WINONA STATE UNIVERSITY

MASTER OF SOCIAL WORK PROGRAM

STUDENT HANDBOOK (includes Field Manual)

Updated: 03 April, 2020
(All content subject to change.)
# Table of Contents

Program Mission Statement and Goals ......................................................... 6

*Program Mission Statement* .................................................................. 6
*Program Goals* .................................................................................. 7
*Program-Defined Competencies* .......................................................... 7
*Commitment to Inclusive Excellence* .................................................. 12

Students’ Relationship with the Program .............................................. 13

*Students’ Rights and Responsibilities* .................................................. 13
  Rights. WSU MSW students have the right to ...................................... 13
  Responsibilities ............................................................................. 13

*Students’ Participation in Program Operations* .................................... 13
  MSW Program Faculty Meetings ...................................................... 13
  MSW Program Grievance Committee .............................................. 14
  MSW Program Advisory Board ....................................................... 14
  MSW Program Curricular Committees ............................................ 14
  MSW Program Faculty Hiring ......................................................... 14
  MSW Course and Program Assessment ........................................... 14

*Student Organizing and Empowerment* .............................................. 14
  MSW Student Organization ............................................................ 14
  Other MSW Student Organizations ................................................ 15
  WSU Student Senate ..................................................................... 15

Student Resources ............................................................................. 17

*Advising/Guide* .............................................................................. 17

*Student Success Tips* ....................................................................... 18

*WSU Resources* ............................................................................... 20
  Access Services ........................................................................ 21
  Brightspace (D2L) ....................................................................... 21
  Counseling Services ................................................................... 21
  DARS (Degree Audit Reporting System) ....................................... 21
  Discounted Software Purchases ..................................................... 21
  Financial Aid Office .................................................................... 21
  Graduate Assistantships ............................................................... 21
  Graduate Student Forms ............................................................... 21
  Health and Wellness Services ....................................................... 21
  Health Insurance ....................................................................... 21
  ID Cards ...................................................................................... 21
  Inclusion and Diversity Services ................................................... 21
  Laptop Leasing Program ............................................................... 22
Library ................................................................. 22
Minimum Personal Computer and Internet Standards ............................................. 22
Registrar (Record and Registration) ................................................................. 22
School of Graduate Studies ............................................................................. 22
Student Senate ................................................................................................. 22
Tech Support ................................................................................................. 22
Technology Survival Guide Mac or PC ............................................................. 22
Tuition Costs ................................................................................................. 22
Veteran’s Affairs ......................................................................................... 23
Writing Center ............................................................................................... 22
WSU Academic Calendar ............................................................................. 24
WSU Academic Policies ............................................................................... 24
WSU Student Conduct Code ...................................................................... 24

Other Resources ........................................................................................ 24
Association of Social Work Boards (licensing exam study guides and more) .......... 24
Council on Social Work Education ............................................................... 24
CSWE Educational Policies and Accreditation Standards................................. 24
Iowa Board of Social Work .......................................................................... 24
Minnesota Board of Social Work ................................................................. 24
Minnesota Department of Human Services .................................................... 24
NASW Code of Ethics ................................................................................ 24
NASW Joblink ............................................................................................... 24
National Association of Social Workers ......................................................... 24
Wisconsin Board of Social Work ................................................................. 24

Admission .................................................................................................... 24

How to Apply ............................................................................................... 24

Basic Admission Requirements/Criteria ....................................................... 24

Regular Standing and Advanced Standing Status Admissions ......................... 25
Advanced Standing Status Additional Admission Requirements ..................... 25

Application Components .......................................................................... 25

Program Standards, Policies, and Procedures ............................................. 28

Academic Standards and Policies ............................................................... 28
Academic Integrity ..................................................................................... 28
Credit for Life Experience ........................................................................... 28
Grading ....................................................................................................... 28
Grievances ................................................................................................. 28
Independent Study .................................................................................... 28
Leave of Absence ..................................................................................... 29
Professional Development Lab Attendance and Participation ...................... 29
Program Completion Timeline ................................................................... 29
Program Options .................................................................................................................. 31
Student’s Standing in Program .............................................................................................. 31
Writing Standards .................................................................................................................. 32

Professional Standards and Policies ..................................................................................... 32
Demonstration of Social Work Values and Ethics ................................................................. 32
Appropriate Self-Care, Self-Regulation, and Self-Awareness .............................................. 33
Conduct/Behavior with Others ............................................................................................. 33
Social Media Use ................................................................................................................... 33

Procedures ............................................................................................................................ 34
Assessment of Student Performance ..................................................................................... 34
Dismissal from the MSW Program .......................................................................................... 35
Grade Appeals ........................................................................................................................ 36
Grievance Procedure ............................................................................................................. 36
Other Dispute Resolution Protocols ...................................................................................... 38

Field Education .................................................................................................................... 40

Overview of WSU MSW Field Education .............................................................................. 40

Field education roles and responsibilities .......................................................................... 41
Criteria and Responsibilities for Field Placement Settings .................................................. 41
Criteria and Responsibilities for Field Instructors ............................................................... 42
Responsibilities of the WSU MSW Field Director ................................................................. 44
Responsibilities of the WSU Faculty Field Liaison ............................................................... 45
Responsibilities of the Student ............................................................................................. 46

Field Placement Process ...................................................................................................... 46

Evaluation Process ............................................................................................................... 48
The Learning Agreement and Evaluation of Student ............................................................. 48
Evaluation of Field Placement Setting .................................................................................. 49

Field Policies ........................................................................................................................ 50
Field settings without an MSW Field Instructor ................................................................. 50
Continuing Dialog with Field Settings and Field Instructors ............................................. 50
Employment-Based Practicum Placements ........................................................................... 51
Student Safety ......................................................................................................................... 52
Hours ..................................................................................................................................... 52
Changes in Field Placement .................................................................................................. 53
Problem Resolution ................................................................................................................. 53
Termination of Placement by Field Setting .......................................................................... 54
WELCOME!

Dear MSW Student,

Thank you for selecting the WSU MSW Program as a means to pursue your personal and professional goals! We are honored to join with you on your journey. We are committed to supporting you through an excellent and unique learning experience and to co-creating with you an inclusive, respectful, honoring, engaging, and safe community.

You have chosen to join one of our program’s first cohorts of students, and that choice will provide you with a truly unique and exciting role in the program’s development and history. Your preceding cohort courageously helped us smooth out some bumps in our online program delivery, and their learning and professional development has confirmed that we are offering students an excellent, cutting edge MSW education. We ask that, just as we commit to providing you a high-quality MSW education, you commit to providing us constructive feedback and a bit of patience as we continue to build and refine our program and adjust to the unique demands of the current COVID-19 pandemic.

You will be assigned a faculty guide who will be with you throughout your progression through the program. Your guide looks forward to forging a special and productive relationship with you. Please make a point of investing in that relationship with your guide.

As Program Director, I have the privilege of being available to help you with any questions and/or concerns you may have. Please do not be a stranger, and please feel to reach out for support whenever you may need it.

Again, thank you for investing in the WSU MSW Program and allowing us to invest in you and the pursuit of your goals.

Sincerely,

Arlen Carey, Ph.D., LICSW
WSU MSW Program Director
400 South Broadway, Third Floor
Rochester, MN 55904
507-535-2535
acarey@winona.edu
www.calendly.com/arlenicarey (to schedule an online, phone, or in-person appointment)
Program Mission Statement and Goals

Program Mission Statement
The National Association of Social Workers (NASW) states that, “The primary mission of the social work profession is to enhance human well-being and help meet basic and complex needs of all people, with a particular focus on those who are vulnerable, oppressed, and living in poverty (NASW). The Winona State University Master of Social Work Program emerged from a joint desire of the WSU Social Work Faculty and regional social work leaders and practitioners to develop an MSW program that applied the profession’s mission to address the particular needs and strengths of our region. The collaborative concluded that our region has a profound shortage of clinical social workers to provide for the mental health and healthcare and child welfare social work services need by our rapidly growing and diversifying population. Also acknowledged was that, despite the shortage of practitioners, our region has a wealth of expertise in these areas reflected by centers of excellences such as Olmsted County Community and Social Services and the Mayo Clinic. The collaborates also acknowledged the central role of trauma in the issues confronted by clients across areas of social work practice.

The resulting WSU MSW Program states its mission as follows:

_The Winona State University Master of Social Work Program (located within a regional university committed to community engagement and service) collaborates with eminent community partners to prepare trauma-informed clinical social workers with a distinctive synthesis of knowledge, skills, practice wisdom, and immersive experiences to:_

- promote client empowerment and social justice through applying an honoring, strengths-based orientation to increasingly diverse, disparate, and ever-evolving individuals and communities;
- integrate with, expand, and enhance existing communities of practice; and
- utilize, assess, and develop innovative and research-informed practices.

The program mission statement’s first bullet that reads, in part, “promote client empowerment and social justice through applying an honoring, strengths-based orientation” reflects the program’s orientation to the profession’s mission to “enhanc[ing] human well-being.” The program mission statement’s references to collaboration, a distinct synthesis, integration, expansion, and enhancing indicate the primary means used to prepare our students to address client system’s basic and complex needs. That is, the program collaborates with community strengths to help develop practitioners well-versed in tools and skills needed to address basic and complex needs. The program mission statement’s focus on trauma-informed clinical social work emerged from the consensus that the region’s shortage of clinical social work services and exposures to trauma were especially profound among ethnic/racial minorities, immigrants and refugees, women, children, the LGBTQ community, rural populations, and those facing various forms of economic hardships.
Program Goals
Reflecting the program’s mission and the core values of the social work profession, the program’s goal are stated as follows.

The WSU MSW Program strives to:
1. **Produce trauma-informed clinical social workers who are effective, self-reflective, and ethical.**
2. **Be an agent of social justice and social change, particularly with diverse and vulnerable populations.**
3. **Offer an integrated curriculum that incorporates our practice communities’ expertise, with a curriculum that models the interrelationship between knowledge, research, and practice wisdom.**
4. **Provide a center of social work innovation and excellence that promotes evidence-informed practice, practice-informed research, and life-long learning.**
5. **Maintain a faculty of distinction who are diverse in demographics, teaching and practice experiences, research interests, and theoretical perspectives.**
6. **Promote a nurturing academic environment where strengths are honored to support the learning and professional growth of students.**

Program-Defined Competencies
The Winona State University MSW Program has extended and enhanced the nine Social Work Competencies stated in the 2015 CSWE EPAS to fit its area of specialization, Trauma-Informed Clinical Practice. To underscore their connections between the generalist competencies and their related practice behaviors of EPAS 2015, the program’s specialized competencies and related practice behaviors follow much of the form and content of the EPAS counterparts. Below are each of the programs’ Trauma-Informed Clinical Social Work competencies, extended and/or enhanced from the 2015 EPAS competencies, and related practice behaviors are identified.

**Specialized Competency 1: Demonstrate Ethical and Professional Behavior**
Trauma-informed clinical social workers understand the value base of the profession, its ethical standards, and relevant laws, and they employ this understanding so as to make their clinical social work practice excellent and distinctive from other clinical professions. Trauma-informed clinical social workers use clinical supervision and consultation, employ critical thinking skills, and apply frameworks of ethical decision-making in trauma-informed clinical practice, intra- and inter-agency relationships, research and evaluation, and policy arenas. Trauma-informed clinical social workers recognize the impact of their family of origin and developmental history on their perspective and practice, and the inherent power dynamics of clinician-client relationships and engage in reflective practice so as to ensure professional, honoring, effective, and proactive engagement. Trauma-informed clinical social workers demonstrate dedication life-long learning and professional improvement, and they are committed to maintaining up-to-date and effective practice skills. Trauma-informed clinical social workers also understand emerging forms of technology and make appropriate, effective, and ethical use of technologies in practice. Trauma-informed clinical social workers are mindful of the potential impacts of
trauma on all dimensions of practice. Trauma-informed clinical social workers:

- use clinical supervision and consultation to continuously examine professional roles and boundaries and apply self-reflection to their practice to help ensure that their practice is well-aligned with social work values and ethics;
- regularly and effectively apply ethical decision-making strategies and skills to their trauma-informed clinical practice; and
- demonstrate awareness of one’s family of origin’s cultural, psychodynamic, and behavioral attributes; one’s developmental history; one’s trauma history; as well as one’s mental health—and reflect on how those factors impact one’s ability to well-apply clinical social work services to clients.

