

 | **College of Social Work**

*THE UNIVERSITY OF TENNESSEE*

*COLLEGE OF SOCIAL WORK*

*2009-2010*

*M.S.S.W. STUDENT HANDBOOK*

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# THE COLLEGE OF SOCIAL WORK

## HISTORY

[The University of Tennessee College of Social Work](#) was established in Nashville as the Nashville School of Social Work in 1942 in a consortium arrangement with Vanderbilt University, George Peabody College for Teachers, and Scarritt College. M.S.S.W. degrees were awarded through Vanderbilt University from 1944 through 1951. When the school became a part of The University of Tennessee, it expanded to Memphis in 1951 and to Knoxville in 1958. Since 1973, the Office of the Dean has been in Knoxville. An associate dean administers each campus. In 1986, the UT School of Social Work became a college, and the name was changed to The University of Tennessee College of Social Work. The College now offers three degrees: B.S.S.W., M.S.S.W., and Ph.D.

## MISSION

The College of Social Work is committed to advancing the mission of [The University of Tennessee](#) as the state's land-grant, flagship university, to provide a quality public education for the citizens of Tennessee through exemplary teaching, research, and service. The College of Social Work provides a professional social work education program that prepares undergraduate and graduate students for social work practice and doctoral level graduate students for social work research and academia.

The educational mission of the College is accomplished by faculty committed to the use of teaching methods that support critical thinking and life-long learning. The College's research mission embraces interdisciplinary collaboration and scholarship that seeks to increase knowledge for the benefit of individuals, families, organizations, and communities. Community outreach services are rendered by both faculty, staff, and students who seek to enhance the quality of life for people and human systems in Tennessee, with particular concern for improving life conditions and greater social justice for vulnerable populations.

The bachelor's degree is offered on the Knoxville campus. The master's degree is offered across the state on campuses in Knoxville, Memphis, and Nashville. Foundation courses for the doctoral program are offered in Knoxville; dissertation research may be completed on any of the three campuses. All three campuses have full-time faculty, library facilities, computer labs, and field practice resources.

The bachelor's and master's degree programs are accredited by the [Council on Social Work Education](#). The Council does not accredit doctoral programs; however, the College's Ph.D. program consistently receives strong, positive reviews from the University and national recognition from the [National Association of Social Workers](#) (NASW).

## COMMITMENT TO CULTURAL DIVERSITY AND SOCIAL JUSTICE

In accordance with the [NASW Code of Ethics](#) and the [CSWE Educational Policy and Accreditation Standards \(EPAS\)](#) for M.S.S.W. and B.S.S.W. Degree Programs in Social Work Education, The University of Tennessee College of Social Work faculty, staff, and students shall do the following:

1. "Act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin [or ancestry], color, sex [gender], sexual orientation, age, marital status, political belief, religion [creed], or mental or physical disability" [NASW Code of Ethics, 6.04(d)].
2. Practice within the defining principles "of service, social and economic justice, dignity and worth of the person, importance of human relationships, and integrity and competence" (CSWE, Educational Policy, Purposes, 1.0).
3. "...Enhance human well-being and alleviate poverty, oppression, and other forms of social injustice" (CSWE, Educational Policy, Purposes, 1.0).
4. "...Develop and apply practice in the context of diverse cultures" (CSWE, Educational Policy, Purposes, 1.0).

To this end, the M.S.S.W. and B.S.S.W. curricula shall provide content and learning experiences to prepare social workers "...to practice without discrimination, with respect, and with knowledge and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation (and)...to alleviate poverty, oppression, and other forms of social injustice...." (CSWE, Educational Policy, Purposes, 1.2).

## A DIVERSE STUDENT BODY

The College of Social Work and The University of Tennessee actively seek students from different backgrounds and with different needs. The following services and programs are available to help meet the needs of these groups.

**International Students.** The University provides advanced educational opportunities for qualified students from many countries, as well as an active international organization and support service on the Knoxville campus.

**Minority Students.** The University [Office of Minority Affairs](#) is located in Knoxville at the Black Cultural Center. This office provides academic, educational, social and cultural programs to assist African American students. The Memphis campus hosts the Black Student Association which promotes cultural and ethnic awareness on campus and provides a support network for African American students.

The College has a Minority Affairs Committee, comprised of faculty and students who organize

programs and advise on minority issues. Each campus has a support group or mentoring group available to interested minority students. The College also hosts the UT chapter of the [National Association of Black Social Workers](#) (NABSW).

**Students with Disabilities.** The University [Office of Disability Services](#) organizes and provides essential support services for students, faculty, and staff with temporary or permanent disabilities. The College of Social Work itself has successfully accommodated the needs of students with a wide range of disabilities and is flexible in actively seeking adequate support for these students.

## ORGANIZATIONAL STRUCTURE

The College of Social Work serves the state of Tennessee as the only CSWE accredited M.S.S.W. program within the state. A description of the three campuses located across the state follows.

**Knoxville.** The Knoxville campus of the College of Social Work is on The University of Tennessee campus. All facilities on the UT campus are available to the College including [The University of Tennessee Libraries](#), the [University Center](#), and [The University of Tennessee Medical Center](#).

The offices of the dean, associate dean, B.S.S.W. program director, Ph.D. program director, and the faculty and staff of the Knoxville campus are in Henson Hall at [1618 Cumberland Avenue](#). Also located in Knoxville are the [Office of Social Work Research and Public Service](#) and the [Children's Mental Health Services Research Center](#). The B.S.S.W., M.S.S.W., and Ph.D. programs are offered in Knoxville.

**Memphis.** The Memphis campus is located at the [University of Tennessee Health Science Center](#) (HSC) in the Boling Center for Developmental Disabilities, [711 Jefferson Avenue](#), Suite W607. It occupies one-third of the second floor and the entire sixth floor which houses the Administrative offices. Students have use of the [Health Science Center Library](#) and facilities and the University of Memphis and [The University of Tennessee Libraries](#).

The HSC campus is composed of the Colleges of Allied Health Sciences, Dentistry, Graduate Health Sciences, Medicine, Nursing, and Pharmacy. It is near the downtown area of the city and is in the midst of the Memphis Medical Center, one of the largest medical complexes in the nation. The M.S.S.W. program is offered in Memphis.

**Nashville.** The Nashville campus is located in Nashville at [193 Polk Avenue, Suite E](#). The College of [Social Work Library](#), with approximately 20,000 volumes, is housed on this campus. Students also have use of a large library and access to the Vanderbilt and [The University of Tennessee Libraries](#).

In addition to its full-time faculty members, the campus draws upon the research and teaching resources of 16 universities and colleges within the Nashville-Davidson County area. The M.S.S.W. program is offered in Nashville.

# THE MASTER OF SCIENCE PROGRAM

## PROGRAM MISSION AND GOALS

The University of Tennessee College of Social Work provides an M.S.S.W. education program that will benefit the residents of the state. The program's mission is to educate students for culturally relevant and ethically sound social work practice within a changing global context affecting social work practice. Sensitivity to the personal, social, economic and political needs of vulnerable, high-risk populations is emphasized within a person and environment context. In accordance with professional social work's ethical code and values, importance is placed on client empowerment, individual and political advocacy for greater social and economic justice, and challenging the oppression of diverse and vulnerable populations. Both the creation and dissemination of evidenced based knowledge are held to be essential. Critical thinking skills and the ability to evaluate social work knowledge to guide practice as well as the ability to evaluate one's own social work practice are emphasized. Student development of a positive professional identification and appreciation of the professional role is fostered to effectively engage, assess and intervene with individuals, families, groups, organizations and communities.

The M.S.S.W. program goals are as follows:

1. Graduates will apply advanced critical thinking skills in collaboration with and on behalf of individuals, families, groups, organizations, communities, and societies, viewing themselves as life-long learners and their client systems as experts of their own life experiences.
2. Graduates will practice in accordance with social work values and ethics, understanding the history of the profession from which those values and ethics derive.
3. Graduates will practice in a culturally affirming manner that promotes human rights and social and economic justice with diverse populations as expressed through age, class, culture, disability, ethnicity, family structure, gender, relational status, national origin, race, religion, and sexual orientation.
4. Graduates will evaluate, synthesize and apply the best available research, knowledge, and skills for practice in collaboration with and on behalf of individuals, families, groups, organizations, communities, and societies.

## ADMISSION

Applicants must apply simultaneously to both the UT [Office of Graduate and International Admissions](#) and the College of Social Work. Applications for both the College of Social Work and the UT Office of Graduate and International Admissions may be downloaded from the [College's website](#) or requested by contacting the College's Office of M.S.S.W. Admissions and Records

(see *Addresses* at the end of this document for web addresses and contact numbers).

The completed College of Social Work application, a professional statement, and three reference forms should be returned to the Office of M.S.S.W. Admissions and Student Records.

The completed UT Graduate Admissions application, a nonrefundable \$35 application fee, current [Graduate Record Exam](#) (GRE) scores, and official transcripts of all undergraduate, graduate, and extension work should be returned to the Office of Graduate and International Admissions.

Applications should be submitted as early as possible. A minimum of six weeks should be allowed for completing the application process. If a personal interview is required, a College representative will contact the applicant for an appointment. The priority deadline for completed applications is *March 1* of the year in which admission is desired. The Graduate Record Exam (GRE) should be taken by February 1 for scores to be received by the priority deadline.

### ADMISSION REQUIREMENTS

Admission to the M.S.S.W. program is based on the following requirements:

1. A bachelor's degree from an accredited college or university with (a) preparation in the social sciences (at least three-fourths of the undergraduate work should be in the social sciences, humanities, physical sciences, and other liberal arts subjects), and (b) a liberal arts perspective (course work from at least four of these five areas: economics or mathematics; government, political science, or history; sociology or anthropology; psychology; philosophy, literature, or the arts).
2. A cumulative GPA of 2.7 or higher on a 4.0 scale for the full-time and extended study programs and a cumulative GPA of 3.0 or higher for the advanced standing program.
3. Personal qualifications acceptable for entrance into the professional practice of social work.
4. Current scores from the general section of the GRE (Graduate Record Examination). GRE scores are valid for five years from the date of the exam. The College does not specify a minimum score for admission; the scores are considered within the context of total application materials.

Preference is given to applicants with a 3.0 cumulative GPA or above in their undergraduate work and with substantial preparation in the social sciences.

Applicants for the advanced standing program must have an undergraduate major in social work from a program accredited by the Council on Social Work Education (must have graduated within 5 years of entry to the M.S.S.W. program) in addition to a cumulative GPA of 3.0 or higher.

After being admitted to the College of Social Work, students are asked to send a \$100 seating fee to the

campus they will be attending. In the event the student is unable to attend school, the fee will be refunded if the College of Social Work is notified in writing at least sixty (60) days in advance of the first day of the entrance semester. Otherwise, the fee will be refunded when the student matriculates.

Applicants may be considered for admission at one campus. Applicants who have been denied admission may not be considered for admission to another campus for the same year. They must wait until the following year to reapply to the program.

### REGISTRATION

Students must officially register in order to attend classes. Registration occurs before the beginning of each semester. Dates and additional instructions for registering will be distributed to students at each campus at the appropriate time. Some steps in the registration process differ slightly at the three campuses of the College. Tuition charges and course credits are the same, but activity fees vary depending on the services the University offers in each locale. The Registration section in the appendix for each campus discusses instructions specific to that campus.

The Net ID and password information necessary for registration, along with the first date students may register, can be obtained from the [Office of the University Registrar](#) according to the instructions in the letter of admission that students receive from the Office of Graduate and International Admissions.

CPO ([Circle Park Online](#)) is the online registration and fee payment system used at The University of Tennessee. All students of the College of Social Work must follow VOLXpress registration and fee payment instructions.

### TUITION AND PAYMENT OF FEES

The Office of the Bursar administers VOLXpress accounts. Tuition and fees are determined by the University of Tennessee [Board of Trustees](#) and are subject to change without notice. A schedule of current fees may be obtained from the [Office of the Bursar](#). Fees for courses being audited are the same as for courses being taken for credit. Amounts and dates are subject to change and transactions are subject to audit.

Students register online through Circle Park Online (CPO) using their Net ID and password, and VOLXpress e-statements are generated for priority registered students approximately six weeks before the beginning of each term (VOLXpress is a centralized accounting system allows a student to pay for all charges and fees at once). VOLXpress statements are emailed to their university provided email address. Failure to view their e-statement does not relieve the student of the obligation to pay on or before the due date. E-statements include class schedules, drop/add activity, current tuition and fee charges, fee waiver and discount information, fines and past-due amounts, pending financial aid, potential excess funds from scholarships and/or loans, and choices about how to receive them.

In order to avoid cancellation of a schedule, all registered students must complete the Confirmation of Attendance Form which is a part of the VOLXpress e-statement. This form must be signed, dated, and received in the [Office of the Bursar](#) on or before the published due date of each term. Transfer of financial aid, departmental or third-party funds will not be released to the account of a qualified student until the Confirmation is received. Confirmation is set automatically when a student pays the full or minimum amount due on his/her account by the due date. Confirmation of Attendance may be set on-line by visiting Circle Park On-line (CPO) at <http://cpo.utk.edu>. Another option is to print and return the Confirmation of Attendance Form to the Bursar's Office. Even if no payment is due students must confirm their attendance to avoid schedule cancellation.

Student I.D. cards are electronically activated at the beginning of each semester. See the Registration section in the appendix for each campus for additional instructions. For information about deferral options, instructions for late registration and fee payment, and a schedule of late fees, see the UT [Graduate Catalog](#) or the web sites for the [Office of the University Registrar](#) and the [Office of the Bursar](#).

#### **UT POLICY ON UNPAID FEES, FINES AND CHARGES**

The University of Tennessee is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges until student debts and obligations (other than student loan fund notes) owed to the University are satisfied. Student debts and obligations include the following:

1. all registration fees;
2. library fines incurred at The University of Tennessee Libraries, including the UT College of Social Work Library, and the University of Memphis Library;
3. credit charges at the [University Bookstore](#); and
4. parking fines incurred for illegal parking on University property.

Please bear in mind that students must pay all student debts, including fines and charges, by the end of each semester if they plan to register for the subsequent semester.

#### **FINANCIAL ASSISTANCE**

**University Resources.** Graduate students and applicants who wish to be considered for financial aid from the University should request the Free Application for Federal Student Aid (FAFSA) from the UT [Office of Financial Aid and Scholarships](#), which administers such funds including all loan programs and the Federal Work Study Program. The web site for this office provides additional information, including deadlines, forms, mailing addresses, etc. Information about graduate fellowships is available at the [Graduate School web site](#). Applicants should apply for financial aid even if they have not yet

been notified of their acceptance into the College of Social Work.

**Loans.** Students may apply for four types of loans: Federal Perkins Loan, University of Tennessee Loan, and subsidized or unsubsidized Stafford Student Loans. Additional information about the application process, possible loan amounts, etc., are available from the Office of Financial Aid and Scholarships.

**Work-study.** Work-study financial aid is awarded by the UT [Office of Financial Aid and Scholarships](#) and is based on the student's needs as determined from the financial aid forms submitted to the University. A maximum of ten hours per week may be worked during the periods classes are in session. Students may work more than fifteen hours per week during break periods if work is available.

**Fellowships.** College of Social Work graduate students may be considered for a Hilton A. Smith Graduate Fellowship. The Hilton A. Smith Fellowship includes a monthly stipend, tuition, and maintenance fees. Recipients are recommended by the department.

Direct deposit is required for all students who receive excess financial aid money. The form and instructions can be found on the Bursar's Office webpage.

**College of Social Work Resources.** The College administers a limited number of scholarships, graduate assistantships, and paid field placements. Academic achievement and/or financial need is considered in the selection of recipients. The criteria depend on the individual award. Further information is provided to applicants upon admission to the College.

**Scholarships.** The College of Social Work has a limited number of scholarships. Full information regarding eligibility requirements is distributed to students as they are accepted into the program. This information is distributed to currently enrolled students at the same time. College of Social Work financial information forms are available from the associate dean's office on each campus. Awards are announced by mid-June each year.

**Graduate Assistantships.** Two to three graduate assistantships in the College are available on each campus yearly. Students work ten hours a week during the academic year and receive a monthly salary plus a waiver of tuition. Information regarding assistantships accompanies the College scholarship information, and application is made in the same manner as for scholarships. Awards are made based on financial need and student skills.

**Paid Field Placements.** A limited number of paid field placements are available. These are awarded on the basis of need and interest in the practice area.

#### **ETHICAL ACADEMIC AND PROFESSIONAL CONDUCT**

Students in a graduate program in social work are simultaneously entering academic and professional worlds. Therefore, the norms of academia and professional social work practice must govern their behavior.

