



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

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**COLLEGE OF SOCIAL WORK**

**2020-2021**

**M.S.S.W.  
Student  
Handbook**

*Revised August 2020*

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## WELCOME FROM THE PROGRAM DIRECTORS

Welcome to the M.S.S.W. program at the University of Tennessee, Knoxville!

It is with great excitement that we share the seventy-five-year tradition of social work education with our students who are entering a noble profession of service. The future for the College of Social Work looks bright as we stand on our long history of educating, serving and building on the knowledge base of the profession, all with the goal of empowering those seeking social work services. Our M.S.S.W. program provides an excellent, evidence based curriculum through our on-campus programs located in Nashville and Knoxville as well as through an innovative and accessible distance education format in which course work is completed entirely online. This coursework is expanded upon through our many field opportunities where students gain experiences through a wide variety of services. The College spans the state in its educational, research and public service initiatives. Our outstanding students make the most out of the opportunities provided them through solid educational content conveyed using innovative approaches, excellent field opportunities, specified areas of study including interpersonal practice as well as organizational leadership. The students of our college continue to excel and attract the attention of both local and national news for their accomplishments, while our graduates go from our program to impact the lives of those they serve and continually demonstrate the high quality of education and training at the UT College of Social Work. 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.

Sincerely,



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## **SPECIAL STATEMENT REGARDING COVID-19**

The health and safety of our campus community is our number one concern. Please visit the following websites for up-to-date information about how COVID-19 is being handled by the University.

UTK COVID-19 Student Information: <https://www.utk.edu/coronavirus/students/>

Course Schedules and Formats: <https://www.utk.edu/coronavirus/guides/course-formats-and-schedules>

Fall 2020 Schedule Adjustments: <https://onestop.utk.edu/class-registration/fall-2020/>

## **INTRODUCTION FROM THE GRADUATE SCHOOL**

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established [Graduate School Policies](#) noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

### **The Graduate Catalog**

The *Graduate Catalog* 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 requirements of the institution are continually under examination and revision. However, adequate and reasonable notice will be given to students affected by any change. This catalog 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. The current catalog should be referred to during each year of study. The university further reserves the right to dismiss a student from the university for cause at any time.

### **Student Responsibility**

Graduate students must assume full responsibility for knowledge of rules and regulations of the Graduate Council and departmental requirements for the chosen degree program. Any exceptions to the policies stated in the *Graduate Catalog* must be approved by the Dean of the Graduate School. Individual colleges and departments may have requirements beyond the minimum established by the Graduate Council. A calendar of deadlines and policies and procedures for graduate programs are found on the Graduate School web page (<http://gradschool.utk.edu>). A statement of graduate students' rights and responsibilities is included with the admission notification.

Current information about the university can also be found at

The University of Tennessee Homepage	<a href="http://utk.edu">http://utk.edu</a>
The Graduate School	<a href="https://gradschool.utk.edu">https://gradschool.utk.edu</a>
Graduate Admissions	<a href="https://graduateadmissions.utk.edu/">https://graduateadmissions.utk.edu/</a>
Office of the University Registrar	<a href="https://registrar.utk.edu">https://registrar.utk.edu</a>
Office of the Bursar	<a href="https://web.utk.edu/~bursar">https://web.utk.edu/~bursar</a>
Office of Financial Aid and Scholarships	<a href="https://web.utk.edu/~finaid">https://web.utk.edu/~finaid</a>
Center for International Education	<a href="https://international.utk.edu/">https://international.utk.edu/</a>
Student Counseling Center	<a href="https://counselingcenter.utk.edu/">https://counselingcenter.utk.edu/</a>
Student Disability Services	<a href="https://sds.utk.edu/">https://sds.utk.edu/</a>
Office of Information Technology	<a href="https://oit.utk.edu/">https://oit.utk.edu/</a>
Student Health Center	<a href="https://studenthealth.utk.edu/">https://studenthealth.utk.edu/</a>
University Libraries	<a href="https://www.lib.utk.edu/">https://www.lib.utk.edu/</a>
Hilltopics Student Handbook	<a href="https://hilltopics.utk.edu/">https://hilltopics.utk.edu/</a>

## **PURPOSE OF M.S.S.W. HANDBOOK**

The purpose of this handbook is to familiarize graduate students with procedures, policies, and requirements of the M.S.S.W. program. In addition, it provides information regarding the programs we offer, admission, registration, advising, financial assistance, and other pertinent information.

This handbook is meant to supplement the policies and procedures in the Graduate Catalog and Hilltopics. Graduate students are responsible for knowing and abiding by the various policies in all three of these documents, and are expected to be aware of and satisfy all regulations governing their work and study at the university.

For additional information please refer to the [Graduate Catalog](#), [Hilltopics](#), and to the publications on the [Appeals Procedure](#).

## CHANGES IN CURRICULUM REQUIREMENTS

This 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: <https://catalog.utk.edu/index.php>. The University further reserves the right to dismiss a student from the University for cause at any time.

## THE COLLEGE OF SOCIAL WORK

### History

The University of Tennessee, Knoxville 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. In 1986, the UT School of Social Work became a college, and the name was changed to the College of Social Work. The College now offers four degrees: B.S.S.W., M.S.S.W., Ph.D., and D.S.W.

### Programs Offered

The Master of Science in Social Work (M.S.S.W.) program is offered on the Knoxville and Nashville campuses as well as statewide through the online program. The Bachelor of Science in Social Work (B.S.S.W.) degree is offered on the Knoxville campus and online. The Doctor of Social Work (D.S.W.) in Clinical Practice and Leadership program prepares graduates for advanced clinical practice and leadership and is offered as an online program. D.S.W. students spend one-week in intensive on-campus learning sessions. Foundation courses for the Ph.D. program are offered in Knoxville; dissertation research may be completed in either Knoxville or Nashville. Both campuses have full-time faculty, library facilities, computer labs, and field practice resources.

The Bachelor's and Master's degree programs of the UT College of Social Work are accredited by the Council on Social Work Education (CSWE). The M.S.S.W. program is the state of Tennessee's first and oldest CSWE accredited program. Though CSWE does not accredit doctoral programs, the college's Doctoral programs consistently receive strong, positive reviews from the University and national recognition from the National Association of Social Workers (NASW). The U.S. News and World Report has recognized the UT College of Social Work graduate program among the "Best" in its rankings, ranking it 22nd nationally among all public universities for 2020. It recognizes our graduate school for its

advanced social work curriculum with its courses for students studying social welfare policy, human behavior, and ethics, balanced with hands-on experience in clinical settings.

## COLLEGE MISSION, VISION, AND VALUES

### College Mission Statement

*Grounded in social justice, we equip professional social workers with the skills needed to serve diverse and vulnerable populations. We build knowledge by conducting groundbreaking research that focuses on solving social problems. We engage with our communities through meaningful service.*

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.

### College Vision Statement

We envision a socially just world that prioritizes the needs of the most vulnerable.

### College Values

*Human Dignity:* Commitment to promote social and economic equity

*Responsive Education and Research:* Critically informed and practice-relevant professional formation

*Engagement:* Collaboration with communities to achieve and sustain well-being

### 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, Knoxville 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).

## College of Social Work Diversity Statement

The College of Social Work and the University of Tennessee welcome and honor all people. In accordance with the U.S. National Association of Social Workers (NASW) and the U.S. Council on Social Work Education (CSWE 2015 Educational Policy Statement), "the dimensions of diversity are understood as the intersectionality of multiple factors including" age, class, color, culture, mental or physical disability and ability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, political ideology, race, regionality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. The College values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. "A person's diverse life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim" (CSWE 2015 Educational Policy Statement). The College of Social Work promotes social justice and social change, and strives to end discrimination, oppression, poverty, and other forms of social injustice.

## 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 MSSW and BSSW 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 MSSW and BSSW 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).

## **Vision for Diversity**

In striving for excellence our professional values, ethics, history, and future demand that social work educators, researchers, and practitioners are culturally competent and vested in responding to oppressive institutional, societal and political trends. Thus, the College seeks diversity in its faculty, field instructors, students, and staff. Cultural relevance and sensitivity to the personal, social, economic, and political needs of vulnerable, high-risk groups is emphasized throughout the education, research, and service of students and faculty.

## **Social Justice Innovation Initiative**

The Social Justice Innovation Initiative at the College of Social Work was made possible through a gift by longtime College supporter, Susan Cooper. The initiative offers a unique framework for understanding many of society's most pressing issues around education, healthcare, and social justice. The Initiative provides grants for students and faculty to creatively challenge social injustices in their communities.

## **A Diverse Student Body**

The College of Social Work and the University of Tennessee welcome and honor all people and actively seek students from different backgrounds and with different needs. In accordance with the Council on Social Work Education and the U.S. National Association of Social Workers, the College of Social Work defines "the dimensions of diversity as the intersectionality of multiple factors including" age, class, color, culture, mental or physical disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, political ideology, race, religion, sex, and sexual orientation.

As a consequence, the college values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. A person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. The College of Social Work promotes social justice and social change, and strives to end discrimination, oppression, poverty, and other forms of social injustices.

In striving for excellence our professional values, ethics, history, and future demand that social work educators, researchers, and practitioners are culturally competent and vested in responding to oppressive institutional, societal and political trends. Thus, the College seeks diversity in its faculty, field instructors, students, and staff. Cultural relevance and sensitivity to the personal, social, economic, and political needs of vulnerable, high-risk groups is emphasized throughout the education, research, and service of students and faculty.

The Diversity Affairs Committee strives to be responsive to the need of civility and cultural awareness on campus by offering various programs that embrace differences, celebrate unity, and commit to social justice.

## Statement on Racism, Discrimination, and Harassment

As a College of Social Work committed to the core values of our profession, we strongly reject all forms of hate speech and rhetoric that focuses on the superiority of one group over other groups. We recognize and affirm the inherent dignity and worth of ALL persons. Moreover, we are committed to challenging all forms of hate speech and other acts of racism and bigotry wherever they are found, including our own campus.

Our professional organization, the National Association of Social Workers (NASW) defines racism as “the ideology or practice through demonstrated power or perceived superiority of one group over others by reasons of race, color, ethnicity, or cultural heritage...” and that “...racism is manifested at the individual, group, and institutional level.” A core component of our social work curriculum is the development of and commitment to cultural competency. According to NASW’s Standards of Cultural Competence (2015), cultural competency refers to “the process by which individuals and systems respond respectfully and effectively to people of all cultures, languages, classes, races, ethnic backgrounds, religions, spiritual traditions, immigration status, and other diversity factors in a manner that recognizes, affirms, and values the worth of individuals, families, and communities and protects and preserves the dignity of each” (p. 13). Cultural competence also recognizes the ways in which the values of the dominant society may conflict with the values of historically oppressed, underrepresented, and underserved populations.

## International Initiatives

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. The College of Social Work actively promotes international education for students, including studying abroad and completing field placements in international settings, thereby enabling students to be immersed in other cultures and exposed to their social service delivery systems. These global initiatives create a platform for global recruitment of students, thereby supporting growth of diversity in the student population. Additional efforts include supporting faculty in international projects, creating faculty led academic experiences, promoting relationships among current and perspective national and international social work programs to best prepare students for global social work practice.

## Minority Students

The University [Office of Multicultural Student Life](#) is located in Knoxville at the [Frieson Black Cultural Center](#). This office provides academic, educational, social and cultural programs to assist students. Multicultural Student Life contributes to an inclusive learning environment by enhancing institutional efforts in retaining and graduating students prepared for a diverse global society. They promote the academic success, equality, and leadership development of students through programs and services that holistically address cultural, educational, and civic growth.

The College has a Diversity 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.

## Students with Disabilities

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

## Student Pregnancy Accommodations Policy

The University of Tennessee, Knoxville (the “University”) is committed to creating and maintaining a non-discriminatory learning environment for all students. This policy is intended to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs and activities. Title IX includes prohibiting discrimination against students on the basis of pregnancy.

Discrimination against any student, or the exclusion of any student from participation in any part of a University education program or activity, on the basis of a student’s actual or potential pregnancy is prohibited. These education programs and activities include, but are not limited to, classes, extracurricular activities, athletic programs, internships, fellowships, clinics, and labs.

In this policy, “pregnancy” means pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. This Policy applies to all aspects of the University’s education programs and activities. The full policy can be found online at: <https://titleix.utk.edu/wp-content/uploads/sites/75/2019/02/Student-Pregnancy-Accommodations-Policy-UTK.pdf>

## Veterans and Military Personnel

The University of Tennessee, Knoxville College of Social Work actively recruits veterans to continue to serve beyond the battlefield. Military training has provided vital skills that are often needed in the social work profession. The versatility of our programs provides for leadership development in both the clinical practice arena and the organizational management or advocacy positions. The University of Tennessee is highly ranked in U.S. News and World Report’s inaugural rankings for [Best Colleges for Veterans](#), and the College of Social Work is on the quest to participate in assisting veterans to achieve their degree in [Social Work](#).

## ORGANIZATIONAL STRUCTURE

The University of Tennessee, Knoxville College of Social Work offers the M.S.S.W. program across the state. A description of the campuses follows.

### Knoxville

The offices of the Dean, Knoxville M.S.S.W. Program Director, B.S.S.W. Program Director, Ph.D. Program Director, D.S.W. Program Director, and faculty and staff of the Knoxville campus are located in Henson Hall, at 1618 Cumberland Avenue, on The University of Tennessee campus. All facilities on the UT, Knoxville campus are available to the College including the University of Tennessee Libraries, the Student Union, and the University of Tennessee Medical Center. Also located in Knoxville are the Office



of Social Work Research and Public Service and the Center for Behavioral Health Research. The B.S.S.W., M.S.S.W., and Ph.D. programs are offered in Knoxville.

## **Nashville**

The offices of the Associate Dean, Nashville and Online M.S.S.W. Program Directors, and faculty and staff of the Nashville and Online campus are located in the Polk Center at 193 Polk Avenue, Suite E. The Polk Center also houses offices of the Institute for Public Service and Social Work Office of Research and Public Service. In addition to its full-time faculty members, the Nashville campus draws upon the research and teaching resources of 16 universities and colleges within the Nashville-Davidson County area. Students have access to the educational, cultural and social resources of Nashville and middle Tennessee. Students have access to all resources of the University of Tennessee Libraries through online access to all library catalogs and databases, instant access to e-journals and rapid inter-library loan.

## **Online M.S.S.W.**

The college offers an Online M.S.S.W. program for students who are unable to come to campus. This delivery is offered to advanced standing, full time, and extended study students. Students can take all of their coursework online. Student internships are arranged within a reasonable driving distance from the communities within which Online M.S.S.W. students reside. A limited number of students who reside in Knox, Davidson and their surrounding counties will be admitted to the Online MSSW program.

The Online M.S.S.W. program is held to the same standards as the traditional on-campus M.S.S.W. degree, is fully accredited by the CSWE (Council on Social Work Education), and is taught by the same professors who teach on campus. The degree received is a Masters of Science in Social Work from the University of Tennessee, Knoxville. The Online program is administered out of the Nashville Campus.

## **ADMINISTRATIVE STRUCTURE**

The Dean, located in Knoxville, serves as the chief academic and administrative officer of the College. The Dean is appointed by and reports to the Provost and Senior Vice Chancellor for Academic Affairs. The appointment of the Dean is reviewed at the discretion of the Provost and Senior Vice Chancellor for Academic Affairs in consultation with the faculty.

Three M.S.S.W. Program Directors are assigned the duty of directly administering the M.S.S.W. programs respectively on the Knoxville and Nashville campuses. The Online Program Director is also located on the Nashville campus. The M.S.S.W. Program Directors are appointed by the Dean and report directly to the Associate Dean of the College. The Associate Dean has oversight responsibility for administering the academic programs of the college, carries many responsibilities within the College that the "Department Head" assumes in other University of Tennessee, Knoxville colleges and schools, and also serves as the contact person with the Graduate School. The M.S.S.W. Program Directors are responsible for the administration of the M.S.S.W. program.

All support staff are responsible directly to the assigned administrative delegate. Responsibilities and rights of support staff are defined in UT Personnel Policies and Procedures.

Contact information for the Dean, Associate Deans, faculty and staff is located on the [College of Social Work website](#).

## **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.

### **UT College of Social Work Standards of Professional Conduct**

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

The Office of Student Judicial Affairs is responsible for determining whether to initiate a disciplinary charge against a student for violating the Standards of Conduct. Potential penalties imposed through the Office of Student Judicial Affairs for violations of the Standards of Conduct include suspension and permanent dismissal from the University. In addition, the CSW may take independent action regarding the student's status in the CSW if the student's conduct violates the CSW's standards of professional conduct, as described below.

#### **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. Guidelines for proper referencing and citations can be found in the current Style Guide of the American Psychological Association.