**Specialized Competency 2: Engage Diversity and Difference in Practice**

Trauma-informed clinical social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity, life chances and experiences, emotional and physical well-being, social challenges and successes, and clinical social worker-client system relationships. Trauma-informed clinical social workers demonstrate humility, respect, reflection, a strive for cultural knowledge and understanding, and active awareness of historical and ongoing interpersonal and structural systems of marginalization, oppression, discrimination, and privilege that contribute to the context and content of client experience to help them provide effective and honoring clinical services. Trauma-informed clinical social workers are attuned to impacts of difference and diversity on client trauma histories, perceptions, and impacts as well as appropriate ways to address trauma with different/diverse client populations. Social workers:

- apply clinical social work theories and modalities in manners that are culturally appropriate and relevant to members of diverse, marginalized, and oppressed groups;
- indicate awareness of one’s intersectionality and cultural, developmental, and trauma histories and how such factors may affect one’s practice;
- acknowledge the impact of clients’ intersectional, cultural, developmental, and trauma issues on clients’ well-being; and
- utilize clinical supervision to increase self-awareness and address any biases that may impact one’s practice.

**Specialized Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**

Trauma-informed clinical social workers operationalize the core social work value of recognizing each person’s inherent dignity and worth by employing an empowering approach in their practice. Their empowering approach addresses marginalization, oppression, discrimination, and systemic bias by focusing on client strengths and successes, and capacities for ingenuity, community, culture, political action, and direct action as possible means for client goal attainment as well as advances in social, economic, and environmental justice at all system levels. Trauma-informed clinical social workers are attentive to issues related to historical traumas and micro-aggressions.
Trauma-informed clinical social workers:

- contextualize all assessments utilizing lenses of social justice with awareness of the impacts of identity, micro-aggressions, historical traumas, social isolation, marginalization, discrimination, oppression, and inequitable distributions of material and social resources;
- advocate for social justice at various levels of social organization; and
- empower clients to effectively self-advocate and possibly advocate for others.

**Specialized Competency 4: Engage in Practice-informed Research and Research-informed Practice**

Trauma-informed clinical social workers utilize and assess scholarly literature, professional trainings, and their own practice evaluations to guide their development as practitioners. Trauma-informed clinical social workers maintain awareness of current and emerging evidence-informed practices. Trauma-informed clinical social workers use their ever-expanding knowledge, awareness, and practice wisdom to collaborate with clients so as to identify and employ effective strategies for goal attainment. Trauma-informed clinical social workers recognize the bio-psycho-social-spiritual nature of trauma and utilize evidence-informed approaches to address the various dimensions of trauma. Trauma-informed clinical social workers:

- actively pursue knowledge of current advances in clinical theories and practices, systemic interventions, and evidence-informed practices in clinical social work and related professions;
- demonstrate the ability to critically assess, select, and implement appropriate tools for use with various client populations;
- regularly evaluate client progress and the effectiveness of one’s practice; and
- share practice experiences, developments, and knowledge with others.

**Specialized Competency 5: Engage in Policy Practice**

Trauma-informed clinical social workers recognize how policies and laws can constrain or enhance clients’ life conditions and opportunities as well as their own practice. Trauma-informed clinical social workers view themselves and, potentially, their clients as active, important participants in the policy evaluation, formation, and implementation processes. Trauma-informed clinical social workers understand their role in advocating for policy and legal reforms that better serve their clients and contribute to greater social, economic, and environmental justice. Trauma-informed clinical social workers strive for policies that promote and make more readily available evidenced-informed approaches to heal trauma. Trauma-informed clinical social workers:

- are aware of policies and laws that affect client welfare, assess the impacts of these policies and laws on client welfare and re-traumatization, and advocate for change that would enhance client welfare; and
- engage in creative, collaborative, political, and/or direct actions to raise awareness of
unjust policies and laws and their adverse and prohibitive effects on client and other populations.

**Specialized Competency 6: Engage with Individuals**

Trauma-informed clinical social workers recognize the importance of establishing effective client relationships to clients’ collaboration and their identification and attainment of goals. In order to effectively engage with diverse sets of clients, clinical social workers understand the importance of differential use of self, appreciation of difference, and other clinical skills to effectively engage with different clients and different types of client systems such as individuals, couples, families, and groups. Trauma-informed clinical social workers understand the special complexities that may mark effective relationships with clients who have trauma histories. Trauma-informed clinical social workers:

- establish honoring clinical relationships with clients;
- identify ways to promote clinical collaboration with clients and promote their empowerment;
- demonstrate an ecological understanding of the transactional relationship between emotional/behavioral difficulties and social issues and incorporate this understanding into client engagement;
- utilize appropriate means of engagement with clients who have trauma histories and/or are members of marginalized and oppressed groups; and
- reflect on their own issues of power and privilege and on how these issues may impact the clinical relationship.

**Specialized Competency 7: Assess Individuals**

Trauma-informed clinical social workers utilize an ongoing assessment process with their clients that informs their service provision. Clinical social worker assessments are multi-dimensional and holistic, addressing biological, psychological, social, cultural, spiritual life dimensions with foci including client strengths, resiliencies, coping strategies, intergenerational family patterns, oppression and discrimination experiences, and trauma history and adaptive responses. Trauma-informed clinical social workers may rely upon the Diagnostic and Statistical Manual of Mental Disorders with awareness of its strengths, shortcomings, and appropriateness. Trauma-informed clinical social workers engage clients in the assessment process to acquire data, to understand the meaning of the acquired data, and to understand the meanings and implications of the assessment. Trauma-informed clinical social workers efficiently and effectively communicate assessments with other professionals as appropriate. Trauma-informed clinical social workers:

- demonstrate an ecological understanding of the transactional relationship between emotional/behavioral difficulties and social issues and incorporate this understanding into assessments;
- appropriately select and modify clinical assessment tools with clients, especially those who have trauma histories and/or are members of marginalized and oppressed groups;
- incorporate an understanding of issues of social justice and inequities impact clients’
difficulties into action planning; and
• reflect on their own issues of power and privilege and on how these issues may impact the clinical relationship.

Specialized Competency 8: Intervene with Individuals
Trauma-informed clinical social workers utilize effective service modalities informed by extant research and multidimensional client assessment. Trauma-informed clinical social workers’ service provision also reflects their knowledge and understanding of various psychotherapeutic theories and practices, crisis intervention techniques, community, and environmental resources. Trauma-informed clinical social workers value and incorporate collaboration with clients and other professionals to create and coordinate action plans. Trauma-informed clinical social workers continuously engage in assessment of their services and make revisions in actions plans with the goal of improving outcomes. Trauma-informed clinical social workers are familiar with and capable of properly using a variety of evidenced-informed trauma services. Trauma-informed clinical social workers:

• select and utilize appropriate and effective clinical interventions based on a critical knowledge of theory, research, and practice experience that reflect multidimensional assessment of the client system that addresses histories of trauma and oppression;
• shift perspectives and interventions to meet the needs and feedback of clients while recognizing the importance of using multidimensional assessment to drive perspective and intervention selection; and
• demonstrate an ecological understanding of the transactional relationship between emotional/behavioral difficulties and social issues and incorporate this understanding into their clinical social work interventions.

Specialized Competency 9: Evaluate Practice with Individuals
Trauma-informed clinical social workers continuously evaluate their practice using appropriate methods and informed by scholarly literature, consultation and supervision, and other professional development activities. Trauma-informed clinical social workers recognize the importance of incorporating client feedback into their evaluations, especially when assessing outcomes and effects of difference and diversity. Trauma-informed clinical social workers also recognize that practice evaluation must include examining barriers that may limit service availability and/or effectiveness. Trauma-informed clinical social workers refine their sensitivity to and skillsets for working with clients with a trauma history through ongoing assessment of practice. Trauma-informed clinical social workers:

• select and utilize appropriate methods to critically evaluate clinical intervention outcomes;
• select and utilize appropriate methods to critically evaluate trauma-informed clinical practice;
• evaluate programs to assess their effectiveness in meeting client and community needs; and
• demonstrate culturally-appropriate design for research projects and evaluation studies.
Commitment to Inclusive Excellence
The WSU MSW Program recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this program, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from the MSW program’s community or if you have a need for any specific accommodations, please speak with your instructor, your Guide early in the semester about your concerns and what we can do together to help you become an active and engaged member of our program and community. (Modified from the WSU “Commitment to Inclusive Excellence” statement.)
Students’ Relationship with the Program

The WSU MSW Program values an empowered student body and strives to encourage and maintain empowerment through explicit statements of students’ rights and responsibilities and through providing explicit paths for student involvement in the program’s governance and operations and in WSU student life.

Students’ Rights and Responsibilities

Rights.

WSU MSW students have the right to:
- Receive a high-quality clinical social work education;
- Learn in an environment that is respectful, that values diversity and difference, that encourages excellence, and that is free from harassment;
- Engage in free and respectful exchanges of ideas;
- Have their voice thoughtfully heard by faculty and staff;
- Participate in MSW Program governance;
- Organize to form a collective voice on academic and non-academic issues;
- Participate in course and program assessments;
- Access to Academic Records per FERPA;
- Expect reasonable access to faculty for academic and professional guidance; and
- Expect faculty to be prepared and knowledgeable in order to teach effectively.

Responsibilities.

WSU MSW Students are responsible for:
- Becoming familiar with the MSW Program policies and procedures by reading the MSW Student Handbook and Field Manual and by reading official program information distributed through US Mail, e-mail, and other means.
- Participating in courses and professional development labs that demonstrates mental and emotional preparation to be an open and engaged learner.
- Communicating with faculty when an issue arises that may pose unique challenges to their learning and professional development.
- Performing in a manner consistent with the NASW Code of Ethics and the WSU Student Conduct Code in all relationships with and within the program and its partners.

Students’ Participation in Program Operations

MSW Program Faculty Meetings

Program faculty meetings are where program policies are discussed, developed, and modified. Program faculty meetings are available to all students to observe in-person or online, although discussions of issues involving particular students will not be available for observation. Students have an official participating presence in these meetings in the form of a representative selected by the MSW Student Organization (MSWSO). That member is present
to participate in the entire meeting, giving the students a voice in program operations including policy formation and modification.

**MSW Program Grievance Committee**
All written grievance requests are reviewed by the program’s Grievance Committee who advises faculty on resolutions of grieved issues. Two student members, appointed by the MSWSO will occupy 2 of the at least 5 positions on the committee. The Grievance Committee meetings are available for online access should committee members not be able to participate in person.

**MSW Program Advisory Board**
The program’s Advisory Board provides guidance on curricular, policy, and administrative matters. Two advisory board members are students appointed by the MSWSO, and they will share the rights and privileges of all advisory board members. Meetings will be available for online access should committee members not be able to participate in person.

**MSW Program Curricular Committees**
The program has a number of curricular committees whose responsibility to engage in ongoing review and revision of the specific parts of the program’s curriculum. The MSWSO may appoint a student member to each of these committees so that student voices are integrated in curriculum evolution. Meetings are available for online access should committee members not be able to participate in person.

**MSW Program Faculty Hiring**
All students have the opportunity to meet with candidates who interview for non-adjunct faculty positions. Student feedback on the candidates is solicited by the faculty hiring committee.

**MSW Course and Program Assessment**
Students are encouraged to participate in the formal and/or informal assessment of each course they take. Moreover, students are active participants in the ongoing program assessment process.

**Student Organizing and Empowerment**

**MSW Student Organization**
The MSW Program views organizing as a fundamental right and as an important means of claiming power in all social arrangements. The program also is aware of challenges to student organizing posed by the hybrid nature of the program delivery. Therefore, the program provides various means of support to the student organization (including remote access to program meetings and technology to help students communicate remotely with one another), and the program is structured to include student voices in program operations.
Organization Governance and Relative Autonomy  The WSU MSW Program is committed to providing support to and incorporating the voice of students through the MSW Student Organization (MSWSO). The MSWSO is self-governing and selects its own leadership structure and leaders. It is empowered with self-determination; it selects its own activities and positions. Per WSU policies of official student organizations, a faculty advisor provides support and guidance to the MSWSO. The advisor attends MSWSO meeting only at the request of the MSWSO and will be present only for agenda items specified by the MSWSO leadership.

Program Support  The MSW Program provides a variety of means of support to the MSWSO. For instance, the Program supports the MSWSO’s request for funding through WSU Student Government. The program provides physical and virtual spaces for MSWSO meetings. The MSWSO has access to office support such as faxing and copying, and the MSWSO has a presence on the Program’s Facebook page. Also, as noted above the MSWSO has a faculty advisor and other faculty provide support through consultations and presentations at MSWSO meetings.

Roles in MSW Program Operations  The program provides a voice for students to express and advocate for their interests through the following program structures:

- The MSWSO may select a representative to participate in MSW Program Faculty meetings. The representative will be able to share input on policy formation and evolution. Meetings are available for online participation.
- The MSWSO may select up to two representatives to fully participate in the MSW Program’s Advisory Board. Meetings are available for online participation.
- The MSWSO membership may occupy up to 2 of the at least 5 positions on the program’s grievance committee. Meetings are available for online participation.
- The MSWSO may appoint a member to each of the program’s curricular committees.
- The MSWSO may provide input on non-adjunct faculty hiring decisions.
- The MSWSO may appoint a representative to consult with faculty guides on student conduct/behavior issues that may result in disciplinary student status determinations.