**Academic Conduct.** The purpose of the academic environment is to facilitate the acquisition of knowledge and the ability to think critically about knowledge. A degree, such as the M.S.S.W., is an assessment by the faculty that these purposes have been accomplished. On the positive side, this means that a student is committed to the full application of himself or herself to the pursuit of knowledge and to an understanding of its meaning. Conversely, 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 proper use of others' materials and referencing of them in written works and to comply with academic standards in this regard.

**Professional Conduct.** Students enrolled in The University of Tennessee College of Social Work program must conduct themselves in a professionally ethical manner toward clients, students, faculty, and staff. Professional conduct is expected at all times.

The NASW Code of Ethics and The University of Tennessee Standards of Conduct serve as guidelines and standards for professional conduct both on and off-campus. Any act that would constitute unethical practice, professional misconduct, or violations of the law, whether committed in College-related activities or not, is grounds for disciplinary action, including dismissal from the program.

The University of Tennessee College of Social Work, through its various faculties and appropriate committees, reserves the discretionary right to dismiss any student from the College for failure to maintain appropriate personal conduct or professional standards and ethics. Refer to the following documents for more information: [UT CSW M.S.S.W. Field Practice Manual](#), [Hilltopics](#), and [NASW Code of Ethics](#).

*Identification of Professional Conduct Issues.* There may be incidents which occur that appear to be serious violations of professional standards although they may not be specified as such in the NASW Code of Ethics. The nature of these incidents may be related to generally accepted standards of professional conduct in the field of Social Work.

*Guidelines.* The following guidelines are provided to assist students and faculty in identifying, evaluating, and addressing situations that may be considered professional misconduct.

Should questions arise regarding a student's professional conduct, the appropriate faculty member (instructor or major professor) should engage student participation in the following process:

1. The faculty member will discuss the incident(s) with the student and seek agreement with the student on the question of breach of professional standards. Discussion should include consideration of the specific behavior involved and the surrounding circumstances. If appropriate, a plan for remediation should be developed and agreed upon.

2. In the event that a plan of remediation is recommended, the faculty member will provide written documentation to include a description of the incident and the plan. Copies are to be provided to the student, the student's record, and the student's major professor.
3. Further action may be necessary if agreement regarding the nature of the incident or the plan for remediation is not forthcoming. The faculty member may request consultation or may convene an academic committee if warranted in his or her professional judgement.

The student, instructor, or major professor may initiate involvement of the student's academic committee in consideration of the question of misconduct and/or remediation plan.

1. The committee may participate in determining if there was misconduct, developing the remediation plan, and/or considering whether additional disciplinary action should be taken. Academic committee involvement is required in instances where disciplinary action, including dismissal from the program, may result.
2. The associate dean of the respective campus is to be notified of the plan/decision of the student's academic committee.

**Student Appeal Process.** Student grievances, concerning issues of academic or professional conduct, should be handled on an individual basis between the student and instructor, if possible. However, the student, the major professor, or one of the instructors may also request consideration of a concern by the student's academic committee. Recommendations of the committee are sent to the associate dean of the respective campus.

Formal appeal procedures are of two types. One concerns academic matters such as grades or allegations of misconduct. Appeals on these matters are conducted according to procedures described in Hilltopics. The other type of appeal is related to interpretations of and adherence to University and College policies. These are conducted according to the [Graduate Council Appeal Procedure](#). A complete statement of the Graduate Council Appeal Procedure is available from the [Graduate School](#). Both types of appeals are discussed below.

*Grade Appeals.* To appeal a course grade a student must provide evidence purporting to show that his or her performance was unfairly assessed either because the instructor discriminated against him or her in identifiable ways or the instructor did not follow the evaluation methods identified in the course syllabus. An appeal based solely on a difference of opinion regarding the substance or quality of the student's performance is not a sufficient basis. Before beginning an appeal process, the student has the right to consult his or her major professor regarding the following appeal procedure:

1. A student is advised to begin the process by first appealing directly to the course instructor regarding the failing grade.

2. If no resolution is reached, then the student may initiate the formal appeal process through a letter to the associate dean of the respective campus.
3. If the matter is not resolved at the associate dean level, the student may then appeal in writing to the dean of the College of Social Work.
4. If the matter is not resolved at the college level, the student may write an appeal letter to the [Provost of The University of Tennessee](#) with copies sent to the dean of the College of Social Work and the associate dean of the respective campus.

*Graduate Council Appeal Procedure.* The following statements summarize the Graduate Council Appeal Procedure. The [Graduate Council](#) hears appeals only after they have been duly processed through the College. This means that a student must confer with the appropriate faculty member, major professor, and associate dean of the respective campus as well as the dean. If the matter is not resolved at any of these levels, the student may appeal to the Dean of the Graduate School and the Graduate Council.

An appeal to the Graduate Council is initiated by a letter from the student to the Dean of the Graduate School with copies to the associate dean of the respective campus and the dean of the College. Students who have grievances should review procedures in [Hilltopics](#) and the Graduate Council Appeal Procedure.

**Honor Code.** The University of Tennessee is proud of its students' commitment to academic integrity and their pledge to abide by the Honor Statement found in [Hilltopics](#). The cooperation of students and faculty members maintains this tradition of intellectual honesty. "Each faculty member," according to Hilltopics ("Academic Conduct"), "is responsible for defining, in specific terms, guidelines for preserving academic integrity in a course." The faculty member will discuss the importance of the Honor Statement, as it relates to both individuals and groups in each course, at either the first or second class meeting.

## **UT POLICY ON A DRUG-FREE CAMPUS AND WORKPLACE**

The following statement is from the UT [2009-2010 Graduate Catalog](#):

In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, the University of Tennessee is notifying all students, faculty, and staff of the following university policy approved by the University of Tennessee Board of Trustees on 21 June 1990.

It is the policy of the University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs (controlled substances as defined in the Controlled Substances

Act, 21 U.S. C.812) and alcohol on university property or during university activities.

Violation of this policy is grounds for disciplinary action – up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S. C.841 et seq.; T.C.A. 39-17-401 et seq.). Local ordinances also provide various penalties for drug and alcohol-related offenses. The university is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program.

Individuals who are paid by the University of Tennessee from federal grants or contracts must notify the university of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The university is, in turn, required to inform the granting or contracting agency of such violation within ten days of the university's receipt of notification.

Employees and their families needing treatment information should call their local Human Resources Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (1-800-308-4934). Students needing treatment information should contact their campus Student Affairs Office, student health center or counseling center.

## **UT STUDENT INSURANCE**

The University makes a group health insurance plan available to students. Students are encouraged to take advantage of this plan if they have no other hospitalization coverage. Although the plan is not as extensive as some, it does provide hospital coverage at a relatively low rate. Information is mailed by the company providing the insurance to the student's home. Information is also available from the [Student Health Services](#).

## **PROGRAMS OFFERED**

Students are admitted to either the full-time, extended study, or advanced standing program. Application for admission to all three programs is completed through the regular admissions process. The admissions requirements above and the degree requirements below are the same for all three programs with the exceptions indicated for the advanced standing program. Admitted applicants or students who wish to transfer from full-time to extended study or extended study to full-time will be placed on a waiting list for the program into which they wish to transfer. Application for such a transfer should be made by admitted applicants to

the chair of the admissions committee and by enrolled students to the associate dean of the respective campus.

**Advanced Standing Program.** Advanced standing students complete the program (36 semester hours) in three (3) semesters of full-time study beginning summer term. Students complete SW 520 (Evidence-based Practice), SW 537 (Introduction to Psychopathology and Social Work Practice), and SW 539 (Leadership Skills & Knowledge for Advanced Social Work Practice) during the summer term. The aforementioned courses are the beginning of concentration curriculum.

**Full-time Program.** The full-time program (60 semester hours) begins fall semester. Students complete the full-time program in two years, or four (4) semesters, of full-time study. They complete the foundation curriculum during the first year and the concentration curriculum during the second year.

**Extended Study Program.** The extended study program (60 semester hours) allows students to complete the M.S.S.W. degree in three or four years depending on individual needs. The program begins fall semester.

Students generally take two years to complete the foundation curriculum, which must be completed before the concentration curriculum is begun. The two semesters of the foundation field placement are completed during the second year of study. Students then complete the concentration curriculum based on a third or fourth year plan developed in conjunction with their major professors. If they choose the third year plan, they will complete the concentration curriculum in one year of full-time study. If they choose the fourth year plan, they will complete the concentration curriculum in two years of study.

Pre-planning of the individual program by the student in conjunction with the major professor is necessary to ensure that the recommended sequence of foundation and concentration courses is followed, that adequate field practice plans are made, and that, to the extent possible, the course of study takes into account the student's individual interests and career plans.

Extended study students tend to require more time and effort in faculty advising and to need more consistent contact with their major professors than do other students, especially during their first two years in the program. Thus, the College's well-planned advising system for students is an important component of the extended study program.

**Distance Education.** The Distance Education program allows students who live outside a 25-mile radius of Knoxville, Nashville, or Memphis campuses to attend classes online. This delivery is offered part-time to both advanced standing and extended study students. Classes are primarily online, however there may be two to three Saturday classes for practice skills. Student internships will be arranged within a reasonable driving distance from the communities within which Distant Education students reside.

The Distance Education program is fully accredited

by the CSWE (Council on Social Work Education) and taught by the same professors who teach on campus. The degree you receive will be a Masters of Science in Social Work from the University of Tennessee, Knoxville.

## PROFESSIONAL CURRICULUM

The M.S.S.W. curriculum is guided by four organizing principles that are integral to social work practice and values. These are as follows:

1. a commitment to work toward greater social and economic justice, particularly in response to the needs of vulnerable populations;
2. an understanding of and appreciation for human diversity;
3. practicing from a strengths perspective; and
4. an appreciation of the importance of client empowerment.

These principles are embodied in the social work code of ethics and are integrated into all aspects of the curriculum.

The curriculum is designed so that students will develop expertise in working effectively with and on behalf of vulnerable populations. These populations include victims of institutional oppression and systemic poverty, as well as individuals, families, and groups experiencing developmental or situational crises and/or facing chronic problems in social functioning. Students are taught ethical and effective practice interventions that promote equality and justice at all systems levels.

**Foundation Curriculum.** The foundation curriculum for full-time and extended study students consists of 19 hours of course work and 6 hours of field instruction. It is completed by full-time students during the first year of study and by extended study students during the first two years of study.

The foundation curriculum contributes to the process of professional identification and provides a comprehensive base of theory, knowledge, and skills for students entering either concentration area so that they may operate in the future as practitioners, supervisors, managers, planners, and program developers. The foundation curriculum is grounded in the CSWE core competencies and practice behaviors.

EPAS Competency: Identify as a professional social worker and conduct oneself accordingly.

Practice behaviors:

- advocate for client access to the services of social work;
- practice personal reflection and self-correction to assure continual professional development;
- attend to professional roles and boundaries;
- demonstrate professional demeanor in behavior, appearance, and communication;
- engage in career-long learning; and
- use supervision and consultation.

EPAS Competency: Apply social work ethical principles to guide professional practice.

Practice Behaviors:

- recognize and manage personal values in a way that allows professional values to guide practice;
- make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles;
- tolerate ambiguity in resolving ethical conflicts; and
- apply strategies of ethical reasoning to arrive at principled decisions.

EPAS Competency: Apply critical thinking to inform and communicate professional judgments.

Practice Behaviors:

- distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom;
- analyze models of assessment, prevention, intervention, and evaluation; and
- demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.

EPAS Competency: Engage diversity and difference in practice.

Practice Behaviors:

- recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power;
- gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups;
- recognize and communicate their understanding of the importance of difference in shaping life experiences; and
- view themselves as learners and engage those with whom they work as informants.

EPAS Competency: Advance human rights and social and economic justice.

Practice Behaviors:

- understand the forms and mechanisms of oppression and discrimination;
- advocate for human rights and social and economic justice; and
- engage in practices that advance social and economic justice.

EPAS Competency: Engage in research-informed practice and practice-informed research.

Practice Behaviors:

- use practice experience to inform scientific inquiry; and
- use research evidence to perform practice.

EPAS Competency: Apply knowledge of human behavior and the social environment.

Practice Behaviors:

- utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation; and
- critique and apply knowledge to understand person and environment.

EPAS Competency: Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

Practice Behaviors:

- analyze, formulate, and advocate for policies that advance social well being; and
- collaborate with colleagues and clients for effective policy action.

EPAS Competency: Respond to contexts that shape practice.

Practice Behaviors:

- continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services; and
- provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

EPAS Competency: Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

Engagement Practice Behaviors:

- substantively and affectively prepare for action with individuals, families, groups, organizations, and communities;
- use empathy and other interpersonal skills; and
- develop a mutually agreed-on focus of work and desired outcomes.

Assessment Practice Behaviors:

- collect, organize, and interpret client data;
- assess client strengths and limitations;
- develop mutually agreed-on intervention goals and objectives; and
- select appropriate intervention strategies.

Intervention Practice Behaviors:

- initiate actions to achieve organizational goals;
- implement prevention interventions that enhance client capacities;
- help clients resolve problems;
- negotiate, mediate, and advocate for clients; and
- facilitate transitions and endings.

The M.S.S.W. foundation curriculum is comprised of the following courses (also see Curriculum Models below):

|       |  |       |
|-------|--|-------|
| SW510 | Social Work and Social Welfare Policies and Programs . . . . . | 2 hrs |
| SW512 | Social, Economic, and Political Environments . . . . .         | 2 hrs |
| SW513 | Lifespan & Neurophysiological                                  |       |

|              |  |               |
|--------------|--|---------------|
|              | Development in a Cultural, Ecological, and Transactional Framework . . . . . | 4 hrs         |
| SW517        | Diversity, Social and Economic Justice and Oppression . . . . .              | 2 hrs         |
| SW519        | Foundation Research . . . . .  | 3 hrs         |
| SW522        | Introduction to Social Work Practice . . . . .                               | 4 hrs         |
| SW538        | Social Work Practice with At-Risk Populations . . . . .                      | 2 hrs         |
| SW542, 544   | Foundation Field Practice I & II . . . . .                                   | 6 hrs         |
| <b>Total</b> |  | <b>25 hrs</b> |

**Concentration Curriculum.** Upon completion of the foundation curriculum, students must select a concentration in either Evidence-based Interpersonal Practice (EBIP) or Evidence-based Practice Across Systems (EBPAS). The concentration curriculum consists of 12 hours of field instruction and a minimum of 23 hours of course work.

*Evidence-based Interpersonal Practice.* The Evidence-Based Interpersonal Practice Concentration (EBIP) prepares students for professional social work practice with individuals, groups, children/youth, and families. The advanced practice curriculum in EBIP is grounded in the following advanced practice competencies:

1. Apply the value base of the social work profession and its ethical standards in advanced, complex, professional interactions in practice with individuals, families and small groups.
2. Analyze and resolve complex ethical dilemmas that arise in one's practice with individuals, families and small groups.
3. Demonstrate cognitive flexibility, adaptability, and creativity, in the solving of complex problems while adhering to social work values and ethics in practice with individuals, families and small groups.
4. Develop a plan of advocacy and social change that addresses disparities in health and mental health services that can be used to promote social and economic justice, discrimination and oppression, and increase access to resources.
5. Appropriately implement empirically supported methods of advocacy and targeted social change strategies with and on behalf of individuals, families, and small groups to advance human rights and access to resources.
6. Apply culturally sensitive techniques when faced with practice, research, and ethical dilemmas working with individuals, families and small groups
7. Assess the limitations and strengths of theories, assessment, and diagnostic tools and clinical interventions when working with diverse client systems and have advanced skills to appropriately adapt and apply the most relevant, effective and culturally affirming interventions.
8. Deliver appropriate clinical services in light of the interaction of cultural systems between the identity of

- the social worker, client system(s), setting, and immediate community, and practice competently within and across various systems and cultures.
9. Further advance your ability to use the steps of critical evidence-based practice skills to assess, intervene in and evaluate effectiveness of more complex interpersonal practice situations.
  10. Demonstrate proficiency and evidence-based practice skills for evaluating your own individual, family and group practice using the most advanced and relevant knowledge.
  11. Demonstrate advanced application of critical thinking skills in evaluating and analyzing the policies that inform practice with individuals, families and small groups.
  12. Articulate and implement a plan for using the steps of evidence-based practice for life-long learning and development of professional expertise in interpersonal practice.

The goal of the concentration is to utilize evidence-based practices for the restoration, maintenance, and promotion of social functioning. Objectives focus on the transactional relationships between individuals, groups, and families and their social environment.

The EBIP Concentration prepares students for ethically informed direct practice with diverse populations. Students develop competencies in advanced assessment, relationship building/enhancement, application of goal-oriented and evidence-based interventions, evaluation of practice, and life-long professional development. Potential areas of practice include mental health, child welfare, substance abuse, health care, and other settings providing services to populations at risk.