#### **Academic Honesty and Integrity**

Academic integrity is a responsibility of all members of the academic community. An honor statement is included on the online application for admission and readmission. Submitting the application acknowledges that adherence is confirmed. It is each student's responsibility to become familiar with

this information and to comply with all university rules and policies. The honor statement declares (taken from the Student Code of Conduct):

*An essential feature of the University is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As such the University utilizes an Honor Statement that reads, "As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."*

As stated in Hilltopics, Academic Integrity is described as,

*Study, preparation, and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present their own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writes into a project, the student must accurately cite the source of that work.*

For additional information or help citing sources see the UT Libraries web page on plagiarism.

### **Honor Statement**

The University of Tennessee, Knoxville 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.

An essential feature of the University of Tennessee at Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. "As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity." A thorough understanding of the Honor Statement is essential to the success of the honor system. The Honor Statement prohibits cheating, plagiarism, and any other type of academic dishonesty. Please refer to [Hilltopics](#) for additional information about and responsibilities associated with the Honor Statement, and the process to be followed in cases of alleged academic dishonesty.

### **Plagiarism**

Students shall not plagiarize. As stated in the [Student Code of Conduct \(see Section 10.4 Plagiarism, http://hilltopics.utk.edu/student-code-of-conduct/\)](#),

Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that

may include failure in a course and/or dismissal from the university. Some examples of plagiarism are, but are not limited to

- *Using without proper documentation (quotation marks and citation) written or spoken words, phrases, or sentences from any source;*
- *Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);*
- *Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);*
- *Collaborating on a graded assignment without the instructor's approval; and*
- *Submitting work, either in whole or partially created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).*

Extreme caution should be exercised by students involved in collaborative research to avoid questions of plagiarism. If in doubt, students should check with the major professor, the Director of Graduate Studies, and/or the department head/school director about the project. Plagiarism will be investigated when suspected and prosecuted if established.

All theses and dissertations must be scanned with university-approved plagiarism detection software prior to thesis or dissertation defense. Major professors must confirm, at the time the thesis or dissertation is submitted to the Graduate School, that documents have been analyzed using the university-approved plagiarism detection software.

To learn more about plagiarism and how to avoid problems, view resources available on the University Libraries [website \(https://libguides.utk.edu/style\)](https://libguides.utk.edu/style).

### **Other Types of Academic Dishonesty**

Specific examples of other types of academic dishonesty include, but are not limited to: (1) providing or receiving unauthorized information during an examination or academic assignment, or the possession and/or use of unauthorized materials during an examination or academic assignment; (2) providing or receiving unauthorized assistance in connection with laboratory work, field work, scholarship, or another academic assignment; (3) falsifying, fabricating, or misrepresenting data, laboratory results, research results, citations, or other information in connection with an academic assignment; (4) serving as, or enlisting the assistance of, a substitute for a student in the taking of an examination or the performance of an academic assignment; (5) altering grades, answers, or marks in an effort to change the earned grade or credit; (6) submitting without authorization the same assignment for credit in more than one course; (7) forging the signature of another or allowing forgery by another on any class or University-related document such as a class roll or drop/add sheet; (8) gaining an objectively unfair academic advantage by failing to observe the expressed procedures or instructions relating to an exam or academic assignment; and (9) engaging in an activity that unfairly places another student at a disadvantage, such as taking, hiding, or altering resource material, or manipulating a grading system.

## Research Compliance

Research and creative work is an integral part of graduate education, regardless of the discipline. As part of graduate education, it is incumbent upon students to conduct their research in an ethical manner.

The [Office of Research and Engagement](#) (ORE) drives the campus research enterprise by providing technical expertise in proposal development, faculty development, sponsored programs administration, and compliance requirements. Graduate students are expected to maintain high standards for the conduct of their research. To learn more about training, workshops and other resources available at the University, visit the ORE's Compliance Training [web page](#) and the Graduate School's Office of Training and Mentorship [web page](#).

## CSW Standards of Professional Conduct

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

- **Professional Behavior** - The social work student behaves professionally by knowing and practicing within the scope of social work, adhering to the National Association of Social Workers Code of Ethics and the Tennessee Board of Social Worker Standards of Conduct (1365-01-.10) as found in the Tennessee Board of Social Work Certification and Licensure General Rules and Regulations, <http://www.state.tn.us/sos/rules/1365/1365-01.20100729.pdf>
- **Interpersonal Skills** - The social work student communicates and interacts with other students, faculty, staff, clients and professionals in a professional manner, and demonstrates respect for and consideration of other students, faculty, staff, clients and professionals in spoken, written and electronic form. The social work student expresses her/his ideas and feelings clearly and demonstrates a willingness and ability to listen to others.
- **Self-awareness** - The social work student is willing to examine and change his/her behavior when it interferes with her/his working with clients and other professionals, and is able to work effectively with others in subordinate positions as well as with those in authority.
- **Professional Commitment** - The social work student has a strong commitment to the essential values of social work (the dignity and worth of every individual and her/his right to a just share of the society's resources). The social work student is knowledgeable about and adheres to the National Association of Social Workers Code of Ethics and the Rules of the Tennessee Board of Social Worker Certification.
- **Self-care** - The social work student recognizes the signs of stress, develops appropriate means of

self-care, and seeks supportive resources if necessary.

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

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

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

### **CSW Professional Standards Committee**

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

1. The faculty member/major professor should discuss the concern(s) with the student and seek agreement with the student on the question of the student's failure to meet or maintain professional standards. If a plan of remediation is recommended by the faculty member and agreed upon by the student, the faculty member should document the plan of remediation. The documentation should include a description of the student's conduct, the plan of remediation, and an indication that the student has agreed to the plan of remediation. Copies should be provided to the student, the student's record the student's major professor, and Program Director.
2. If the faculty member believes dismissal from the CSW is appropriate, or the faculty member believes that the student should be given an opportunity to remedy his/her failure to meet or maintain a standard but the faculty member and the student cannot agree on a plan for remediation, the faculty member shall notify the student's Program Director. The Program Director shall call a meeting with the faculty and student involved in an attempt to resolve the matter. If the matter cannot be resolved, the Program Director, in consultation with the Associate Dean, shall convene a hearing of the Professional Standards Committee as soon as practicable.

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

A student may appeal the decision of the Committee by sending a written appeal to the Associate Dean within 14 days, who then shall make a decision on the student's appeal and communicate that decision to the student in writing. A student may appeal a decision of the Associate Dean to the Dean of the CSW by sending a written appeal to the Dean within 14 days of receiving the appeal of the Associate Dean, who then shall make a decision on the student's appeal and communicate that decision to the student in writing. To appeal the decision of the Dean of the College of Social Work, a student shall file a written appeal in accordance with the Graduate Council Appeal Procedure. The *Graduate Council* considers student appeals only after they have been duly processed through the College of Social Work. A complete statement of the Graduate Council Appeal Procedure is available from the UT-Knoxville Graduate School, <http://gradschool.utk.edu>.

## Grievances and Appeals

The *Graduate Council Appeal Procedure* can be obtained at the Graduate School Appeals Committee [website](#). In brief, appeals should be handled first at the department level through the student's academic advisor, the director of graduate studies, or the department or program head. Further appeal may be made to the dean of the respective college, the Graduate Council Appeals Committee through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School. Per Board of Trustees bylaws, Article V, Section 5, "Any employee or student of the University who feels that he or she may have a grievance against the University shall have the right of appeal through the appropriate Chancellor or Vice President to the President of the University, except as otherwise



provided by University policy.” In the case of UT students, they may appeal the decision of the Dean of the Graduate School to the Provost and then the Chancellor.

Appeals may involve the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the *Graduate Council Appeal Procedure*.

Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in Hilltopics under [Student Code of Conduct](#).

Students with grievances related to race, sex, color, religion, national origin, age, disability or veteran status should file a formal complaint with the [Office of Equity and Diversity](#), 1840 Melrose Avenue.

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

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 of 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. 39-6-401 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 or 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. Students needing treatment information should contact their campus Student Affairs Office, Student Health Center or Counseling Center.

## **THE MASTER OF SCIENCE PROGRAM**

### **Program Mission and Goals**

The mission of the University of Tennessee, Knoxville College of Social Work M.S.S.W. program 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 to the M.S.S.W. Program**

Applicants apply for admission through the [Office of Graduate and International Admissions](#).

Application requirements include the completed Graduate Admissions application, a nonrefundable application fee, official transcripts of all undergraduate and graduate course work, the M.S.S.W. professional statement, resume, and three M.S.S.W. reference evaluation forms. Applicants may also submit an optional writing sample.

Applications should be submitted as early as possible and a minimum of six weeks should be allowed for completing the application process. The priority deadline for completed applications is February 1 of the year in which admission is desired. Only completed applications will be considered for admission.

An admissions committee for each campus (Knoxville, Nashville, and Online) reviews completed applications and recommends or denies admission for applicants to all programs of study on that campus (full time, extended study, and advanced standing). Campus committees may schedule interviews with applicants as needed before admission decisions are made. The applicant will be contacted if a personal interview is required. The M.S.S.W. Admissions Policy Committee meets once each term to formulate and review policy on admission of students to the master's program.

## Admission Requirements

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

1. A bachelor's degree from a regionally accredited institution, an institution accredited by another organization recognized by the Council on Higher Education Accreditation (CHEA), or an equivalent degree from a similarly recognized or accredited foreign institution.
2. 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).
3. A liberal arts perspective with course work from at least four of these five areas:
  - a. economics or mathematics
  - b. government, political science, or history
  - c. sociology or anthropology
  - d. psychology
  - e. philosophy, literature, or the arts
4. U.S. degree holders must have a minimum GPA of 2.7 out of a possible 4.0 on all undergraduate work and a minimum GPA of 3.0 out of a possible 4.0 on all previous graduate work\*. Individuals with degrees from foreign institutions must have a minimum of 3.0 on a 4.0 scale on all undergraduate work and a minimum of 3.3 on a 4.0 scale on all previous graduate work. Grading systems other than the 4.00 scale are evaluated, upon receipt of transcripts, in accordance with standard practice.
5. All applicants applying for admission to the Advanced Standing program must have a cumulative undergraduate GPA of 3.0 or higher, must have an undergraduate major in social work from a C.S.W.E. accredited program (B.S.W. or B.S.S.W.) and must have graduated within 5 years of entry to the M.S.S.W. program.
6. Personal qualifications acceptable for entrance into the professional practice of social work.

\*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.

GRE scores are not required for admission to the M.S.S.W. program. However, applicants may submit current scores from the GRE General Exam to supplement their application materials. GRE scores are valid for five years from the date of the exam.

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. The M.S.S.W. program does not offer spring admission.

A limited number of students who reside in Knox, Davidson and their surrounding counties will be admitted to the Online MSSW program.

Applicants who plan to work more 20 hours per week will not be admitted to a full time program of study.

The M.S.S.W. program does not offer the option to defer admission. Admitted students who do not enroll must reapply the following year.

When a student is admitted to graduate study prior to having received his/her baccalaureate degree, that degree must be awarded before the first day of graduate courses at UT, Knoxville.

Students admitted on probationary status must successfully complete their first semester with a minimum GPA of 3.0. After completion of six or more hours of graduate credit with a 3.0 GPA the probationary status will be removed.

### **After Admission**

After being admitted to the College of Social Work students must submit a non-refundable \$250 seating fee to accept their offer of admission. This fee will be applied to the student's account balance at the start of the semester. The seating fee is non-refundable. Students who pay the seating fee but do not matriculate will forfeit their seating fee.

Admitted applicants have access to welcome information which includes program, field placement, and registration information. The welcome information includes information regarding the \$250 seating fee that each admitted applicant is required to submit to reserve his/her seat in the program and instructions on how to pay it.

After admission is offered, the following must be provided to the Graduate School:

- Official transcripts and degree certificates (if separate from the transcript). See Graduate Admissions website for more information.
  - The Graduate School will reserve the right to revoke admission to a student if any unofficial or official documents are found to be fraudulent following review and comparison.
  - Registration is prohibited after the first semester of enrollment until students have submitted the official copy of transcripts, including any degree certificates or degree confirmations, from all institutions previously attended.
- For those who submitted unofficial TOEFL or IELTS scores with the application, verification of official scores is required.
- For those who have the Eligibility Verification for Entitlement Act (EVEA) requirement, documentation that proves U.S. citizenship or lawful presence as required by state law. For information on EVEA, visit the One Stop Student Services website.

All documents submitted become the property of the university and will not be returned.

### **Five Year B.S.S.W./M.S.S.W. Program**

The College of Social Work offers Social Work B.S.S.W. Honors Program students an opportunity to earn both a B.S.S.W. and an M.S.S.W. in five years. All students in the Social Work Honors Program can apply for conditional admission to the B.S.S.W./M.S.S.W. 5-Year Program during or immediately following

their third year of undergraduate study at UT. Please refer to the B.S.S.W. Student Handbook for additional information.

### **International Applicants**

For admission to a graduate program, an international student must have an equivalent 4-year bachelor's degree with at least a B average on all previous course work and a B+ on all previous graduate work. If graduating from a U.S. institution, the minimum is the same as that for domestic students.

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum score of 550 on the paper test or 80 on the Internet-based test typically with a score of 20 on each of the sections of the test (reading, listening, writing, and speaking) is required for admission consideration. For the IELTS, a minimum score of 6.5 is required. Some programs require higher scores. The score must be no more than two years old from the requested date of entry.

An applicant may be exempted from the English Certification requirement if:

- English is an official language in the applicant's country of citizenship, according to [Countries With English as Official Language](#) as published by the Graduate School
- OR
- English is the primary language of instruction at the institution in which the applicant received an undergraduate, graduate, or professional degree.

All students whose native language is not English must take an English proficiency examination after arrival at the University of Tennessee, Knoxville.

Before admission can be completed, international applicants must document availability of sufficient funds for the first 12 months of studies.

Please refer to the [Admission Guide for International Applicants](#) for additional information.

International applicants who will/have entered the United States (a U.S. Visa is required) are eligible to apply for the following course delivery formats: Knoxville on-campus.

### **Classification**

Residency classification is needed to determine the tuition and fees assessed to each student. Initial residency classification is determined from information included on the UT Graduate Application for Admission. Notice of residency classification is included in the acknowledgement of the application for admission. Applicants who would like their residency classification reviewed may submit a Graduate Application for In-State Classification appeal form as indicated on the Registrar's website at <https://registrar.utk.edu/student-residency-classification> . The appeal form and supporting documentation must be filed no later than the last day of regular, or priority, registration in order to have the reclassification effective for the semester. After review, the applicant will be notified by email. Additional information regarding the State of Tennessee regulations for classification may be found in

the Residency Classification Guide at the Office of the University Registrar's website <https://registrar.utk.edu/student-residencyclassification/residency-classification-guide/>.

## **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 need approval before they can change their program of study. Requests for such a transfer should be made by admitted applicants to the Director of Enrollment Services and by enrolled students to the M.S.S.W. Program Director of the respective campus.

### **Advanced Standing Program**

Advanced standing students may complete the program on a full-time or part-time basis. The advanced standing program consists of 37 credit hours, which includes 12 credit hours of field practice. Full-time advanced standing students complete the program in three (3) semesters of study beginning summer term. Students complete SW 520 (Evidence-based Practice), SW 528 (Seminar in Neuroscience), SW 537 (Introduction to Psychopathology), and SW 539 (Leadership Skills & Knowledge for Advanced Social Work Practice) during the summer term. Part-time advanced standing students may complete the program in 18 - 24 months. Part time students also begin their program of study in the summer during which they complete the courses noted above. At the start of summer classes, part time advanced standing students meet with their faculty advisors or Program Directors to work out their program of study for the remainder of their coursework.

### **Full-time Program**

The full-time program (60 credit hours) begins fall semester. Students take 15 credit hours each semester and complete the full-time program in two years (four (4) semesters) of full-time study. They complete the generalist curriculum during the first year and the concentration curriculum during the second year. All generalist coursework must be completed before a student can begin their concentration coursework.

Students who are employed more than 20 hours per week will not be admitted to a full time M.S.S.W. program of study.

### **Extended Study Program**

The extended study program (60 credit 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 and is available online and on the Knoxville campus.

Extended study students generally take two years to complete the generalist curriculum, which must be completed before the concentration curriculum is begun. The two semesters of the generalist field

placement are completed during the second year of study. Students then complete the concentration curriculum based on a three or four year plan developed in conjunction with their major professors. If they choose the three year plan, they will complete the concentration curriculum in one year of full-time study. If they choose the four 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 generalist 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. Please be aware that on-campus classes are held on weekdays during daytime hours. We do not offer an evening and/or weekend on-campus program.