Other MSW Student Organizations  The MSW Program supports and encourages the formation and operation of other student organizations. These organizations may focus on action regarding a particular issue, on social justice matters, on student-specific issues, on an affinity of a group of students, or on any other matter of concern to students. MSW faculty supports these organizations as appropriate and pending their availability as long as the organization abides within the standards of the NASW Code of Ethics. Any student organization may seek faculty sponsorship toward official WSU student organization status.

WSU Student Senate  The MSW Program encourages students to participate in the WSU Student Senate. Student Senate is the governing body of the Winona State University Student Association. In its capacity, Student Senate acts as the recognized voice and bargaining unit for all students at
Winona State University. Students may run for election to serve as a representative of the Rochester campus, graduate students, or the College of Nursing and Health Sciences.
Student Resources

Advising/Guide

The WSU MSW Program recognizes advising as a faculty privilege and responsibility. We view advising as a supportive process in which students of diverse backgrounds are guided toward success in our program and in their professional social work careers. The supportive relationship between advisor and student is particularly important in a hybrid program wherein students may have limited face-to-face contact with faculty and fellow students. Our commitment to professional and academic advising is reflected in our program’s advisement structure and policy.

Students are assigned a faculty “guide” (i.e., advisor) as they begin the MSW curriculum, and this guide will be with the student through graduation. It is expected that students will have one guide throughout their MSW program. However, a student may be assigned a different guide at the discretion of the MSW program director. A student’s guide is the instructor for the entire “Professional Development” course sequence that parallels his/her enrollment in the program. This structure ensures continuous and seamless advising support. The MSW program’s advising policy mandates regular and ongoing contact with their guides. Each student is required via their participation in the professional development courses to have a minimum of two face-to-face or online conferences with his/her guide each semester. Guides and their student advisees may have additional meetings as needed and/or desired. It is expected that the student and guide develop a rich professional relationship.

Only regular (i.e., non-adjunct) faculty who have been trained on the roles and responsibilities of a guide serve as a faculty guide. In the role of professional development course instructor, the guide:

- assists students in developing academic and professional goals and monitoring progress towards reaching them;
- helps students integrate different components of the curriculum and professional experiences into a cohesive professional social work identity; and
- supports students’ integration of their curricular and field accomplishments into a professional development portfolio.

The guide also will perform the role of academic monitor and advisor through:

- monitoring a student’s performance on key assignments and in courses;
- being involved in discussions with a student about significant academic performance concerns, through helping a student navigate the curriculum; and
- addressing any student requests for adjustments or exceptions to program policies.

Finally, the guide will perform the role of professional advisor to:

- help a student connect course content to a student’s specific professional interests;
- guide a student in preparation for an appropriate and successful practicum;
- coach a student in the development and demonstration of internalized professional values and ethics; and
• plan for professional social work employment and ongoing career development.

**Student Success Tips**

Students are the best judge of their abilities and resources needed to take on any educational and professional opportunity and/or challenge. The faculty and staff at the WSU-MSW Program honor and accept students’ right to self-determination, and are available to help students make informed decisions that best match their educational and professional goals.

The following tips offer a “collective wisdom” from the research literature and experts in the field of hybrid and/or online education that have been identified as best practices for student success.

• Time management.
  o Graduate study coursework is more intense and demanding than undergrad and will require more time and commitment.
  o Your life is busy, so diligence in managing time for reading, assignments, and large projects is extremely important.
  o Scheduling regular times throughout the week to study and complete work works well for many people.

• Stay motivated.
  o Staying motivated is perhaps the single most important element if you want to accomplish your personal, professional, and academic goals. Some tips:
    • Keep the end goal in mind; remember the ultimate goal--the degree, for instance, or career advancement--and stay motivated by working toward it, regardless of how long it ultimately going to take.
    • As you work toward your end goal, one effective strategy is taking large goals (e.g., complete a class) and breaking them down into smaller tasks (e.g., complete the reading for a week; start on that paper), for which you may develop smaller scale goals.

• Self-care is important. Students should plan time for rest and rejuvenation and reward themselves as academic tasks are accomplished. If you take care of yourself and your body, you will perform and think better. Some tips:
  o Eat properly to the best of your abilities.
  o Try to get sufficient sleep and try going to bed and waking up at the same time (i.e., establish a pattern).
  o Start your day right by practicing meditation, exercise, and/or having a healthy breakfast.
  o Infuse comfort and joy into your day (e.g., read/listen for pleasure during commute to work, treat yourself to a special coffee, etc.).
  o Socialize, do not close yourself off from others. Share your wins and fails with peers, hang out with friends, or volunteer for a cause.
  o Connect with family (often your greatest supporters), give them the love and attention they deserve—your studies won’t love you back; your family will.
Reward yourself! For example, at the end of a module, treat yourself to a celebration dinner, coffee, spa, etc., or document your success in a journal—after all, you are AWESOME.

Finally, sometimes we just need to talk with someone. Consider campus counseling services, call 507-285-7100.

- Plan for child and elder care issues.
  - If you have children or care for an elderly person, you may need to plan for their care to allow you to study and complete your class work. Be creative when scouting for childcare/eldercare options. For example:
    - Check with family members; Ask!
    - Check with older neighbors; many retired people welcome odd jobs that can be done from home.
    - Form a Parent Pool with fellow program students. Some of your fellow classmates may live close to you—and they may be parents, too. Tap those connections. Ask people in your class if they want to start a parent pool. You could watch your classmate’s kids on certain days if she/he watches your kids some other day.

- Patience.
  - For some students, a graduate program is the first time they are challenged academically, and they often experience many changes in a short amount of time. Rather than getting frustrated by all the changes and learning curves, students should remind themselves that it is normal to feel stressed when making significant life changes. However, you know yourself best, and if you think you need help—ask; we are here to help you succeed.

- Work hard - and smart.
  - It is no secret that professors at the graduate level push students to their maximum, to ensure students have what it takes to succeed and to help them better understand their capabilities. For example, it is not uncommon for students to spend multiple hours per day completing reading assignments. Students should maximize this time. Rather than simply reading the material without any goals, think about what you want to take from the text. Develop a strategy and then implement your plan.

- Critical thinking.
  - Students enroll in graduate programs to increase their knowledge, but that does not mean they should blindly accept everything they are told during the program. Critical thinking separates successful learners from average students, empowering them to analyze the materials presented, ask questions and make educated judgment calls.

- Develop a support system.
  - People do not handle going back to school in the same way. Some are very excited about going to graduate school, so they tell the world about their new courses, while others are quiet. Keeping quiet about graduate school may make it difficult for you to garner support.
• No matter the level of organization and focus a graduate student possesses, no one can go it alone. Having a solid support system comprised of family, friends, mentors, classmates, and professors can mean the difference between success and failure. Also, keep in mind that not everyone has a support system and that some of your classmates might be looking for help. Support those around you and they may support you in return. So, reach out, make contact with peers and professors.

• Seek support from your employer; for example, helping your employer understand school tasks, responsibilities, and time commitment of coursework. Also, some employers will subsidize at least a part of employee's tuition and training bills. Do not forget to ask about tuition assistance plans at your place of employment. If you work for a small company, try asking for tuition assistance to cover the expense of specific courses that may directly correlate to your work.

• Research, writing, and public speaking skills.
  o Even more so than at the undergraduate level, learners enrolled in graduate programs are called upon to submit sophisticated and polished assignments. Students who think their research, APA formatting, writing, or public speaking skills are in need of improvement have several options. Reach out to mentors with strong skills in these areas; practice peer-reviewing of assignments; keep practicing; and take advantage of available services listed in this handbook.

• Technology considerations.
  o Students should be comfortable using a computer for completing their assignments, doing research on the internet, and conducting synchronous communication (e.g., participating in a live chat) and asynchronous communication (e.g., posting comments to a discussion board).
  o Although owning a personal computer is not mandatory, it is a good idea. If a student does not own his/her own computer, it is advantageous to have access to one several times per week.
  o High-speed access is not necessary, but the faster the connection speed, the faster material will download, and the less you will have to wait to continue with your assignment.

**WSU Resources**

Below is a list of resources available to WSU MSW students and brief descriptions of each resource. Click on the resource name to visit a webpage with corresponding information. In situations where program information differs from the information found in these university-wide sites, please follow official program information.

Kristi Ziegler is the WSU-R Ombudsperson. If you feel you are not able to easily and fairly access any of the services listed below, Kristi is available to help you find a fair and prompt solution. She is a great person to advocate for and with you. You can contact her at KZiegler@winona.edu or 507-285-7157, and her office is on the RCTC campus (SS 125).
<table>
<thead>
<tr>
<th>Resource</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access Services</strong></td>
<td>Access Services serves Winona State University students and faculty by providing academic accommodations for students who present qualifying documentation.</td>
</tr>
<tr>
<td><strong>Brightness (D2L)</strong></td>
<td>Brightspace (aka “D2L) is the online home of most of your coursework.</td>
</tr>
<tr>
<td><strong>Counseling Services</strong></td>
<td>Counseling &amp; Wellness Services supports the WSU community by offering a range of mental health services designed to enhance student growth and success. Appointments are available in Rochester and Winona.</td>
</tr>
<tr>
<td><strong>DARS (Degree Audit Reporting System)</strong></td>
<td>Your DARS is WSU’s official means of tracking your progress toward degree completion. This link takes you to a DARS tutorial (including how to access your DARS through Student e-Services)</td>
</tr>
<tr>
<td><strong>Discounted Software Purchases</strong></td>
<td>Winona State offers students a variety of software to use. Some of this software is distributed through a service called On the Hub that you can access with this link. By using On the Hub, one can save a lot of money by getting a discounted price on select software (e.g., MS Office, VMWare).</td>
</tr>
<tr>
<td><strong>Financial Aid Office</strong></td>
<td>This is a great place to start answering your questions about financial assistance through WSU.</td>
</tr>
<tr>
<td><strong>Graduate Assistantships</strong></td>
<td>This link takes you to the official Graduate Assistant procedures document that details eligibility and compensation rates.</td>
</tr>
<tr>
<td><strong>Graduate Student Forms</strong></td>
<td>On this page, one can find links to just about any WSU graduate student form on can imagine.</td>
</tr>
<tr>
<td><strong>Health and Wellness Services</strong></td>
<td>This office provides proactive physical and mental health care to Winona State University on campus and via distance.</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>This site provides information on the health insurance exchanges available in Minnesota and neighboring states.</td>
</tr>
<tr>
<td><strong>ID Cards</strong></td>
<td>This link provides you with a form to get your WSU ID card from off-campus.</td>
</tr>
<tr>
<td><strong>Inclusion and Diversity Services</strong></td>
<td>At this site, You will find information about our programs and services, scholarships, cultural</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>diversity and outreach, cultural clubs and a calendar of events.</td>
<td></td>
</tr>
<tr>
<td><strong>Laptop Leasing Program</strong></td>
<td>WSU MSW students have the option to lease a laptop (Mac or Windows) from WSU.</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>The Darrell W. Krueger Library is the center of research, discovery, and creative output at Winona State University with a mission to provide the WSU community with the information resources and services they need in an easily accessible online environment.</td>
</tr>
<tr>
<td><strong>Minimum Personal Computer and Internet Standards</strong></td>
<td>Learn what you need to successfully participate in online learning at WSU.</td>
</tr>
<tr>
<td><strong>Registrar (Record and Registration)</strong></td>
<td>Policies and services offered by the WSU School of Graduate Studies (of which the MSW program is a part) may be found here.</td>
</tr>
<tr>
<td><strong>School of Graduate Studies</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Student Senate</strong></td>
<td>Student Senate is the governing body of the Winona State University Student Association. In its capacity, Student Senate acts as the recognized voice and bargaining unit for all students at WSU.</td>
</tr>
<tr>
<td><strong>Tech Support</strong></td>
<td>The Technical Support Center (TSC) assists, educates and serves students, faculty and staff with hardware and software. Tech Support helps all students access email, connect to wi-fi, learn to use campus-supported software, and print from their personally-owned devices, and it provides wrap-around tech support for students leasing a laptop from WSU.</td>
</tr>
<tr>
<td><strong>Technology Survival Guide Mac or PC</strong></td>
<td>These pages are designed to give students more information on how to perform important tasks on a Mac or PC that will be crucial to their time as a WSU student.</td>
</tr>
<tr>
<td><strong>Tuition Costs</strong></td>
<td>This page displays estimated tuition and fees.</td>
</tr>
<tr>
<td><strong>Veteran’s Affairs</strong></td>
<td>The Winona State Veterans Affairs Office was created in cooperation with the Office of Admissions to provide information and assistance for veterans and their families as they pursue their education at the university.</td>
</tr>
<tr>
<td><strong>Writing Center</strong></td>
<td>The Writing Center offers free, individualized instruction online during any stage of writing, reading or research.</td>
</tr>
<tr>
<td><strong>WSU Academic Calendar</strong></td>
<td>Here you can find a calendar listing all official WSU dates, including official holidays. Please note that because of the “block” structure of the MSW program course offerings, some listed dates may not align exactly with Program dates. In cases of such conflicts, please follow Program (and course) dates.</td>
</tr>
<tr>
<td><strong>WSU Academic Policies</strong></td>
<td>This site lists all standard academic policies for the WSU School of Graduate Studies. Please note that MSW students accepted into the Full-time pace program tracks students are able to take more than 12 credits per term.</td>
</tr>
<tr>
<td><strong>WSU Student Conduct Code</strong></td>
<td>Here you can find basic expectations of the conduct of all WSU students.</td>
</tr>
</tbody>
</table>

**Other Resources**

*Association of Social Work Boards (licensing exam study guides and more)*  
*Council on Social Work Education*  
*CSWE Educational Policies and Accreditation Standards*  
*Iowa Board of Social Work*  
*Minnesota Board of Social Work*  
*Minnesota Department of Human Services*  
*NASW Code of Ethics*  
*NASW Joblink*  
*National Association of Social Workers*  
*Wisconsin Board of Social Work*
Admission

How to Apply
Using the following link provided, log in and begin using the WSU School of Graduate Studies Online Application. You will either use your existing StarID or you will be prompted to create a new StarID.