The concentration requirements are as follows:

|              |   |               |
|--------------|---|---------------|
| SW520        | Evidence-based Practice . . . . .                                       | 1 hr          |
| SW537        | Introduction to Psychopathology and Social Work Practice . . . . .      | 2 hrs         |
| SW539        | Leadership Skills and Knowledge for Advanced Social Work Practice . . . | 2 hrs         |
| SW560        | Evidence-based Interpersonal Practice with Groups . . . . .             | 3 hrs         |
| SW562        | Evidence-based Interpersonal Practice with Individuals . . . . .        | 3 hrs         |
| SW563        | Evaluating Clinical Practice . . . . .                                  | 3 hrs         |
|              | Selective (SW570, SW571 or SW572) . . . . .                             | 3 hrs         |
|              | Advanced Electives . . . . .  | 6 hrs         |
| SW586        | Advanced Field Practice I & II . . . . .                                | 12 hrs        |
| <b>Total</b> |   | <b>35 hrs</b> |

*Evidence-based Practice Across Systems.* Evidence-based Practice across Systems (EBPAS) is a population-focused concentration, based on the underlying principle of social and economic justice, of vertically and horizontally integrated practice. The advanced practice EBPAS competencies build on the foundation. They are:

1. Apply the value base of the social work profession and its ethical standards to complex practice situations involving colleagues, organizations and communities.
2. Analyze and resolve complex ethical dilemmas that arise in practice with organizations, communities and political structures.
3. Demonstrate cognitive flexibility, adaptability, and creativity, in the solving of complex problems while adhering to social work values and ethics in practice with organizations, communities and political structures.
4. Develop plans of advocacy and social change that focus locally, nationally, and globally on populations at risk that are used to promote social and economic justice, discrimination and oppression, and increase access to resources.
5. Appropriately implement empirically supported methods of advocacy and targeted social change strategies to advance the human rights and access to resources of client systems.
6. Apply culturally sensitive techniques when faced with practice, research, and ethical dilemmas in administration, policy practice, program development and evaluation.
7. Assess the limitations and strengths of theories, frameworks, and change strategies when working with diverse client systems and have advanced skills to appropriately adapt and apply the most relevant, effective and culturally affirming interventions.
8. Deliver appropriate culturally sensitive interventions and services in administration, policy practice, program development and program evaluation.
9. Further advance your ability to use the steps of critical evidence-based practice skills to assess, intervene in and evaluation effectiveness of more complex programmatic, community-based and policy related situations.
10. Demonstrate proficiency and evidence-based skills for evaluating your own practice with groups, organizations and communities using the most advanced and relevant technology.
11. Demonstrate advanced application of critical thinking skills in evaluating and analyzing the policies and practices of agencies, communities, governments and other institutions.
12. Articulate and implement a plan for using the steps of evidence-based practice for life-long learning and development of professional expertise in advanced practice across systems.

EBPAS practitioners assess and promote the social well-being of at-risk and diverse populations, and client systems across the life cycle and across practice settings. EBPAS practitioners may work in a variety of settings, including, for example, schools, health care, prevention, community-based organizations, social and economic development organizations, and the political

arena, with client systems and populations including children/youth, families, and older adults.

The goal of this concentration is to produce social workers who are critical thinkers in ethically-sound, systemic, skill-based, evidence-based practice including activities such as, but not limited to, short-term interventions, planning, organizing, coordinating, developing, and evaluating direct and indirect activities for targeted at-risk populations, clients, and client systems, and the use of information technology. The concentration builds on the foundation curriculum preparing students to identify issues and contributing determinants, and to logically develop and implement interventions, plan objectives and evaluate outcomes.

The knowledge, skills, and competencies acquired by students in this concentration produce practitioners who are prepared to work as professionals on transdisciplinary teams and in interdisciplinary settings, to deliver, develop, manage and evaluate programs and direct services, acquire funding, write grants, analyze and advocate for policy change in political systems and organizations both within and outside the U.S.

The concentration requirements are as follows:

|              |  |               |
|--------------|--|---------------|
| SW520        | Evidence-based Practice . . . . .  | 1 hr          |
| SW537        | Introduction to Psychopathology and Social Work Practice . . . . .               | 2 hrs         |
| SW539        | Leadership Skills and Knowledge for Advanced Social Work Practice . . .          | 2 hrs         |
| SW545        | Evidence-based Resource Development Practice Across Systems . . . . .            | 3 hrs         |
| SW546        | Evidence-based Social and Economic Development Practice Across Systems . . . . . | 3 hrs         |
| SW548        | Advanced Policy Practice . . . . .   | 2 hrs         |
| SW549        | Evaluative Research . . . . .  | 3 hrs         |
|              | Selective (SW570, SW571 or SW572) . . . . .                                      | 3 hrs         |
|              | Advanced Electives . . . . .   | 4 hrs         |
| SW586        | Advanced Field Practice I & II . . . . .   | 12 hrs        |
| <b>Total</b> |  | <b>35 hrs</b> |

*Electives and Seminars for the Concentrations.*

Elective and seminar courses complete the professional curriculum course work. Selection of electives and seminars is made in conjunction with the major professor's approval.

The available elective and seminar courses may vary between campuses. Also, not every course is offered every semester or even every year; so a student should check the current schedule for the availability of a particular course.

**Field Practice.** Field practice is a critical component of each student's program. The College of Social Work cooperates with a wide range of social agencies, human service programs, and school settings throughout the state and surrounding areas and is able

to provide field placements in a variety of social work practice areas. The College works closely with placement agencies and field instructors to give each student a quality field experience.

The field practice objectives which are included in the M.S.S.W. Field Practice Manual define the content of the practicum. The objectives serve as the guide for selection of student assignments and are the basis for evaluation of student performance. The administration of the practicum is delineated in the M.S.S.W. Field Practice Manual, available online at:

<http://www.csw.utk.edu/students/field/manuals.html>

The first-year field placement meets the educational objectives of the foundation curriculum. The focus is on professional development, assessment, and intervention regardless of setting. Assignments relate to research and to generalist practice with individuals/families, small groups and agencies.

As part of the foundation curriculum, first year field practice addresses values, theoretical knowledge, and skills common to all social work roles. The emphasis is on broadening students' experiences and perspectives.

The first-year field practicum is scheduled for two full days each week for both fall and spring semesters.

The second-year placement meets the objectives of the student's selected area of concentration and is individually designed to enhance career interests and educational needs.

Emphasis is placed on the integration of social work knowledge and values and the acquisition and development of practice skills. Each student is responsible for meeting the requirements of their placement agency in terms of office hours and workload coverage. This responsibility takes precedence over scheduled University breaks and may result in variations in holidays and office hours for students in field practice. Students are responsible for conducting themselves in a professionally ethical manner. Foundation year students who are in field placements must be simultaneously enrolled in at least one course.

For the advanced standing and full-time programs, the concentration field practicum is scheduled for three full days each week fall and spring semesters. For the extended study program, a comparable schedule is determined in conjunction with the coordinator of field services at the respective campus. While the extended study concentration field practicum is more flexible, a schedule is required that conforms to the hours of the agency where the student is placed. At times, block field placements (40 hours/week for one semester) are available.

**Professional Liability Insurance.** Students in field practice can be sued for malpractice. Therefore, participation in a group plan for professional liability insurance is required by the College for all students enrolled in field practice courses. The cost of this insurance varies according to the charges made by the University's insurance carrier. An effort is made to obtain the most economical coverage possible. An explanation

of specific coverage is available from the coordinator of field services at the respective campus. Students are required to make payment for liability insurance; the charge is billed on the VOLXpress statement when due.

**Field Placement Fee.** Effective Fall 2009 each student enrolled in a field course will be assessed a \$200 field placement fee which will be billed on the VOLXpress statement.

**Grading.** The grade for field practice is either "satisfactory" or "no credit." As is true for all required courses, a satisfactory level of performance is necessary for remaining in the program. The objectives define the minimum level of satisfactory performance. Field seminar is a part of the first semester of first year field practice. Therefore, satisfactory performance in the lab and in the agency is necessary to support the grade of "satisfactory" in the first semester, first year field practice.

**Placement Process.** The coordinator of field services at the respective campus assigns incoming students to first year placement with input from faculty. Assignments are based on information from the students pre-placement planning form, availability of placements, and potential for student and field instructor match. Students will meet individually with the coordinator of field services at the respective campus to identify interests, needs, and issues related to the second year practicum.

**Curriculum Models.** Curriculum models for each of the three programs are shown below.

*Advanced Standing Curriculum*

Summer: SW520, SW 528, SW537,  
SW539

Fall and Spring: Concentration Curriculum

*Full-time Curriculum*

Year One: Foundation Curriculum

Fall: SW510, SW512, SW513,  
SW522, SW542

Spring: SW517, SW519, SW538,  
SW520, SW537, SW539,  
SW544

Year Two: Concentration Curriculum

*Extended Study Curriculum*

Year One: Foundation Curriculum

Fall: SW510, SW513

Spring: SW 512, SW 522

Summer: SW 519

Year Two: Foundation Curriculum

Fall: SW517, SW 538,  
SW542

Spring: SW 520 and/or SW 537  
and/or SW539, SW544

Summer: SW 520 and/or SW 537  
and/or SW539

Year Three: Concentration Curriculum

Or

Year Three and Four: Concentration Curriculum

spread over four or five semesters.

## **ADVISING**

Students are assigned a major professor upon entry into the program. The primary responsibilities of the major professor are as follows:

1. assist students in assessing their aptitude and suitability for a career in social work practice,
2. provide students with specific information about courses and program requirements,
3. advise on course planning in relation to the College's course requirements and the student's educational needs,
4. consult with students as they plan their method of practice concentration and their field practice area,
5. assist students in evaluating their progress and performance in the program,
6. advise students who experience class and field performance difficulties or other issues related to their professional education, and
7. serve as mentor to students as they enter the profession of social work.

Upon entering the program, a student is expected to meet with his or her major professor to develop and complete a "Program of Study Worksheet" form that includes a tentative schedule of courses he or she plans to take during his or her educational program. A copy of the completed worksheet is to be kept by the student and the student's major professor, and a copy of this form is to be placed in the student's academic file. This tentative "Program of Study Worksheet" is to be reviewed and revised, as needed, each semester.

In keeping with the policy outlined in the [Graduate Catalog](#), a three-person academic committee will be assigned to each student at the beginning of his or her first year of academic study. This committee is composed of the student's major professor, who approves the student's course of study, and two other faculty at the rank of assistant professor or above (or clinical associate or field coordinator) as determined by each campus. It is the responsibility of the major professor to coordinate with and convene a student's academic committee when needed, for example, to review the appropriateness of outside electives, to advise when the student has academic difficulties, or to review all exceptions in the student's program. In addition, the committee, the student, or an individual instructor may request a meeting of the academic committee for the purpose of seeking consultation about a student's program and/or progress. The student must be invited to participate in these discussions.

A student may submit a written request for a change in major professor at any time to the office of the associate dean of the respective campus. Reasons for a change may include the following: When a student

thinks another faculty member would be more responsive to his or her educational interests and needs or when the original major professor teaches in a methods concentration different from the one selected by the student.

Extended study students will follow the same procedures as regular full-time students for assignment of a major professor.

## **INDEPENDENT STUDY**

Students wishing to pursue study or research in an area of individual interest or relevance may seek a faculty member to provide an independent study course. Because independent study courses are time-intensive for both the instructor and the student, they should not be used for the study of narrow, limited-use topics or for topics already covered in the regular curriculum.

The independent study course proposal is due before the beginning of the semester in which the project is to begin. The proposal must be approved by the faculty member who will teach the course, the student's major professor, and the associate dean of the respective campus. The proposal must include description, rationale, educational objectives, methodology, and bibliography.

The instructions, guidelines, outline, and approval form for the proposal are available from the office of the associate dean or the student records office of the respective campus.

## **COMPUTER LITERACY**

Since students will be expected to use various software programs for word processing and statistical analysis, as well as search engines and other web-based programs, it is expected that all students be computer literate upon entering the program.

## **ELECTRONIC MAIL (E-MAIL)**

The University of Tennessee provides free e-mail accounts to students for the entire time of their enrollment in the University. A UT e-mail account is easy to access from any computer with an Internet connection and requires no special software to install or configurations to be made. By using a UT account, students then have one electronic inbox where all College and University related information is delivered. It also makes possible ready communication with faculty members, staff, College administration, and other students (e.g., for class projects).

In accordance with The University of Tennessee's e-mail policy effective Fall 2003, the preferred method of communication from The University of Tennessee and the College to students enrolled in our programs is via e-mail. Becoming proficient in the use of e-mail prepares students for a social work practice environment that is increasingly technologically oriented.

Only University of Tennessee e-mail addresses will be used for all official University and College of Social Work communication with students. Per the University policy, students will be held accountable for

information contained in official University and College mailings to their UT e-mail accounts.

While the University allows students to forward utk.edu mail to non-utk.edu addresses, the College of Social Work strongly discourages that practice due to past problems students have had when forwarding their utk.edu mail to non-utk addresses. The College cannot be held responsible for any mail or attachments that are lost or misdirected as a result of forwarding. However, students will be held responsible for not acting on or following the instructions given in an e-mail that is lost or misdirected due to forwarding.

Detailed instructions for obtaining and using a UT e-mail account will be presented during orientation.

Normally, a utk.edu e-mail address will appear in The University of Tennessee People Search Directory (<http://directory.utk.edu>) shortly after the fall semester begins. If students wish to remove their e-mail addresses from the People Search Directory, they must contact the [University Registrar](#), 209 Student Services Building, to request privacy for directory information.

### **GRADES AND GRADING**

The College of Social Work follows the regulations found in The University of Tennessee [Graduate Catalog](#) in relation to grades and grading. The following paragraphs briefly explain these grading policies.

A cumulative grade point average (GPA) of 3.0 or higher is required for graduation; therefore, grades of C+ or C must be offset by higher grades to attain a 3.0 cumulative GPA. Students admitted on probationary status must complete 9 hours of graduate credit with a minimum GPA of 3.0 for probationary status to be removed.

Grades of D and F are not acceptable in graduate school, and courses may not be repeated to improve D or F grades. Therefore, a student receiving less than a C in a required course or an N/C in field practice will be terminated from the program. This action also applies to students admitted on probationary status who receive less than a B average. Any consideration for an exception in such instances must be initiated by student request.

Academic credit for life experience and previous work experience is not given in lieu of required social work courses.

A grade of incomplete (I) in any social work course is a temporary grade showing that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. The instructor, in consultation with the student, decides the terms for the removal of the incomplete, including the time limit for removal. If the incomplete is not removed within one calendar year, the grade will be changed to an F or NC (field). No student may graduate with an I on his or her record.

A student's major professor or academic committee may recommend steps to be taken by the student to correct academic deficiencies or poor

professional practices. Such recommendations may include a variety of academic or professional experiences. Ordinarily, such recommendations will be made with student input and agreement, but the academic committee's judgment is authoritative.

### **TRANSFER CREDITS**

Course work equivalent to the first year of the M.S.S.W. program, completed in another accredited graduate social work program, is usually accepted toward degree requirements if the student is admitted. Applicants must meet UT graduate admission requirements as well as those of the College of Social Work.

Transfer courses must be approved as equivalent to required and/or elective courses taken for graduate credit and passed with a grade of B or better. An S (earned on an S/NC system) for the field practicum is also accepted. In addition, transfer courses must be part of an otherwise satisfactory graduate program (B average) and must have been completed within the six-year period prior to receiving the degree.

A maximum of 6 semester credits from work earned in disciplines other than social work may also be transferred as elective credits.

Transfer courses must be approved by the Admission Committee Chair and Associate Dean of the respective campus.

### **PROFICIENCY EXAMINATION**

Applications to waive courses on the basis of proficiency must be submitted to the Associate Dean at each campus by August 1 for courses taught in the fall and by December 1 for courses taught in the spring, so that decisions can be made before students are required to register for the course. Associate Deans will notify the appropriate faculty involved in the proficiency process, and a decision must be made before the start of classes.

Students may provide evidence of proficiency in one or more of the following courses, given approval as described below:

- SW510, Social Work and Social Welfare Policies and Programs
- SW512, Social, Economic, and Political Environments
- SW513, Lifespan and Neurophysiologic Development in a Cultural, Ecological, and Transactional Framework
- SW517, Diversity, Social, and Economic Justice and Oppression
- SW519, Foundation Research
- SW522, Introduction to Social Work Practice (only if the student has an undergraduate degree in SW)

Students cannot substitute more than 12 credit hours of previous courses and cannot receive proficiency credit for field courses. Approval of proficiency requires the student to do the following for each course:

- Obtain at least a “B” in the previous course, as shown on an official university transcript.
- Submit a dossier for each course in which the student seeks a waiver, containing:
  - (1) syllabi for all courses alleged to contain the relevant content (appropriate content does not have to be contained in a single course);
  - (2) relevant materials (such as papers written) from the previous courses;
  - (3) for each course competency associated with that course (to be obtained from the professor), a description of how the student has met the competency, such as a list and copies of relevant papers, descriptions of field experiences, etc.

