plan of remediation, and an indication that the student has agreed to the plan of remediation. Copies should be provided to the student, the student's record the student's

major professor, and Program Director.

2. If the faculty member believes dismissal from the CSW is appropriate, or the faculty member believes that the student should be given an opportunity to remedy his/her failure to meet or maintain a standard but the faculty member and the student cannot agree on a plan for remediation, the faculty member shall notify the student's Program Director. The Program Director shall call a meeting with the faculty and student involved in an attempt to resolve the matter. If the matter cannot be resolved, the Program Director, WITH NOTIFICATION OF the Associate Dean, shall convene a hearing of the Professional Standards Committee as soon as practicable.
3. A Professional Standards Committee will be constituted each year. The Associate Dean will select a faculty chairperson and 3 faculty members from the full-time faculty to serve on this Committee. The term of office is one year and can be renewed. The Professional Standards Committee meets on an as needed basis. Faculty members of the Professional Standards Committee having direct prior involvement with a case shall recuse themselves. In such a circumstance, the Associate Dean will appoint an alternative faculty for consideration of that case.
4. The student shall be provided with written notice (e-mail is sufficient) of the time and place of the hearing of the Committee at least 48 hours in advance of the hearing.
5. The faculty member's prior written documentation of the student's conduct and proposed plan for remediation will be submitted along with any other germane supporting documents. Prior to the hearing, the student may also submit written materials to the Committee. Copies of materials submitted to the Committee must be provided to the opposing party.
6. At the hearing, the Committee will hear orderly presentations from the student and the faculty member(s) who raised the concern(s). Each party will be allowed to present witnesses in support of her/his position, ask questions to opposing witnesses, and rebut the presentation of the opposing party. However, a hearing of the Committee is not a legal proceeding and legal representation of the parties is not permitted in the hearing.
7. The Committee will deliberate in private and make a decision on the appropriate course of action, which may include, but is not limited to: no action against a student; placement of a student on probationary status; changing the student's field placement; putting the student on a leave of absence; or dismissing the student from the CSW.

A student may appeal the decision of the Committee by sending a written appeal to the Associate Dean within 14 days, who then shall make a decision on the student's appeal and communicate that decision to the student in writing. A student may appeal a decision of the Associate Dean to the Dean of the CSW by sending a written appeal to the Dean within 14 days of receiving the appeal of the Associate Dean, who then shall make a decision on the student's

appeal and communicate that decision to the student in writing. To appeal the decision of the Dean of the College of Social Work, a student shall file a written appeal in accordance with the Graduate Council Appeal Procedure.

The *Graduate Council* considers student appeals only after they have been duly processed through the College of Social Work. A complete statement of the Graduate Council Appeal Procedure is available from the UT-Knoxville Graduate School, <http://gradschool.utk.edu/graduation/graduation-deadlines/>

Appendix II: College of Social Forms:
<http://www.csw.utk.edu/dsw/index.htm>

Appendix III: Graduate School Forms:
<http://gradschool.utk.edu/forms-central/>