More detailed and the latest application instructions are available on the WSU MSW Program website: https://www.winona.edu/socialwork/graduate.asp

Basic Admission Requirements/Criteria
Admission to the WSU MSW Program is granted on a selective basis. Applicants for admission must have:

- An earned baccalaureate degree from a college or university accredited by a recognized regional accrediting association;
- Undergraduate coursework in the liberal arts that addressed socio-cultural, psychological, and biological determinants of human behavior and diverse cultures, social conditions, and social issues. Below is a table of generally accepted courses for each of these content areas. Other courses may be considered if petitioned by applicant. Applicants who possess a baccalaureate degree from a CSWE-accredited program will be assumed to have met these standards.

<table>
<thead>
<tr>
<th>Content Areas</th>
<th>Examples of Generally Accepted Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociocultural Determinants (2 courses minimum)</td>
<td>Intro/General Sociology, Social Problems, Intro Sociocultural Anthropology</td>
</tr>
<tr>
<td>Psychological Determinants (2 courses minimum)</td>
<td>Intro/General Psychology, Comparative Psychology, Evolutionary Psychology, Developmental Psychology</td>
</tr>
<tr>
<td>Biological Determinants (1 course minimum)</td>
<td>Human Biology, Human Anatomy &amp; Physiology, Behavioral Biology, Evolutionary Ecology</td>
</tr>
<tr>
<td>Human/Social Diversity (1 course minimum)</td>
<td>Comparative Sociology, Race and Ethnicity, Human Diversity, Cross-Cultural Anthropology, Designated Social Work Diversity Course</td>
</tr>
</tbody>
</table>

- Personal values that are consistent with professional social work values and ethics;
- Personal qualities needed for agency-based clinical social work practice with oppressed and disadvantaged populations;
- Demonstrated and/or well-reasoned commitment to the field of social work;
**Regular Standing and Advanced Standing Status Admissions**

Students apply for admission to the MSW program as either Regular Standing students (60 credit program) or Advanced Standing students (42 credit program).

**Regular Standing Status Admission:** A number of regular standing students are admitted to the MSW program each year. In addition to the basic admission criteria described above, eligibility for regular standing admission also includes:

- An overall GPA of 3.0 or better. Applicants with an overall GPA below 3.0 may be admitted on a provisional basis. Students accepted provisionally must achieve a GPA of 3.2 or better in their first 14 MSW credits to be fully accepted into the program.

**Advanced Standing Status Additional Admission Requirements**

A number of advanced standing students are admitted into the MSW program each year. Advanced Standing students complete 42 credits (as opposed to 60 for regular standing students) to earn their MSW degree. This required-credit reduction ensures that students who have earned a BSW and performed well in their BSW program do not repeat what has been previously mastered in their BSW education. In addition to the basic admission criteria, advanced standing applicants must have:

- A baccalaureate degree from a Council on Social Work Education accredited baccalaureate social work program (i.e., “BSW”) or an equivalent degree from a program recognized by the International Social Work Degree Recognition and Evaluation Service;
- An overall GPA of 3.0 or better and a GPA of 3.4 or better in the social work major is required for admission. Applicants with corresponding GPAs below 3.0 and/or 3.4 may be admitted on a provisional basis. Students accepted provisionally must achieve a GPA of 3.2 or better during their first 11 MSW credits to be accepted into the program.

**Application Components**

A completed MSW program application includes the following items:

- Standard Application Form;
- Video Personal Statement;
- Written Personal Statement;
- Official Transcript Copies from all attended higher education institutions;
- Three completed Reference Forms:
  - At least 1 reference must be from a supervisor of a volunteering, employment, or internship experience;
  - Other references may be prepared by other supervisors, instructors, social work professionals, etc.;
  - References from family members, close personal friends, or WSU MSW Faculty will not be accepted;
- Indication of preference for completed the program at the part-time pace (i.e., 1 course plus practicum per 7-week block) or at the full-time pace (i.e., 2 courses plus practicum per 7-week block).
Application Processing

- Complete applications are due by 01 March for students wishing to enroll in the current calendar year;
  - Applications received by 15 January will be evaluated prior to the 01 March deadline;
  - Applications received between 16 January and 01 March will be evaluated beginning 02 March;
  - Applications received after 01 March will be evaluated on a rolling admissions basis pending space availability. If space is not available, applicant will be offered the opportunity to be placed on a wait list or apply for the admission the following year;
- Rubrics are used by two reviewers from the admissions committee to score application contents according to the admission requirements/criteria (please see below.). An applicant’s application score will be the mean of the scores from each reviewer;
- A reviewer may mark an application to request further review from the admissions committee;
- The admissions committee is comprised of faculty and members of the MSW Program Advisory Board. Admissions Committee members review applications, score their impressions of applicants, and review and deliberate over the initial ranked list of applicants;
- The list of applicants and their mean scores will be reviewed by the at least a majority of the admissions committee. The admissions committee will provide further review of applications as requested by reviewers;
- Applicants will be ranked according to their score;
- The top-ranked applicants will be offered admission to the MSW program track to which they applied based on space availability;
- Each applicant will be notified by US Mail and e-mail of their admission status within 6 weeks of their application deadline (i.e., 15 January for priority consideration applicants, 01 March for regular applicants, date application received for late applicants);
- An applicant ranked highly enough to receive an offer of admission but whose GPA(s) require admission conditions will be informed of this in their admissions correspondence and will be required to declare their acceptance of the provisional admissions conditions within two weeks of the receipt of their acceptance status letter;
- Applicants who are not offered admission may be offered the opportunity to be placed on a wait list from which top-ranked applicants will be offered admission to any opened positions.
<table>
<thead>
<tr>
<th>Category</th>
<th>Component</th>
<th>Description</th>
<th>Points</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basics</strong></td>
<td>Incomplete Application</td>
<td>--</td>
<td>--</td>
<td>Do Not Process (prompt applicant for more info)</td>
</tr>
<tr>
<td></td>
<td>Required UG coursework</td>
<td>Incomplete Prerequisites</td>
<td>--</td>
<td>Contact Applicant, Discuss Completion Options</td>
</tr>
<tr>
<td><strong>GPA</strong></td>
<td>Undergrad Cumulative GPA</td>
<td>&lt;3.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>(0-10 pts)</td>
<td></td>
<td>3.0-3.69</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>≥3.7</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>GPA</strong></td>
<td>Social Work GPA (Advanced Standing Only)</td>
<td>&lt;3.0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>(0-10 pts)</td>
<td></td>
<td>3.0-3.69</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>≥3.7</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>References</strong></td>
<td>Reference 1 (Supervisor)</td>
<td>Form</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td>(0-30 pts)</td>
<td>Reference 2</td>
<td>Form</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reference 3</td>
<td>Form</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td><strong>Written Personal Statement</strong></td>
<td>Quality of Motivation to pursue an MSW</td>
<td>variable</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td>(0-60 pts)</td>
<td>Basic Understanding of SW Profession</td>
<td>variable</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pertinent Experience</td>
<td>variable</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Self-Reflection &amp; Boundaries</td>
<td>variable</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goodness of Fit w/ WSU MSW Program</td>
<td>variable</td>
<td>0-10</td>
<td>Follow-up on low scores</td>
</tr>
<tr>
<td></td>
<td>Effective Communication</td>
<td>Variable</td>
<td>0-10</td>
<td>Follow-up on low scores</td>
</tr>
<tr>
<td><strong>Video Personal Statement</strong></td>
<td>Understanding of Core Social Work Values</td>
<td>variable</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td>(0-85 pts)</td>
<td>Alignment of Personal and Professional Values</td>
<td>variable</td>
<td>0-15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Diversity/Difference Understanding</td>
<td>variable</td>
<td>0-15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Self-Reflection</td>
<td>variable</td>
<td>0-15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leadership/Responsibility/Judgment</td>
<td>variable</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Depth of Thought</td>
<td>variable</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective communication</td>
<td>variable</td>
<td>0-10</td>
<td>Follow-up on low scores</td>
</tr>
<tr>
<td></td>
<td>Positive Intangibles</td>
<td>variable</td>
<td>0-10</td>
<td>Document rationale if points are granted</td>
</tr>
<tr>
<td><strong>Total Possible Points for Regular Standing Applicants</strong></td>
<td></td>
<td></td>
<td>195 possible points</td>
<td></td>
</tr>
<tr>
<td><strong>Total Possible Points for Advanced Standing Applicants</strong></td>
<td></td>
<td></td>
<td>205 possible points</td>
<td></td>
</tr>
</tbody>
</table>
Program Standards, Policies, and Procedures

Winona State University and the WSU School of Graduate Studies publish minimum standards and policies for academic performance and student conduct. The MSW program implements a number of policies that complement, extend, and/or further specify the standard institutional academic standards and policies. The standards, policies, and procedures stated below apply to all students enrolled in WSU’s MSW Program. The program’s general orientation is to support the learning and growth of students who demonstrate academic and professional issues requiring improvement. However, in some circumstances disciplinary action may be necessary to ensure the well-being of other students, faculty, staff, the program, clients, partner agencies, and/or the community.

Academic Standards and Policies

Academic Integrity
Honesty is a cornerstone for learning and for the social work profession; therefore, honesty is expected of all participants in the MSW program (i.e., students, staff, faculty, and guests). Concerns about dishonesty outside of participation in a particular course should be directed to the Program Director. Dishonesty in a particular course should be reported to the course instructor who may consult with a student’s Guide and request an Assessment of Student Progress. Examples of course-based dishonesty include:

- Plagiarism (see http://libguides.winona.edu/c.php?g=11616&p=61592 for plagiarism definitions and guides to avoid plagiarism);
- Misrepresentation or alteration of any materials related to academic records; and
- Any form of cheating.

More information about academic integrity may be found in the WSU Student Conduct Code (https://www.winona.edu/sld/studentconductcode.asp).

Failure to abide by principles of academic integrity will be met with consequences determined by the course instructor in consultation with the student’s Guide, other MSW faculty, the Field Director, and/or the Program Director.

Credit for Life Experience
The WSU MSW Program does not grant credit for life experience under any circumstances. The program’s policy on credit for life experience aligns with CSWE Accreditation Standard 3.1.5.

Grading
All courses other than practicum must be taken on a letter grade basis. The following grading scale is used:
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Substantially Exceeds Expectations</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Meets Expectations</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Does Not Meet Expectations, but Acceptable</td>
<td>2</td>
</tr>
<tr>
<td>&lt;C</td>
<td>Not Acceptable/Fail</td>
<td>0</td>
</tr>
</tbody>
</table>

Practicum is taken on a Pass/No Credit basis. Receiving an NC grade for practicum will result in an Assessment of Student Progress and possibly suspension or dismissal from the program.

Any grade lower than a C (including NC) will not count for credit in the MSW Program. Upon earning an initial grade of D, F, or NC, a student will be placed on probation. Any subsequent grade of D, F, or NC will result in dismissal from the Program.

A student earning a C for a final course grade should contact their instructor and Guide and outline a plan for improvement that will be placed in their student file. Students earning 2 or more Cs will be placed on academic probation, and students earning 3 or more Cs will be dismissed from the Program.

A Grade Point Average of 3.0 or higher in the WSU MSW Program is required for graduation.

An In-Progress (IP) grade may be granted by the instructor for special cases when circumstances prevent the student from completing course requirements by the end of the semester, although the student is passing the course in all other respects. The issuance of an IP is at the discretion of the instructor. A student receiving an IP must complete a contract with the instructor detailing the work that remains to be completed and the timeline for completing work; this contract will be added to the student’s file. An IP grade must be resolved by the end of the semester (including summer) subsequent to the semester in which the IP was issued or the course grade becomes an F.