The dossier will be reviewed by the UT CSW tenure-track faculty member who teaches the SW course in question, and one other UT CSW tenure-track faculty member. These faculty members will use the current syllabus content for the SW course in question as a guideline in making the decision to hold a meeting for the purpose of making a final decision about whether to approve or not approve the course proficiency. No meeting will be held if review of the materials does not indicate proficiency.

Students will meet with the above mentioned faculty members to review the syllabus and relevant materials from the previous course, and get written approval for the substitution from both of these faculty members. At this meeting, faculty will discuss the content of the course the student is seeking to waive, as well as the proficiencies for that course and how the student has developed the competencies. The student should be prepared to discuss the content and make his or her case for the waiver.

If a waiver is approved, the grade assigned for the MSSW course will be the grade the student received for the previous course taken (or if the content has been studied in more than one course, an average of those grades).

Students must complete the appropriate forms and payment of fees.

Students should be aware that there is no presumption that courses can be waived for proficiency. It is the student’s responsibility to make a convincing case that he or she already possesses the competencies associated with the course. With the advent of the new curriculum, the emphasis is on the student’s demonstrating the proficiencies, not simply having had the content.

Faculty at each location will submit the entire dossier and the decision made about the proficiency waiver for each proficiency application to the Chair of the Curriculum Committee. The Curriculum Committee will use these materials to monitor the proficiency process and report to the faculty annually.

### GENERAL DEGREE REQUIREMENTS

Students must meet the following requirements for the M.S.S.W. degree:

1. All graduate and University requirements as

stated in The University of Tennessee [Graduate Catalog](#).

2. A minimum of 60 semester credit-hours, which includes the following:
  - a. foundation courses and field practice (25 hours) and
  - b. concentration courses and field practice (35 hours).
3. A comprehensive examination or successful defense of a thesis.
4. An overall GPA of 3.0 or better on all graded courses and satisfactory performance in field. A grade of C or higher must be obtained in all required courses. Required courses may not be repeated to receive a higher grade.
5. Professional conduct appropriate for a social worker at all times according to the Code of Ethics of the National Association of Social Workers.

The Graduate Catalog in effect the year of graduation should be consulted for any revisions in requirements.

### NONDEGREE-SEEKING STUDENTS

Nondegree-seeking students may take courses in the MSSW program on a space-available basis as long as they meet guidelines set by the University of Tennessee and the College of Social Work (CSW). Students must fulfill University entrance requirements for nondegree-seeking students. As stated in the Graduate Catalog, admission to non-degree status does not constitute admission to a degree program. Restrictions applying to the College of Social Work follow.

Nondegree-seeking students may take up to 15 hours of credit in the College of Social Work if all prerequisite course work is met and with the following restrictions:

1. Nondegree-seeking students must meet all prerequisites required for degree-seeking students or show proof of equivalent content.
2. Nondegree-seeking students may not take Foundation or Advanced MSSW required practice courses (unless they have completed a BSSW or MSSW from or are currently enrolled in an accredited school of social work in the United States; they have completed or are currently enrolled internationally in a recognized social work program; or have been accepted into the UTCSW Graduate Gerontology Certificate program).
3. Nondegree-seeking students may not take field (unless they are currently enrolled in a masters program from an accredited school of social work in the United States, or they are currently enrolled internationally in an equivalent social work program).
4. Students currently enrolled in the College of

Social Work will always be given priority over other students when space in courses is limited. Degree-seeking students from other departments will have priority over nondegree-seeking students. When nondegree-seeking students must be removed from a class, students in the FIPSE and Gerontology programs will be given priority, after which the last to enroll will be the first to be removed.

5. Students enrolled in other MSSW programs nationally or internationally may take Field Placement. Students must adhere to the prerequisites listed in the Graduate Bulletin or show proof of equivalent content.

### **M.S.S.W. THESIS**

When faculty resources are available, a student may elect to write a thesis as partial fulfillment of the requirements of the M.S.S.W. degree. A thesis involves planning and conducting an original research project on a social work topic. It carries 6 hours of credit, which are applied as elective hours. Interested students need to make a decision about writing a thesis shortly after entering the College. A student should notify his or her major professor of interest in developing a thesis. A thesis student will be required to have a GPA of 3.75 or higher upon completion of the Foundation year or, for advanced standing students, a cumulative undergraduate GPA in social work courses of 3.75. The student needs to be aware of all UT graduate thesis requirements. The student is responsible for meeting all UT graduate deadlines and complying with the most recent Guide to the Preparation of Theses and Dissertations. See the Graduate Catalog for additional information.

During the second semester of the first year (or summer session for advance standing students), the thesis student must notify the major professor of intent to develop a thesis and must secure a CSW faculty member to serve as chair of his or her thesis committee. In consultation with the thesis chair, two additional committee members must be selected to serve on the committee. At least one member of the thesis committee must have taught in the CSW masters program, and at least two members must be CSW faculty members. All members must be UT faculty. Working with the thesis committee, the student will develop a proposal and complete the appropriate Human Subjects Review Form. It is the student's responsibility to become informed about College and University human subjects policies and procedures. Experience shows that when human subjects approval is not in place by the beginning of the Concentration year, projects can be delayed and difficult to complete in a timely manner. A thesis proposal should contain the following:

1. Description of the area of concern and problem to be studied;

2. Research question [hypothesis(es) when indicated];
3. Research design, including description of the study population and setting, plan for data collection and data analysis;
4. Initial bibliography;
5. Proposed time-line for project.

Faculty who are asked to chair a thesis committee will evaluate the adequacy of the research proposal with the thesis committee and consult with appropriate faculty regarding the student's methodological skills. The student needs to be aware that some proposed projects can take longer than the time required for course work and thus could delay the student's graduation date. The student's thesis committee will meet with the student prior to the end of the student's first academic year to make a decision on acceptance of the thesis project. The final oral exam must be scheduled through the [Graduate School](#) at least one week prior to the exam and at least two weeks prior to the final date for acceptance and approval of theses by the Graduate School on behalf of the [Graduate Council](#).

### **COMPREHENSIVE EXAMINATION**

All second-year students who do not develop and defend a thesis must complete a comprehensive exam. The comprehensive exam takes place during the concentration year. Information about this exam will be given to all students at the beginning of their concentration year.

### **ADMISSION TO CANDIDACY**

To receive the M.S.S.W. degree, a student must have previously filed an Admission to Candidacy Application. This form lists all the courses a student has taken and expects to take during the program. The members of the student's academic committee and Associate Dean of the respective campus must approve the form. It is the student's responsibility to be sure that all members of his or her academic committee have signed the form. This form is to be prepared and submitted to the Office of the University Registrar no later than the semester preceding the semester in which the student plans to graduate. A copy of this form is to be placed in the student's file.

### **GRADUATION APPLICATION**

To receive the M.S.S.W. degree, a graduating student must also complete the Graduation Application for the semester he or she plans to graduate. This form is to be submitted to the [Office of the University Registrar](#) (209 Student Services Building). An application form filed for a previous semester becomes void if the degree requirements were not completed. The form must be completed again for the appropriate semester.

## **WITHDRAWAL FROM THE PROGRAM**

Any student who withdraws or takes a leave of absence from the College of Social Work after beginning the program must have a withdrawal form in his or her student file. This form will become a part of the official student file. The student must complete these steps:

1. have an exit interview with his or her major professor,
2. have a withdrawal/leave of absence form completed by the major professor,
3. have the form submitted to the associate dean of the respective campus for final approval and then placed in the student file, and
4. have one of the following classifications checked on the form: withdrawal/leave of absence in good standing with no conditions or withdrawal/leave of absence in good standing with conditions (conditions for readmission must be specified on the form).
5. complete the University withdrawal procedures as outlined in the UT [Graduate Catalog](#).

Failure to attend class does not automatically withdraw a student from the program.

## **DISMISSAL FROM THE PROGRAM**

Any student dismissed from the program must have an exit interview with his or her major professor, and the dismissal form must be completed and placed in the student's file. The dismissal form will indicate the reasons for dismissal and conditions for consideration for readmission if any.

## **READMISSION TO THE PROGRAM**

Students who withdrew in good standing and have been out of the program for three or fewer semesters, including summer, will be readmitted if technical requirements (i.e., payment of outstanding fees, etc.) and conditions (if any) are met.

Students who withdrew in good standing and have been out of the program for more than three semesters (including summer semester) must complete these steps:

1. submit a readmission application to the Office of Graduate and International Admissions;
2. write to the College of Social Work asking for readmission;
3. update the original professional statement;
4. submit one additional reference;
5. submit a statement indicating that the conditions, if any, for readmission have been met; and
6. be interviewed by a member of the admissions committee prior to being considered for readmission.

Students who have been dismissed from the program may reapply following steps one through six above. If the previously dismissed student is to be recommended for readmission, the admissions committee will prepare the recommendation to be presented to the faculty in executive session.

## **INTRA-COLLEGE TRANSFER**

Any enrolled student who wishes to transfer from one campus to another must have approval to do so from the associate deans of both campuses involved in the transfer. The approval procedures are outlined below. (Please note that intra-College transfers are not automatic.)

1. The student should first consult with his or her major professor to discuss a possible transfer and, with the major professor's assistance, complete and forward an intra-College transfer request to his or her current associate dean.
2. If the current associate dean approves the transfer, he or she will sign and forward the request to the associate dean of the desired campus.
3. The associate dean at the desired campus will evaluate the request based on the rationale for the transfer and the availability of space. If he or she approves the transfer, he or she will sign the request and will forward the approved request to the student. He or she will also forward copies of the approved request to the current associate dean and records personnel for the College and for both campuses.

## **DESCRIPTIVE SUMMARY OF STUDENT'S EXPERIENCE**

The Descriptive Summary consists of a form (required) and a summary of the field placement experience (optional). The form provides a record of the information required to accurately report degree, concentration, and field placements to future employers. The summary provides a brief, factual report of a student's academic program, field placement experience, and other significant educational experiences. The student may also sign a release to make this summary available to potential employers who request information beyond the academic record.

## **STATE CERTIFICATION AND LICENSURE**

Upon graduation, the student should contact the State of Tennessee [Board of Social Workers](#) [(615) 532-3202] to request an application for certification. Certification is a requirement for licensure in Tennessee. The only requirement for certification is to have received an M.S.S.W. degree. To apply for licensure, the graduate must have an M.S.S.W. degree and two years of clinical experience under the supervision of an L.C.S.W. An exam is required as well.

## **SCHOOL SOCIAL WORK LICENSURE**

The Tennessee State School Social Work Licensure Program at the UT College of Social Work is available to currently enrolled bachelor's level and master's level students as well as persons who currently hold either a bachelor's and/or master's degree in social work from an accredited program. This licensure program in school social work equips students with the knowledge and skills necessary to practice in school

settings throughout the state of Tennessee.

The UT College of Social Work, in collaboration with the UT College of Education, will certify applicants for the state of Tennessee school social work licensure after the satisfactory completion of the requirements detailed in the application packet.

The application materials and additional information may be obtained from the College of Social Work Admissions and Student Records Office in Knoxville: <http://www.csw.utk.edu/students/licensure.html>

### **INTERDISCIPLINARY GRADUATE GERONTOLOGY CERTIFICATE**

An Interdisciplinary Graduate Gerontology Certificate is now available at the University of Tennessee in order to prepare graduate students for work with the growing population of older adults. The Gerontology Certificate Program can be completed while working towards the MSSW degree. For more information about the Gerontology Certificate Program and other gerontology programs at UT go to: <http://www.csw.utk.edu>

### **ACCESS TO STUDENT RECORDS**

File materials may not be removed from a student's file under any circumstance except for final purging for permanent retention. Student files may not be removed or released from the campus records office except under the circumstances noted below.

A faculty member may review a file either in the records office or in his/her office. If the file is removed from the office, an out card must be placed in the hanging file. The out card should show the date, the student's name, and the name of the person removing the file.

A student, after making the request to the appropriate administrative official, may view his or her file in the records office but may not take the file out of the records office. The student may not view materials to which s/he has waived rights or to which s/he has been denied access. These materials should remain in the manilla folder in the student's hanging file.

File materials may not be copied at student request without prior approval. Copies of application materials and student field materials should be made prior to submission. Approval to copy application materials must be received from the respective campus admissions committee chair. Approval to copy field materials must be received from the respective campus coordinator of field services at the respective campus. Copies of references may not be released to a third party without written consent from the person serving as a reference regardless of student waiver and/or approval. Copies of transcripts should not be made for any third party.

### **TRANSCRIPTS**

Transcripts must be requested from the Office of the [University Registrar](#), 865-974-2101. Staff at the College of Social Work do not have access to official transcripts.

## **STUDENT ORGANIZATIONS AND COMMITTEES**

### **MASTER'S SOCIAL WORK ORGANIZATION**

The Master's Social Work Organization (MSWO) is open to all enrolled master's students at the UT College of Social Work. M.S.S.W. students are represented on various campus and college-wide committees, including steering and faculty committees. MSWO members at each campus elect their local officers and representatives on an annual basis.

The purpose of MSWO is to provide student leadership, act as an advocate in student issues, foster group cohesiveness among students, faculty, administrators, alumni, and social work professionals in the University and in the local community, provide a social network, and enhance the positive experience of pursuing an M.S.S.W.

MSWO engages students in such activities as student forums, agency and local issue involvement, guest lectures, and student planned social interactions. MSWO meetings are held on a regular basis throughout the academic year, and all students are encouraged to participate.

### **NATIONAL ASSOCIATION OF BLACK SOCIAL WORKERS**

The College hosts the UT chapter of the National Association of Black Social Workers (NABSW). The UT chapter of NABSW provides a structure and forum for exchange of ideas about social services; supports community welfare projects; and advocates for policies, social planning, agencies, and groups serving the Black community. NABSW "is designed to promote the welfare, survival, and liberation of communities of African ancestry. Members of the NABSW recognize the necessity of Black community control and accountability of self to the Black community" (The NABSW website is located at: <http://www.nabsw.org/>).

### **PHI ALPHA HONOR SOCIETY**

The Epsilon Iota Chapter of Phi Alpha at UT was founded in 1995 by B.S.S.W. students. As of May 2001, membership is open to both B.S.S.W. and M.S.S.W. students. Social work students who have attained academic excellence and have demonstrated a commitment to the standards, ethics, and goals of the

social work profession are candidates for membership.

Qualifications for graduate membership in Phi Alpha Honor Society include completion of 9 credit hours in graduate-level social work courses, a minimum cumulative GPA of a 3.75 on a 4.0 scale in the social work program, and a service requirement.

Eligible candidates are elected by the chapter membership. Please contact Karla Edwards at 865-974-3176 or [kedwards@utk.edu](mailto:kedwards@utk.edu).

### **PHI KAPPA PHI**

Phi Kappa Phi is an interdisciplinary honor society tracing its origins to 1897. The society recognizes superior scholarship in all academic disciplines. For consideration for membership, undergraduates must be either in the top ten percent of the class and in senior status or in the top five percent of the class and in the final period of the junior year. Graduate student consideration is based on a percentage of candidates for the degree.

### **CAMPUS COMMITTEES**

Several committees on which students may serve function as a part of the program on each campus of the College. See the appropriate appendix for a description of these committees.

## **ACADEMIC POLICIES**

### **MAXIMUM COURSE LOAD**

The maximum number of credit-hours allowed for fall or spring semester without prior approval is 19 for undergraduate students and 15 for graduate students. The maximum number of credit-hours allowed for summer semester is 12. Prior approval must be obtained from the program director (B.S.S.W. or Ph.D.) or associate dean of the respective campus (M.S.S.W.).

### **CHANGES IN CURRICULUM REQUIREMENTS**

The Handbook represents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. The course offerings and the requirements of the institution are continually under examination and revision. However, adequate and reasonable notice will be given to students affected by any changes.

The Handbook is not intended to state contractual terms and should not be regarded as a contract between the student and the institution. The institution reserves the right to change any provision, offering, or requirement to be effective when determined by the institution. These changes will govern current and

readmitted students. Enrollment of all students is subject to these conditions. Current University catalogs are available online at:

<http://diglib.lib.utk.edu/dlc/catalog/index.html> The University further reserves the right to dismiss a student from the University for cause at any time.

## **HOUSING INFORMATION**

### **KNOXVILLE**

University housing is available to single and married students at reasonable costs. An off-campus housing service is available for students who do not wish to live in [University housing](#).

### **MEMPHIS**

Health services and student activities at UT Health Science Center are available to social work students. [University housing](#) is available for single students. A variety of off-campus housing for married students is located close to campus. A list of apartment complexes and rental properties is available from the Office of Residence Life.

Health insurance is available through the University.