## 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, Knoxville [Graduate Catalog](#);
2. A minimum of 60 semester credit-hours, which includes the following:
  - a. generalist courses and field practice (30 hours) and
  - b. concentration courses and field practice (30 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; and
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.

## 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.
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.

## **Generalist Curriculum**

The generalist curriculum for full-time and extended study students consists of 24 credit hours of course work and 6 credit 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 generalist 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 generalist curriculum is grounded in the following CSWE core competencies and behaviors.

### **2015 EPAS COMPETENCIES**

#### **Competency 1 – Demonstrate Ethical and Professional Behavior**

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

#### **Competency 2 – Engage Diversity and Difference in Practice**

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

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

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

### **Competency 4 – Engage In Practice-informed Research and Research-informed Practice**

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

### **Competency 5 – Engage in Policy Practice**

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

### **Competency 6 – Engage with Individuals, Families, Groups, Organizations, and Communities<sup>2</sup>**

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

### **Competency 7 – Assess Individuals, Families, Groups, Organizations, and Communities**




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

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



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

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

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

The M.S.S.W. generalist curriculum is comprised of the following courses:

- SW 510 Social Work and Social Welfare Policies and Programs (3 hrs)
- SW 512 Introduction to Macro Social Work Practice (2 hrs)
- SW 513 Lifespan & Neurophysiological Development in a Cultural, Ecological, and Transactional Framework (4 hrs)
- SW 519 Social Work Research (3 hrs)
- SW 522 Introduction to Direct Social Work Practice (4 hrs)
- SW 537 Introduction to Psychopathology (3 hrs)
- SW 538 Culturally Relevant Practice with Diverse Populations (3 hrs)
- SW 539 Leadership Skills and Knowledge for Advanced Social Work Practice (2 hrs)
- SW 542 & SW 544 Generalist Field Practice I & II (6 hrs)

Total - 30 hrs

**Concentration Curriculum**

Upon completion of the generalist curriculum, students must select a concentration in either Evidence-based Interpersonal Practice (EBIP) or Organizational Leadership (OL). The concentration curriculum consists of 12 hours of field instruction and a minimum of 18 hours of course work.

The generalist curriculum (courses and field practicum) must be completed before a student begins any concentration coursework, including electives. Exceptions may be made by the respective Program Director on a case-by-case basis.

## Evidence-based Interpersonal Practice

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

### **EPAS #1 – Demonstrate Ethical and Professional Behavior**

- 1.1 EBIP - Apply the value base of the social work profession and its ethical standards in the use of technology and in advanced, complex, professional interactions in practice with individuals, families and small groups.
- 1.2 EBIP 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.
- 1.3 EBIP - Analyze and resolve complex ethical dilemmas that arise in one's practice with individuals, families and small groups.

### **EPAS #2 – Engage Diversity and Difference in Practice**

2.1 EBIP - Apply culturally relevant techniques when faced with practice, research, and ethical dilemmas working with individuals, families and small groups at the micro, mezzo, and macro levels

### **EPAS #3 – Advance Human Rights and Social, Economic, and Environmental Justice**

- 3.1 EBIP - Develop a plan of advocacy and social change that addresses disparities in health and mental health services that can be used to promote social, economic and environmental justice, reduce discrimination and oppression, and increase access to resources.
- 3.2 EBIP - 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.

### **EPAS #4 – Engage In Practice-informed Research & Research-informed Practice**

- 4.1 EBIP - Demonstrate proficiency and evidence-based practice skills for evaluating your own individual, family and group practice using the most advanced and relevant theories and knowledge.

### **EPAS #5 – Engage in Policy Practice**

- 5.1 EBIP - Demonstrate advanced application of critical thinking skills in evaluating and analyzing the policies that inform practice with individuals, families and small groups.

### **EPAS #6 – Engage with Individuals, Families, Groups, Organizations, and Communities**

- 6.1 EBIP - Demonstrate cognitive flexibility, adaptability, AND creativity, in engaging with individuals, families and small groups while adhering to social work values and ethics in practice

### **EPAS #7 – Assess Individuals, Families, Groups, Organizations, and Communities**

7.1 EBIP - Further advance ability to use the steps of critical evidence-based practice skills to assess, intervene in and evaluate effectiveness of more complex interpersonal practice situations.

**EPAS #8 – Intervene with Individuals, Families, Groups, Organizations, and Communities**

8.1 EBIP - Deliver appropriate culturally relevant clinical services, using inter-professional collaboration as needed, in light of the interaction of cultural systems between the identity of the social worker, client systems(s), setting, and immediate community, and practice competently with individuals, families and small groups.

**EPAS #9 – Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

9.1 EBIP - Evaluate 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

The goal of the concentration is to utilize evidence-based practices for clinical work in 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 EBIP requirements are as follows:

- SW 560 Evidence-based Interpersonal Practice with Groups (3 hrs)
- SW 562 Evidence-based Interpersonal Practice with Individuals (3 hrs)
- SW 563 Evaluating Clinical Practice (3 hrs)
- Selective (SW 570, SW 571 or SW 572) (3 hrs)
- Advanced Electives (6 hrs)
- SW 586 Advanced Field Practice I & II (12 hrs)

Total - 30 hrs

### **Organizational Leadership**

Organizational Leadership is a concentration based on the underlying principles of social, economic and environmental justice. The students graduating from this concentration will be prepared to work in a variety of settings including varieties of human service agencies, schools, health care facilities, governmental entities, quasi-governmental entities, foundations, funding and membership nonprofits, and policy analysis and advocacy positions. The advanced practice Organizational Leadership competencies build on the generalist. They are:

**EPAS #1 – Demonstrate Ethical and Professional Behavior**

1.1 OL - Apply the value base of the social work profession and its ethical standards in the use of technology and to complex practice situations involving, organizations communities and political systems.

1.2 OL - 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 with organizations communities and political systems.

1.3 OL - Analyze and resolve complex ethical dilemmas that arise in practice with organizations, communities and political systems

**EPAS #2 – Engage Diversity and Difference in Practice**

2.1 OL - Apply culturally relevant techniques when faced with practice, research, and ethical dilemmas in administration, policy practice, program development and evaluation with organizations, communities and political systems at the micro, mezzo, and macro levels

**EPAS #3 – Advance Human Rights and Social, Economic, and Environmental Justice**

3.1 OL - Develop plans of advocacy and social change that focus locally, nationally, and globally on populations at risk that can be used to promote social, economic and environmental justice, reduce discrimination and oppression, and increase access to resources.

3.2 OL- Appropriately implement empirically supported methods of advocacy and targeted social change strategies with and on behalf of organizations, communities and political systems to advance the human rights and access to resources of client systems.

**EPAS #4 – Engage In Practice-informed Research & Research-informed Practice**

4.1 OL - Demonstrate proficiency and evidence-based skills for evaluating your own practice with organizations, communities and political systems using the most advanced and relevant theories and knowledge.

**EPAS #5 – Engage in Policy Practice**

5.1 OL - Demonstrate advanced application of critical thinking skills in evaluating and analyzing the policies and practices with organizations, communities and political systems

**EPAS #6 – Engage with Individuals, Families, Groups, Organizations, and Communities**

6.1 OL - Demonstrate cognitive flexibility, adaptability, AND creativity in engaging with organizations, communities and political systems while adhering to social work values and ethics in practice

**EPAS #7 – Assess Individuals, Families, Groups, Organizations, and Communities**

7.1 OL- Further advance ability to use the steps of critical evidence-based practice skills to assess, intervene in and evaluate effectiveness of more complex programmatic, community-based and policy related situations

**EPAS #8 – Intervene with Individuals, Families, Groups, Organizations, and Communities**

8.1 OL - Deliver appropriate culturally relevant interventions and services to organizations, communities and political systems using inter-professional collaboration as needed

**EPAS #9 – Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities**

9.1 OL - Evaluate the limitations and strengths of frameworks, and change strategies when working with diverse organizations communities and political systems, and have advanced skills to appropriately adapt and apply the most relevant, effective and culturally affirming interventions

The goal of the concentration is to produce social workers who are critical thinkers in ethically-sound, systemic, skill-based, evidence-based practice. The social workers who graduate with this concentration will be equipped to be involved in activities such as, but not limited to, leading and managing programs and organizations, planning, asset and financial management, use of information technology, grant writing and management, coordinating, developing and evaluating direct and indirect activities for targeted at-risk populations, clients and client systems. Students will also graduate understanding advanced policy analysis and advocacy strategies.

**Students enrolled on-campus in Nashville will take their concentration coursework online if they are in the Organizational Leadership concentration.**

The Organizational Leadership concentration requirements are as follows:

- SW 545 Resource Development and Management (3 hrs)
- SW 547 Advanced Organizational Theory & Practice (3 hrs)
- SW 548 Advanced Change Management & Policy Practice (3 hrs)
- SW 549 Program Development & Continuous Improvement (3 hrs)
- Advanced Electives (may use a selective as an elective) (6 hrs)
- SW 586 Advanced Field Practice I & II (12 hrs)

Total - 30 hrs

## **Electives for the Concentrations**

Elective courses complete the professional curriculum course work. The available elective 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.

## Curriculum Models

Curriculum models for each of the three programs are available on the College of Social Work website (please refer to the [M.S.S.W. Program of Study](#) forms).

## 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 service agencies, mental health and addiction treatment programs, medical, and school settings in Tennessee, other states, and international locations 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. During COVID-19, the College field faculty understands that some students may not be able to participate in field placements onsite at agencies due to personal or family health concerns. The field faculty will work with students who need fully remote placements to develop a plan to complete all requirements for field hours and field competencies.

The field practice competencies, which are identified on the M.S.S.W. Field Practice Learning Plan and Evaluation forms, define the content of the practicum. The competencies 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.

Each student is responsible for meeting the requirements of their placement agency in terms of hours, schedule, and workload coverage. Students may be expected to be at their field placement during University of Tennessee breaks and holidays, depending on the needs of the field agency. Students are responsible for conducting themselves in a professionally ethical manner.

Students must expect and plan to be in field placement during regular, weekday business hours. Although a few placements offer some evening and weekend hours, these placements are very scarce and competitive. Even if a student is able to negotiate a substantial number of evening/weekend hours, organizations generally expect students to attend field during regular business hours for training, staff meetings, supervision, and integration into the organization's programs.

The generalist field placement reflects the educational competencies of the generalist curriculum and addresses values, theoretical knowledge, and skills common to all social work roles. The focus is on professional development, assessment, and intervention regardless of setting. Generalist competencies address policy, advocacy, ethics, and generalist practice with individuals, families, small groups and organizations. Generalist students are usually in field two days per week for fall and spring to complete a minimum total of 300 field placement hours for the generalist year.

The concentration placement addresses the advanced competencies for the student's selected concentration and is individually designed to enhance career interests and educational needs. Emphasis is placed on the integration of advanced social work knowledge and values and the acquisition and development of advanced practice skills. Students completing certificate programs need to follow the

procedure for certificate program placement planning in order to be sure to meet field requirements for the certificate.

For the advanced standing and two-year full-time programs, the concentration field practicum is typically scheduled for three days each week fall and spring semesters. Concentration students must complete a minimum total of 600 placement hours. Part-time advanced standing and extended study students may complete concentration field in three days a week over two semesters or two days a week over three semesters. 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 and international 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**

Each student enrolled in a field course is assessed a \$250 field placement fee which will be billed on the VOLXpress statement. This fee is assessed for each semester that a student is registered for field regardless of the number of credit hours. This fee is used to fund field instructor recruitment and training, field faculty and liaison salaries and travel, field materials, and other field education costs.

### **Field Practice 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 competencies define the minimum level of satisfactory performance. Field seminar is a part of generalist year field practice. Therefore, satisfactory performance in both the seminar and the agency placement is necessary to earn the grade of "satisfactory" in generalist field. If a student receives the grade of "No Credit", the field course may not be repeated and the student will be dismissed from the program.

### **Placement Process**

The field coordinator is responsible for facilitating all student placements for their respective campus or program. Placement planning is a joint process including the field coordinator, the student, and field agency personnel. Each student completes a placement application for each practicum and then works with the field coordinator to identify prospective placements. Information regarding prospective placements is shared with students through meetings with the field coordinator, the online agency database, and field planning events. Each student must secure a placement through a successful interview with agency personnel.

## **Return to Field after Withdrawal from a Field Course**

If a student withdraws from a field course, the student is required to apply to return to field in another semester. Each field course is listed in the graduate catalog with the following registration permission: Must have Instructor Permission to register if student previously withdrew from the course. If a student who has previously withdrawn from the course registers without the instructor's permission, the student will be removed from the course.

If a student withdraws from the field course after receiving a substandard evaluation or critical feedback regarding field performance, the Field Coordinator will request a meeting of the student's Academic Committee to consider the student's eligibility to return to field. The Academic Committee will review the circumstances leading to withdrawal and determine whether the student will be eligible to register for a field course in a later semester. The Academic Committee may stipulate specific conditions that must be met for the student to be eligible for field, including timeframes for completion. The Academic Committee will have access to documentation relevant to student performance in field. The Field Coordinator will attend the Academic Committee Meeting to provide information and consultation but will not be a voting member of the committee. The Academic Committee decision will be binding. The student may appeal the Academic Committee decision according to the appeals process detailed in the MSSW Student Handbook and Hilltopics.

If the Academic Committee has approved the student's eligibility to return to field after withdrawal, the student is to notify the appropriate Field Coordinator of their request to register for the field course and apply for a field practicum. In order to allow for processing and placement planning, the application and statement must be submitted to the Field Coordinator at least 3 months prior to the start of the semester in which the student intends to return to field.

The Field Coordinator will send the student the current Application for Field Practicum. In addition to the regular application, the student is to attach a statement detailing the circumstances under which they withdrew from field and how the circumstances have been addressed. If the student withdrew after receiving a substandard evaluation or critical feedback regarding field performance, the student should detail any actions taken to address performance concerns. If the Academic Committee stipulated any conditions that must be met for return to field, the student must submit evidence of completion of requirements to the Major Professor/Advisor for approval by the Academic Committee.

## **Eligibility for Field Placement While Appealing Program Dismissal**

A student who receives a grade of D or F in any required social work course will be dismissed from the MSSW program. If the student elects to appeal the grade and dismissal, the student will not be permitted to commence or return to field while pursuing the appeal. If the student wins the appeal and the dismissal is rescinded, the student may commence or return to field. If the student has missed the fall generalist field course, the student must wait until the following fall to begin the generalist field placement as the pre-placement seminar is only offered in the fall semester. Students in concentration field may begin or return to their placement the semester following approval of their appeal, as long as the field agency approves the plan.



Students who are placed in field agencies take on responsibility for direct services to vulnerable clients and/or projects that may have critical timelines. When the College places a student in a field setting, there is a good faith understanding that the student is expected to complete the placement and not expose clients to abrupt disruption of services or the agency to the consequences of unfinished projects. Many of the agency affiliation agreements for student placement stipulate that the student must have satisfactorily completed the required didactic portion of the school's curriculum. A student who has failed a required course would not meet this requirement. Consequently, it is neither ethical nor congruent with binding affiliation agreements for the College to allow a student to return to field while appealing dismissal from the MSSW program.

The following sections of the NASW Code of Ethics are referenced in support of this policy:

- Section 1.01- Commitment to Clients

Social workers' primary responsibility is to promote the well-being of clients. In general, clients' interests are primary. However, social workers' responsibility to the larger society or specific legal obligations may on limited occasions supersede the loyalty owed clients, and clients should be so advised. (Examples include when a social worker is required by law to report that a client has abused a child or has threatened to harm self or others.)

- Section 1.17b- Termination

Social workers should take reasonable steps to avoid abandoning clients who are still in need of services. Social workers should withdraw services precipitously only under unusual circumstances, giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects. Social workers should assist in making appropriate arrangements for continuation of services when necessary

## **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 (SW 500), which are applied as elective hours. A student must be registered for course 500 each semester during work on the thesis, including a minimum of 3 hours the semester in which the thesis is accepted by the Graduate School. The thesis must be prepared according to the most recent Guide to the Preparation of Theses and Dissertations and approved by the student's committee prior to submission to the Graduate School for final approval and acceptance.

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 Generalist year or, for advanced standing students, a cumulative undergraduate GPA of 3.75 in social work courses. The student needs to be aware of all UTK graduate thesis requirements. The student is responsible for meeting all UTK

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 advanced 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; and
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.