A student has the right to appeal a final course grade. The process for grade appeals appears below in the Procedures section.

**Grievances**
A student has the right to seek a remedy for a dispute or disagreement. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. The MSW program’s “Grievance Procedures,” detailed below, must be followed.

**Independent Study**
A student may request to take an Independent Study course with an MSW program faculty member. An independent Study course is meant to provide a student with a unique, in-depth learning opportunity that does not replicate the content of other courses. An Independent Study course may be taken as an extra elective or it can substitute for a course in the MSW 650-679 sequence. A student must receive approval from both his/her Guide and the proposed instructor prior to registering for the Independent Study.
**Leave of Absence**
A student who wishes to take a leave from their MSW education, may petition to do so through their Guide. A student who is on an approved leave of absence will be able to register for courses upon their return without special registration permission. A student may be granted up to three semesters (i.e., equivalent of one calendar year) of approved leave. A student who leaves the program for two semesters without approval will be dropped from the MSW program.

**Professional Development Lab Attendance and Participation**
Professional Development Labs (PDLs) comprise a unique and core attribute of the WSU MSW Program. Their primary purpose is to provide valuable professional growth and development opportunities that cannot be replicated online or through independent study. A secondary and related purpose of the PDLs is to provide a unique, strategic professional socialization venue that provides trademark professional development elements to the program’s students.

Given the Professional Development Labs’ central, singular programmatic role, student attendance and participation in them is a program requirement. One PDL is scheduled each semester (including summer). Students are required to attend the PDL for each semester in which they are enrolled in MSW courses. This policy is enforced through the Professional Development Project course sequence. Students are enrolled in a Professional Development Project course each semester, and 40% of a student’s grade in that course is derived from a student’s attendance and participation in the entirety of the semester’s Professional Development Lab. Therefore, if a student does not attend and participate in the entirety of a semester’s PDL, the student will fail that semester’s Professional Development Project course. As stated in the program’s “Grading” policy, a failing grade automatically places a student on academic probation. (If the student is enrolled for 0 credits in a one of two semester of a particular Professional Development Course, the failing grade will be applied to the semester of that course that is/was taken for credit.)

The program recognizes that a personal emergency, weather emergency, and/or other factors may interfere with a student’s ability to attend a PDL in its entirety. A student who is unable to attend and participate in an entire PDL for reasons such as those just noted and can provide documentation of the reason(s) will receive a non-negotiable 20% grade penalty in their Professional Development Project course rather than the standard 40% grade penalty. The reduced penalty for PDL absence is available only once during a student’s enrollment in the program. Any subsequent absences (full or partial and regardless of reason) from a PDL will receive the full 40% grade penalty without exception.

**Program Completion Timeline**
A student must complete their MSW within five calendar years (including any Leaves of Absence) from the date of their initial enrollment in the MSW Program.
Program Options
As described in the MSW Program Admissions Policy, students can be accepted into the program as either “Advanced Standing” or “Regular Standing” (see Admissions Policy for further definition of these options). Regular and Advanced Standing status is determined at time of admission. Course sequencing has been carefully planned, therefore students must follow the program of study for the program option for which they were accepted.

All admitted students are accepted to follow either a part-time pace or a full-time pace. Part-time students will enroll for between 3 and 10 credits each semester as specified in their program of study. Full-time students will enroll for between 11 and 16 credits each semester as specified in their program of study. Deviations from a student’s program of study will only be granted in extraordinary circumstances and the program makes no guarantees of curricular offerings for students who do not follow the prescribed programs of study. However, a student may petition to switch their pace status. Petitions are submitted through the student’s Guide. If the Guide supports the student’s petition, it will be approved on a space-available basis.

Student’s Standing in Program
Beginning with the review of a potential student’s application and continuing through graduation, one’s performance in the program is continuously assessed so as to be able to provide appropriate learning supports and challenges as well as to provide a student a clear understanding of his/her status in the program. The procedures for conducting an Assessment of Student Performance are described in the Procedures section of this document. The below are the possible student standing statuses:

• Provisionally Admitted, Regular Standing—A Regular Standing student who is provisionally admitted must meet any specific terms of their provisional admission (e.g., complete unmet prerequisites) and earn a 3.2 or better GPA from the first 14 credits of the MSW Program. Failure to meet these terms will result in either Probation, Suspension, or Dismissed status assignment through the Assessment of Student Performance process.

• Provisionally Admitted, Advanced Standing—An Advanced Standing student who is provisionally admitted must meet any specific terms of their provisional admission and earn a 3.2 or better GPA from the first 11 credits of the MSW Program. Failure to meet these terms will result in either Probation, Suspension, or Dismissed status assignment through the Assessment of Student Performance process.

• Accepted, Provisional Advanced Standing Status—An student admitted to the program with provisional Advanced Standing must earn a 3.2 or better GPA from the first 11 credits of the MSW program or they will be reassigned to Regular Standing and will need to complete the complete 60-credit curriculum.

• Good Standing—This status is awarded to a student who has completed at least one 7-week block of coursework, maintains a 3.0 or higher MSW Program GPA, and has no more than one C grade and has no outstanding performance issues.
• **Probation**—A student may be placed on probation for not meeting the requirements of the “Good Standing” status and/or for failing to meet the professional performance standards as determined through an Assessment of Student Progress. A student placed on probation will prepare a written contract with their Guide that specifies the terms for returning to “Good Standing.” A student on probation may continue to enroll in and complete coursework in the Program. Failure to return to “Good Standing” after one semester will result in “Suspension” or “Dismissed” status assignment following an Assessment of Student Performance.

• **Suspended**—A student may be placed on suspension if they fail to resolve their probationary status after one semester, if they receive an NC from a practicum course, or if they have demonstrated academic and/or professional issues determined through an Assessment of Student Progress to be sufficiently serious as to interrupt their progress in the program. A suspended student works with their Guide and the Program Director to determine what must occur for the suspension to be satisfactorily resolved. A suspended student will not be allowed to enroll in further MSW courses (including practicum) until the terms of their suspension have been satisfactorily resolved. If suspension resolution is not attained after two semesters, an Assessment of Student Progress will be completed and the student will be dismissed from the Program.

• **Dismissed**—A student may be dismissed from the program for failure successfully resolve a suspension within two consecutive semesters or for violations of the program’s Academic and Professional Standards and Policies determined through an Assessment of Student Progress to be sufficiently severe as to warrant removal from the Program.

A student has the right to contest/grieve their student status and any other aspect of her/his Assessment of Student Performance. That grievance procedure is outlined below.

**Writing Standards**
Clear and effective written communication is required in the social work profession. Students should be committed to continuous improvement of their writing skills. Toward that end, all students are encouraged to make use of online writing tutorials offered by the WSU Writing Center (https://www.winona.edu/english/writingcenter.asp) and of the Tutor.com offered through D2L Brightspace (https://winona.learn.minnstate.edu/d2l/home). A student whose writing is poor and not improving may be placed on probation and asked to provide their Guide with a detailed writing improvement plan.

**Professional Standards and Policies**

**Demonstration of Social Work Values and Ethics**
All students agree to abide by the NASW Code of Ethics when applying to the MSW Program. A student’s behavior should demonstrate that commitment to professional social work values and ethics in all contexts. Recognizing that perfection in this area is difficult to attain, students and faculty are encouraged to support one another in recognizing shortcomings and fostering
Improvement. However, demonstrations of departure from these standards may result in a student’s probation, suspension, or dismissal after an Assessment of Student Performance.

**Appropriate Self-Care, Self-Regulation, and Self-Awareness**

Social work can be a demanding profession that takes a toll on one’s self. Successful strategies for maintaining emotional well-being and resilience and being able to provide optimal service to our clients vary, but they should include practices that support self-care, self-regulation, and self-awareness. Many of us in this profession have histories that make these practices even more important. Again, perfection in this area is not required, but demonstration of the employment of sufficient practices is expected. Students, faculty, and especially a Guide with whom a student has developed a close professional relationship, are encouraged to support one another in recognizing shortcomings and fostering improvement. However, demonstrations of departure from these standards may result in a student’s probation, suspension, or dismissal after an Assessment of Student Performance.

**Conduct/Behavior with Others**

Collegial respect is another cornerstone for learning and for the social work profession. It, too, is expected of all participants in the MSW program. Collegial respect does not mean mindless acceptance of or passive agreement with course material, other’s opinions, rules and regulations, etc. It does include engagement in respectful, thoughtful, and open debate, completing required coursework, avoidance of intentionally disruptive behaviors that interfere with the coursework and/or the learning of others, and avoidance of discriminatory or abusive language and/or behavior.

The abilities to demonstrate empathy, project warmth, and to develop trusting relationships with a diverse array of individuals, groups, and organizations are cornerstones of professional social work practice. MSW students should be able to form close, trusting, professional relationships with clients and others, and they should be able to manage intense emotional expressions that may come from people utilizing social work services.

Social workers recognize, develop, and maintain appropriate boundaries so that they can well-serve clients. MSW Students are expected to strive to do the same.

Students and faculty are encouraged to support one another in recognizing shortcomings and fostering improvement. However, demonstrations of departure from these standards may result in a student’s probation, suspension, or dismissal after an Assessment of Student Performance.

**Social Media Use**

Students are expected to adhere to the standards and guidelines of the social work profession when interacting with classmates, field instructors, and colleagues using social media or social networking sites. Establishing informal relationships with faculty and clients through social
media and networking sites can make it difficult to maintain professional boundaries and are thus not appropriate.

Students should be aware that all social networking postings can potentially be made available to the public at large including their prospective clients, employers and colleagues. Privacy settings are never absolute, and confidential or personal information about peers, clients, co-workers, and faculty should not be posted online. It is expected that students follow confidentiality standards in both face-to-face and online environments.

Before communicating online, students are cautioned to think through carefully their postings which reflect on themselves, their field agency, WSU, the WSU MSW Program, and the social work profession itself. All postings should be professional and respectful in tone including those “private” posts between site members. Violations of the NASW Code of Ethics as evidenced online will result in an Assessment of Student Performance and possible standing status change. Please note the applicable portions of the NASW Code of Ethics. (This discussion of social media standards was adapted from the MSW Student Handbook of the Indiana University School of Social Work.)

**Procedures**

*Assessment of Student Performance*

In order to nurture a supportive and productive learning and professional growth environment, a student’s academic and professional well-being and performance are monitored and assessed on an ongoing basis. A student’s Guide has primary responsibility for this monitoring and for respectfully sharing feedback with the student. Sources of data for the monitoring and assessment include a student’s program file (application data, grades, etc.), interactions with a student, and information offered by instructors and/or the Field Director to the Guide for the purposes of providing support and sharing concerns. Scheduled assessments are completed by a student’s Guide within two weeks of the end of each grading term. Additional assessment may be conducted by the Guide at any time per the request of the student, the student’s Guide, an instructor, the Field Director, or the Program Director. Again, the primary purpose of the assessment is to support a student in having an optimal learning experience—including detecting potential problematic issues so that they may be dealt with proactively. Results of an assessment become part of the student’s Program file.

Assessments that indicate probation, suspension, or dismissal include the Guide and the Program Director, a student representative appointed by MSWSO to share perspective on conduct/behavioral issues and also may include the Field Director and/or other Faculty (including Field Instructors) who may have insight on the issues of concern. A student will meet with their Guide and the Program Director (or Designee) within 10 business days of a determination of probation or suspension (to be scheduled by the Guide) to review the assessment and to a plan for resolution of the probation or suspension, and the student will
prepare a written draft of a resolution for the Guide’s approval for approval within 10 additional business days.

In the event of a dismissal determination, the student will meet with their Guide and Program Director to discuss the determination within 10 business days of the determination (to be scheduled by the Guide). Also, a student whose assessment results in probation, suspension or dismissal will be informed by e-mail and certified mail within 10 business days of the discussion of the determination.

A student who does not agree with a determination of probation, suspension, or dismissal may choose to follow the Grievances procedure outlined below.

_BDismissal from the MSW Program._
Dismissal from the MSW Program is an act of great consequence that is carefully considered by a student’s Guide, the Program Director and/or Field Director, and possibly other involved faculty. Dismissal from the MSW Program means that a one is no longer an active student and is no longer able to register for any MSW courses.

Dismissal can result from two types of factors: inadequate grades and non-grade performance issues. Dismissal for inadequate grades reflects a student who has two or more non-passing grades in MSW courses and/or a student who has three or more C grades. Dismissal for non-grade performance issues follows a Student Performance Assessment and reflects a student (a) who has violated the academic and/or professional standards outlined in the WSU MSW Program Standards, Policies, and Procedures and (b) who has not adequately addressed the violation, has made repeated violations, and/or has made a substantial violation that the student’s Guide and the Program (and/or Field) Director determine sufficient to immediately terminate the student’s participation in the Program.