### **NASHVILLE**

University housing is not available to students attending the Nashville campus. However, there is a wide variety of off-campus housing options available in the Nashville area. Information about housing options in Nashville can be found at the Nashville Chamber of Commerce website, located at <http://www.nashvillechamber.com>

# GRADUATE COURSES

**500 Thesis (1-15)** P/NP only.

**502 Registration for Use of Facilities (1-15)** Required for the student not otherwise registered during any semester when student uses university facilities and/or faculty time before degree is completed.

*Grading Restriction: Satisfactory/No Credit grading only.*

*Repeatability: May be repeated.*

*Credit Restriction: May not be used toward degree requirements.*

## **510 Social Work and Social Welfare Policies and Programs**

(2) Historic and contemporary contexts of social welfare. The profession's distinctive mission, history, values and ethical standards, and multiple roles with individuals, families, groups, organizations, and communities are examined using local to international comparisons. Key professional competencies, diversity, justice, critical thinking, and evidence-based practice are emphasized. Organizational, community, and legislated policies related to social issues, problems, and client systems using local to international comparisons. Use of justice, power, social construction, and social work values and ethics in analyzing, influencing, developing, implementing, and advocating for policies and programs.

## **512 Social, Economic, and Political Environments (2)**

Examines the profound influences on and critical interfaces of client systems with the world in which we live. Incorporates local to international information about social, economic, and political trends and innovations, and about effects of social problems, injustice, and power on client systems and on social change and service delivery systems.

## **513 Lifespan and Neurophysiologic Development (4)**

Theories, frameworks, and research that address culturally sensitive understanding of human development and behavior. Effects of risk/protective factors, culture, and other environmental effects, such as poverty, on developmental milestones. Includes neurophysiologic development across the lifespan, starting with early childhood; the profound influence of the environment on these processes; and implications for early prevention, treatment, policies, and services. Includes identification, assessment, and treatment of developmental delays and neurodevelopmental disorders. Processes critical to understanding human behavior and community risk and resilience for vulnerable populations are emphasized.

## **517 Diversity, Social and Economic Justice, and Oppression (2)**

In context of the cultural, ecological, developmental, and transactional theories, social work values and ethics, and a human rights perspective, critically assesses theory and research about sources, forms, and outcomes of oppression for at-risk client systems. Integrates local to international information about our global, diverse, multicultural society with evidence-based knowledge and skills that address oppression, are culturally affirming, and promote social and economic justice and human dignity.

**519 Foundation Research (3)** Social work practice-focused quantitative and qualitative research knowledge and skills. Includes critical evaluation of empirical literature and basic research methodology including construct operationalization; study design; selection, development, implementation, and evaluation of measures and instruments; and data management and analysis using statistical software.

**520 Evidence-Based Practice (1)** Examines how to (1) convert information needs related to practice decisions into well-structured answerable questions; (2) efficiently locate the

best evidence with which to answer such questions; (3) critically appraise such evidence; (4) apply results to practice and policy decisions; and (5) evaluate the effectiveness and efficiency of the application of such results to practice and policy decisions.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**522 Introduction to Social Work Practice (4)** Historic and contemporary contexts of social welfare. The profession's distinctive mission, history, values and ethical standards, and multiple roles with individuals, families, groups, organizations, and communities are examined using local to international comparisons. Theories are examined in the context of critical thinking and evidence-based practice. Defines generalist practice philosophy, methods, roles. Emphasizes skills (i.e., interpersonal communication, relationship building, power analyses, assertiveness, conflict management) that are essential to problem identification, assessment, and intervention with all client systems (individuals, groups, organizations, communities), and with other professionals and decision-makers. Uses local to international examples to translate theory and evidence-based knowledge into practice that is competent, ethical, culturally affirming, and empowering.

*Registration Restriction(s): Master of Science in Social Work.*

**528 Neurophysiology for Social Work Practice (1)** For Advanced Standing students. Covers the basis of neurophysiology. Students will explore the effects of genetics and epigenetics on human development and behavior; brain development and functioning; and physiological responses to stress and trauma. Particular focus is placed on understanding interactions between environment (including intra-uterine, cultural, and other environments) and physiological processes and how these topics relate to social work practice and all system levels.

*Comment(s): Admission to Advanced Standing program.*

**531 Working with Maltreated and Traumatized Children and Their Families (2)** The purpose of this course is to immerse students in the knowledge and issues related to working ethically and effectively with child and adolescent victims of child maltreatment, interpersonal traumas, and manmade/natural disasters. This course will pay particular attention to cultural status, including race/ethnicity, gender, sexual orientation, socioeconomic status, disability status, and others in understanding and working with traumatized children while maintaining a strengths perspective.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

*Comment(s): Advanced Standing may satisfy prerequisites with consent of instructor.*

**532 Short-Term Interventions (2)** Theory and practice of planned short term, emergency, and crisis interventions. Provides an introduction to the evidence-based practice, motivational interviewing (MI). Learners will be introduced to application of MI to increasing motivation for substance use reduction, mental health service utilization, and other health behavior changes. Finally, students will understand the evidence based theory, the transtheoretical model of change and its foundational role in motivational interviewing.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

*Comment(s): Advanced Standing may satisfy prerequisites with consent of instructor.*

**535 School Social Work (3)** Place of school as community institution and resource. Methods, processes, and techniques employed in school social work.

**536 Foundation Field Practice (1-6)** Instruction and supervision in generalist social work practice. Practicum is completed on a block schedule. Students may take concurrent foundation courses, but are not required to do so. Students may complete block placements in Tennessee, in other states, or in other nations.

*Grading Restriction: Satisfactory/No Credit grading only.*

*Repeatability: May be repeated. Maximum 6 hours.*

*Registration Restriction(s): Master of Science in Social Work - social work major.*

**537 Introduction to Psychopathology and Social Work Practice (2)** Examines psychopathology and mental disorders from an ecological perspective. Emphasis on understanding biopsychosocial influences on the incidence, course and treatment of the most commonly presented mental disorders and the differential effect of these factors on diverse populations. Emphasizes the acquisition of diagnostic skills as they relate to comprehensive social work assessment and the development of social work interventions. Stresses ethical issues, collaboration with families, knowledge of psychopharmacology and the varied roles social workers play in mental health settings.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**538 Social Work Practice with At-Risk Populations (2)** In-depth study of evidence-informed and evidenced-based practice models with at-risk populations. Assessment and interventions focus on individuals, groups, families, and communities.

*Registration Restriction(s): Master of Science in Social Work.*

**539 Leadership Skills and Knowledge for Advanced Social Work Practice (2)** Organizational management knowledge, leadership skills and supervision required in development and management of structure, resources and cultures of human services delivery systems. Administrative financial knowledge and skills in budgeting, resource allocation, marketing and expenditure control. Issues regarding organizational management change in organizations, communities and national global contexts.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**540 General Topics in Social Work (2-3)** Current topics in theories and practice for advanced social work.

*Repeatability: May be repeated. Maximum 6 hours.*

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

*Comment(s): Advanced Standing may satisfy prerequisites with consent of instructor.*

**542 Foundation Field Practice I (1-3)** Instruction and supervision in generalist social work practice. This course includes a seminar and agency-based internship.

*Grading Restriction: Satisfactory/No Credit grading only.*

*Repeatability: May be repeated. Maximum 6 hours.*

*Registration Restriction(s): Master of Science in Social Work.*

**544 Foundation Field Practice II (1-3)** Instruction and supervision in generalist and transition to advanced social work practice. This course includes a seminar and agency-based internship.

*Grading Restriction: Satisfactory/No Credit grading only.*

*Repeatability: May be repeated only if a grade of S has been earned. Maximum 3 hours.*

*(DE) Prerequisite(s): 542.*

*Registration Restriction(s): Master of Science in Social Work.*

**545 Evidence-based Resource Development Practice Across Systems (3)** Students build evidence-based

knowledge and skills to advance social and economic welfare, social justice, and change through acquiring, diversifying, and managing financial resources. Tools and strategies are examined with individuals, families, groups, and organizations, such as fundraising, grants, contracts, and fees-for-service; grant writing and program development; budgeting and accounting; marketing and social entrepreneurship; and human resources. Students examine financial and resource development including the dimensions and scope of public and private, and for- and not-for-profit organizations.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**546 Evidence-based Social and Economic Development Practice Across Systems (3)** An advanced course examining programmatic, national, and global issues related to social and economic development. Topics include history, philosophies, alternative approaches and critical thinking about social and economic development, applied across multiple, at-risk and culturally diverse systems: individuals, families, groups, communities, organizations, nations, and the world. Students will develop knowledge and skills for assessing and planning ethically sound, evidence-based sustainable development interventions across systems and environments including micro-enterprise and asset-building, participatory change strategies, and other skills.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**548 Advanced Policy Practice (2)** Focuses on the theory and evidence-based skill sets of policy analysis, development, implementation and change. Focuses on policy practice in organizations, communities, and regions, and in national and international policy venues. It is guided by the knowledge of, and practice within such areas of policy as health, education, welfare, housing, children, aging-elders, income security, social, economic, and environmental rights and justice, and others areas of significance and interest to the general public and students of social welfare. It provides a framework for policy interventions in client systems including individuals, families, groups, organizations, communities, and national and international systems. Students are expected to critically assess and design professional policy practice actions to accomplish evidence-based policy outcomes.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**549 Evaluative Research (3)** Advanced exploration of the techniques, methods, and issues relevant to ethical practice in evaluative research. Topics covered include history, philosophies and conceptual approaches in evaluative research; analysis of the strengths/limitations of needs assessment and program evaluation methods; the analysis and management of program data using statistical software; and the measurement of program goals/objectives through process and outcome evaluations. With an emphasis on critical thinking and evidence-based practice, students will utilize these skills to perform evaluations in their areas of interest.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**552 Community Organization (2)** Locality development, social planning and social action as practice models for development of resources to meet human needs. Designed to give students essential knowledge base and skills to practice community organization. Community organization is a mode of social work practice, including locality development, social planning, and social action, through which the community is mobilized and empowered to deal with its issues and problems, and to resolve them to its satisfaction.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

*Comment(s): Advanced Standing may satisfy prerequisites with consent of instructor.*

**555 Psychological Development and Mental Health in Later Life (2)** Course examines psychological, mental health and mental illness aspects of the aging process, with special emphasis on age, gender, race and ethnicity, socioeconomic status, and psychological resources across various mental health domains. The domains investigated include memory, cognition, intelligence, personality, mood and anxiety disorders, emotion, elder abuse, spirituality, and culture.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**560 Evidence-based Interpersonal Practice with Groups (3)** Course focuses on recruitment and composition of group members, leadership structure of small groups, phases of group development, and such group processes as decision-making, tension reduction, conflict resolution, goal setting, contracting, and evaluation. Students will learn how to assess and address group problems, to employ a variety of intra-group strategies and techniques such as programs, structured activities, exercises, etc. Also considers how gender, ethnicity, race, social class, sexual orientation, and different abilities will impact on various aspects of group functioning such as purpose, composition, leadership, selection of intervention strategies, and group development.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**562 Evidence-based Interpersonal Practice with Adult Individuals (3)** Provides the foundation for clinical social work practice. Advanced knowledge and skills are developed in the areas of interviewing, the therapeutic alliance, risk assessment, and case formulation. Particular emphasis is placed on the use of evidence-based treatments for specific mental health problems and populations.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**563 Systematic Planning and Evaluation for Interpersonal Practice (3)** Focuses on the development of knowledge, attitudes and skills necessary to systematically plan and evaluate interpersonal practice for the purpose of informing clinical decision-making. Builds upon the foundation research, human behavior, and practice courses, and examines evidence-based methods for conducting assessments; identifying and implementing evidence-based interventions; and measuring and monitoring outcomes for individuals, couples, families, and small groups.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**564 Evidence-based Substance Abuse Treatment (2)** Prepares students for evidence-based practice in the field of substance abuse treatment. Presents an integrative biopsychosocial model for the understanding and treatment of substance abuse. Content includes overview of the history of substance abuse, review of modes of addiction, multidimensional model of the addiction process, physiological affects of commonly abused substances, assessment and diagnosis of substance abuse disorders, and specific, evidence-based interventions adolescent and adult clients.

*(RE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

*Comment(s): Advanced Standing may satisfy prerequisites with consent of instructor.*

**566 Social and Cultural Aspects of Aging (2)** Explores the reciprocal relationship between society and those considered older by society. Examines the social and cultural forces that impinge on the aging process, including socially constructed images of older adults, and patterns of inequality of gender, race, and economics. Theoretical perspectives relevant to the aging process, from activity theory and life span development

to post modern constructions of aging are examined. Emphasis is placed on current critical aging-related issues and how these issues are experienced personally and societally. Students are challenged to critically analyze prevailing assumptions and perspective on aging and how these impact older adults, family members and society.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

*Comment(s): Advanced Standing may satisfy prerequisites with consent of instructor.*

**570 Evidence-based Practice with Families (3)** Covers evidence supported theories and practice techniques that promote family resiliency. Diverse and non-traditional families are considered including gay or lesbian families, foster families, and kinship care. Attention is given to differences in families across culture, race, and ethnicity. Special topics such as domestic violence, child abuse and neglect, divorce and separation, substance abuse, mental illness, chronic illness, disability, and loss are covered within a family contextual framework. Students are encouraged to think critically about ethical practice with at-risk families.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**571 Evidence-based Practice with Children and Adolescents (3)** Focuses on evidence-based practices, programs, and interventions for children and adolescents that have been shown to effectively treat a variety of behavioral and emotional problems. The interventions and programs covered in this course will include individual, group, family, and/or community level treatment methods, as well as prevention approaches. Emphasis is on the development of knowledge and skills in assessing and intervening at the individual, group, family, and/or community level.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**572 Evidence-based Practice with Older Adults (3)** Focuses on practice with the older population within the context of health and mental health care. Evidence-based, ethically sound psychosocial interventions to address the physical and mental health challenges faced by older adults and encountered by family caregivers will be emphasized. Critical examination of skills and strategies for practice with this population with/in interdisciplinary organizations, diverse communities, and related policies and policy issues.

*(DE) Prerequisite(s): 510, 512, 513, 517, 519, 522, 538.*

**585 Seminar in Gerontology (1)** Cross-listed: (*See Health 585.*)

**586 Advanced Field Practice (1-6)** Instruction and supervision in advanced evidence-based social work practice. Includes an agency-based experience. This practicum is completed concurrently with required and elective concentration course work.

*Grading Restriction: Satisfactory/No Credit grading only.*

*Repeatability: May be repeated. Maximum 12 hours.*

*(DE) Prerequisite(s): 542 and 544.*

*Registration Restriction(s): Master of Science in Social Work - social work major.*

**587 Advanced Field Practice (6-12)** Instruction and supervision in advanced evidence-based social work practice. Practicum is completed on a block schedule. Students may take concurrent required concentration and elective courses, but are not required to do so. Students may complete block placements in Tennessee, in other states, or in other nations.

*Grading Restriction: Satisfactory/No Credit grading only.*

*Repeatability: May be repeated. Maximum 12 hours.*

*(DE) Prerequisite(s): 542 and 544.*

**593 Independent Study** (1-6) Individualized study, student selects, designs, and completes examination of special issue or problem.

Repeatability: May be repeated. Maximum 6 hours.