A candidate presenting a thesis must pass a final comprehensive oral (or oral and written) examination on all work offered for the degree. The examination, which is concerned with coursework and the thesis measures the candidate's ability to integrate material in the major and related fields, including the work presented in the thesis. Academic units determine the appropriate venue for the comprehensive examination. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the final examination. This examination should be scheduled through the academic department at least two weeks prior to the examination. This examination must be held at least two weeks before the final date for acceptance and approval of thesis (indicated on the [Graduate Student Deadlines Dates](https://gradschool.utk.edu/graduation/graduation-deadlines/) (<https://gradschool.utk.edu/graduation/graduation-deadlines/>) by the Graduate School. The advisor / major professor / committee chair must submit the results of the exam/defense by the deadline. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

The thesis represents the culmination of an original research project completed by the student and is submitted in electronic format to the Coordinator of Student Services in the Graduate School for examination, final approval, and acceptance. The coordinator will review the material and assure that it is appropriately presented and free of technical errors in format. It must be prepared according to guidance provided at the [Theses and Dissertations](#) webpage. An electronic copy of the thesis must be accompanied by one original approval form (not a photocopy). The approval sheet must have the original or electronic signatures of the members of the master's committee. The approval sheet reflects the final format for submission. The approval sheet certifies to The Graduate School that the committee members have examined the final copy of the thesis and have found that its form and content are satisfactory. An [Initial Embargo Request Form](#) is required if a student would like to request an embargo on their work. More information about the embargo process is discussed in the Thesis and Dissertation Embargo Option in the Graduate Catalog. If the thesis is not accepted by the Coordinator of Student Services, the student must make corrections and resubmit the material. More detailed information is provided in the Preparation and Submission of Theses and Dissertations section of this catalog, including the requirement to use university-approved plagiarism detection software prior to thesis defense.

## COMPREHENSIVE EXAMINATION

All concentration students who do not develop and defend a thesis must pass a final comprehensive examination. The comprehensive exam takes place during the concentration year. Information about this exam will be provided to students the semester before they are expected to graduate. Students taking the final examination but not otherwise using university facilities must register for one credit hour of SW 502 (Use of Facilities). In case of failure, the student may not retake the exam until the following semester. The M.S.S.W. comprehensive exam is offered each spring and fall semester; retakes for failures in the spring semester are taken during the summer session. The result of the second examination is final.

## ADVISING

Upon entry into the program each student is assigned a faculty advisor (major professor). The major professor must be a faculty member from the major department who is ranked at assistant professor or above. 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 social work profession.

Upon entering the program, a student is expected to meet with his or her major professor to develop and complete a [Program of Study](#) 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 form is to be kept by the student and the student's major professor, and a copy of this form is to be kept in the student's academic file. The Program of Study form is to be reviewed and revised as needed. Other than the initial meeting with the major professor, no mandatory meetings with major professors are scheduled. It is the student's responsibility to contact his or her major professor when advice, consultation and assistance is desired. Graduate Students are expected to keep track of their own academic progress and to contact their major professor if they experience academic difficulties.

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. 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 provide advisement 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. The student does not need to be present during deliberations among the committee as they may make recommendations concerning the student's future path in the program.

A student may submit a written request for a change in major professor at any time to the office of the M.S.S.W. Program Director of the respective campus. Reasons for a change may include situations such as 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.

## **REGISTRATION AND FEE PAYMENT**

### **Registration**

All degree-seeking graduate students need to comply with UT's Continuous Enrollment requirement and are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation (for details see section above on Continuous Enrollment). Only graduate students who are properly registered may use university facilities and/or faculty time.

The minimum number of credit hours for registration is 1 credit hour (however, for students who must), and registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public.

Students on an approved Leave of Absence (LOA) are exempted from the continuous enrollment requirement during the semesters approved for an LOA and they will consequently not be able to use university facilities and/or faculty services while on an approved Leave of Absence (LOA).

Information concerning registration is available at the One Stop Student Services web page (<http://onestop.utk.edu/class-registration/>). Registration is accomplished via the web through the MyUTK (<http://my.utk.edu/>) student portal (you will be asked to login using your UT NetID and password). During priority registration, the VolXpress statements are delivered electronically (e-VolXpress). Students will receive an email at their UT email address indicating their e-VolXpress statement is available for viewing. The e-mail will include the website address where the student may view the statement at MyUTK (<http://my.utk.edu/>). Payment is due by the deadline noted on the bill. A graduated late fee is assessed to any student who fails to register during priority registration. Additional information can be obtained from the One Stop Express Student Services Office, (865) 974-1111, online (<http://onestop.utk.edu/>), or in person at Hodges Library.

Failure to pay tuition and fees before the deadline, as noted each semester on the bill (VolXpress statement), will result in student's being dropped from all courses. Students may not attend and credit cannot be earned for classes without proper enrollment registration.

### **Graduate Credit**

To earn graduate credit:

- A student must apply and be admitted by the Dean of the Graduate School.
- The student's enrollment must show the appropriate status / level as a graduate student.
- The registration must reflect graduate status / level in order to receive graduate credit.
- The course must be approved for graduate credit and be listed in the Graduate Catalog.

Coursework taken in any other status is unacceptable for graduate credit and cannot be changed retroactively to graduate credit. Special privileges are accorded UT seniors and professional students, as stated in the section on Undergraduates and Professional Students.

Graduate level courses are numbered as 500 and 600. Those 400-level undergraduate courses approved for graduate credit are listed in the Graduate Catalog. Other 400-level undergraduate courses that do not appear in the Graduate Catalog are not approved for graduate credit.

### **Special Registration Requirements**

All students must be registered during the semester of graduation and during any term in which they are using University facilities or working with any member of the faculty. Non-thesis students must register for Social Work 502 (Use of Facilities) when they are using University facilities or working with faculty members and not registered for other courses. Students should not register for 502 when registered for other courses, and 502 may not be used to satisfy the minimum credit hour enrollment for students receiving any form of financial assistance from the university.

Thesis students register for Social Work 500 following approval of the thesis proposal. A student may register for more than 6 hours of thesis credit, but only 6 hours count toward degree requirements.

## **Tuition and Payment of Fees**

The Office of the Bursar administers VOLXpress accounts, receipts university fees and charges, and processes excess financial aid. UT reserves the right to adjust tuition charges when deemed necessary. Official fees are set by the UT Board of Trustees each year. A schedule of current fees may be obtained from [One Stop](#). All student fees are due in advance. Amounts and dates are subject to change and transactions are subject to audit.

The student fee payment system is the centralized accounting system of the University of Tennessee, Knoxville. Students may pay their fees on the web at [MyUTK](#). Students receive an e-mail at their University of Tennessee e-mail address indicating their fee statement is available for viewing. The statement includes current tuition and fees, fee waiver information, and past-due amounts, pending financial aid that can be credited toward fees, and any excess funds from scholarships and/or loans.

Students can make electronic payments through [MyUTK](#) by clicking on the View/Pay Fees option. Fees may be paid by credit card (including a service charge) or e-check, a payment that requires a bank account and routing number and has no service charge. Students can also see fee waiver & discount information, access fines and past-due amounts, and track pending financial aid and potential excess funds from scholarships or loans through their account.

Students who register for less than 9 credit hours will be charged fees at the semester hour rate. They must pay additional fees immediately if they increase their course load.

## **Payment Deadlines**

Full or minimum payment is due by the published date each semester. Failure to view the e-statement does not relieve the student of their obligation to pay on or before the due date.

Students can log into MyUTK and give third parties, for instance parents or an employer, access to their account so they can make payments. UT cannot share financial records with third parties without written consent.

All students must confirm their attendance by making the minimum payment each term on or before the published due date. Late registration fees are applicable to students who register during late registration.

## **University Fees**

For the most current listing of tuition and fees at the University of Tennessee, Knoxville, see <http://onestop.utk.edu>

University fees and other charges are determined by the Board of Trustees and are subject to change without notice. All student fees are due in advance.

All charges and refunds will be made to the nearest even dollar. All charges are subject to subsequent audit and verification. The university reserves the right to correct any error by appropriate additional charges or refunds.

All students must meet the minimum payment requirements by the due date to avoid schedule cancellation. Students who do not pay 100% of the charges by the payment due date are required to enroll in the Deferred Payment Plan.

Late registration fees are applicable to students who register during late registration.

If you decide not to attend, you must:

- Drop all your courses prior to the beginning of classes to avoid assessment of fees.
- **Failure to attend does not cancel registration and associated charges.**
- As of the first day of class, you must officially withdraw from the University.

The UT is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges from any students until their debts and obligations owed to the university are satisfied.

Part-time students pay fees computed by semester credit hour (or audit) at the rates shown on the above website, with the total charge not to exceed the regular maintenance fee for in-state students or the maintenance fee plus tuition for out-of-state students for each campus: Knoxville, On-line, UTSI, Nashville School of Social Work, and off-campus locations.

All students both in- and out-of-state are required to pay the established maintenance fee. In addition, tuition is required of all students who are classified as non-residents for fee assessment purposes.

### Late Registration Fee

A late registration fee will be assessed to students who register during Late Registration period (including those who were canceled during Priority Registration). Payment of fees must be made by the Late Registration payment due date. This due date is published on the One Stop Student Services Dates and Deadlines web page (<https://onestop.utk.edu/calendar-charges/>). The Late Registration Fee is non-refundable. One Stop Student Services has more information on this fee.

### Mandatory Fees

All students are required to pay mandatory fees.

- Maintenance Fee. The in-state portion of tuition that is charged to all in-state and out-of-state students who attend UT.
- Tuition. The fee that is paid by out-of-state students in addition to the maintenance fee to cover the cost of education.
- Facilities Fee. Paid by all students enrolled in credit and audit courses. It helps provide upgraded classroom facilities, expand information technology in the classroom, and funds campus beautification and infrastructure improvements. The fee differs for in-state and out-of-state students and is pro-rated for part-time students.

- **Library Fee:** Assessed to all students, excluding those in the Colleges of Veterinary Medicine and Law (College of Law has a separate Law Students Library Fee), who are enrolled in credit and audit courses. It is used to fund student services, acquisition of books and electronic resources, and other services and upgrades to University Libraries.
- **Student Programs and Services Fee.** This fee helps pay for costs at several facilities including the Aquatics Center, Student Health Service, TRECS, and the Student Union, as well as student activities, publications, the Student Government Association, and the Graduate Student Senate. The fee is assessed in two parts called Primary and Health. This is a non-refundable fee once the semester begins. Students who wish to purchase tickets to athletic events are required to pay the maximum Primary and Health Fees.
  - **Primary.** If you are enrolled in between 6 and 9 credit hours, you can choose to add the difference between the amount of the fee you would be charged based on the number of credit hours and the maximum fee value.
  - **Health.** Use of the Student Health Center is limited to students who have paid this portion of the fee. If you are enrolled in nine or more credit hours, you pay the full portion of this fee. If you are enrolled for between 3 and 9 credit hours, you can choose to pay the full Health Fee.
- **Technology Fee.** A per-credit-hour fee assessed each semester to every student capped at \$120. It helps provide improved information technology resources on campus.
- **Transportation Fee.** A per-credit-hour fee (capped at \$75) helps provide students with transportation around campus and helps subsidize the cost of transportation systems.

M.S.S.W. students who are not located on the Knoxville campus are exempt from paying most mandatory fees but have other fees.

- **Online Programs:** maintenance fee, tuition fee for out-of-state students, library fee, and online support fee.
- **College of Social Work students located in Nashville:** maintenance fee, tuition fee for out-of-state students, Social Work program fee, and library fee.

All students enrolled in the MSSW program are required to pay the MSSW program fee each semester they are enrolled, regardless of how many credit hours. This fee is \$150 and non-refundable.

Please visit the Graduate Catalog for details about

- Changes in Registration – Adds, Drops and Withdrawals
- Refunds and Repayments
- Refunds/Charges for Withdrawals (drop all classes)
- Deferred Payment Plan



## 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 UT Libraries, including the UT College of Social Work 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

The University of Tennessee offers several types of financial assistance for which graduate students may apply. Please visit <http://www.csw.utk.edu/scholarships/graduate.htm> for information about funding options.

### Loans

Students must apply through the Office of Financial Aid and Scholarships for all loan programs. Loans are limited to U.S. citizens and certain permanent residents. Additional paperwork is required on unsubsidized Federal Direct Stafford Loans, including the Free Application for Federal Student Aid (FAFSA). Students must be admitted into a degree program and be enrolled for a minimum of 6 credit hours each semester to receive federal financial aid, including federal student loans.

Three types of loan programs for graduate students are administered by the Office of Financial Aid and Scholarships.

- Unsubsidized Federal Stafford Loan (FAFSA must be on file).
- Graduate PLUS Loan (FAFSA must be on file).
- The University of Tennessee Loan.

Processing time varies from one loan program to another. All students receiving financial aid are expected to maintain satisfactory academic progress standards to remain eligible to receive aid. In addition, all students receiving federal financial aid must have a valid social security number.

Information on these standards, applications, and additional information are available from the One Stop Express Student Services Center, <http://onestop.utk.edu>, on the ground floor of John C. Hodges Library. The web site for this office provides additional information, including deadlines, forms, mailing addresses, etc.

Applicants interested in federal financial aid should submit a FAFSA even if they have not yet been notified of their acceptance into the College of Social Work.

## Graduate Fellowships

The Graduate School offers and administers various fellowships. These awards are for full-time study at UT and awardees are selected on the basis of high achievement, broad intellectual ability and potential for significant career contributions. More detailed information may be found on the Graduate School fellowships webpage, <http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>.

## Assistantships

Graduate assistantships, scholarships, traineeships, and some fellowships are offered through many departments and colleges. Information concerning these types of assistance can be obtained from the department in which the student plans to study. All assistantships are governed by the Policy for the Administration of Graduate Assistantships. A student must be enrolled in at least 9 credit hours to be considered full-time for financial aid purposes, even if the student has an assistantship.

## Veteran's Education Benefits

Veterans, active duty military members, reservists, or dependents of veterans who need information about VA education benefits may contact Veteran Student Services at G020 Hodges Library, 1015 Volunteer Blvd., Knoxville, TN 37996 (865-974-5420).

Service members, veterans, and dependents of veterans who are eligible beneficiaries of United States Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the semester for which the deferment has been requested. Application for the deferment must be made no later than fourteen days before beginning of the semester, and the amount of the deferment shall not exceed the total monetary benefits to be received for the semester. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Students who are called to active military duty during a semester of enrollment should contact the Graduate School for assistance with withdrawal and readmission procedures.

Please visit <http://veterans.utk.edu/> for additional information.

## College of Social Work Resources

The College administers a limited number of scholarships and graduate assistantships. Academic achievement and/or financial need is considered in the selection of recipients. The criteria depend on the individual award. While we understand the financial demands of being in school, please note that the College of Social Work can only offer limited funding. Scholarship and GA applications are very

competitive and unfortunately we are unable to grant scholarships to every student who meets criteria. We encourage you to submit a FAFSA for federal financial aid.

### **Scholarships**

The College of Social Work has a limited number of scholarships. Information regarding eligibility requirements and the application process is distributed to students who have submitted their application for admission by the February 1<sup>st</sup> deadline. This information is distributed to currently enrolled students at the same time. Awards are typically announced by early June each year.

### **Graduate Research Assistantships**

Several graduate research 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 previous academic performance, student skills, and financial need. Only students who have submitted their application for admission to the M.S.S.W. program by the February 1<sup>st</sup> deadline are eligible to apply for a College of Social Work GRA position.

### **Peace Corps Paul D. Coverdell Fellows Program**

The Coverdell Fellows program is a graduate fellowship program that offers financial assistance to returned Peace Corps Volunteers. All Fellows complete internships in underserved American communities, allowing them to bring home, and expand upon, the skills they learned as Volunteers. Coverdell Fellows in the M.S.S.W. Program will receive a Graduate Research Assistantship (GRA) including full tuition and fees, a stipend and health insurance. Additional information is available on the College of Social Work website at [http://www.csw.utk.edu/global/peace\\_corps.htm](http://www.csw.utk.edu/global/peace_corps.htm)

## **CONTINUOUS ENROLLMENT**

All degree-seeking students are expected to make a full commitment to their graduate and/or professional study in order to ensure that they can complete all degree requirements without unnecessary delay. Graduate students are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. Continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer, unless stipulated otherwise by the program or department).

Special Note for International Students. The minimum enrollment for international students may be different, and international students always need to check with the Center for Global Engagement (CGE) in order to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.

### **Withdrawal from the Program**

*Please note that a withdrawal differs from a [Leave of Absence](#) (LOA).*

Graduate students who need to drop all of their courses and leave the university before a semester is finished may totally withdraw by the deadline posted to the One Stop Student Services website under [Dates and Deadlines](#). Information about how to totally withdraw is also available at One Stop Student Services website under [Registration and Degree Planning](#). The word “withdrawn” will be posted on the transcript for the semester.

*NOTE:* The consequence of failing to withdraw from a course or to totally withdraw from the university, is the grade of F will be recorded for each course the student stops attending. The act of stopping class participation and attendance does not constitute a course drop or withdraw or total withdrawal from the university.