It is not possible to provide an exhaustive list of violations of academic and professional standards that may result in a student’s probation, suspension, or dismissal from the program, a list of examples is provided below:

- Conduct that is at odds with the social work profession’s values and code of ethics;
- Behavior that interferes with a student’s functioning and/or risks the welfare of those to whom the student has responsibility (e.g., clients, co-workers, fellow students);
- Demonstration of behaviors or attitudes that are at odds with core social work values;
- Failure to disclose required information to the Program and/or its partners or providing them with misleading or inaccurate information;
- Failure to follow the Program’s field policies and/or the practicum agency’s policies and professional standards; or
- Failure to use sound judgment in work with clients and in regard to oneself. For instance, failure to seek professional help for physical or emotional problems which interfere with professional functioning.
A student will be invited to discuss the dismissal decision with the student’s Guide and the Program Director (or designee) within 10 days of the decision being made. Within 10 days of that discussion or an additional 10 days if the discussion is waived, a summary note will be placed in the student’s program file and the student will be notified of the decision by certified mail. A dismissed student retains the right to grieve the dismissal decision per the grievance procedures described in the Student Handbook.

One who has been dismissed from the program may petition the program faculty for readmission to the program after two calendar years have passed from the official, final date of their dismissal. If their petition is approved, the former student must demonstrate that the matters that led to dismissal have been successfully resolved, the student is well-prepared to successfully rejoin the program, and the student must have begun any necessary restitution.

**Grade Appeals**
The MSW Program follows WSU’s policy and procedure for appealing a final course grade. The official procedure is available at [https://www.winona.edu/academic/media/grade%20appeal%20proc.pdf](https://www.winona.edu/academic/media/grade%20appeal%20proc.pdf).

Please note the first two steps of the process involve attempting to resolve the matter with the course instructor by the end of the first 10 days of the subsequent term (7-week block for our purposes). A student will be notified of the final outcome by e-mail and certified mail.

**Grievance Procedure**
The MSW program is dedicated to maintaining a learning and growth environment dedicated to collegiality and mutual support. Nonetheless, disputes may arise. Below is an outline of the procedures to be followed if a student has a complaint or grievance concerning a disciplinary status determination (i.e., probation, suspension, or dismissal); another issue related to student status or an Assessment of Student Performance; any other non-grade issue with faculty, staff or administration; or a program policy. Please note that this process parallels WSU’s Student Grievance Policy.

1. The first step of this grievance process varies depending on whether the grieved issue involve (a) a disciplinary status determination (i.e., probation, suspension, or dismissal); (b) another issue related to student status or an Assessment of Student Performance; (c) any other non-grade issue with faculty, staff or administration; or (d) a program policy. (Note: Each variant of this step aligns with WSU’s Student Grievance Procedure, Step I.)
   a. When the grievance pertains to a disciplinary student status, the student is informed of their status in a meeting with their Guide and Program or Field Director. This meeting provides the student with an opportunity to ask questions and raise concerns about the status determination. If the student does not understand or accept the status determination, s/he may request a follow-up meeting within 10 business days with the same faculty. If the student understands and accepts the status determination after the first or second
meetings of this step, a summary note will be placed in the student’s program file.

b. When the grievance pertains to a non-disciplinary student status issue or to an Assessment of Student Performance, the student should attempt to resolve the issues informally with their guide and Program Director (or Field Director as appropriate).

c. When the grievance pertains to a non-grade issue with a member of Program faculty, staff or administration, the student is encouraged to meet directly with the person(s) involved in an attempt to resolve the issue on an informal basis. If resolved, a summary note will be placed in the student’s program file. If the nature of the issue would impose a significant burden on the student if they were to meet directly with the person(s) involved, the student may request to bypass this step.

d. When the grievance pertains to a program policy matter, the student should proceed directly to Step 2.

2. If the issue remains unresolved after the informal meeting or if the issue pertains to program policy, the student should submit a written request for an MSW Program General Grievance, Step 2 Hearing. The document should contain a detailed description of the issue being grieved, including the student’s suggestion for resolution, and it must be delivered to the MSW Program office within 10 business days of the Step 1 meeting. The MSW program’s Grievance Committee will review the grievance request, and advise the faculty who will participate in this step’s meeting (i.e., their Guide, person(s) directly involved, and the Program Director or the Field Director [if the issue involves field education]) in an(other) attempt to resolve the issue. This meeting should occur within 14 business days of receipt of the request for a Step 2 Hearing. If resolved, a summary note will be placed in the student’s program file, and the student will be notified by certified mail. (Note: This step and the previous one combine to be the equivalent of WSU’s Student Grievance Procedure, Step I.)

3. When a student has a complaint/grievance which remains unresolved after the either of the above steps, s/he shall file a written account of his/her grievance with the appropriate academic dean in cases where the dispute involves teaching faculty, or the appropriate supervisor in cases where the dispute involves other university employees. This notification shall contain a statement indicating the intention of the party to proceed with the grievance, and the relief requested. The academic dean, appropriate supervisor, or designee, shall respond in writing to the student(s) within fourteen (14) days of receipt of the written, signed notice of grievance. If resolved, a summary note will be placed in the student’s program file, and the student will be notified by Certified Mail. (Note: This step aligns with WSU’s Student Grievance Procedure, Step II.)

4. If the grievance is not resolved after the previous step, the student(s) may appeal to the vice president for that area. The vice president shall consider the appeal and make a decision. The VP shall respond in writing to the student within Winona State University fourteen (14) days of receipt of the written, signed notice of appeal. The decision of the vice president is final and binding. A summary note will be placed in the student’s
program file, and the student will be notified by Certified Mail. (Note: This step aligns with WSU’s Student Grievance Procedure, Step III.)

As noted elsewhere, the MSW program’s Grievance Committee reviews all written grievance hearing requests presented to the program. This committee discusses the student’s request and provides the faculty attending a Program Grievance Step 2 meeting with advice on how to resolve the grievance. The Grievance Committee always includes the Program Director, the student’s Faculty Guide. It also may include, and an MSW student appointed by the MSWSO, other faculty with special insights about the issue being grieved (e.g., the Field Director for field education-related issues).

**Other Dispute Resolution Protocols**
Not all disputes are resolved through the grievance and/or grade appeals processes. Below is a table that can help direct a student to the proper protocol to follow for resolving the most common student issues. Students are encouraged to contact their Guides or the Program Director for further assistance in dispute resolution.
<table>
<thead>
<tr>
<th><strong>Dispute Source</strong></th>
<th><strong>Individual Faculty or Staff</strong></th>
<th><strong>Grade</strong></th>
<th><strong>Disciplinary Student Standing Status/Assessment of Student Performance</strong></th>
<th><strong>Fellow Student(s)</strong></th>
<th><strong>Field Placement Site (Supervisor or Other Staff)</strong></th>
<th><strong>MSW Program Policy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution Protocol</td>
<td>Follow MSW Program Grievance Procedure</td>
<td>Follow WSU Grade Appeal Process</td>
<td>Follow MSW Program Grievance Procedure</td>
<td>Attempt to informally resolve issue with fellow student(s)</td>
<td>Attempt to informally resolve issue with colleague at site.</td>
<td>Inform Program Director, Field Director, and/or Guide of concern.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inform Guide and/or Program Director of issue.</td>
<td>Inform Field Director and Guide of Issue</td>
<td>Follow MSW Program Grievance Procedure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contact WSU Dean of Students and follow their protocol.</td>
<td>Follow Field Placement Site’s Grievance Resolution Policy</td>
<td></td>
</tr>
</tbody>
</table>
Field Education
The Council on Social Work Education (CSWE) has identified field education as the signature pedagogy for social work education. Field education is an integral component of Winona State University’s MSW social work curriculum. It engages students in supervised social work practice and provides them with the opportunity to integrate knowledge and skills from the curriculum to the field setting. It is an opportunity for the developmental mastery of the requisite knowledge, values, skills, and cognitive and affective processes needed for competent professional clinical social work practice. Winona State University’s MSW program uses the CSWE’s 2015 Educational Policy and Accreditation Standards (EPAS) for ensuring students demonstrate core and specialized competence upon the completion of MSW field placements.

The field education section of the student handbook outlines the structure, policies, and expectations of the Winona State University MSW field education program.

Overview of WSU MSW Field Education
Winona State University’s MSW field education component is grounded in the concept that practice based learning is the signature pedagogy of social work education. The field practice experience and agency field instructor are vital in the development of a professional social worker. The practicum is where the social work student learns how to exercise the combination of knowledge, skill, and values learned in the content courses; utilizes cognitive and affective processes to operationalize and demonstrate multidimensional proficiency in the core competencies; and is socialized into the profession. The overall quality of the Winona State MSW program is highly dependent on a strong field education component.

Winona State University’s MSW field education program requires a minimum of 1000 hours of field education so students have opportunities to demonstrate clinical social work practice skills, knowledge, values, and cognitive and affective processes in their field practica. Those students admitted in the regular standing program must complete a minimum of 1000 hours of supervised practice to graduate. Those students admitted in the advanced standing program must completed a minimum of 600 hours during their clinical field placements for graduation. The minimum number of hours for regular standing (1000 hours) and advanced standing students (600 hours) remains the same for those entering the MSW program part-time and those in employment-based placements.

The first two field courses in the MSW curriculum for regular standing students, Foundation Practicum/Seminar I/II (MSW 590/591) provide learning focused on generalist social work practice in an agency, under the supervision of a licensed MSW field instructor. Students complete a minimum 400 practicum hours over two 14-week semesters, or an average 200 hours for each semester. Students in foundation practicum stay in the same placement setting through both semesters. Students complete an average of 15 hours each week in their foundation field practicum. Foundation Practicum/Seminar I and II offer opportunities for
students to develop generalist practice opportunities to demonstrate the nine social work competencies.

The last two field courses in the MSW curriculum for both regular and advanced standing students, Clinical Practicum/Seminar III/IV (MSW 690/691) provide advanced learning focused on clinical social work practice in an agency, under the supervision of a licensed MSW field instructor. Students complete a minimum 600 practicum hours over two 14-week semesters, or an average of 300 hours for each semester. Students in clinical practicum stay in the same placement setting through both semesters. Students complete an average of 22 hours each week in their clinical field practicum. Clinical Practicum/Seminar III and IV offer opportunities for students to develop specialized trauma-informed clinical practice skills through mastery of the program’s specialized competencies which extend and enhance the nine social work competencies.

Winona State University’s MSW program recognizes the importance of connecting the theoretical and conceptual contributions of the classroom with the students’ field experiences through the online field seminars. The foundation and clinical field placements have associated field seminars that provide students opportunities to incorporate and apply generalist and clinical social work theories and concepts into their practicum placement experiences. The instructor of the practicum and seminar courses serve as the faculty field liaison between the field placement setting and the MSW program. The field seminars require MSW students to utilize critical thinking skills in the areas of self-awareness, relationships with others in social work practice settings, social work theories and their relationship to working effectively with diverse populations, and practice skills needed for competent social work practice. It also allows students to engage in clinical consultation with their peers through reflection upon events, experiences, and feelings pertaining to one’s practicum; the process of analyzing best practices; exploring how social work concepts can help one work effectively; and ethical consultations.

**Field education roles and responsibilities**

It is the responsibility of Winona State University’s MSW Program to maintain a curriculum and field education program that prepares students for clinical social work practice that meets the accreditation standards of the Council on Social Work Education. The following section describes the criteria, roles, and responsibilities of the various field education participants.

*Criteria and Responsibilities for Field Placement Settings*

All potential field placement settings are assessed for their ability to meet the criteria set forth by the WSU MSW program and the Council on Social Work Education’s criteria for field placements. In order to be accepted as a practice site each setting must be able to meet the program’s field setting requirements and must demonstrate the ability to provide educational experiences that complement and support curricular requirements, in accordance with CSWE accreditation standards. The MSW Field Director meets with potential field settings and
instructors and is responsible to ensure that continuing agencies are able to meet program criteria.

A wide range of practicum sites offering a variety of settings, contexts, and diverse client groups provide students the ability to demonstrate the core and specialized competencies. When recruiting and approving field agencies for foundation and clinical practicums the MSW program ensures that agency sites are able to provide multiple social work practice opportunities. The following criteria are used in the selection of field placement settings:

• Settings must provide services that provide students with experiences at all levels of intervention including assessment, diagnosis, treatment, and prevention.
• The field settings must offer opportunities for direct services to individuals, families, and/or small groups to improve quality of life; and work with organizations and communities who have a direct impact on peoples’ lives to improve functioning.
• For the foundation year practice settings, it is critical opportunities exist at the field placement for students to apply the generalist social work practice model of planned change.
• For the clinical year practice settings, it is important settings offer opportunities for students to build upon generalist skills to demonstrate specialized competency in the areas of engagement, assessment, intervention, and evaluation using evidence based and best practice models.
• Field placement settings must utilize supervision and consultation and adhere to the NASW Code of Ethics to ensure their services are aligned with social work values and ethics.
• Must sign a memorandum of agreement (MOA) with Winona State University that outlines the responsibilities and liability of the agency, student, and university.