## ADDRESSES

### The College of Social Work

Knoxville Campus:  
UT College of Social Work  
109 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
(865) 974-3351  
FAX (865) 974-4803  
<http://www.csw.utk.edu>

Memphis Campus:  
UT College of Social Work  
Boling Center for Developmental Disabilities  
711 Jefferson Avenue, Suite 607W  
Memphis, TN 38163  
(901) 448-4463  
FAX (901) 448-4850

Nashville Campus:  
UT College of Social Work  
193 Polk Avenue, Suite E  
Nashville, TN 37210  
(615) 256-1885  
FAX (615) 248-8823

UT CSW B.S.S.W. Admissions Office  
303 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
(865) 974-3352  
FAX (865) 974-3701  
<http://www.csw.utk.edu/students/bssw/gcox@utk.edu>

Office of M.S.S.W. Admissions and Student Records  
201 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
(865) 974-6697  
FAX (865) 946-1067  
<http://www.csw.utk.edu/mssw/jenscag@utk.edu>

Ph.D. Admissions Office  
313 Henson Hall

1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
(865) 974-6481  
FAX (865) 974-6437  
<http://www.csw.utk.edu/students/phd/wnugent@utk.edu>

Children's Mental Health Services Research Center  
128 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3332  
(865) 974-1707  
FAX (865) 974-1662  
<http://utcmhsr.csw.utk.edu/>

Social Work Office of Research and Public Service  
600 Henley Street, Suite B80  
Knoxville, TN 37996-4104  
(865) 974-6015  
FAX (865) 974-3877  
<http://www.sworps.utk.edu/pcampbell@utk.edu>

### UT Admissions and Students Services

Graduate School  
P-105 Andy Holt Tower  
Knoxville, TN 37996-0165  
(865) 974-2475  
FAX (865) 974-1090  
<http://gradschool.utk.edu/gradschool@utk.edu>

Office of the Dean of Students  
413 Student Services Building  
Knoxville, TN 37996  
(865) 974-3179  
FAX (865) 974-0088  
<http://dos.utk.edu/>

Office of Graduate and International Admissions  
201 Student Services Building  
Knoxville, TN 37996-0220  
(865) 974-3251  
FAX (865) 974-6541  
<http://admissions.utk.edu/graduate/>

Office of Undergraduate Admissions  
320 Student Services Building  
Knoxville, TN 37996-0230  
(865) 974-2184 or  
(800) 221-8657 (Tennessee only)  
<http://admissions.utk.edu/undergraduate/admissions@utk.edu>

**UT Disability Services**

2227 Dunford Hall  
Knoxville, TN 37996-4020  
Phone: (865) 974-6087 (v/tty)  
Fax: (865) 974-9552  
<http://ods.utk.edu/>  
[ods@utk.edu](mailto:ods@utk.edu)

**UT Financial Aid and Fees**

Office of Financial Aid and Scholarships  
115 Student Services Building  
Knoxville, TN 37996-0210  
(865) 974-3131  
FAX (865) 974-2175  
<http://web.utk.edu/~finaid/>  
[finaid@utk.edu](mailto:finaid@utk.edu)

Office of the Bursar  
211 Student Services Building  
Knoxville, TN 37996-0225  
(865) 974-4495  
FAX (865) 974-1945  
<http://web.utk.edu/~bursar/>  
[bursar@utk.edu](mailto:bursar@utk.edu)

**Housing**

Department of University Housing  
405 Student Services Building  
Knoxville, TN 37996-0241  
(865) 974-2571  
FAX (865) 974-1420  
<http://uthousing.utk.edu/>  
[housing@utk.edu](mailto:housing@utk.edu)

**Registration**

Office of the University Registrar  
209 Student Services Building  
Knoxville, TN 37996-0200  
(865) 974-2101  
FAX (865) 974-2606  
<http://registrar.tennessee.edu/>  
[registrar@utk.edu](mailto:registrar@utk.edu)

# APPENDICES

## APPENDIX I: KNOXVILLE CAMPUS

### REGISTRATION AND FEES

All Knoxville students must follow the online registration and fee payment procedures as outlined by the [Bursar's Office](#).

### PARKING

Students may park without a permit on city streets as long as "No Parking" areas marked by signs are respected. Campus parking permits are available for a fee. Students' cars are to be registered with the [Parking Services Office](#). For further information, contact Parking Services at 865/974-6031.

### SPECIAL NEEDS AND ACCESSIBILITY

If a student needs course adaptations or accommodations because of a documented disability or has emergency information to share, he or she should contact the [Office of Disability Services](#) at 2227 Dunford Hall at 865/974-6087. This will ensure proper registration for services. (See the Campus Resources section.) The associate dean of the respective campus should also be notified of any special needs. Accessible campus facilities will be used for social work classes and other events as needed.

### I.D. CARDS

All enrolled students must have a UT I.D. card. This card is activated at the beginning of each semester. This card gives access to Henson Hall (when locked) and the CSW Computer Lab. It is also necessary for check cashing, checking out books at the library, purchasing event tickets at student rates, etc., and should be carried at all times for identification purposes. Student I.D. cards are made at the [VolCard Office](#) located at 472 South Stadium Hall.

### LIBRARIES

In addition to the main library, [John C. Hodges Library](#), there are law and agriculture libraries which social work students may use. Together The University of Tennessee Libraries contain approximately two million volumes. Books pertinent to social work are purchased by the acquisitions department of the library from the general fund. New books are automatically sent to the library by agreement between the library and a number of publishers. The College receives funds each year for purchases not acquired in the routine manner described above, and students and faculty may submit suggestions

to the faculty library representative.

### TELEPHONE

Campus telephones are located in the computer lab and in the student lounge. Telephone calls should be limited to five minutes. Fellow students will appreciate this courtesy.

### MAILBOXES, E-MAIL, AND BULLETIN BOARDS

Students have individual mailboxes in the student lounge in 12 Henson Hall. Mailboxes and e-mail messages should be checked regularly. Notices of general interest—such as meetings, job opportunities, conferences, and parties—are posted on bulletin boards on the ground floor in Henson Hall.

### COMPUTER LAB

The Knoxville computer lab is located on the second floor, east end of Henson Hall, Room 226. This is a secure facility open only to students enrolled in the College of Social Work. During I.T. Orientation, incoming students will complete the necessary paperwork to receive an individual PIN code which will be used in conjunction with their UT I.D. card to gain access to the computer lab. The lab is available to social work students except when in use for a class. Class use times will be posted on the board outside of the lab each semester. Students new to the College will receive a group orientation to the use of the lab facilities.

The lab currently has 17 PC compatible (Windows) computers that are identical in software, printing capabilities, and Internet access. A page scanner and zip drives are also available to students. Available software packages include Corel WordPerfect Suite, Microsoft Office, SPSS, Firefox, and Internet Explorer. Students should report any technical problems in the lab to the Knoxville technology assistant in 303 Henson Hall, 865/974-3352.

It is important that the Computer Lab temperature be cool at all times. Please DO NOT adjust the controls on the window air conditioners. Report any problems with the air conditioners to the technology assistant in 303 Henson Hall, 865/974-3352, or the associate dean's office, 221 Henson Hall, 865/974-3353.

### OFFICE OF M.S.S.W. ADMISSIONS AND STUDENT RECORDS

The Office of M.S.S.W. Admissions and Student Records is in 201 Henson Hall. Applicants or students may contact this office by telephone at 865/974-6697 or e-mail at [jenscag@utk.edu](mailto:jenscag@utk.edu).

## STUDENT AFFAIRS OFFICE

The student affairs office is in 228 Henson Hall. This office is available to assist students in non-academic matters such as registration, graduation procedures, etc. Students may contact this office by telephone at 865/974-3175 or e-mail at [lmaynar1@utk.edu](mailto:lmaynar1@utk.edu).

## SMOKING POLICY

Consistent with University policy, there will be no smoking in Henson Hall. Smoking near the front doorways of the Henson Hall is prohibited.

## FOOD AND DRINK

Vending machines are located on the ground floor of Henson Hall. Recycling containers for soft drink cans are located in the areas of refuge.

## INCLEMENT WEATHER POLICY

The College ordinarily will not close because of snow or ice. University policy is to remain open during inclement weather since many students and faculty live nearby. If there are conditions severe enough to warrant closing, University officials will make announcements via local news media. Students should exercise individual judgment regarding the safety of traversing city streets to attend classes.

## CAMPUS SECURITY

Henson Hall has an automatic locking system that is in use from 9:45 p.m. - 6:50 a.m. on weekdays and all day on weekends and holidays. Students may enter the building at those times by using their I.D. cards in the gray box next to the main entrance. The door should not be propped open at any time nor should persons not enrolled in the CSW be admitted.

## CAMPUS RESOURCES

### Black Cultural Center Minority Student Affairs

1800 Melrose Avenue  
(865) 974-6861  
<http://omsa.utk.edu>

The Office of Minority Student Affairs helps “students matriculate successfully by developing and administering programs, activities and services that address cultural, social, educational and personal needs, thus ensuring the academic success of minority students.”

## Career Services

100 Dunford Hall  
(865) 974-5435  
<http://career.utk.edu/>

Career Services provides a wide range of services including individual career advising, workshops, seminars, career fairs, etc.

## Center for International Education (CIE)

1620 Melrose Avenue  
(865) 974-3177  
<http://web.utk.edu/~globe/>

CIE serves as a resource for anyone at UT who is interested in study, research, work, or travel abroad. CIE also administers the student Fulbright program, as well as several other international fellowships and scholarships.

## International House

1623 Melrose Avenue  
(865) 974-4453  
<http://web.utk.edu/~ihouse/>

The International House is a gathering place for the entire UT community. Besides its own cross-cultural and multinational programming, the “I-House” offers the campus and community a site for lectures, seminars, meetings, and parties. Volunteers at the I-House work to further intercultural communication and mutual understanding.

## Office of Disability Services

191 Hoskins Library  
(865) 974-6087  
V/TDD (865) 974-6087  
<http://ods.utk.edu/>

The Office of Disability Services provides counseling and academic support to assure disabled students’ access to educational opportunities at UT. It also serves as a liaison with the Division of Vocational Rehabilitation Agencies.

Some of the services available through this office include interpreters, readers, and recorder texts as well as assistance for making special arrangements for classes, transportation, and housing. Students should contact the Office of Disability Services before arriving on campus. Participation in the program is voluntary; confidentiality is carefully maintained.

The College of Social Work has a TDD available for student use in 118 Henson Hall.

**Adult Student Services Center**

413 Student Services Building  
(865) 974-4504  
<http://web.utk.edu/~adultssc/>

The Office of Adult Student Services serves re-entry and non-traditional students. Some of the services provided include readmission advising and counseling, help with academic and career planning, orientation to the University, scholarship information, peer mentoring, and assistance with study skills development.

**Student Counseling Center**

900 Volunteer Boulevard  
(865) 974-2196  
[studentcounseling@utk.edu](mailto:studentcounseling@utk.edu)

Services provided by the Student Counseling Center include crisis intervention; individual, couple, or group counseling; credit classes, etc. The center maintains absolute confidentiality.

**Student Health Services**

1818 Andy Holt Avenue  
(865) 974-3135  
<http://web.utk.edu/~shs/>

The University provides health services for students who have paid the health fee, either the full University Programs and Services Fee or, if taking fewer than 9 hours, the optional health fee.

Student Health Service has a regular staff of primary physicians, nurses, and laboratory and x-ray technicians. Students who require allergy injections may arrange to receive them at the clinic.

All students are encouraged to make appointments by calling (865) 974-3648 but may be seen for acute problems without an appointment.

Transportation to the clinic or to The University of Tennessee Memorial Hospital is available from Campus Police, (865) 974-3114.

**Women's Center**

301 University Center  
1502 Cumberland Avenue  
Knoxville, Tennessee 37996  
[wcc@utk.edu](mailto:wcc@utk.edu)  
<http://cpc.utk.edu/Committees/wcc/>

This center is a free resource and referral facility dealing with issues of concern to women (counseling, financial aid, health care, day care, etc.). It has an extensive library pertaining to women's issues.

The office of the Women's Coordinating Council is located within the Women's Center  
[\(http://web.utk.edu/~wcc/\)](http://web.utk.edu/~wcc/).

**Writing Center**

211 Humanities and Social Sciences Building  
(865) 974-2611  
Grammar Hotline: (865) 974-2611  
<http://web.utk.edu/~english/writing/writing.shtml>

The Writing Center serves undergraduate and graduate students. Trained tutors are available to guide students through the writing process. Also available are a variety of writing and reference manuals and computers for word-processing and internet access.

**COMMITTEES AND ORGANIZATIONS****Knoxville Campus Committees**

Faculty Meetings. One M.S.S.W. student attends faculty meetings. The representative is elected by the Knoxville campus MSWO membership.

## APPENDIX II: MEMPHIS CAMPUS

### REGISTRATION AND FEES

All Memphis students must follow the online registration and fee payment procedures as outlined by the Bursar's Office.

Students should contact the [Office of the Bursar](#) to discuss any request for a delay in payment of tuition and fees. Any changes in registration after the official registration date must be approved by the major professor and are handled in the senior recorder's office.

### PARKING

Students may rent a parking space on designated student lots at the rate of \$10.00 per month. Students with day parking decals pay an additional \$1.00 per evening to park in the GEB garage after 5:00 PM. The parking service sends information and applications to all new students. Spaces are assigned on a first come, first served basis.

**Available Parking–Day.** Several options are available:

Student Parking Lots. Parking Services Office will mail you a letter and application concerning student parking.

Meters on Street. Meters at student center parking lot (usually full), two (2) hours maximum time.

Public Parking Lot. At Dunlap and Madison.

Unmetered Street Parking. Scarce, but occasionally available within a square block of the Boling Center.

**Available Parking–Night.** All University of Tennessee lots, including the parking garage, are available for night parking at a reduced fee after 5:00 p.m. to University personnel and students. Your car must have a decal identifying you as eligible for reduced night parking. The letter from Parking Services mentioned above tells how to obtain a decal.

All appeals of traffic fines must be handled through the HSC Parking Appeal Panel. The College of Social Work is not authorized to adjust any traffic citations, and students should not ask CSW personnel to assist with traffic violations.

### SPECIAL NEEDS AND ACCESSIBILITY

The University of Tennessee Health Science Center desires to provide appropriate parking accommodation for employees and students with disabilities. In order to assure such parking, it will be necessary for each student with a special need related to parking and/or access to their work or study site to register that need with the office handling ADA (Americans with Disabilities Act) accommodation.

The University is in the process of placing gates on all UT parking lots. Gate Cards will be provided to regularly assigned parkers. Students with disabilities who require special accommodation must complete a Request for Special Parking Form to qualify for special parking assignments. The completed form may be left with Parking Services at the time of registration or returned to the Affirmative Action Office.

Students should contact the Affirmative Action Office (extension 8-5558 or TDD 8-7382) if they have any questions concerning this process.

The Parking Office handles temporary disabilities on an individual basis and requires a doctor's statement. Every effort is made to allow an individual to park his or her vehicle as close as possible to his or her classrooms or work site. The parking fee is charged at the regular rate of the lot to which an individual is assigned.

The College of Social Work offices and classrooms are located on the sixth floor of the Boling Center for Developmental Disabilities. The building meets ADA guidelines. There is ample handicapped parking at the front door of the building. Additionally, there are handicapped parking spaces in the lot across the street from the building, adjacent to a ramp (in the rear of the building on Court Street) leading to the elevator. There is one restroom on each floor that is easily accessible to disabled individuals. All classrooms and faculty and staff offices are also accessible. If additional accommodations are needed, the associate dean should be notified.

### I.D. CARDS

To make use of HSC facilities such as the library, student health services, student alumni center, etc., each student must have an I.D. card which will be issued free. Students will be given a form to secure I.D. cards at registration.

### LIBRARIES

There are three library systems available to students at The University of Tennessee College of Social Work in Memphis: The University of Tennessee Library, the McWherter Library at the University of Memphis, and the Memphis and Shelby County Public Library.

The University of Tennessee Library catalog, or Horizon, is available online at the main library web site at <http://www.lib.utk.edu/>. Books and journal articles may be requested through the Social Work library. Social Work Abstracts, Psychology Information, and other indexing databases are also online.

**The University of Tennessee Library, (901) 448-5634.** The UT Library is located on the main campus of UT Memphis. It is located in the Lamar Alexander Building, 877 Madison Avenue. The library occupies floors 2-4 inclusive.

The usual library hours are Monday through Friday, 8:00 a.m.–11:00 p.m.; Saturday, 8:00 a.m.–5:00 p.m.; Sunday, 12:00 noon–11:00 p.m. However, hours may vary during official University holidays. Please check the RECORD, the bimonthly HSC publication for changes in scheduled closings.

Parking near the library is difficult to obtain. Parking meters are located along Dunlap near Manassas, and several spaces are available in the lot after 5:30 p.m. and on weekends.

Books of interest to social work students are located on the second floor. Books placed on reserve by CSW professors will be located on the second floor at the circulation desk.

Journals are located on the fourth floor.

All of the copy machines are on the fourth floor. Copies are five cents each.

**McWherter Library, (901) 678-2205.** The McWherter Library is on the University of Memphis campus.

The library hours are Monday through Thursday, 7:45 a.m.–11:00 p.m.; Friday, 7:45 a.m.–6:00 p.m.; Saturday, 10:00 a.m.–6:00 p.m.; Sunday, 1:00 p.m.–10:00 p.m.

Temporary parking permits may be obtained by stopping at the Information Center at the corner of Central and Patterson. This permit allows one to park in any space on campus except those reserved for the handicapped. No permit is required after 5:00 p.m. or on Saturday and Sunday.

UT students who present their student I.D. cards will be issued a special card allowing them to check out books from the University of Memphis.

University rules regarding library fines are in effect for UT CSW students at the University of Memphis Library.

**Memphis and Shelby County Public Library, (901) 725-8801 or 8800.** The main location of the public library is about two miles east of UT CSW at the corner of Peabody and McClean.

The Student Center is on the first floor and contains journals of interest to social work students. Books and Government documents are in the east section of the first floor.

The Memphis Public Library hours are Monday through Thursday, 9:00 a.m.–9:00 p.m.; Friday and Saturday, 9:00 a.m.–6:00 p.m.; Sunday, 1:00 p.m.–5:00 p.m. The library is closed on all major holidays.

Free parking is available around the building. Copy machines are on the first floor. The cost is 20 cents for 8-1/2"x11" and 8-1/2"x14" copies and 40 cents for 11"x14" copies.