Students who officially withdraw must apply for readmission in advance of their next semester of anticipated enrollment, except for withdrawal from summer semester.

Enrolled students are liable for fee payment; the amount is determined by date when during the semester the student drops courses or withdraws from the University. Withdrawal from the University may also impact repayment of some forms of financial aid. Any refunds that may be due upon a student’s withdrawal are issued by Office of the Bursar, 211 Student Services Building. Always consult with a One Stop Student Services advisor regarding impact on financial aid.

Students who are called to active military duty during a semester of enrollment should contact the [Veterans Resource Center](#), G020 Hodges Library, 865-974-5420, for assistance with withdrawal and readmission procedures.

### **Dismissal from the Program**

An M.S.S.W. dismissal form must be completed for any student dismissed from the program. The completed, signed dismissal form and dismissal letter must be placed in the student’s file, and will indicate the reasons for dismissal and conditions for consideration for readmission if any. A copy of the dismissal letter should be forwarded to the Graduate School.

### **Readmission to the Program**

A graduate student who has withdrawn from the program and has not registered for graduate courses at the University of Tennessee, Knoxville for one term, other than summer, and *who has not been granted a Leave of Absence (LOA) by the Graduate School*, must apply for readmission. A readmission application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of reentry.

Students who withdrew in good standing and have been out of enrollment for one semester, other than summer, must complete these steps to apply for readmission:

1. submit a readmission application & fee to the Office of Graduate Admissions;
2. notify the Office of M.S.S.W. Admissions that he/she is seeking readmission;
3. submit and updated professional statement and one additional M.S.S.W. reference evaluation form from someone who has not previously provided a reference;

4. submit a statement indicating that the conditions, if any, for readmission have been met; and

Students who have been dismissed from the program may reapply following steps one through four above. *A student who was dismissed due to failure of a required course may not be readmitted.*

### **Leave of Absence (LOA)**

If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a [Request for a Leave of Absence \(LOA\)](#) for a maximum of two years may be granted by the Graduate School upon approval by the student's home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case-by-case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.

Graduate students are strongly encouraged to consult with their program, advisor, and Director of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the Center for Global Engagement (CGE) in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace.

Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see Reinstatement policy below for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does not imply a guaranteed continuation of funding options upon return.

Graduate students who are on a Leave of Absence (LOA) suspend their active study for one semester or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies below on Consequences of Non-Enrollment without Leave of Absence and on Readmission).

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period

stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated (also see policy below on “Reinstatement”).

### **Consequences of Non-Enrollment without Leave of Absence**

Graduate students who do not maintain continuous enrollment as stipulated in the Continuous Enrollment policy will lose their active student status. A student who has lost his or her active status without having been granted a Leave of Absence for the period of non-enrollment will not be allowed to continue in his her graduate program until readmitted. (See policy on Readmission for more details.)

Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, and other milestones depending upon the program.

Students who have begun taking dissertation hours (course 600 Doctoral Research/Dissertation) must continually enroll in course 600 in spring, summer, and fall semesters (see Continuous Enrollment). If doctoral students taking dissertation hours do not enroll in at least 3 credit hours of course 600, the students will be retroactively enrolled in every semester of missed enrollment for 3 credit hours of course 600 Dissertation. Students will be responsible for paying the past tuition charges and fees as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment and/or graduation.

### **Reinstatement**

Graduate students on an approved Leave of Absence (LOA) are expected to seek reinstatement to active student status by the end of the period approved by the Graduate School. Reinstatement Requests need to be initiated by the student, processed by the Director of Graduate Studies in charge of the graduate degree program to which reinstatement is requested, and submitted to the Graduate School no later than the last day of classes of the semester prior to the semester for which reinstatement is requested.

Early Reinstatement. If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.

International students must note that all published deadline dates for new international graduate applications also apply for applications for reinstatement. (See section above on Admission Requirements of International Students.)

## ACADEMIC POLICIES AND PROCEDURES

### Grades, Grading, and Grade Point Averages (GPA)

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

A cumulative grade point average of 3.0 is required on all graduate course work taken at the University of Tennessee, Knoxville to remain in good standing and to receive any graduate degree or certificate from the university. All course work taken for graduate credit is computed into the GPA. 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 6 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.

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.

Major professors should meet and/or correspond with the student whenever the student's grade point average falls below a 3.0, when the student receives a grade of C+ or lower, and/or when the student's performance or behavior is unacceptable and not in accordance with University policy, the NASW Code of Ethics, and the general expectations of the College of Social Work for appropriate professional behavior. Academic committees may be convened by the major professor whenever a student has been identified as experiencing academic and/or field practice related problems. The committee makes recommendations regarding a plan of action, which may include but are not limited to, remedial activities or dismissal from the program. Major professors are responsible for documenting the committee's review in writing and placing such documentation in the student's folder, with a copy to the M.S.S.W. Program Director.

### Academic Probation

Upon completion of 3 hours of graduate social work course work, a M.S.S.W. student will be placed on academic probation when their cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester's cumulative grade point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status and returned to good standing.

A student on academic probation will be dismissed from the M.S.S.W. program if the student's semester GPA falls below 3.0 at the end of the next semester while on probation. When the particular circumstances are deemed to justify continuation, and upon recommendation of the M.S.S.W. Program Director and approval of the Dean of the Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. Specific reasons for the dismissal should be provided.

## Grades of Incomplete

Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course requirement but cannot complete the course for reasons beyond their control.

- The "I" (Incomplete) grade is not issued in lieu of the grade of F.
- The conditions for the removal of the "I", including the time limit for removal of the "I", are decided by the course instructor.
- It is the responsibility of the student receiving an "I" to arrange with the course instructor whatever action is needed to remove the grade at the earliest possible date, and in any event, within one calendar year of the assignment of incomplete.

### **Students do not remove an "I" grade by re-enrolling in the course.**

The "I" grade does not carry quality points and is not computed as a grade of F in the grade point average. If the "I" grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.

A student need not be enrolled at the university to remove a grade of incomplete, unless they are making up field hours and need to be charged the malpractice fee. In such cases the student must enroll in 1 credit hour of SW 502 – Use of Facilities.

## Grade Appeals

Students with grievances concerning grades should file a formal complaint with the Graduate Council through the Graduate Council Appeals Committee, *but only after grievances have been duly processed, without resolution, through the College of Social Work's appeals procedure as outlined below.* As described in Hilltopics, students may appeal grades only on the basis of one or more of the following allowable grounds:

- (1) A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness, or accident);
- (2) Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper examinations, or class attendance);



(3) Inability of the instructor to deal with course responsibilities; or

(4) An exam setting which makes concentration extremely difficult.

An appeal based solely on a difference of opinion regarding the substance or quality of the student's performance is not a sufficient basis.

The initial grade appeal must be filed no later than 30 days after the after the final grade has been issued. To appeal a grade in the College of Social Work, students must follow these steps:

1. A student is instructed to begin the process by first appealing in writing directly to the course instructor regarding the final grade. The written appeal should articulate the allowable grounds by which the grade is being appealed (see list above).
2. If no resolution is reached, then the student may initiate the formal appeal process through a letter to the Program Director. The course instructor should respond in writing to the student appeal and this response must be included with the student's letter to the Program Director. This appeal must be submitted to the Program Director no later than 14 days after receiving a written response from the course instructor.
3. If the matter is not resolved at the Program Director level, the student may then appeal in writing to the Associate Dean of the College of Social Work.
4. If the matter is not resolved with the Associate Dean, the student may then appeal in writing to the Dean of the College of Social Work. Appeals to the Associate Dean and Dean must be submitted no later than 14 days after receiving a written response from the Program Director and Associate Dean, respectively.
5. If the matter is not resolved at the college level, the student may write an appeal letter to the Graduate Council Appeal Committee. Please consult the university's Graduate Catalog or the Graduate School's [Graduate Council Appeal Procedure](#) for more information.

### Maximum Course Load

The maximum load for a graduate student is 15 credit hours during fall and spring semesters. While 9 credit hours are considered full time, the typical full academic load varies by discipline. For the summer semester, graduate students may register for a maximum of 12 credit hours in an entire summer semester or for a maximum of 6 credit hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

Students holding a one-half (50 percent full-time equivalent, FTE) time assistantship normally should enroll in at least 6 credit hours during the semesters of the assistantship. A one-fourth (25 percent FTE) time graduate assistant normally should take at least 9 credit hours during the semesters of the assistantship. **A student must be enrolled in at least 9 credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship.** The section entitled Policy for the Administration of Graduate Assistantships contains additional information about assistantships.

Registration for more than 15 credit hours during any semester, or for more than 12 credit hours in the summer semester, is not permissible without prior approval. The academic advisor may request registration of up to 18 credit hours during a semester if the student has achieved a cumulative grade point average of 3.60 or better in at least 9 credit hours of graduate work with no outstanding incompletes. The Graduate Course Overload form can be found on the [Forms Central](#) page on the Graduate School website.

Courses audited do not count toward minimum credit hours required for financial aid purposes.

### Registration for Online M.S.S.W. Courses

Online sections of M.S.S.W. courses are reserved for students enrolled in the online M.S.S.W. program. Students in the on-campus programs (Knoxville and Nashville) are not permitted to enroll in online courses. Permission may be granted by the M.S.S.W. Program Director on a case-by-case basis only if *extreme extenuating circumstances* will prevent the student from being able to attend an on-campus section of the course.

### Intra-College Transfer

Any enrolled student who wishes to transfer from one campus to another must have approval to do so from the Program Directors of both campuses involved in the transfer. The approval procedures are outlined below. *Please note that intra-College transfers must be approved and are not automatic.* These transfers are approved only as space is available.

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 and academic plan to his or her current Program Director.
2. If the current Program Director approves the transfer, he or she will sign and forward the request to the Program Director of the desired campus.
3. The Program Director 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. Your Program Director will guide you on how to proceed with the transfer which may include working out a program of study in the new program.

If the transfer has been approved the student must submit Change of Program application to the [Office of Graduate Admissions](#) at least two weeks prior to the first day of class of the desired semester of entry. A non-refundable Change of Program application fee will be assessed upon each submission of the application.

### Transfer Credits

If approved, course work equivalent to the first year of the M.S.S.W. program, completed in another accredited graduate social work program, can be accepted toward degree requirements if the student is admitted. Applicants must meet UTK 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), a majority of the total hours required for a master's degree must be taken at the University of Tennessee, Knoxville, and all courses 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. Course work applied to one master's degree program may not be applied toward a second master's degree and therefore cannot be transferred.

Decisions regarding credit transfer are made independently of admissions decisions. Transfer courses must be approved by the admission committee chair and Program Director of the respective campus by completion of the appropriate approval of transfer hours form (available on the CSW website). Transfer courses must be listed on the Admission to Candidacy form and will be placed on the student's university transcript only after admission to candidacy.

Students do not receive academic credit for life experiences or previous work experiences, and should be aware that transfer credit is not guaranteed for all courses.

### **M.S.S.W. Proficiency Policy**

Applications to waive courses on the basis of proficiency must be submitted to the M.S.S.W. Program Director at each campus by May 1 for courses taught in the summer, August 1 for courses taught in the fall and December 1 for courses taught in the spring. Program Directors will notify the appropriate faculty involved in the proficiency process, and a decision must be made before the start of classes.

### **Student Eligibility to Proficiency**

- Students must have received a grade of "B" or higher, as shown on an official university transcript, in the course or courses which they wish to use to proficiency out of the CSW course.
- Course materials 5 years or older will not be considered for equivalency/proficiency

### **Courses Eligible for Proficiency**

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

- SW 510 Social Work and Social Welfare Policies and Programs
- SW 512 Introduction to Macro Social Work Practice
- SW 513 Lifespan and Neurophysiologic Development in a Cultural, Ecological, and Transactional Framework (students who proficiency out of SW 513 will required to take SW 528, which is offered summer semester)
- SW 519 Social Work Research

- SW 522 Introduction to Direct Social Work Practice (only if the student has an undergraduate degree in Social Work)
- SW 528, Neurophysiology for Social Work Practice (only if the student has completed SW 317 Honors at the University of Tennessee, Knoxville and has been admitted to the University of Tennessee, Knoxville advanced standing M.S.S.W. program)
- SW 537 Introduction to Psychopathology and Social Work Practice
- SW 538 Culturally Relevant Practice with Diverse Populations
- SW 539 Leadership Skills and Knowledge for Advanced Social Work Practice

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:

### **Application Process for Proficiency**

Students must complete "Application for Proficiency Examination" and pay the related fees before they can submit their proficiency materials for review. 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. For each course the student is attempting to proficiency, they must:

1. Obtain an "Application for Proficiency Examination" from the M.S.S.W. Program Director's Office (a separate form is required for each course they are attempting to proficiency out of).
2. Complete the form(s) and obtain the Program Director's signature.
3. Take/Mail/Scan the application form(s) to the One Stop and submit payment by e-check in Banner for each course. You will receive your receipt by email.
4. Once the student has sent the application form and payment, and has received their receipt, they may submit their proficiency examination (essay and supporting documents), and receipt to the Program Director's office, and the examination will be sent to the appropriate faculty member for review. Do not send the examination or any other course materials to One Stop. The only items that are sent to One Stop are the application form and payment.

### **Proficiency Examination and Supporting Documentation**

1. The proficiency examination consists of a written descriptive essay and supporting documentation (see below) for each course competency contained in the syllabus in the class targeted for proficiency. The essay must demonstrate how the student met each competency and explain why each piece of supporting evidence provided meets each competency of the course. The emphasis of the essay should be on the student's demonstration that they are proficient in the competencies, not simply have had the content in a prior course.
2. In the essay the student should refer to the supporting documents mentioned below:
  - syllabi and course outlines for all courses alleged to contain content relevant and equivalent to the target proficiency course

- relevant materials (such as papers written; videos of role plays, videos of debates, etc.) from courses alleged to contain content relevant and equivalent to the target proficiency course
3. Submit a separate essay and supporting documentation for each course in which the student seeks a waiver.
  4. Provide an official university transcript (if not already on file) with the grade(s) for the course(s) from which the student is providing documentation.
  5. Previous courses and relevant course materials submitted in the supporting documentation must not be more than five years old.

### **Grading of the Proficiency Examination**

The Proficiency Examination will be reviewed by any CSW UTK full time faculty member who teaches the SW course in question. This faculty member will use the current syllabus competencies for the SW course in question as a guideline in making the decision about whether to approve or not approve the course proficiency exam.

If a proficiency is granted for a particular course, the grade assigned for the M.S.S.W. 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 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 in the examination that he or she already possesses the competencies associated with the course.

### **Post Examination Actions**

The Office of the Director will notify the student of the outcome of the exam. If the student passes the proficiency and has already signed up for the course, they should immediately drop the course. If the student fails the exam, they should register or remain registered for the course.

If the student passes, the Office of the Director will submit a supplementary grade form to assign a grade for the course. The yellow part of the supplementary grade form must be retained in the student's file.

### **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 M.S.S.W. Program Director 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 on the CSW website.

## Nondegree-Seeking Students

Nondegree-seeking students may take courses in the M.S.S.W. program on a space-available basis as long as they meet guidelines set by the University of Tennessee, Knoxville and the College of Social Work. 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 Generalist or Advanced M.S.S.W. required practice courses (unless they have completed a BSSW or M.S.S.W. 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);
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; and
5. Students enrolled in other M.S.S.W. programs nationally or internationally may take Field Placement. Students must adhere to the prerequisites listed in the Graduate Catalog or show proof of equivalent content.

Nondegree-seeking students should obtain approval from the Program Director at the respective campus prior to registering for any M.S.S.W. course.

Nondegree seeking students are classified as Knoxville students and therefore are not permitted to take Nashville or DE (online) MSSW courses.

## Transient Students

A student who is enrolled in good standing in a graduate degree program at another institution and who wishes to take courses for transfer to that institution may be admitted after submitting a completed online Graduate Application for Admission, the application fee, and a Transient Student Certification form at least two weeks prior to registration. Transient students will not be required to submit transcripts and test scores. Only one semester, or a maximum of 12 credit hours, of coursework can be taken in transient status. Students will be notified about admission decisions by email by the Office of Graduate Admissions and will not be permitted to enroll until officially admitted by the Graduate School.

Transient students must obtain permission from the Program Director prior to registering for M.S.S.W. courses.

## **GRADUATE CERTIFICATE PROGRAMS**

The College of Social Work offers four graduate certificates and one licensure program in addition to the M.S.S.W. degree. The majority of courses for a certificate program may be used to count toward both the M.S.S.W. and the certificate if they fulfill requirements of both programs. At least three (3) credit hours for the certificate must be earned outside of the requirements of the degree(s) and other certificates. Certificates will be awarded the same semester as the degree. The completion of a certificate is formally noted on the student's transcript and indicates to prospective employers that, in addition to training within a particular discipline and degree program, additional formal training has been obtained.