New field settings come to the attention of field staff through faculty, students, field instructors, professional networks, agency outreach, and referrals. Interested practice settings are requested to complete an electronic field site profile application using Tevera, WSU’s online field management software program. The Field Director reviews the application and reaches out to the prospective agency for further information and initial screening. The Field Director meets with the prospective field setting either in-person or virtually face-to-face and provides further information on the WSU field policies, procedures, and protocols and assesses the agency’s ability to meet field criteria. All field agencies are required to sign a memorandum of agreement (MOA) reviewed by Winona State University’s legal affairs office. The MOA outlines the responsibilities and liability of the agency, student, and university. Once a signed MOA by both parties is completed then the practice setting can be approved in Tevera and a student can be placed at the agency. The approved agency then can receive student referrals for placement and update the site profile within Tevera.

**Criteria and Responsibilities for Field Instructors**

The following criteria must be met to be eligible to be a field instructor for the MSW program:

• have an MSW from a CSWE accredited social work program;
• at least two years of post-master’s social work practice experience;
• be licensed through the Board of Social Work in the state in which they are employed at the graduate level or above, unless they are included in a legal exemption category;
• be licensed at any MSW level to supervise foundation practicum students or licensed at the independent or clinical level to supervise clinical practicum students;
• agree to provide a minimum of four hours per month of formal supervision and complete documentations and evaluations in a timely manner;
• have an understanding of the MSW program’s goals and competencies and is committed to social work education; and
• review an online field instructor orientation and training.

Field instructors are licensed professional social workers who guide and teach students how to apply social work knowledge, values, skills, and cognitive and affective processes in professional settings. Field instructors agree to assume the primary responsibility, in consultation with their assigned faculty liaisons, for designing field learning opportunities for students to demonstrate program competencies. Field instructors help students structure their learning opportunities to develop proficiency in the nine core competencies, expertise in social work practice, and assist in socializing students into the profession. They use supervision and consultation by applying the NASW Code of Ethics and frameworks of ethical-decision making to practice. They partner with students to develop the learning agreement, identify generalist and clinical learning opportunities, provide feedback on activities, and assess student progress. Field instructors working with students in their placements agree to provide students experiences and learning opportunities needed to develop clinical knowledge, values, skills, and cognitive and affective processes to demonstrate competence in trauma-informed clinical practice.

Monitoring student performance in field is primarily the responsibility of the field instructor, who is required to provide supervision for four hours per month while a student is placed with the agency. This supervisory time is intended to allow students the opportunity discuss experiences, review the learning agreement, receive feedback on field performance, and ask questions concerning professional and ethical issues. Field instructors use the learning agreement to monitor students, provide feedback on activities, and assess student progress towards social work competence. The learning agreement is an ongoing, working document that is actively and consistently used and modified. Students document learning activities throughout their practicum as placement circumstances evolve. At the end of the practicum, the field instructor uses the learning agreement as an assessment and is the final evaluation of the students’ performance in practicum.

Once a student is placed in a field setting with a field instructor, all new field instructors review an online MSW field instructor orientation. With the orientation being delivered online, it is available as an ongoing resource for all new and experienced field instructors. The purpose of the online orientation is to assist new and experienced field instructors in understanding and implementing the policies of the MSW practicum experience. The following topics are covered during the orientation:
Overview of WSU’s MSW program field education structure and processes;

Roles and responsibilities of the field instructor, student, faculty field liaison, task supervisors, and the MSW field director;

Requirements of field instructors, faculty field liaisons, and students for foundation and clinical placements;

Overview of CSWE 2015 EPAS, specialized competencies, and associated dimensions;

Learning agreement and evaluations;

Identifying agency-based social work activities students can engage in to demonstrate competence in each of the social work competencies;

Student orientation to the field setting;

Usage of Tevera, the online field management program; and

Responding to field issues and WSU’s MSW field policies and procedures when concerns arise.

Field instructor orientation participants are provided with access to Tevera to obtain field documents related to current policies, evaluations, and other resources containing pertinent information for MSW field instruction. In addition to the online field instructor orientation, the MSW program offers online training modules for field instructors. The training modules provide additional learning opportunities for field instructors related to the 2015 EPAS, effective supervision skills, and evaluation using the learning agreement. The training videos utilize asynchronous material to allow as many field instructors to participate. Field instructors receive free CEUs upon completion of the training videos.

The MSW program also provides professional development labs each semester to MSW students and any interested field instructors. The professional development labs are opportunities for field instructors to earn CEUs on workshop topics of their choosing. The variety of workshops offered focus on current social work practice that is beneficial for practitioners. The participation of field instructors and agency staff at professional development labs is voluntary; however, it allows them to further support our students and enhance their own professional knowledge and skill development.

**Responsibilities of the WSU MSW Field Director**

It is the responsibility of the MSW field Director to:

- oversee the development and administration of the MSW field education program;
- monitor and arrange for the placement of MSW students;
- forge partnerships with organizations to establish field placement sites;
- conduct online field orientation prior to the start of the field practicum for MSW students;
- conduct online field orientation for agency field instructors;
- coordinate and oversee the field placement management software, Tevera, to streamline the student placement process, workflows, document delivery, and field instructor and agency databases;
• educate and train field instructors and field placement agencies on the mission and goals of the program as well as the core competencies as established by CSWE;
• encourage and facilitate on-going communication between MSW students, field instructors, faculty field liaisons, and the MSW program;
• implement and review the field manual, policies, and procedures related to the MSW field program;
• oversee, analyze, and report field education assessment data for CSWE accreditation standards compliance;
• provide field placement settings with a memorandum of agreement (MOA) with Winona State University that outlines the responsibilities and liability of the agency, student, and university; and
• effectively guide, mentor, and advise students and oversee resolution of student issues in field practicum.

Responsibilities of the WSU Faculty Field Liaison
Once a field setting is approved and students are placed, faculty field liaisons are the primary contact for field instructors and MSW field students. Faculty field liaisons bridge the gap between the MSW program and the practice setting through regular communication with the student and field instructor. The faculty field liaisons encourage, support, and provide information to agency field instructors and students to help connect evidence-informed models and practices to the field practice experience. It is the responsibility of the WSU faculty field liaison to:

• serve as the instructor of the foundation and clinical practicum/seminar course to facilitate the integration of the MSW curriculum and practice arenas;
• monitor student progress in field through online seminar discussions and assignments, consultation, reviewing student learning agreements, and agency site visits;
• to meet with students and the agency field instructors a minimum of once during the academic semester either in-person or virtually face-to-face;
• make additional site visits to monitor and address concerns of placement with an agency or student as they are warranted;
• assist students with the learning agreement and ensure core and specialized practice competencies are accomplished in field practicum;
• confirm students have opportunities in their field placements to engage in social work activities and self-reflection to ensure their practice is aligned with NASW ethical standards and best practice models;
• to connect academic and practice arenas by communicating with agency field instructors, completing site visits to the agencies, reviewing students’ learning agreements, and providing information and identifying with field instructors social work activities;
• communicate pertinent information or concerns to the MSW Field Director regarding students and/or placement settings; and
• assign a final pass/fail grade for MSW 590/591 or MSW 690/691, incorporating the final field evaluation completed by the field instructor and successful completion of seminar assignments.

Responsibilities of the Student
MSW students are expected to take an active role and assume initiative for their learning in the field. It is the responsibility of the MSW student to:

- follow the MSW program’s field process and procedures for finding a field setting and field instructor to secure a field placement approved by WSU;
- complete the foundation and clinical practicum application, resume, and MN DHS criminal background check;
- complete the MSW field orientation, contact settings of interest for placement, and attend a field interview(s) with potential field instructors;
- abide by the NASW Code of Ethics;
- maintain confidentiality at all times, including at the field setting, in online seminars, and within course assignments;
- maintain self-care and emotional well-being to provide optimal service to clients;
- establish and maintain professional relationships with the field instructor, placement setting staff, clients, and the faculty field liaison;
- develop a learning agreement that includes activities that demonstrate each of the core and specialized competencies;
- adhere to the social work setting’s work schedule, personnel practices, policies and procedures;
- complete the required hours per week according to the schedule developed with the field instructor;
- notify the field instructor as early as possible whenever unable to be present as scheduled;
- submit all required forms and complete assignments for the practicum/seminar course by established deadlines;
- participate in required site visits with the field instructor and faculty field liaison;
- seek consultation and demonstrate willingness to accept supervision for continual growth;
- actively participate and meet a minimum of one hour per week with the field instructor for supervision;
- maintain ongoing communication with the faculty field liaison about any potential problems or concerns;
- actively participate in the associated online field seminars; and
- follow all Winona State University and the MSW program policies and procedures.

Field Placement Process
Winona State University’s MSW program uses an online field management program, Tevera, to streamline the process of placing and monitoring students in field. The field placement process
begins upon admittance to the MSW program for regular and advanced standing students. Placing students in a field setting that fits their professional interests, experience, and learning goals requires detailed preparation and planning. This is a collaborative process that requires consistent and timely communication between the student and the MSW Field Director. It is the student’s responsibility to find a field setting and field instructor; however, the MSW Field Director will support the student and guide him/her throughout the process to secure a placement.

To be eligible for foundation field placements students must be in good standing in the MSW program. To be eligible for clinical field placements regular admission students must be in good standing and have successfully completed their foundation field placement. Advanced standing students must be in good standing in the MSW program to be eligible for their clinical field placements. While in field practicum students are required to be enrolled in concurrent MSW practice courses. If a student drops a concurrent course, they must also drop their field practicum and cease hours at the agency setting. To drop courses, students need the approval of their faculty guides. The faculty guides ensure that students maintain their eligibility for field placement and coordinate with the field team if a student becomes ineligible for continuing a placement. A GPA of 3.0 or higher in the WSU MSW Program is required for continual enrollment in field courses.

Only students who have met the field placement criteria are allowed to enroll in field courses and complete the MSW field orientation online modules. The field orientation provides students with an overview of the placement process, resources, and guidelines. All MSW students are required to go through the field orientation and field process to be eligible for placement. Students may explore field options; however, are not permitted to schedule agency interviews without the approval of the MSW Field Director until after completion of the field orientation and approval of the MSW field application. Not following the designated field process or scheduling interviews prior to completion of the field orientation may place the student’s status in the field placement process or in the program in jeopardy.

Upon completion of the field orientation modules, MSW students complete the MSW Foundation/Clinical Field Application in Tevera. Regular standing students complete a Foundation Field Application upon admittance to the MSW program and complete the Clinical Field Application before the start of their clinical field placement. Advanced standing students complete a Clinical Field Application during their first semester in the MSW program. Along with the field application, students submit a resume and proof of Minnesota Department of Human Services (DHS) Background Study clearance. The field applications are reviewed by the MSW field director to guide the placement process and ensure the criteria have been met to start field placement.

Upon approval of the foundation/clinical field application by the MSW Field Director, students identify agencies of interest for placement by research agencies online, viewing site profiles in Tevera, accessing professional networks, and/or guidance from the MSW Field Director. Using the suggestions and guidelines provided during the field orientation, students contact agencies
of interest to explore potential placements and schedule interviews. After the student is interviewed if both parties agree the placement to be compatible, the student submits a placement recommendation form via Tevera to notify the MSW Field Director. The student also submits site representative and field instructor email addresses in Tevera to notify the site and field instructor to complete profile applications. After an interview if a student is not accepted by a field instructor, students must seek additional site interviews with agencies of interest. Once the MSW Field Director is notified of the placement recommendation form in Tevera the field director contacts the organization to answer questions, request completion of forms, and finalize the placement. All field agencies are required to sign a memorandum of agreement (MOA) with Winona State University. The MOA outlines the responsibilities and liability of the agency, student, and university. The ultimate determination of an approved field placement is made by the Field Director.

### Evaluation Process

**The Learning Agreement and Evaluation of Student**

The WSU MSW program uses the foundation and clinical learning agreements as the primary source for guiding student learning and evaluating student performance. The learning agreement is a tool that was created to assess student progress in field practicum. It is structured around each of the nine core competencies, associated behaviors, and integrated dimensions. At the beginning of each foundation and clinical practicums, the student and agency field instructor use this tool to collaboratively identify agency-based activities the student can engage in to develop competencies in each of the CSWE nine core and MSW nine specialized competency areas. During the field placement the student, field instructor, and faculty field liaisons review the learning agreement to assess student progress on the learning goals and ensure opportunities are provide to complete activities and develop professional competency.

The learning agreement is a working document that is actively and consistently used and changed throughout practicum placements. It serves as a guide for both the agency field instructor and the student, and as a means to assess and ensure the student develops competency in social work skills and ability to integrate theory and practice. Students document learning activities across all client systems throughout their practicum. Students may change learning activities under the competencies as placement circumstances evolve. The specific nature of the learning experiences varies with placements sites; however, the learning agreement completed by each student in practicum identifies how competencies are demonstrated in the field setting.