**LINC (Library Information Center)** . The Library Information Center is a service of the Memphis Public Library. This service will answer questions about community activities, services, groups, and organizations. LINC is not a crisis center or counseling service. It will answer questions such as where to get a birth certificate, where to get blood pressure checked, or where to get legal advice.

Of the three library systems available, the University of Memphis contains the most complete resources. It is also open more hours on weekends and has the largest collection of books and periodicals of interest to social work students.

The Memphis Public Library has a fair collection of social work journals, most of which are on microfiche. Information regarding social work can be found there, and for those who wish to learn more about the city, the Memphis Room is available.

The UT Library is closest to campus. It will be necessary to use this library to obtain material placed on reserve by the UT faculty. While the UT Library is primarily a medical library and provides a good service for information pertaining to the health sciences, the UT College of Social Work has approximately 4,000 books and 60 journals housed there.

## TELEPHONE

One telephone for local telephone calls is located in the student lounge. Telephone calls should be limited to five minutes. Fellow students will appreciate this courtesy.

## MAILBOXES AND BULLETIN BOARD

Student mailboxes and bulletin boards are located in Room E204, the student lounge. Mailboxes and e-mail messages should be checked regularly. News of local meetings and speakers, as well as job opportunities, are posted on the bulletin boards in the student lounge.

## COMPUTER LAB

The Memphis Computer Lab is located on the second floor of the Boling Center, Room C201. This is a secure facility open only to faculty, staff and students enrolled in the College of Social Work. Incoming students will receive a UT I.D. card to gain access to the Computer Lab. The lab is available to social work students except when in use for a class. Class use times will be posted in advance on the door outside of the lab. Students new to the College will receive a group orientation to the use of the lab facilities.

The lab currently has 20 PC compatible (Windows) computers that are identical in software, printing capabilities, and Internet access. A page scanner and zip drives are also available to students. Available software packages include Corel WordPerfect Suite,

Microsoft Office, SPSS, Firefox, and Internet Explorer. Students should report any technical problems in the lab to the associate dean's office, 607W, 901/448-4463.

It is important that the Computer Lab temperature be cool at all times. Please do not adjust the thermostat on the air conditioner. Report any problems with the air conditioner to the associate dean's office, Room 607W.

### STUDENT AFFAIRS OFFICE

The student affairs office is in room W607. This office is available to assist students in non-academic matters such as registration, changes in registration, payment of fees, financial aid matters, graduation procedures, etc.

### SMOKING POLICY

Consistent with University policy, there will be no smoking in the Boling Center for Developmental Disabilities.

### FOOD AND DRINK

There will be no eating and drinking in the classrooms or computer lab. Students may eat in the lounge or the break room.

### INCLEMENT WEATHER POLICY

The decision to close the College of Social Work on the Health Sciences Center campus rests with the associate dean or, in the absence of the associate dean, with the designated faculty member in charge. Ordinarily the College of Social Work will follow the lead of the Health Sciences Center in closing. When a decision is made to close, an announcement will be issued for public dissemination through radio and TV stations or call 901-448-8423.

### CAMPUS SECURITY

The [Health Sciences Campus Police](#) Officers are available at 8-4444, 24 hours a day, seven days a week, and should be contacted in the event of any security problem on campus. Their office is located at 45 N. Manassas.

The Campus Police patrols the campus regularly and will escort students to the dormitory and their cars after dark. Caution should be exercised, particularly at night, as incidents of theft have occurred and personal safety can be compromised. Students should walk to their cars in groups at night. Items of value should not be left unattended in open classrooms or offices.

### THE UNIVERSITY PLAZA

Location: 910/920/930 Madison Avenue

The University Plaza includes the University Center Store, a U.S. Post Office, and food courts.

**University Center Store**, (901) 448-5623 or 1-800-733-0581. The University Center Store is located at 910 Madison Avenue, Room C20. Hours are Monday through Thursday, 8:00 a.m.-5:00 p.m., and Friday, 9:00 a.m.-5:00 p.m. The store carries textbooks, school supplies, best sellers, paperbacks, and magazines as well as stationery, greeting cards, cosmetics, records, gift items, and UT souvenirs.

Books not currently on hand can be ordered by the store on request. Special student rates on magazine subscriptions are available. Personal checks up to \$40 may be cashed.

Unmarked textbooks may be returned for full credit within two weeks of purchase when accompanied by the sales slip. Any item purchased at the store which proves to have been defective when purchased will be replaced.

**Post Office**, (901) 448-5633. The post office is located at 920 Madison Avenue. Hours are Monday through Friday, 8:30 a.m.-4:30 p.m.

**Athletic Center**, (901) 448-5612. The Athletic Center is adjacent to the Student Alumni Center. It houses the office of the athletic director, an indoor swimming pool, four handball/racquet ball courts, two fully equipped exercise rooms, gymnasium, and two sauna baths. It also offers a broad program of athletics.

**Membership Regulations.** (1) Only students, faculty, staff, alumni, and their dependents are eligible for membership. (2) Students may obtain a free spouse card upon presentation of valid I.D. card and proof of marriage. (3) Full-time members may invite two guests at a fee of \$3.00 per person per day. Guests must be accompanied by their sponsors. (4) Dependents under the age of 15 must be accompanied by parents or guardians at all times.

### STUDENT HEALTH SERVICES

Cost: Included in tuition and fees.

Location: 910 Madison Avenue,

Phone: (901) 448-5630

Fax: 901-448-7255

(Please see section on Student Health in UT Health Sciences Center Student Handbook.)

### MISCELLANEOUS COMMUNITY INFORMATION

**Apartment Finding.** Apartment Locator Services (free), (901) 367-0911.

**Automobile Inspection.** The inspection station is at Washington and High Streets. Car inspection is required;

however, full-time students may use out-of-state license plates and drivers' licenses.

**Legal Assistance.** Lawyer Referral Service, (901) 529-8800, or Legal Service Association, (901) 523-8822.

**Transportation.** The Memphis Transit Authority (open weekdays and weekends; closed on holidays) can be contacted for route information at (901) 274-6282.

**Other UT Documents.** See The University of Tennessee Record, Graduate School, latest edition, for information about admissions, degree requirements, part-time study, transfer credit, fees, grades, course description, etc.

See Hilltopics (UT student handbook) for political activity policy, guidelines for use of facilities and grounds, etc.

See UT Health Sciences Campus Student Handbook for information about campus housing, religious activities, student activities, etc.

## **COMMITTEES AND ORGANIZATIONS**

Students are responsible for providing representation for themselves in Memphis and in college-wide matters. Only those who are duly elected by the student body will be recognized as official representatives.

The following student representatives are elected:

### **College-Wide Committee (interactive video conferences).**

M.S.S.W. Curriculum Committee. One student serves a one-year term; one vote.

### **Memphis Campus Committees with Student Representatives.**

Faculty Meetings. One student attends faculty meetings. The student representative is charged with the responsibility of sharing concerns of students with the faculty and reporting back to students.

### **The University of Tennessee, Memphis Committees.**

SGAEC. The president of the SGA for the UT College of Social Work on the Memphis campus serves on the UT Student Government Association Executive Committee (SGAEC).

Library Committee. One student.

SAC Board of Governors. One student.

Student Parking Appeals Board. One student.

Cancer Symposium Board. One student.

Computer Committee. One student.

Entertainment Committee. One student.

Intramural Rules Committee. One student.

Campus Recreation Advisory Board. One student.

The IMOTEP Society. This is a UT Memphis organization, founded in 1979 to recognize students who

have provided service and leadership in their respective colleges. Students are recognized annually at a banquet held in the spring. This society also honors faculty, staff and alumni who have contributed significantly to student life. Student members are elected or appointed by the SGA president, with the approval of the associate dean.

## APPENDIX III: NASHVILLE CAMPUS

### REGISTRATION AND FEES

All Nashville students must follow the registration and fee payment procedures as outlined by the [Bursar's Office](#). This registration process should occur after pre-registering for each semester. Students should contact the senior recorder to discuss any request for a delay in payment from the Office of the Bursar.

### TEXTBOOKS

Textbooks for Nashville courses are supplied through the UT Bookstore in Knoxville. The Vanderbilt University Bookstore, located on the Vanderbilt campus, is also available for school supplies and reference material.

### PHYSICAL FACILITIES

The Nashville campus is located at 193 Polk Avenue, Suite E, on the second floor.

To reach the campus via Interstate 40 West, take I-40 W to Spence Lane. At the top of the ramp, turn left. At the traffic light at the bottom of the hill, turn right. Go to Polk Avenue and turn left (the third traffic light). The office is approximately one-half mile from this traffic light on the right. Go past Fessler's Lane to Hackworth Street. Turn right onto Hackworth Street and park in the parking lot surrounded by a wrought iron fence.

To reach the campus via Interstate 40 East, take I-40 E to I-440 toward Knoxville. Exit at Murfreesboro Road. At the bottom of the ramp, turn left. Go to Polk Avenue and turn left (the third traffic light). The office is approximately one-half mile from this traffic light on the right. Go past Fessler's Lane to Hackworth Street. Turn right onto Hackworth Street and park in the parking lot surrounded by a wrought iron fence.

The Nashville office is open Monday through Friday from 8:00 a.m.–5:00 p.m. The telephone number is (615) 256-1885; the fax is (615) 248-8823.

### PARKING

Students must purchase a parking hang tag at fall registration to park in the parking lot. Students should park in the parking lot at the side of the building. There is ample parking for students in this lot. Students who are taking evening and weekend classes may use the front parking lot after 5:00 p.m.

### SPECIAL NEEDS AND ACCESSIBILITY

The Nashville Campus building is ADA compliant and accessible via ramps at the front and at the end of the building. Once in the building, the second floor is

available via elevators; and all doors within the building are 36" wide. All of the restrooms in the space occupied by The University of Tennessee at Polk Avenue have accommodations for disabled individuals.

### I.D. CARDS

All students are required to apply for a UT I.D. card at registration each semester. Photos for the cards are made during registration. Students must have their photos taken during that week. Generally, it takes about a week for these cards to be processed and made available to the student. This card is needed for checkout privileges in the library as well as for a variety of other purposes.

### LIBRARIES

**Nashville Library (Phone, 615-251-1774; Fax, 615/742-1085).** The College of [Social Work Library](#), with approximately 20,000 volumes, is located in Room 292. About 60 periodical subscriptions are maintained. Books may be checked out for three months and then renewed unless someone else has requested the work. Any material requested by someone else must be returned immediately or fines will accrue. Periodicals cannot be checked out under any circumstances.

Hours are established at the first of the semester and any changes are posted.

Many other library collections are available to UT CSW students. Vanderbilt University library-use cards are available in the College of Social Work Library. Vanderbilt library-use cards may not be used to check out books. Vanderbilt's Law Library may be used without a card as it is open to the public.

The University of Tennessee Library catalog, or Horizon, is available online at the main library web site at <http://www.lib.utk.edu/>. Books and journal articles may be requested through the Social Work library. Social Work Abstracts, Psychology Information, and other indexing databases are also online.

Professors place reserve materials in the library for student use. These may be checked out for four hours per individual. One copy of each reserve reading remains in the library as non-circulating reference material. A photocopier is available. Photocopies are \$.06 per copy with a copy card (provided by the library).

The fee for a lost book is \$70.00. The fine for overdue books is \$.25 per day, up to 40 days past the due date. Replacement fees are charged for any book overdue more than 40 days, at the rate of \$70.00 per book.

**Other Libraries.** Several area university and college libraries, as well as Davidson County Public Libraries, may be utilized by UT CSW students. Athena, an online database, provides information as to availability and location of any book located in the Nashville area.

## HOUSING

University housing is not available to students attending the Nashville campus. However, there is a wide variety of off-campus housing options available in the Nashville area. Information about housing options in Nashville can be found at the Nashville Chamber of Commerce (<http://www.nashvillechamber.com>)

## TELEPHONE

A telephone for local calls of short duration is available for students in the student lounge on the second floor. This telephone cannot be used for long-distance, 1+, or directory assistance calls. Please limit all calls to five minutes. Students are not to use library, faculty, or staff telephones without permission.

## MAILBOXES AND BULLETIN BOARDS

Individual student mailboxes are located in the student lounge. Mailboxes and e-mail messages should be checked regularly.

Information of general interest, such as notices of meetings, job opportunities, conferences, social gatherings, and available apartments, is posted on the bulletin boards in the student lounge. This area should also be checked regularly.

## POST OFFICE

The nearest branch of the U.S. Postal Service is located at 714 Fessler's Lane. Its hours are 8:30 a.m.-6:00 p.m., Monday through Friday.

## COMPUTER LAB

The Nashville Computer Lab is located in Room 236. This facility is open only to faculty, staff, and students enrolled in the College of Social Work. The lab is available to social work students except when in use for a class. Class use times will be posted in advance on the door of the lab. Students new to the College will receive a group orientation to the use of the lab facilities.

The lab currently has 20 PC (Windows) compatible computers that are identical in software, printing capabilities, and Internet access. A page scanner and zip drives are also available to students. Available software packages include Corel WordPerfect Suite, Microsoft Office, SPSS, Netscape, and Internet Explorer. If students have questions or need technical assistance, they may contact the College Information Technology Manager in Room 264 or at 615-256-1885. Please note that the Information Technology Manager is available for technical assistance only. Students needing help with specific software programs

should check the help features or consult online manuals.

## STUDENT AFFAIRS OFFICE

The student affairs office is in room 295. This office is available to assist students in non-academic matters such as registration, changes in registration, payment of fees, financial aid, VA information and records, graduation procedures, etc.

## SMOKING POLICY

Consistent with University policy, there will be no smoking in the 193 Polk Avenue Building. The designated smoking area is the pavilion in front of the building.

## FOOD AND DRINK

A drink machine and a snack machine are available for students' use in the student lounge. In addition, a refrigerator and microwave are located in the student lounge.

A variety of inexpensive, short order places to eat are available a short distance from the building. Students are free to bring their lunches with them and to eat in the student lounge. Students are asked to clean up after they have eaten.

## INCLEMENT WEATHER POLICY

The closing of the campus due to inclement weather will be announced by TV Channels 4 and 5 as part of their school closing listings. If a class is cancelled due to weather, an announcement is posted on the class Blackboard site and an e-mail is sent to all students in the class.

## CAMPUS SECURITY

As with most urban locales, incidents involving theft or personal safety can occur and caution should be exercised, particularly at night. While the UT designated parking area will be well lighted at night, students are advised to walk to and from their cars with someone else. Students should also be careful with personal property when in the library or in the building. Items of value should not be left unattended in an open classroom or office!

## STUDENT HEALTH SERVICES

A number of clinics in different sections of Nashville offer general and specific medical services and emergency care. A list of such clinics and emergency care facilities can be found in the Yellow Pages of the telephone directory.

Hospitals in Nashville, most of which have emergency rooms, are listed below:

**Baptist Hospital**

2000 Church Street  
615-329-5555

**Summit Medical Center**

5655 Frist Boulevard  
Hermitage  
615-316-3000

**Centennial Medical Center**

2300 Patterson Street  
Nashville  
615-342-1000

**Skyline Medical Center**

3441 Dickerson Pike  
Madison  
615-769-2000

**Saint Thomas Hospital**

4220 Harding Road  
615-222-2111

**Southern Hills Hospital**

391 Wallace Road  
615-781-4000

**Tennessee Christian Medical Center**

500 Hospital Drive  
Madison  
615-865-2373

**V.A. Medical Center**

24<sup>th</sup> Avenue South  
615-327-4751

**Vanderbilt University Hospital**

1161 21<sup>st</sup> Avenue South  
615-322-5000

**MISCELLANEOUS COMMUNITY INFORMATION**

**Buses.** For specific information about schedules, call Metro Transit Authority, 615-862-5950.

**State Automobile Registration, Emission Testing, and Driver's License.** The Motor Vehicle Division of the Tennessee Department of Revenue (615/862-6050) has informed the College that students from outside of Tennessee who have come to Tennessee primarily to attend school and have no family member holding a full-time job in Tennessee may not have to transfer automobile registration and license

plate. A student who works, even part-time, in Tennessee must have a Tennessee license plate and driver's license. The federally mandated emissions inspection program is operated by SysTech International and is not a part of the Metropolitan Government.

SysTech International TEST FEE \$9.00

For specific information about vehicle emissions testing and their locations, please call the emissions testing program information hotline at 1-866-623-8378 or visit their website at [www.nashvillevip.org](http://www.nashvillevip.org)

**LOCATIONS AND HOURS OF OPERATION**

Nashville Stations – (Click on Address for Map)

3494 Dickerson Pike

3363 Stoner Bend Dr

7008 Westbelt Dr

501 Craighead St

715 Gallatin Pike North, Madison

The above stations are open: 7:00 am-6:00 pm Monday and Tuesday; 7:00 am-5:00 pm Wednesday–Friday.

The Antioch Station is at 1317 Antioch Pike.

The above station is open: 7:00 am-7:00 pm Monday - Friday; 9:00 am-1:00 pm on Saturday.