To be admitted to a certificate program students must submit a departmental application to the Certificate Chair. Students selected for admission must then be formally admitted to the certificate program through the Office of Graduate Admissions.

### **Graduate Gerontology Certificate**

The [Graduate Gerontology Certificate](#) prepares graduate students to work with and on behalf of the rapidly growing older population. The Certificate involves a combination of aging-related coursework and an internship, all of which can be completed while working towards the M.S.S.W. degree. The Graduate Gerontology Certificate enables students to: 1) obtain a comprehensive overview of the field of gerontology; 2) acquire an interdisciplinary and integrative understanding of aging through participation in a series of courses focusing on the bio-psycho-social nature of gerontology; 3) develop skills for working with/on behalf of older adults through practical experiences with older adults in the form of internships; and 4) demonstrate to employers that they have received formal gerontological training.

### **Trauma Treatment Graduate Certificate**

The graduate certificate program in [Trauma Treatment](#) provides students with the knowledge and practical experience needed to provide evidence-based, trauma-specific interventions, trauma-informed programming, and policy development. Students will learn to critically assess theoretical conceptualizations of trauma and traumatic impact, apply current principles of intervention and program planning, and consider the larger social, cultural and political forces at work which shape both exposure to and recovery from traumatic experiences. The TTGC is appropriate for both EBIP and OL students.

### **Veterinary Social Work Graduate Certificate**

Students who are already enrolled in the M.S.S.W. program may also earn a certificate in [Veterinary Social Work](#). The program offers a comprehensive foundation in veterinary social work topics focusing on the knowledge and skills needed to integrate animals into social work practice in keeping with the values of the social work profession. Students receive training in the four areas of Veterinary Social

Work: the link between human and animal violence, grief and loss, animal assisted interaction, and compassion and fatigue management. The vision of VSW-CP is to produce professional social workers knowledgeable in the practice and skills necessary to help people through human animals relationships in a variety of settings and through a variety of micro and macro practice methods.

### **Forensic Social Work Graduate Certificate**

The certificate program in [Forensic Social Work](#) is a partnership between the College of Social Work and the College of Law. It provides an opportunity for students to gain knowledge about a system impacting millions of people and will broadly expose students to the criminal justice system through a focused look at forensic social work a combination of courses taken at our own college and the College of Law.

Social workers have increasing opportunities to practice in criminal justice settings. This course of study leading to the Certificate in Forensic Social Work seeks to assist students in developing knowledge and skills for practice in diverse arenas. Forensic social work practice requires the knowledge, skill and ethical capacity to balance the mutual and conflicting interests of client and community

### **SCHOOL SOCIAL WORK LICENSURE**

The [Tennessee State School Social Work Licensure Program](#) at the UTK 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 UTK College of Social Work, in collaboration with the UTK 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.

### **GRADUATION**

#### **Admission to Candidacy**

To receive the M.S.S.W. degree a student must submit an approved [Admission to Candidacy Application](#). This form lists all the courses a student has taken and expects to take during the program. The Admission to Candidacy form must be signed by the student's major professor, academic committee and Program Director. All courses to be used for the degree must be listed, including transfer course work. It is the student's responsibility to be sure that all members of his or her academic committee have signed the form. This form must be submitted to the Graduate School no later than the semester preceding the semester in which the student plans to graduate. A copy of the signed form is to be retained 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. An graduation application for a previous semester becomes



void if the degree requirements were not completed. The form must be completed again for the appropriate semester. The graduation application is submitted through the student portal on [MyUTK](#).

## **Graduation Fee**

When a graduate student applies for graduation, a graduation fee is charged for each degree to be awarded. The graduation application fee is non-refundable and will be charged for each term in which an application for graduation is submitted for the degree. If a graduation application is cancelled because a student will not graduate in a term, then the student must apply for graduation in a new term and pay the fee again. There are no additional charges for the diploma. Additional or duplicate diplomas may be ordered through the Office of the University Registrar, Graduation office.

## **Time Limit For Completion of Degree**

Candidates have six calendar years to complete the master's degree, starting at the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by the Dean of the Graduate School. In any event, courses used toward a master's degree must have been taken within six calendar years of graduation. The semester(s) and/or year(s) of an approved Leave of Absence (LOA) (see information available at [Forms Central](#), <https://gradschool.utk.edu/forms-central/>, on the Graduate School website) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy (see information above under Admission to Candidacy Application) will be adjusted accordingly.

## **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](#) to obtain information about state certification and licensing.

# **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 UTK 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 Nashville campus and online M.S.S.W. students operate a joint Master's Social Work Organization.

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**

[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”.

### **Coalition of Black Social Workers**

The [Coalition of Black Social Workers](#) exists to engage, connect, and empower Black social work students and professionals in the community, with the goal of increasing awareness about issues specific to the Black community and cultivating a network of support.

### **Phi Alpha Honor Society**

The Epsilon Iota Chapter of Phi Alpha at UTK 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.

### **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.

### **Macro Social Work Student Network**

The mission of the Macro Social Work Student Network is to develop a geographically diverse network of and for macro-practice social workers. Students in the Organizational Leadership concentration are eligible to receive the Social Welfare NSWM certificate upon graduation.

## 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.

## E-MAIL

All students are provided with a university e-mail account. The University of Tennessee uses the university-supplied e-mail account as an official means of communication with all students. Official communication can include, but is not limited to, information and notices about financial obligations, course schedules, cancelled courses, and financial aid. Students are responsible for activating, maintaining, and checking their university-supplied account and for all official university communication sent to that account. For more information about student e-mail accounts and responsibilities, go to <http://oit.utk.edu>. To set up your UT e-mail account, visit <https://oit.utk.edu/accounts/email/Pages/default.aspx> .

In accordance with the University of Tennessee, Knoxville's e-mail policy, the preferred method of communication from the University of Tennessee, Knoxville and the College to students enrolled in our programs is via e-mail. Only UTK 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 UTK 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.

Normally, a utk.edu e-mail address will appear in the University of Tennessee [People Search Directory](#) 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.

## 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.

A faculty member may review a file in the records office.

Any student wishing to see her/his records may request to do so through the M.S.S.W. Program Director. Exceptions to this right are reference letters if the student has previously waived her/his right

to read the letters. A student, after receiving approval, may view his or her file in 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.

File materials may not be printed or 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.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

This act, also known as the Buckley Amendment, gives four basic rights to students.

1. The right to review their education records.
2. The right to seek to amend their education records.
3. The right to limit disclosure of personally identifiable information (directory information).
4. The right to notify the Department of Education concerning an academic institution's failure to comply with FERPA regulations.

FERPA provides for confidentiality of student records; however, it also provides for basic identification of people at the University of Tennessee without the consent of the individual. Release of information to third parties includes directory information, such as contained in the campus telephone book, in the online web-based people directory, and in sports brochures. Directory information includes, but is not limited to, student name, local and permanent address, Net ID, university e-mail address, campus directory, classification, graduate or undergraduate levels, full time or part-time students, college, major, dates of attendance, degrees and awards, the most recent previously attended educational institution, participation in school activities and sports, and height and weight (for special activities). Students are notified of their FERPA rights and the procedures for limiting disclosure of directory information in Hilltopics, at Orientation for new students, and at <http://ferpa.utk.edu/>.

## **TRANSCRIPTS**

Transcripts must be requested from [One Stop](#), (865) 974-1111. Staff at the College of Social Work do not have access to official transcripts.

## **STUDENT HEALTH INSURANCE**

Student health insurance, by contract with an individual insurance company, is available for purchase by undergraduate students and those graduate students who do not have a graduate assistantship. All students are subject to minimal eligibility requirements set forth by the insurance company. The student

health insurance is the only insurance plan filed by the on campus Student Health Center. While the student health insurance covers most medical costs provided by the SHC at 100%, off campus, it functions as a comprehensive health plan subject to deductible, co-pays, and co-insurance. Students not otherwise covered by insurance are urged to purchase this or other comparable plan since paying for medical care is the student's responsibility.

- International students are mandatorily and automatically enrolled in the insurance plan; fees are charged to the international students' MyUTK accounts
- Domestic students may choose to enroll with payment made directly to the insurance broker; fees are not charged to the domestic student MyUTK accounts
- International AND domestic students may enroll spouses and dependents in the insurance plan at their own expense
- Dental insurance is available from the broker for annual enrollment; purchase during August open enrollment only
- All students are advised to read through the insurance brochure available online

Degree-seeking students registered for 6 or more undergraduate credit hours or 3 or more graduate credit hours and students participating in a co-op program are eligible to enroll in this insurance plan. Credit hours can be a combination of on-line and attending classes on campus, with a minimum of 1 credit hour on campus. The student must actively attend classes for at least the first 31 days after the date for which coverage is purchased to fulfill eligibility.

Students attending classes at the Nashville campus who are enrolled in the College of Social work can enroll in coverage if they meet eligibility requirements indicated in the policy brochure. Since the program is affiliated with UT Knoxville you will enroll as a Knoxville student, but you are ineligible for services at the Knoxville Student Health Center. Please contact the Hildreth Agency directly and inform them that you are enrolled in the UT Nashville College of Social Work.

To enroll online or obtain an enrollment form, visit the broker's link from the Student Health website. The insurance company sets enrollment deadlines for the open enrollment periods, but students may enroll beyond those dates if affected by life-change experiences such as marriage, divorce, loss of eligibility on another plan, etc. Contact the Student Health Center for more information.

## **HOUSING INFORMATION**

### ***KNOXVILLE***

The UTK Department of University Housing maintains a listing of off-campus housing:

<https://offcampushousing.utk.edu/>

### ***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.

## APPENDIX I: M.S.S.W.GRADUATE COURSES

### **500 - Thesis (1-15 Credit Hours)**

*Grading Restriction: P/NP only.*

*Repeatability: May be repeated.*

*Credit Level Restriction: Graduate credit only.*

*Registration Restriction(s): Minimum student level graduate.*

### **502 - Registration for Use of Facilities (1-15 Credit Hours)**

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.*

*Credit Level Restriction: Graduate credit only.*

*Registration Restriction(s): Minimum student level graduate.*

### **510 - Social Work and Social Welfare Policies and Programs (3 Credit Hours)**

Will identify issues in social welfare policy and social service delivery at the micro, mezzo and macro levels of practice within the profession of social work. This includes neighborhood, local, state, national and international levels of policy practice. Will address methods which will expand the student's capacity to promote social, economic and environmental justice and access to services. Such areas of policy practice as policy analysis and advocacy will be discussed and simulated. The history of the social work profession's role in policy as well as ethical considerations will also be addressed.

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

### **512 - Introduction to Macro Social Work Practice (2 Credit Hours)**

Will allow students to explore the social, economic, environmental, and political factors that impact society, particularly those groups who are negatively impacted by such societal forces. This knowledge will be applied to the practice of macro social work. Particularly, the essential skills of engagement, assessment, planning, implementation, evaluation and termination while focused on strengths, capacities and resources of communities and organizations. Cultural competency and technological issues of concern within the macro practice environment will also be considered.

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

### **513 - Lifespan and Neurophysiologic Development (4 Credit Hours)**

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.

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

**519 - Social Work Research (3 Credit Hours)**

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.

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

**520 - Evidence-Based Practice (1 Credit Hour)**

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.

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

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

**522 - Introduction to Direct Social Work Practice (4 Credit Hours)**

Will introduce the student to the profession of social work, its history, ethical code and theories related to interpersonal practice. The course will allow students to compare and contrast evidence-based interventions and models of social work practice with clients/client systems in relation to their congruence with social work values, attention to all forms of diversity, evidence-bases and to engagement in practice-informed research. The course will address the essential skills of social work practice of engagement, assessment, intervention, evaluation and termination. Students will identify personal biases and demonstrate the appropriate use of self, including self-care strategies, in social work practice with diverse populations.

*Registration Restriction(s): Master of Science in Social Work - social work major. Graduate students only. Minimum student level graduate.*

**527 - Cognitive Behavioral Therapy (3 Credit Hours)**

Elective course. Focuses on empirically validated treatment approach, cognitive behavioral therapy. Will cover the theory, concepts, and techniques of cognitive behavioral therapies, with a particular emphasis on intervention methods that may be used by the social worker to help clients with specific problems or conditions.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

**528 - Neurophysiology for Social Work Practice (1 Credit Hour)**

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.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

### **529 - Beyond Combat: Military Social Work Practice (3 Credit Hours)**

Elective course. Draws from research data that explore the effects of deployment and combat stress on the physical and mental health of active duty U.S. service members and their families. Modalities grounded in a synthesis of trauma, attachment and cognitive-behavioral theories include individual, couple/family, group and clinical case management approaches. Attention to issues of diversity, ethics and use of "professional self" will be included throughout all clinical case discussions. Clinical issues involve intimate partner violence, complex responses of PTSD, other anxiety disorders, depression/suicidality, substance abuse and traumatic brain injury. Managing secondary trauma and the role of transference/countertransference phenomena are central in all discussions. Priority is given to students who have worked with or who anticipate working with soldiers, veterans and their families. In order to include a global perspective, cultural relativity and universality of responses to traumatic events related to armed conflict and war are also highlighted.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **531 - Trauma Theory (3 Credit Hours)**

Will immerse students in the theoretical knowledge of trauma types, dynamics, and the neuro-biopsychosocial consequences that individuals who are survivors of maltreatment, interpersonal abuse, manmade/natural disasters, and other types of chronic stress and trauma across the lifespan experience. Will use case examples supplemented with salient readings regarding the epigenetics and neuroscience of trauma, evidence-based assessment practices, to discuss these theories. Particular attention will be paid to effectively and ethically working with cultural status, including race/ethnicity, gender, sexual orientation, socioeconomic status, disability status, and others, in understanding and working with traumatized victims and survivors within a strength's perspective. Information will be presented that is applicable to both EBIP and OL students.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **532 - Motivational Interviewing (3 Credit Hours)**

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.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **533 - Trauma Treatment with Adults (3 Credit Hours)**

Elective course. Will present current bio-ecological research findings that inform our understanding of trauma. Emphasis is placed on understanding biopsychosocial influences on the incidence, course and treatment of acute stress and PTSD and the differential effect of these factors on diverse populations at risk. The course focuses on the acquisition of diagnostic skills as they relate to comprehensive social work assessment of adults, adolescents, and children. Assessment and interventions skills are taught for specific types of trauma, e.g. rape, war, natural disasters. Evidence-based interventions to treat victims of trauma will be presented. The treatment of trauma in this course is family focused and emphasizes the impact of trauma on family and provision of psychoeducation and support for family members. Knowledge of psychopharmacology and the roles social workers play regarding medication with clients as part of an interdisciplinary treatment team will be covered. This two credit advanced elective course examines roles, assessments, and intervention strategies for social workers in treating acute stress disorder and PTSD in a variety of service settings.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **534 - Trauma Treatment with Children and Adolescents (3 Credit Hours)**

This course is intended to prepare students for direct social work practice with traumatized youth and their families within trauma informed care organizations. It centers on building skills necessary to provide developmentally fitting, culturally sensitive techniques, and treatment methods evidenced for facilitating healing of trauma symptoms caused by single events and more complex traumatic experiences. In addition to emphasizing the critical role of the therapeutic relationship that supports feelings of safety and security during trauma treatment, students will develop skills for using creative interventions, art, and play therapy to supplement evidence based trauma informed assessment and treatment approaches.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **535 - School Social Work (3 Credit Hours)**

Place of school as community institution and resource. Methods, processes, and techniques employed in

school social work.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

**536 - Generalist Field Practice Block (1-6 Credit Hours)**

Instruction and supervision in generalist social work practice. Practicum is completed on a block schedule. Students may take concurrent generalist 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. Graduate students only.*

*Minimum student level graduate.*

*Registration Permission: Consent of instructor.*

**537 - Introduction to Psychopathology and Social Work Practice (3 Credit Hours)**

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.

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

**538 - Culturally Relevant Practice with Diverse Populations (3 Credit Hours)**

In-depth study of evidence-informed and evidenced-based practice models with diverse and at-risk populations. Assessment and interventions focus on individuals, families, groups, and communities. Integrates local to international information about our global, diverse, multicultural society with evidence-based knowledge and skills that are culturally affirming, address oppression, and promote social and economic justice, human dignity, and a human rights perspective.

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

*Minimum student level graduate.*

**539 - Leadership Skills and Knowledge for Advanced Social Work Practice (2 Credit Hours)**

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.

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

**540 - General Topics in Social Work (3 Credit Hours)**

Current topics in theories and practice for advanced social work.