MSW students are evaluated by their field instructor and complete a self-evaluation using the learning agreement twice during each practicum experience. The first evaluation occurs near the end of the first semester when the student has completed half their hours (200 hours at the foundation level and 300 hours at the clinical level). The final evaluation occurs near the end of the second semester when the student has completed their required hours (400 hours at the foundation level and 600 hours at the clinical level). The foundation and clinical learning
agreement evaluation is completed by the field instructor online using Tevera. The evaluation consists of a Likert scale for each of the competencies and associated behaviors. It also contains a comment section for the field instructor and MSW student to clarify or elaborate upon their scores. The field instructor and student sign the evaluation to attest having reviewed the evaluations jointly, before it is submitted to the faculty liaison via Tevera.

At the agency site visits the field instructor, student, and faculty field liaison review the learning agreement and evaluation of the student’s performance. At the first site visit if any competency areas lack related activities for demonstration the faculty field liaison works with the field instructor and student to identify agency-based social work activities the student can engage in to demonstrate competence during the second half of the practicum experience. The site visit is also an opportunity to review the evaluation and identify any competency areas the student is rated below expectation. Special attention is warranted to these competency areas and the field instructor, faculty liaison, and student develop a plan to help the student improve his or her performance in practicum.

**Evaluation of Field Placement Setting**

It is essential field settings are effective and offer opportunities to students to demonstrate core and specialized social work competence. Field settings must adhere to the *NASW Code of Ethics* to ensure their services are congruent with social work values and ethics. The MSW program’s evaluative process for field setting effectiveness is gauged through students’ evaluation of practice settings and agency site visits.

The student evaluation of a practice setting is completed by each student at the end of their field placement and submitted using Tevera to the MSW program. The evaluation is intended to provide feedback to the MSW program regarding (a) the agency setting’s overall suitability as a field site, (b) the assistance provided by all field personnel in the satisfaction of competencies, (c) the quality of field instruction, and (d) the agency’s capacity to provide learning opportunities for the student to demonstrate competence. The students’ assessments are based on their perceptions and experiences of the entire practicum experience. The data obtained through the students’ evaluation of practice settings are an important source of information the MSW Field Director uses to determine if a field site needs consultation and/or whether a continuing partnership should be maintained. The MSW program also uses the data for program evaluation and improvement.

Additionally, faculty field liaisons are required to meet with field placement settings either in-person or virtually face-to-face a minimum of once during the academic semester. During site visits faculty liaisons assess field setting effectiveness at providing opportunities for students. Liaisons review the learning agreement with field instructors and students and assist them in identifying agency-based social work activities the student can engage in to demonstrate competence in each of the social work competencies. Faculty liaisons encourage, support, and provide information to field instructors to assist with their setting effectiveness. If concerns arise regarding the agency effectiveness, the faculty liaison should contact the MSW Field
Director to discuss. Faculty field liaisons may make additional site visits to monitor and address concerns of placement with an agency as they are warranted. The MSW Field Director will work with the field setting to improve its effectiveness in providing adequate learning opportunities.

Field Policies

Field settings without an MSW Field Instructor

The field instructor is most often employed by the field setting where the student is placed; however, if the field setting does not have an MSW social worker who can serve as a field instructor and the practice site can offer students innovative practice opportunities, an off-site MSW social worker can fulfill the field instructor role. Off-site field instructors are required to meet the same criteria and have the same roles and responsibilities as an on-site field instructor. Off-site field instructors must be familiar with the practice setting’s services and clientele of the student’s placement site. In this situation, students and field settings identify an off-site field instructor who provides the MSW supervision and an on-site task supervisor who provides the guidance and daily supervision of the student. The off-site field instructor and the on-site task supervisor work collaboratively in monitoring the learning agreement and evaluation of the student’s performance. The MSW field instructors are responsible for providing weekly supervision and completing the students’ field evaluation. They are also the contact person for the faculty field liaison.

Winona State University’s MSW program does not place students with field instructors who do not hold a CSWE-accredited social work degree or who do not have the required practice experience. All of our field instructors (on-site and off-site) are licensed MSW social workers with a minimum of two years of social work practice experience.

Continuing Dialog with Field Settings and Field Instructors

Beyond the initial meeting with the MSW Field Director and field instructor orientation, ongoing dialogue occurs with field settings and field instructors. The MSW Field Director continues to maintain contact with new and established field settings through site visits and regular communication to provide support and demonstrate appreciation for their efforts. During a student’s placement, faculty field liaisons are the primary contact for field instructors and monitor student learning. They bridge the gap between the University and agency through regular communication with students and field instructors. Faculty field liaisons are required to meet with students and field instructors a minimum of once during the academic semester. Faculty field liaisons and the MSW field director may make additional site visits to monitor and address concerns of placement with a field setting or student as they are warranted.

Ongoing communication with field settings and field instructors also occurs at structured activities and events of the MSW program, such as professional development labs and field advisory meetings. Professional development labs are offered to all field instructors and field setting staff and provide an opportunity for continuing dialogue. The Field Advisory Committee is comprised of field instructors, students, faculty field liaisons, and WSU MSW faculty. The
field advisory committee meets regularly to discuss emerging issues and program developments related to field education. The field instructors who serve on the field advisory committee advise, recommend, and provide feedback to the WSU MSW field education program. The continuing dialogue with the field advisory committee members is an integral part of the MSW field education program.

**Employment-Based Practicum Placements**

Winona State University’s MSW program defines an employment-based field practicum as a placement in an organization that already employs the student on a full- or part-time basis and financially compensates the student in the form of a salary and/or benefits. Field settings and students may request an employment-based placement; however, specific policies and procedures described below must be met before a student would be approved for an employment-based placement. Students in employment-based placements must complete the same number of hours and are assessed on the nine core and specialized competencies exactly as students in non-employment field placements. In accordance with CSWE criteria, the MSW program does not accept equivalency or life experience work for MSW 590/591 or MSW 690/691 field courses.

The policies below exist to ensure the role of a student as a learner in an employment-based field placement. The criteria for an employment-based placement is that same as a regular field placement except:

- The assigned field instructor must be different than the student’s employment supervisor.
- The field setting must provide new and different social work learning opportunities from the student’s employment, such as a new population, division/department, treatment focus, or practice arena.
- The field setting must demonstrate that the student's employment assignments are different from the proposed field placement assignments.
- The field instruction learning time and employment time must be separate with different assignments, responsibilities, caseloads, supervision, and/or tasks.
- The learning agreement must be learner focused and the emphasis of the field placement hours.

Below are the procedures if a student desires an employment-based practicum:

- If a student wants to explore a possible employment-based practicum he or she must identify this on their foundation/clinical field application and contact the MSW Field Director to discuss and be informed of the MSW program’s policies and procedures regarding an employment-based field placement.
- If the proposed field setting meets the above criteria, the student can submit in Tevera (WSU’s field management program) an Employment-Based Practicum Recommendation Form. The proposal must contain approval by the employment agency, clearly differentiate between practicum and employment assignments, specify a field instructor
who is not the students’ work supervisor, and demonstrate new learning opportunities for the student.

- The proposal must be submitted by stated deadlines to allow sufficient time for the MSW Field Director to assess the viability and approve an employment-based practicum.
- If an employment-based practicum is approved, the faculty field liaison closely monitors the experience to ensure the student is provided new learning opportunities to demonstrate social work competence separate from their employment responsibilities.

**Student Safety**

The WSU MSW field education program supports student safety knowing the risk in providing services to those in crisis can create potential dangers to professional social workers and students. Risk management and safety issues are relevant in all practice settings and client populations. Winona State University purchases liability insurance on all MSW students prior to placement in a field agency. Students’ are covered by the University’s malpractice liability insurance policy throughout the duration of their field practicum.

Student safety is discussed in the student MSW field orientation and field instructor orientation modules. The National Association of Social Workers provides guidelines for safety in the workplace which provides the basis and content for the discussions. Students, field instructors, and faculty liaisons are provided access to the NASW Guidelines for Social Worker Safety in the Workplace

[https://www.socialworkers.org/LinkClick.aspx?fileticket=6OEdoMjcNC0%3D&portalid=0](https://www.socialworkers.org/LinkClick.aspx?fileticket=6OEdoMjcNC0%3D&portalid=0).

Students and field instructors discuss the critical importance of being aware of their surroundings, being intentional and instinctive, and using clinical safety practices with clients. In both the MSW student field orientation and field instructor modules, guidelines are provided to students and field instructors around University safety procedures. If a safety issue or concern arises in a field placement students and field instructors are required to follow agency notification protocols and contact WSU’s faculty liaison.

Each field placement setting is required to provide agency safety training with students during their agency orientation. Agencies are expected to provide students with the agency policies, procedures, and guidelines regarding safety and risk management. Students and field instructors must document on the orientation checklist during the first days of a practicum that agency safety training occurred.

**Hours**

The first two field courses in the MSW curriculum for regular standing students, Foundation Practicum/Seminar I/II (MSW 590/591) provide learning focused on generalist social work practice in an agency, under the supervision of a social work field instructor. Students complete a minimum 400 practicum hours over two semesters, or an average of 200 hours for each semester. Students complete an average of 12-15 hours each week in their foundation field practicum.
The last two field courses in the MSW curriculum for both regular and advanced standing students, Clinical Practicum/Seminar III/IV (MSW 690/691) provide advanced learning focused on clinical social work practice in an agency, under the supervision of a social work field instructor. Students complete a minimum 600 practicum hours over two semesters, or an average of 300 hours for each semester. Students complete an average of 18-22 hours each week in their clinical field practicum.

Students consult with their agency field instructors to develop a weekly schedule conducive to the agency setting and meets the minimum number of weekly practicum hours. This ensures students and field instructors are in agreement regarding students’ time commitment to their practicum. Hours are to be scheduled consistently across the two semesters of the practicum placement. The required hours are tracked by students, field instructors, and faculty liaisons through the use of time sheets in the online field management program Tevera. Students are required to make up any missed hours or days and work closely with their field instructor to meet the needs of the agency. Should unforeseen circumstances arise for a student that interfere with completing the required hours in a given semester the student, field instructor, and faculty liaison work closely with the field office to identify a plan for completion of missed hours.

Changes in Field Placement
Students are to remain at the same field placement setting over the two sequential semesters in order to maximize learning opportunities. The faculty field liaison will explore with the field instructor and student concerns that arise to explore options and promote continuity of the placement. If, however due to circumstances, a change in field placement is indicated the faculty field liaison consults with the MSW Field Director. The MSW Field Director makes the final decision regarding changing field placements. If a change in field placement occurs, the number of hours necessary to successfully complete at the new placement setting will be determined by the MSW Field Director in consultation with faculty liaison and student.

Problem Resolution
If at any time during a field placement an MSW student has concerns with a field instructor, a field placement setting policy, another agency staff member, field practicum expectations or responsibilities, or any other significant concern, he or she should first address the concern with the field instructor in supervision. If the concern is not resolved, then the student should inform their faculty field liaison. The faculty field liaison can work with the student to strategize the nature of the issues and discuss possible solutions. The faculty field liaison offers support so the student can address the concern themselves or acts as a mediator for the student, if concerns continue.

If at any time during a practicum experience a field instructor is concerned with a student’s performance, he or she should document the observed behaviors and first address the concern with student in supervision. If the student continues to perform below expectations the field
instructor should contact the faculty liaison to discuss the challenges. The faculty liaison will work with the field instructor and/or schedule a site visit with the student to offer support and develop strategies to improve performance.

During the field placement most problems can be resolved collaboratively with proactive intervention, open communication, problem solving techniques, or other informal processes. Nonetheless, some situations require further attention following formal procedures. The MSW field education program follows the WSU MSW program’s dispute resolution protocols and assessment of student performance procedures as outlined in the MSW Student Handbook. The MSW field education program also adheres to the WSU MSW program’s student grievance policy and grade appeals policy as outlined in the MSW Student Handbook.

**Termination of Placement by Field Setting**

An early termination of the practicum by a placement setting may occur if concerns remain unresolved after prior remediation efforts. If this occurs, the field instructor is required to document carefully and consult with colleagues, the faculty liaison, and the MSW Field Director. The documentation should include the student’s learning agreement evaluation and other relevant materials that substantiate the basis for the termination. The documentation also should give more than usual detail on all factors, including assignments, supervision, presenting problems, student’s response to feedback, etc. It should be written firmly and yet, still with compassion and respect for the student.

Termination may also occur if a student’s behaviors have resulted in a violation of the NASW Code of Ethics, WSU student code of conduct, MSW program’s professional standards and policies, field placement setting’s policy, or state or federal laws. Termination from practicum automatically results in an assessment of student performance in order to make decisions about the student’s continuance in field education and the MSW program. The assessment of student performance process for MSW students is outlined in the MSW Student Handbook.