The emissions testing facilities get busy at the end and first of the month, so to avoid the long lines, the best time to get your emissions test is within 90-days prior to your expiration date and in the middle of the month. Their office will accept a valid inspection certificate from one of the testing facilities outside of Davidson County. Out of State inspection certificates are not accepted through this office.

To apply for a car license plate, an individual should take car title and the slip of compliance from SysTech International to the Enviro Test Systems to the Howard School Building, 700 Second Avenue, South, just north of I-40 (2nd and 4th Avenue exit). County Court Clerk's office located at 523 Mainstream Drive in the Riverview Business Center II at Metro Center The cost for car registration is \$65 for the license plate, a metro decal, and tax. Private passenger license plate (metro decal) and title – \$90.00 License plates and metro decals are good for one year after purchase date and are renewable at a cost of \$81.00 Metro police are quite efficient in checking for Metro decals and out-of-state license plates, especially in the fall.

For further information about vehicle registration, contact the Metro Motor Vehicle Division (615-862-6050) regarding vehicle registration and the Tennessee Department of Safety (615-741-3954) regarding a driver's license.

**Notary Public.** Many banks provide a notary service for their customers only, and the customer service area of most Kroger stores provide notary service free of charge.

## **COMMITTEES AND ORGANIZATIONS**

### **Nashville Campus Committees.**

**Graduation Committee.** Composed of students, faculty and staff, this committee plans the Hooding Ceremony and/or any other programs and functions at graduation.

**Recruitment Committee.** Composed of students and faculty, this committee plans activities related to student recruitment, e.g., open houses and site visits to select colleges in Middle Tennessee.

## APPENDIX IV: FACULTY AND STAFF

### FACULTY AND STAFF

The Faculty & Staff roster is also available online and contains photos of faculty, recent publications, and courses taught. See: <http://www.csw.utk.edu/faculty/>

#### College Administration

**Karen M. Sowers**, Dean

**Cynthia Rocha**, Associate Dean, Knoxville Campus

**Sherry Cummings**, Associate Dean, Nashville Campus

**Theora Evans**, Associate Dean, Memphis Campus

**Charles Glisson**, Director, Children's Mental Health Services Research Center

**Paul Campbell**, Director, Social Work Office of Research and Public Service

**William Nugent**, Director, Doctoral Program

**Matthew Theriot**, Interim Director, B.S.S.W. Program

#### Faculty

**Rebecca Bolen**, Associate Professor. B.S., Texas Women's University; M.S.S.W., University of Tennessee; Ph.D., University of Texas at Arlington. Teaching Areas: Human behavior and the social environment, research. Research Interests: Child welfare, child sexual abuse, victimization of sexual abuse. [rbolen@utk.edu](mailto:rbolen@utk.edu)

**Stan L. Bowie**, Associate Professor. B.A., Shippensburg University of Pennsylvania; M.S.W., Atlanta University; Ph.D., Barry University. Teaching Areas: Social welfare policy, leadership and administration, community practice, community organization. Research Interests: Social work in public housing, welfare reform policy, social work education, African American families. [sbowie@utk.edu](mailto:sbowie@utk.edu)

**William Bradshaw**, Professor. B.A., Valparaiso University; M.S.W., St. Louis University; Ph.D., University of Southern California School of Social Work. Teaching Areas: Psychopathology. Research Interests: Mental health and family services. [wbradsh1@utk.edu](mailto:wbradsh1@utk.edu)

**Paul Campbell**, Research Professor and Director. B.A., M.S.S.W., D.S.W., University of Alabama. Teaching Areas: Management. Research Interests: Organizational change, welfare reform, human resources development, rural social work Appalachian culture. [pcampbell@utk.edu](mailto:pcampbell@utk.edu)

**Kim Cassie**, Assistant Professor, Teaching Interests: Gerontological Social Work, Social Work Leadership & Management, and Financial Management & Resource Development. Research Interests: Gerontological Social Work (Residential Care Facilities, Long Term Care & Family Caregiving) and

Organizational Culture and Climate. [kmcclur1@utk.edu](mailto:kmcclur1@utk.edu)

**Muammer Cetingok**, Professor. Diploma in Social Work (B.S.W.), Hacettepe University, Ankara, Turkey; M.S.W., University of Maryland; Ph.D., Washington University. Teaching Areas: Social welfare policy, macro social work, financial management and resource development, social work research, and community organization/practice. Research Interests: Social, policy and economic aspects of organ transplantation; social support and quality of life of transplant recipients: micro and macro dimensions. [mcetingok@utk.edu](mailto:mcetingok@utk.edu)

**Terri Combs-Orme**, Professor. B.A., Baylor University; M.S.S.W., University of Texas, Arlington; Ph.D., Washington University. Teaching Areas: Human behavior and the social environment, research methods. Research Interests: Parenting, infant and toddler development. [tcombs-orme@utk.edu](mailto:tcombs-orme@utk.edu)

**Sam Choi**, Assistant Professor, B.A. Soongsil University, M.S.W. Ohio State University, Ph.D. University of Illinois Teaching Areas: Social work and social policies and programs, social work research methodology. Research Interests: Child welfare, substance abuse, outcomes of service response to substance abusing families with multiple problems, service integration [schoi9@utk.edu](mailto:schoi9@utk.edu)

**Lyle Cooper**, Assistant Professor. B.S., Spalding University; M.S.W., Kent School of Social Work - University of Louisville; Ph.D., University of Louisville. Teaching Areas: Clinical practice, motivational interviewing, psychopathology. Research Interests: Substance abuse intervention, HIV treatment adherence. [rcoope10@utk.edu](mailto:rcoope10@utk.edu)

**Sarah Craun**, Assistant Professor. B.A., University of Michigan; M.S.W., University of California, Los Angeles; Ph.D., University of California, Los Angeles. Teaching Areas: Practice with groups, Integrative seminar. Research Interests: policies for sex offender management, geographic information systems, violence against women. [scraun@utk.edu](mailto:scraun@utk.edu)

**Sherry Cummings**, Associate Professor and Associate Dean. B.A., M.A., Villanova University; M.S.W., University of Maryland; Ph.D., University of Georgia. Teaching Areas: Gerontology, psychology, social work practice with individuals and with groups. Research Interests: Aging and mental health (predictors of depression within community-based and assisted living populations, efficacy of interdisciplinary mental health geriatric teams), caregiver issues, intergenerational programs. [scumming@utk.edu](mailto:scumming@utk.edu)

**Cindy Davis**, Associate Professor. B.A., M.S.S.W., University of Tennessee. Ph.D., University of California, Los Angeles. Teaching Areas: Research methods, social work practice, human behavior, cognitive behavior therapy. Research Interests: Women's issues, HIV/AIDS, health issues, cross-cultural research. [cdavis3@utk.edu](mailto:cdavis3@utk.edu)

**David Dia**, Assistant Professor. B.A., University of Maryland, Baltimore County; M.S.W. and Ph.D., University of Maryland, Baltimore. Teaching Areas: Clinical Practice.

Research Interests: Child and Adolescent Mental Health. [ddia@utk.edu](mailto:ddia@utk.edu)

**David Dupper**, Associate Professor. B.S., Florida State University; M.S.S.W., Ph.D., Florida State University. Teaching Areas: School social work, social work practice, evaluation of social work practice, social work practice with groups. Research Interests: School social work, evaluation of social work practice, organizational change. [ddupper@utk.edu](mailto:ddupper@utk.edu)

**Marcia Egan**, Associate Professor. A.D.N., Southwestern Michigan College; B.S., Indiana University; M.S.W., Western Michigan University; Ph.D., University of Maryland. Teaching Areas: Social work and oppression, social work practice, social work with families, social work in healthcare settings. Research Interests: Social work in health care, particularly with high risk and marginalized populations and in community-based settings. [megan@utk.edu](mailto:megan@utk.edu)

**Rodney Ellis**, Associate Professor. B.A., Cincinnati Bible College; M.S.W., Ph.D., Florida International University. Teaching Areas: Oppression, cultural sensitivity, macro practice, policy, research. Research Interests: Juvenile justice, child welfare, cultural diversity, gender issues. [rellis5@utk.edu](mailto:rellis5@utk.edu)

**Theora Evans**, Associate Professor and Associate Dean. B.S., M.S.W., Loyola University of Chicago; M.P.H., University of Illinois at Chicago; Ph.D., University of Minnesota. Teaching Areas: Health policy, human behavior in social environment, management and community practice. Research Interests: Adolescent health, the psychosocial development of youth with chronic and disabling physical conditions. [tevans4@utk.edu](mailto:tevans4@utk.edu)

**Charles Glisson**, University Distinguished Research Professor & Director. B.A., M.S.W., University of Alabama; Ph.D., Washington University. Teaching Areas: Research methods, organization and administration, child welfare and juvenile justice systems. Research Interests: Organizational theory, children's mental health, child welfare and juvenile justice. [cglisson@utk.edu](mailto:cglisson@utk.edu)

**J. Camille Hall**, Assistant Professor, B.S.W., M.S.W., New Mexico State University; Ph.D., Smith College. Teaching Areas: Human behavior and the social environment, culturally sensitive social work practice. Research Interests: Substance abuse and mental health, protective factors that facilitate resilience, African American adult children of alcoholics. [jhall39@utk.edu](mailto:jhall39@utk.edu)

**Samuel MacMaster**, Associate Professor. B.A., Miami University; M.S.S.A., Ph.D., Case Western Reserve University. Teaching Areas: Substance abuse, clinical research. Research Interests: Substance abuse, HIV risk, injection drug use, harm reduction, dual diagnosis. [smacmast@utk.edu](mailto:smacmast@utk.edu)

**Susan Neely-Barnes**, Assistant Professor, B.A., Duke University; M.S.W., Washington University; Ph.D., University of Washington. Teaching Areas: Lifespan and neurophysiologic development, introduction to evidence-based practice. Research Interests: Developmental disability interventions, families of children and adults with disabilities. [sneely2@utk.edu](mailto:sneely2@utk.edu)

**William Nugent**, Professor and Director. B.S., M.S., M.S.W., Ph.D., Florida State University. Teaching Areas: Research, principles and techniques of mediation, cognitive behavior therapy. Research Interests: Measurement and assessment, development and evaluation of interventions for aggressive and antisocial youth, and restorative justice. [wnugent@utk.edu](mailto:wnugent@utk.edu)

**John Orme**, Professor. B.A., Miami University; M.S.W., Ph.D., Washington University. Teaching Areas: Statistics and research methodology. Research Interests: Family foster care, applied statistical issues, practice evaluation, and measurement development. [jorme@utk.edu](mailto:jorme@utk.edu)

**David Patterson**, Associate Professor. B.S., Kent State University; M.S.W., Ph.D., University of Utah. Teaching Areas: Social work treatment with groups, substance abuse treatment, research, applications of information technology in social work. Research Interests: Treatment with groups, artificial neural networks, information technology applications in social work. [dpatter2@utk.edu](mailto:dpatter2@utk.edu) (<http://web.utk.edu/~dap>)

**Cynthia Rocha**, Associate Professor and Associate Dean. B.A., M.S.S.W., University of Texas, Austin; Ph.D., Washington University. Teaching Areas: Research, program evaluation, policy, policy practice, political social work, community practice. Research Interests: Working poor, managed care, welfare reform, low wage work, female headed families. [crocha@utk.edu](mailto:crocha@utk.edu)

**Mary Rogge**, Associate Professor. B.A., Kansas State University; M.S.W., Ph.D., Washington University. Teaching Areas: U.S. and international social welfare and sustainable development policy, community practice, financial management and resource development. Research Interests: Environmental degradation, social welfare, justice, and children's well-being; disasters; and community-based research. [mrogge@utk.edu](mailto:mrogge@utk.edu) (<http://web.utk.edu/~merogge/>)

**Catherine Simmons**, Assistant Professor. B.A., University of Delaware; M.S.W., Delaware State University; M.Ed. Wilmington College; Ph.D., University of Texas at Arlington. Teaching Areas: Program evaluation. Research Interests: Women's issues including violence and trauma, PTSD and Domestic Violence. [cathysimmons@utk.edu](mailto:cathysimmons@utk.edu)

**Karen M. Sowers**, Dean and Professor. B.A., University of Central Florida; M.S.W., Ph.D., Florida State University. Teaching Areas: Research; social work practice with individuals, families, and groups; culturally competent practice; sexuality. Research Interests: Juvenile justice, responsible fatherhood, social work education. [kmsowers@utk.edu](mailto:kmsowers@utk.edu)

**Marlys Staudt**, Associate Professor. B.A., Mount Mercy College; M.S.W., University of Iowa; Ph.D., Washington University. Teaching Areas: Clinical evaluation, research, human behavior, foundation practice. Research Interests: Practice evaluation, utilization of and participation in mental health and adjunct services by high-risk children and their families, services to maltreated children and their families. [mstaudt@utk.edu](mailto:mstaudt@utk.edu)

**Elizabeth Strand**, Clinical Assistant Professor. B.A., The University of the South, Sewanee, Tennessee; MSSW, The University of Tennessee; Ph.D. in Social Work, The University of Tennessee. Teaching Areas: Social work practice with families, veterinary social work, communication skills for veterinary professionals. Research Interests: The link between human and animal violence, human-animal relationships within the family system, stress in academic medical environments. [estrand@utk.edu](mailto:estrand@utk.edu)

**Matthew T. Theriot**, Assistant Professor and Interim B.S.S.W. Program Director. B.S.W., M.S.S.W., University of Texas at Austin; Ph.D., University of California at Berkeley. Teaching Areas: Practice methods and research. Research Interests: Juvenile Justice and Delinquency. [mtheriot@utk.edu](mailto:mtheriot@utk.edu)

**John Wodarski**, Professor. B.S., Florida State University; M.S.S.W., University of Tennessee; Ph.D., Washington University, St. Louis. Teaching Areas: Grant writing and research methodology. Research Interests: Behavioral modification, child welfare, children and adolescents, grant writing, rapid assessment. [jwodarsk@utk.edu](mailto:jwodarsk@utk.edu)

## Professional Staff

**Scott Burcham**, Coordinator of Field Services. B.A., M.A., Arkansas State University; M.S.S.W., University of Tennessee. Teaching and Interest Areas: Individuals, Mental Health, Religion & Spirituality. [rburcham@utk.edu](mailto:rburcham@utk.edu)

**Sandra Gonzalez**, Coordinator of Field Services. B.S. Austin Peay State University; M.S.S.W. University of Tennessee, Knoxville. Teaching Areas: Field practice, field instructor training, cognitive behavior therapy. Interest Areas: Field education, social work education, international social work, mental health, health care social work. [sgonzale@utk.edu](mailto:sgonzale@utk.edu)

**Rebecca Jackson**, Coordinator of Field Services. B.A., University of Virginia; M.S.S.W., University of Tennessee, Knoxville. Teaching Areas: Field practice, field instructor training. Interest Areas: Child welfare services, field education, student advising, international education and refugee issues. [rjacks20@utk.edu](mailto:rjacks20@utk.edu)

**Gayle A Lodato**, Coordinator of Field Services. B.A., Mount Union College; M.S.S.W., Marywood University. Teaching Areas: Field practice, field instructor training. Interest Areas: Field education, mental health services. [glodato@utk.edu](mailto:glodato@utk.edu)

**Kate McClernon Chaffin**, Distance Education Coordinator. B.S. Tennessee Technological University; M.S.S.W. University of Tennessee, Knoxville. Teaching Areas: Neurophysiology in social work, social welfare policy, social, political and economic environments, corrections. Interest Areas: Mental retardation, substance abuse, prison overcrowding, mental health courts, living wage and poverty, social movements. [kmccclern@utk.edu](mailto:kmccclern@utk.edu)

**Karla Edwards**, Administrative Assistant, Office of the Dean. [kedwards@utk.edu](mailto:kedwards@utk.edu)

**Ken Wagner**, Information Technology Manager. [kwagner@utk.edu](mailto:kwagner@utk.edu)

**Stephanie Piper**, Director of Development. [spiper@utk.edu](mailto:spiper@utk.edu)

## Staff

**John Bailey**, Principle Secretary. [jbaile14@utk.edu](mailto:jbaile14@utk.edu)

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## Emeritus Faculty

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Gideon W. Fryer, Professor of Social Work. Ed.D., Columbia University.

Ben P. Granger, Professor of Social Work. Ph.D., Brandeis University.

Hisashi Hirayama, Professor of Social Work. D.S.W., University of Pennsylvania.

Kate Mullins, Professor of Social Work. Ph.D., University of Chicago.

Roger Nooe, Professor of Social Work, Ph.D., Tulane University

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## **APPENDIX V: CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS**

Follow this link:

<http://www.naswdc.org/pubs/code/code.asp>

## **APPENDIX VI: M.S.S.W. STUDENT FORMS**

Follow this link:

<http://www.csw.utk.edu/students/mssw/forms/index.htm>

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