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

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

**541 - Generalist Field Practice Extended I (1 Credit Hours)**

Field seminar in generalist social work practice.

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

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

**542 - Generalist Field Practice Full Time I/Extended II (2 Credit Hours)**

Instruction and supervision in generalist social work practice. Includes a seminar and agency-based internship.

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

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

*Minimum student level graduate.*

**543 - Generalist Field Practice Extended III (3 Credit Hours)**

Instruction and supervision in generalist work practice. Includes a seminar and agency-based internship.

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

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

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

**544 - Generalist Field Practice Full Time II (4 Credit Hours)**

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.*

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

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

*Minimum student level graduate.*

**545 - Resource Development and Management (3 Credit Hours)**

Focuses on financial matters involved in the leadership of a non-profit or governmental agency. Key factors such as fund attainment and accounting/budgeting resources will be addressed with a grounding in concepts of social justice, contributive justice, and distributive justice - all based on the National Association of Social Workers Code of Ethics. Specific content addressed in the course includes financial management, budgeting processes, basic accounting principles, financial reporting requirements, IRS standards, audits, financial software utilization, grant management including application writing skills, fund development, donor cultivation, fundraising, social agency mergers and acquisitions, real estate planning, impact of public policy on fiscal climate and justice, and ethics in resource development..

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: >Non-MSSW students may register with consent of instructor.*

#### **547 - Advanced Organizational Theory and Practice (3 Credit Hours)**

Serves as an introduction to social service/nonprofit organizations through the lens of social, economic and environmental justice. The content provided will afford the knowledge/skill needed for entrance into management positions in human service/nonprofit/governmental/quasi-governmental organizations. Topics will include multi-organization initiatives such as partnerships, community coalitions and alliances, theories in economic development such as how economic factors affect the social sector with particular attention to entrepreneurship/venture philanthropy, and collective impact. Will consider aspects of governmental relations, operational best practices including practical skills such as running meetings, employee development, advanced strategic planning and futuring, understanding and incorporating accreditation standards, organizational culture and ethical practice in organizations. Topics such as nonprofit governance and accountability, human resource development, supervision, compensation strategies, management theories and employment law will also be addressed.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Minimum student level ? graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

#### **548 - Advanced Change Management and Policy Practice (3 Credit Hours)**

Instructs students in the traditions of social work change and the empowerment of clients from within an organizational system and as an individual change agent. Topics addressed will include advanced advocacy skills, coalition building in order to impact legislation, policy research, congressional testifying, policy development and analysis at organizational/local/state/federal levels, use of information technology and social media in bringing about change, and organizational government relations. Empowerment of recipients of service and implementation science will be addressed.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

#### **549 - Program Development and Continuous Improvement (3 Credit Hours)**

Addresses the important aspects of measuring and demonstrating the impact that a social program has on clients. Topics such as assessment, evaluation in social sector, fidelity to evidence-based practices, basic principles of program development, needs assessments, environmental scan, impact measurements, process evaluation, information management through technology, data driven decision-making, and translational research skills will be addressed.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

**553 - Clinical Social Work Practice in Hospitals and Health Settings (3 Credit Hours)**

Elective course. Focus will be on becoming an effective practitioner in working with individuals and families affected by chronic and acute illnesses across the lifespan. Will also focus on increasing clinical practice skills used in hospital and health care settings. Will address the areas of managed care systems, clinical assessment, treatment planning, evidence-based interventions, culturally relevant practice, spirituality, legal and ethical issues, impact of acute and chronic illness on patients and families, interdisciplinary teams and the social work role, discharge planning, advocacy, information technology, and end-of-life care. Will address health disparities in acute and chronic illnesses among various racial/ethnic groups and explore barrier to quality of care for the uninsured and underinsured. Will highlight the role of individual differences (e.g., spirituality, gender, mental health, social support, etc.) and societal/cultural differences as they impact acute and chronic illnesses.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

**555 - Psychological Development and Mental Health in Later Life (3 Credit Hours)**

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.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

**557 - Principles and Techniques of Mediation (3 Credit Hours)**

Concentration elective course on the principles and techniques of mediation. Mediation is an alternative approach to dispute resolution in which an impartial third party, called the mediator, works with parties involved in a dispute in order to facilitate the peaceful and satisfactory resolution of the dispute. This course is designed to introduce the student to theory and techniques of mediation.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

**560 - Evidence-based Interpersonal Practice with Groups (3 Credit Hours)**

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.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **561 - Spirituality in Clinical Social Work Practice (3 Credit Hours)**

Elective course. Will examine the role of spirituality in clinical social work practice, and provides an introduction to current evidence based practices that incorporate spirituality. Will emphasize the consideration of the spiritual beliefs of both the practitioner and client in clinical practice, and the use of spiritually-based psychotherapies in practice. Ethical issues, intervention skills, and critical review of the evidence-base for spiritually-based psychotherapies are the central topics of the course.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **562 - Evidence-based Interpersonal Practice with Adult Individuals (3 Credit Hours)**

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.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **563 - Systematic Planning and Evaluation for Interpersonal Practice (3 Credit Hours)**

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.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538 and 539.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **564 - Evidence-Based Substance Abuse Treatment (3 Credit Hours)**

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 models of addiction, multidimensional model of the addiction process, physiological effects 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, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **566 - Social and Cultural Aspects of Aging (3 Credit Hours)**

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 postmodern 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.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **567 - Veterinary Social Work (3 Credit Hours)**

Concentration elective on the introductory principles and applications of veterinary social work. Reviews research, practice settings, and policy needs in the four areas of veterinary social work: the link between human and animal violence, animal assisted interventions, grief and bereavement, and compassion fatigue. Students will be expected to become knowledgeable about research findings and apply them to social work practice skills and policy advocacy. Will engage in service learning, reflective critical thinking about course content, and teaching through class presentations.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **570 - Evidence-based Policy and Practice with Families (3 Credit Hours)**

One of three Interpersonal Practice concentration electives. This survey course provides an overview of problems affecting families in social work settings, the interventions that are ethically sound and empirically supported for addressing these problems, and the policies and regulations guiding the interventions and organizations affecting families in the field of social work. Attention is given to issues, interventions and programs that have been shown to treat a variety of behavioral and emotional concerns in families across culture, race and ethnicity. Particular interest is in the policy practice



challenges to provide support for evidence-based interventions and appropriate programs for families. Critical examination of skills and strategies with this population is addressed with/within interdisciplinary organizations, diverse communities and related policies and policy issues.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **571 - Evidence-based Policy and Practice with Children and Adolescents (3 Credit Hours)**

One of three Interpersonal Practice concentration electives. This survey course provides an overview of problems affecting children and adolescents in social work settings, the interventions that are ethically sound and empirically supported for addressing these problems, and the policies and regulations guiding the interventions and organizations affecting families in the field of social work. Attention is given to issues, interventions and programs that have been shown to treat a variety of behavioral and emotional concerns in children and adolescents across culture, race and ethnicity. Particular interest is in the policy practice challenges to provide support for evidence-based interventions and appropriate programs for families. Critical examination of skills and strategies with this population is addressed with/within interdisciplinary organizations, diverse communities and related policies and policy issues.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **572 - Evidence-based Policy and Practice with Older Adults (3 Credit Hours)**

One of three Interpersonal Practice concentration electives. This survey course provides an overview of problems and issues with the older population within the context of health and mental health care, the interventions that are ethically sound and empirically supported for addressing these problems, and the policies and regulations guiding the interventions and organizations affecting older adults in the field of social work. Attention is given to issues, interventions and programs that have been shown to treat a variety of behavioral and emotional concerns in older adults across culture, race and ethnicity. Particular interest is in the policy practice challenges to provide support for evidence-based interventions and appropriate programs for older adults. Critical examination of skills and strategies with this population is addressed with/within interdisciplinary organizations, diverse communities and related policies and policy issues.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **573 - Forensic Social Work (3 Credit Hours)**

This course provides an introduction to and overview of the field of forensic social work. Students will be equipped to collaborate with the criminal justice system and to utilize policy and practice skills to work



toward ensuring all individuals have the opportunity to be safe, healthy, contributing members of their communities. It provides an opportunity for students to gain knowledge about a system impacting many people and will broadly expose students to the criminal justice system through a focused look at forensic social work. Social workers have increasing opportunities to practice in a diversity of criminal justice settings. This course will assist students in developing knowledge and skills for generalist practice in these diverse arenas. Course content focuses on forensic social work including ethics, roles, functions, skills; utilization of community assets; the criminal justice system; and trans-systemic interactions.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **577 – Veterinary Social Work Capstone (3 credit hours)**

The Veterinary Social Work Capstone Course provides a consolidated experience and cumulative evidence for VSW graduate certificate students to demonstrate the attainment of certificate program competencies.

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites. SW 557 and SW 567 can be taken in the same semester as the capstone course.*

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

*Registration Permission: Non-MSSW students may register with consent of instructor.*

### **584 - Advanced Field Practice Extended (4 Credit Hours)**

Instruction and supervision in advanced evidence-based social work practice. Includes an agency-based experience. Students may take concurrent required concentration and elective courses, but are not required to do so.

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

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

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

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

### **586 - Advanced Field Practice Full Time (6 Credit Hours)**

Instruction and supervision in advanced evidence-based social work practice. Includes an agency-based experience. Students may take concurrent required concentration and elective courses, but are not required to do so.

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

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

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

*Registration Restriction(s): Master of Science in Social Work - social work major. Graduate students only. Minimum student level graduate.*

**587 - Advanced Field Practice Block (1-12 Credit Hours)**

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.*

*(RE) Prerequisite(s): 510, 512, 513, 519, 522, 537, 538, 539 and 543 or 544.*

*Comment(s): Advanced Standing satisfies prerequisites.*

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

*Minimum student level graduate.*

*Registration Permission: Consent of instructor.*

**593 - Independent Study (1-6 Credit Hours)**

Individualized study, student selects, designs, and completes examination of special issue or problem.

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

*Registration Restriction(s): Graduate students only. Minimum student level graduate.*

## **APPENDIX II: ADDRSSES**

### **The College of Social Work**

Knoxville Campus

UTK College of Social Work

Henson Hall

1618 Cumberland Avenue

Knoxville, TN 37996-3333

865-974-3351

Fax 865-974-4803

<http://www.csw.utk.edu>

Nashville Campus/Online Program

UTK College of Social Work

193 Polk Avenue, Suite E

Nashville, TN 37210

865-256-1885

Fax 865-248-8823

<http://www.csw.utk.edu>

B.S.S.W. Admissions Office

306 Henson Hall

1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
865-974-3352  
Fax 865-974-4803  
<http://www.csw.utk.edu/students/bssw/>

M.S.S.W. Admissions and Student Records  
401 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
865-974-6697  
Fax 865-974-4803  
<http://www.csw.utk.edu/M.S.S.W./>

Ph.D. Program & Admissions Office  
306 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
865-974-6481  
Fax 865-974-4803  
<http://www.csw.utk.edu/students/phd/>

D.S.W. Program & Admissions Office  
306 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3333  
865-974-6481  
Fax 865-974-4803  
<http://www.csw.utk.edu/students/dsw/index.html>

Center for Behavioral Health Research  
201 Henson Hall  
1618 Cumberland Avenue  
Knoxville, TN 37996-3332  
865-974-1707  
Fax 865-974-1662  
<http://utcmhsrc.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/>

## **UT Knoxville Admissions and Students Services**

Graduate School  
111 Student Services Building  
Knoxville, TN 37996-0165  
865-974-2475  
Fax 865-974-1090  
<http://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  
<http://admissions.utk.edu/undergraduate/>

Student Disability Services  
100 Dunford Hall  
Knoxville, TN 37996-4020  
865-974-6087 (v/tty)  
Fax 865-974-9552  
<http://ods.utk.edu/>

Office of Financial Aid and Scholarships

115 Student Services Building  
Knoxville, TN 37996-0210  
865-974-3131  
Fax 865-974-2175  
<https://onestop.utk.edu/financial-aid/>

Office of the Bursar  
211 Student Services Building  
Knoxville, TN 37996-0225  
865-974-4495  
Fax 865-974-1945  
<http://web.utk.edu/~bursar/>

Office of the University Registrar  
209 Student Services Building  
Knoxville, TN 37996-0200  
865-974-2101  
Fax 865-974-2606  
<http://registrar.tennessee.edu/>

One Stop Express Student Services  
Hodges Library Ground Floor  
1015 Volunteer Boulevard  
Knoxville, TN 37996  
Phone: 865-974-1111  
Fax: 865-946-3223  
<http://onestop.utk.edu/>

## **APPENDIX III: KNOXVILLE CAMPUS**

### **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 [Student Disability Services](#) at 100 Dunford Hall at 865-974-6087. This will ensure proper registration for services. The M.S.S.W. Program Director 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 UTK I.D. card. This card is activated when students begin the program and gives access to Henson Hall (when locked) and the CSW Computer Lab. It is also necessary for 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.

### **E-MAIL AND BULLETIN BOARDS**

E-mail messages should be checked regularly. Notices of general interest—such as meetings, job opportunities, conferences, and student events—are posted on bulletin boards in the student lounge in Henson Hall.

## **COMPUTER LAB**

The Knoxville computer lab is located on the first floor, west end of Henson Hall. This is a secure facility open only to students enrolled in the College of Social Work. Once access is granted, students will swipe their UTK I.D. card thru the card reader outside the computer lab door to gain entrance. The lab is available to social work students except when in use for a class. Class use times will be posted on the calendar 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 PC compatible (Windows) computers that are identical in software, printing capabilities, and Internet access. Available software packages include Microsoft Office and SPSS as well as various internet browsers. It is important that the Computer Lab temperature be cool at all times. Please DO NOT open the windows in the lab. Report any problems with the air conditioners to the technology assistant in 301 Henson Hall, 865-974-3352.

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

The Office of M.S.S.W. Admissions and Student Records is in 401 Henson Hall. Applicants or students may contact this office by telephone at 865-974-1096 or e-mail at [mssw@utk.edu](mailto:mssw@utk.edu).

## **SMOKING POLICY**

The University of Tennessee, Knoxville is a smoke free campus.

## **INCLEMENT WEATHER POLICY**

UT will remain open except in the most severe weather conditions. When a decision to close or delay is reached, campus and local radio and TV stations will be notified of the details and the notice will be posted on the university's home page. A UT Alert email will be sent out and those who register their cell phone with UAlert; also will be notified via text message.

Students should become familiar with their department and program inclement weather practices. Some students employed in critical campus operations, such as clinics, may be required to report to their workstation.

Review the Inclement Weather Policy for more detailed information including student responsibilities during inclement weather.

## **CAMPUS SECURITY**

Henson Hall has an automatic locking system that is in use from 9:45 p.m. - 6:00 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 card readers next to the entrances. 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**

Office of Multicultural Student Life

1800 Melrose Avenue

865-974-6861

<http://omsa.utk.edu/>

The Office of Multicultural Student Life 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.”

### **Center for Career Development**

201 Student Union Phase 1

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.

### **Student Disability Services**

100 Dunford Hall

865-974-6087



V/TDD 865- 974-6087

<https://sds.utk.edu/>

Student Disability Services provides counseling and academic support to assure disabled students' access to educational opportunities at UTK. 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 405 Henson Hall.

### **Student Counseling Center**

1800 Volunteer Boulevard

865-974-2196

<http://counselingcenter.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.

### **Center for Health Education & Wellness**

Student Health Building

1800 Volunteer Blvd. Suite 201

865- 974-5725

<http://wellness.utk.edu/>

The mission of the Center for Health Education & Wellness is to engage in prevention and intervention efforts to increase awareness, impact student decision making, and positively influence our university community. The Center for Health Education & Wellness seeks to engage students by removing barriers and connecting them with resources needed to achieve personal success.

### **Student Health Center**

Student Health Building

1800 Volunteer Boulevard

865-974-3135

<http://studenthealth.utk.edu/>

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 Medical Center is available from Campus Police, 865-974-3114.

**Writing Center**

211 Humanities and Social Sciences Building

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.

## **APPENDIX IV:: NASHVILLE CAMPUS**

### **REGISTRATION AND FEES**

All Nashville students must follow the registration and fee payment procedures as outlined by the above.

### **TEXTBOOKS**

Textbooks for Nashville courses are supplied through the UTK Bookstore in Knoxville. The Vanderbilt University Bookstore, located on the Vanderbilt campus, is also available for school supplies and reference material. Required textbooks can be looked up on the UT Bookstore website (or the course syllabi) and then purchased through online retailers.

### **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 should park in the parking lot at the side of the building. There is ample parking for students in this lot.

### **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, Knoxville at Polk Avenue have accommodations for disabled individuals.

#### **I.D. CARDS**

Photos for student ID cards are taken during orientation. Generally, it takes two to three weeks 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.

#### **Area Libraries**

Several area university and college libraries, as well as Davidson County Public Libraries, may be utilized by UTK 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>)

#### **BULLETIN BOARDS**

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.- 5:00 p.m., Monday through Friday.

#### **COMPUTER LAB**

The lab currently has 20 PC (Windows) compatible computers that are identical in software, printing capabilities, and Internet access. Available software packages include Microsoft Office and SPSS. 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.

#### **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 lobby. 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 Nashville Campus follows the inclement weather policy determined by Tennessee State University.

### **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 UTK 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:

Saint Thomas Midtown

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  
24th Avenue South  
615-327-4751

Vanderbilt University Hospital  
1161 21st 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. The SysTech International test fee is \$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**

3494 Dickerson Pike

3363 Stoner Bend Dr

7008 Westbelt Dr

501 Craighead St

715 Gallatin Pike North, Madison

1317 Antioch Pike

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 and 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.

## APPENDIX V: 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

Lori Messinger, Dean

Sherry Cummings, Associate Dean for Academics

William Nugent, Associate Dean for Research

Robert Mindrup, Director, B.S.S.W. Program

Kate Chaffin, Director, M.S.S.W. Program (Online Program)

Mary Held, Director, M.S.S.W. Program (Nashville Campus)

Ragan Schriver, Director, M.S.S.W. Program (Knoxville Campus)

Sharon Bowland, Director, D.S.W. Program

Gretchen Ely, Director, Ph.D. Program

Rebecca Jackson, Director, Field and International Education

Shandra Forrest-Bank, Director, Social Work Office of Research and Public Service

### Faculty

**Teri Abrams**, Assistant Professor. B.S.W., M.S.W., Ph.D., Southern Illinois University at Carbondale; Licensed Clinical Social Worker. Teaching Areas: Mental health and therapy models. Research interests: Medical trauma with special interest in improving long-term outcomes for survivors of traumatic burn injuries; development and use of technology to improve access to supportive medical and emotional care for regional patients who return home to medically underserved communities. [tabrams1@utk.edu](mailto:tabrams1@utk.edu)

**Brittany Adams**, Assistant Professor of Practice and Coordinator of Field Services. B.A., University of Tennessee, Knoxville; M.S.S.W., University of Tennessee, Knoxville. Teaching Areas: Field Practice, field instructor training, field seminar. Interest Areas: Field education, trauma, mental health, social work education, and forensic social work. [blong8@utk.edu](mailto:blong8@utk.edu)

**Patricia Bamwine**, Assistant Professor, B.A. Campbellsville University; M.A. Western Kentucky University, M.S.W. & Ph.D. University of Pittsburgh. Teaching Areas: Trauma, Sociological Theory, Qualitative Methodology, Community-Based Practice. Research Interests: Bereavement, Community



Violence, , Community-Based Participatory Research, Intervention & Implementation Science.  
[pbamwine@utk.edu](mailto:pbamwine@utk.edu)

**Harold Benus**, Assistant Professor of Practice. B.A., M.S.W, Ph.D., University of Maryland. Teaching areas: Macro Practice, Policy, Program Development, and Evaluation. Interest Areas: Leadership Development, Fundraising, Strategic Planning, and Management. [hbenus@utk.edu](mailto:hbenus@utk.edu)

**Stan L. Bowie**, 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)

**Sharon Bowland**, Associate Professor and Director of DSW Program. BSW and MSW, University of Illinois at Chicago; MPS, Loyola University; PhD, Washington University in St. Louis. Teaching areas: Mental health, trauma, aging. Research interests: Intervention research on trauma recovery, especially for older persons and persons of color. Trauma-informed approaches to housing for older persons.  
[sbowland@utk.edu](mailto:sbowland@utk.edu)

**Sarah Cermak**, Assistant Professor of Practice and Coordinator of Field Services. B.A., Augustana College; M.S.W., University of Pennsylvania. Teaching Areas: field practice, field instructor training, social work practice. Interest areas: field education, social work education, school social work, trauma and resiliency, and clinical practice related to children, adolescents, and families. [scermak@utk.edu](mailto:scermak@utk.edu)

**Kate Chaffin**, Associate Professor of Practice and M.S.S.W. Program Director. B.S. Tennessee Technological University; M.S.S.W. University of Tennessee, Knoxville. Teaching Areas: Social Welfare Policy, Leadership, and Online Pedagogy. Interest Areas: Living Wage and Poverty, Social Movements. Research area: Best Practices in Online Teaching. [kchaffin@utk.edu](mailto:kchaffin@utk.edu)

**Ashley Childers**, Associate Professor of Practice. B.A., University of Alabama/University of Vermont; M.S.W., Simmons College. Teaching Areas: Clinical Practice, Trauma, Psychopathology, Introduction to Social Work. Interest Areas: Clinical Practice, Gender Studies, Leadership, Management, Advocacy and Supervision. [achilde8@utk.edu](mailto:achilde8@utk.edu)

**Doug Coatsworth**, Professor and Associate Dean for Research. B.A., Harvard College; Ph.D., University of Minnesota. Teaching Areas: Prevention Science, Implementation of Community Programs, Program Evaluation. Research Interests: Prevention and treatment programs for adolescent problem behaviors, Family interventions, Community-based participatory research. [Coatsworth@utk.edu](mailto:Coatsworth@utk.edu)

**Anne Conway**, Urban Child Institute Endowed Professor. B.A., Merrimack College; M.A., The Catholic University of America; MSW, MS, and Joint PhD in Social Work and Developmental Psychology - University of Michigan. [aconway3@utk.edu](mailto:aconway3@utk.edu)

**Courtney Cronley**, Associate Professor. B.A., Oglethorpe University; M.S.S.W., Ph.D., University of Tennessee. Teaching Areas: Research methods, program evaluation, evaluation of clinical practice,

statistics, social welfare policy. Research Interests: Homelessness and housing justice, built environment, health disparities and health behaviors, program evaluation, organizational change. [ccronle1@utk.edu](mailto:ccronle1@utk.edu)

**Sherry Cummings**, 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)

**Kim Denton**, Assistant Professor of Practice and Coordinator of Field Services. B.A., East Tennessee State University; M.S.W., Virginia Commonwealth University. Teaching Areas: Field Practice, field instructor training, social work practice. Interest Areas: Field education, student advising, mental health, social work education, child welfare. [kddenton@utk.edu](mailto:kddenton@utk.edu)

**David Dupper**, 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)

**Gretchen Ely**, Professor and PhD Program Director. BA, University of Tennessee; MSW, Washington University in St. Louis; PhD, University of Tennessee, Knoxville. Teaching areas: Policy, Macro Social Work, Field Education. Research Interests: Access to Health Care, Reproductive Health and Justice; Appalachian Health. [geely@utk.edu](mailto:geely@utk.edu)

**Jennifer First**, Assistant Professor. M.S.W., Ph.D., University of Missouri. Teaching Areas: Community trauma and resilience, macro social work, research methods. Research Interests: Mental health impacts of disasters and community crisis, individual and community resilience, disasters and social inequalities. [jfirst@utk.edu](mailto:jfirst@utk.edu)

**Shandra Forrest-Bank**, Assistant Professor, B.A. Beloit College, M.S.W., Ph.D., University of Denver. Teaching areas: Direct clinical practice, adolescent development, social welfare policy, applied research. Research interests: Young adulthood, risk and resilience, positive youth development, violence prevention, racial microaggression. [sforres6@utk.edu](mailto:sforres6@utk.edu)

**Carmen Foster**, Assistant Professor of Practice, Coordinator of Field Education, Online MSSW program. BA, University of North Carolina at Chapel Hill; MSW, University of Maryland. [cfoste22@utk.edu](mailto:cfoste22@utk.edu)

**Nicoll Hannaway**, Assistant Professor of Practice, Coordinator of Field Education and Academic Advisor, Online MSSW program. B.A., University of Colorado; M.S.S.W., University of Texas, Austin. Teaching areas: Field practice, treatment of trauma. Areas of interest: Treatment of trauma, evidence-based social work practice, student advising, mental health. [nhannaway@utk.edu](mailto:nhannaway@utk.edu)

**J. Camille Hall**, Associate 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)

**Mary Lehman Held**, Associate Professor and M.S.S.W. Program Director. B.A., University of North Carolina; M.S.W., University of South Carolina; Ph.D., University of Texas. Teaching Areas: Clinical social work practice. Research Interests: Immigration from Central America, global health and well-being, integrated health and behavioral health services, mental health services for vulnerable populations. [mheld@utk.edu](mailto:mheld@utk.edu)

**Freida B. Herron**, Clinical Assistant Professor. B.A., Wayland University; M.B.A., Georgia State University; M.S.S.W., University of Tennessee, Knoxville; D.S.W., University of Tennessee, Knoxville. Teaching areas: Clinical management, clinical leadership, epistemology and evidence based practice, cognitive behavioral therapy, interpersonal practice with groups. Research interests: community-based suicide prevention in rural areas, among LGBT groups and young adults. [fherron@utk.edu](mailto:fherron@utk.edu)

**Christy Hickman**, Assistant Professor of Practice. B.A., M.S.S.W., University of Tennessee. Teaching areas: Field Practice, Social Welfare Policy, Child Welfare. Interest areas: Social justice, social work education, child welfare, violence prevention. [chickma1@utk.edu](mailto:chickma1@utk.edu)

**Rebecca Jackson**, Assistant Professor of Practice and Director of Field Services & International Initiatives. 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)

**Andrea A. Joseph**, Assistant Professor. Westfield State University, BA; University of Connecticut, MSW; University of London - Institute of Education, MA; University of Pittsburgh, PhD. Teaching areas: Research Methods and Culturally Relevant Practice with Diverse Populations. Research Interests: K-12 education inequality; culturally relevant interventions; school suspensions; school social work; critical race theory; race and inequality in the US and abroad. [ajoseph7@utk.edu](mailto:ajoseph7@utk.edu)

**April Mallory**, Assistant Professor of Practice. B.A., David Lipscomb University; M.S.W., University of Southern Indiana. Teaching Areas: social work practice, psychopathology, substance abuse treatment. Interest areas: mental health, physician wellness, substance abuse. [amallor3@utk.edu](mailto:amallor3@utk.edu)

**Kim Crane Mallory**, Associate Professor of Practice and Coordinator of Field Services – Nashville Campus. B.S., University of Tennessee. M.S.S.W.; University of Tennessee. Teaching Areas: field practice, field instructor training, lifespan, neurophysiology. Interest Areas: child welfare, evidence based practice, leadership, public policy and advocacy. [kcrane@utk.edu](mailto:kcrane@utk.edu)

**Sarina Manifold**, Assistant Professor of Practice. B.S., High Point University; M.S.S.W., University of Tennessee, Knoxville. Teaching areas: Veterinary Social Work - Grief and Bereavement module, Communication (with veterinary students at UT College of Veterinary Medicine). Interest Areas: Veterinary Social Work – Grief and Bereavement and Compassion Fatigue Management/Support. [slyall@utk.edu](mailto:slyall@utk.edu)

**Kelly Martin**, Assistant Professor of Practice. B.S.W, M.S.W, PhD, University of Tennessee. Teaching Areas: Human behavior in the social environment, social work practice with individuals and families, global diversity, social work research. Interest Areas: Transnational wealth and social wellbeing, feminization of poverty, Critical Race Theory, Appalachian studies, epigenetic risk and resilience, global diversity, and disability justice. [kmarti16@utk.edu](mailto:kmarti16@utk.edu)

**Lisa Reyes Mason**, Associate Professor and Ph.D. Program Interim Director. B.A., University of Pennsylvania; M.S.W., Ph.D., Washington University in St. Louis. Teaching Areas: Social, economic, and political environments. Research Interests: Global environmental change, gender and development, poverty and resource inequalities. [lmason12@utk.edu](mailto:lmason12@utk.edu)

**Stephen Vandiver McGarity**, Assistant Professor. B.A., University of North Carolina Asheville; M.S.W., University of Georgia; Ph.D., University of Georgia. Teaching Areas: social welfare policy, organizational theory and practice, social work research; Research Interests: Disability, financial inclusion, poverty, homelessness, policy, and non-profit management. [mcgarity@utk.edu](mailto:mcgarity@utk.edu).

**Lori Messinger**, Professor and Dean. B.A., Douglass College, Rutgers University; M.A., Rutgers University; M.S.W. and Ph.D., University of North Carolina at Chapel Hill. Teaching Areas: Diversity and cultural competence, social welfare policy analysis and advocacy, macro practice, qualitative research. Research interests: LGBTQ+ issues, cultural competence, social work education, program evaluation, organizational change. [lmessing@utk.edu](mailto:lmessing@utk.edu)

**Robert Mindrup**, Clinical Assistant Professor and B.S.S.W. Program Interim Director. B.A., Blackburn College; M.S.S.W., University of Tennessee; Psy.D., The Forest Institute. Teaching Areas: psychopathology/psychopharmacology, cognitive behavioral therapies, brief psychotherapies, motivational interviewing. Interest Areas: integrated healthcare practice and competencies, second order change processes, clinical supervision. [rmindrup@utk.edu](mailto:rmindrup@utk.edu)

**William Nugent**, Professor and Associate Dean of Research. 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)

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## APPENDIX VI: CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS

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

## APPENDIX VII: M.S.S.W. STUDENT FORMS

<http://www.csw.utk.edu/mssw/resources.htm>

## APPENDIX VIII: PERTINENT GRADUATE STUDENT WEB PAGES

- International Students
  - Center for International Education (<http://international.utk.edu>)
  - International House (<http://ihouse.utk.edu>)
  - ITA Testing Program (<http://tiny.utk.edu/ita-testing> )
- Professional Development & Training
  - Office of Graduate Training and Mentoring (<http://gradschool.utk.edu/training-and-mentorship>)
  - Best Practices in Teaching Program (<http://tiny.utk.edu/bpit> )
  - UT Libraries Information for Graduate Students (<http://libguides.utk.edu/graduate>)
  - Center for Career Development (<http://career.utk.edu>)
  - Tennessee Teaching and Learning Center (<http://tenntlc.utk.edu>)
    - UT CIRTL: Center for Integration of Research and Teaching (<http://tlc.utk.edu/cirtl-program-center-for-integration-of-research-and-teaching/> )
  - Experience Learning (<http://experiencelearning.utk.edu>)
- Funding
  - Costs and Funding Opportunities <http://tiny.utk.edu/grad-funding>)
  - Graduate Student Senate Travel Awards (<http://gss.utk.edu/travel-awards>)
  - Financial Aid and Scholarships (<http://onestop.utk.edu/financial-aid>)
- Student Resources



- Counseling Center (<http://counselingcenter.utk.edu>)
- Graduate School (<http://gradschool.utk.edu>)
- Graduation Deadlines (<http://tiny.utk.edu/grad-deadlines>)
- Graduate School Forms (<http://gradschool.utk.edu/forms-central>)
- Graduate Catalog [http:// tiny.utk.edu/grad-catalog](http://tiny.utk.edu/grad-catalog)
- Student obligations and appeals process ([tiny.utk.edu/rights-obligations](http://tiny.utk.edu/rights-obligations))
- Graduate Student Senate (<http://gss.utk.edu>)
- Office of Graduate Admissions (<http://gradschool.utk.edu/admissions> )
- Student Conduct and Community Standards (<http://studentconduct.utk.edu> )
- Office of Equity and Diversity (<http://oed.utk.edu> )
- Sexual Misconduct, Relationship Violence, and Stalking (<http://sexualassault.utk.edu> )
- Office of Multicultural Student Life (<http://multicultural.utk.edu> )
- Office of Research Integrity (<http://research.utk.edu/compliance> )
- Thesis/Dissertation Consultant (<http://gradschool.utk.edu/thesesdissertations> )
- Office of Information Technology (<http://oit.utk.edu> )

## College Statement

The College of Social Work and the University of Tennessee welcome and honor all people. In accordance with the U.S. National Association of Social Workers (NASW) and the U.S. Council on Social Work Education (CSWE 2015 Educational Policy Statement), “the dimensions of diversity are understood as the intersectionality of multiple factors including” age, class, color, culture, mental or physical disability and ability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, political ideology, race, regionality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. The College values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. “A person’s diverse life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim” (CSWE 2015 Educational Policy Statement). The College of Social Work promotes social justice and social change, and strives to end discrimination, oppression, poverty, and other forms of social injustice.

## **EEO/TITLE IX/AA/SECTION 504 STATEMENT**

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, parental status, sexual orientation, gender identity, age, physical or mental disability, or veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (dial 711 for telecommunications relay services). The Office of Title IX, located at 1817 Melrose Avenue, was established to help educate the campus community, prevent incidents, support those in need, and address concerns related to Title IX. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.