

DIANA R. GARLAND SCHOOL OF SOCIAL WORK
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Believing * Caring * Serving

PURPOSE OF THIS PUBLICATION

This publication provides a description of the Master of Social Work program and activities of the Diana R. Garland School of Social Work. It is not an offer to make a contract.

The administration and faculty of Baylor University believe that the educational and other programs of Baylor University, including those described herein, are effective and valuable, and that they provide skills and/or understanding in keeping with the subject matter of the program.

The ultimate results of programs offered, however, in terms of achievement, employment, professional licensing, or other measure, are also dependent on factors outside the programs, such as the personality and energy of the students, governmental or institutional regulations, and market conditions. Therefore, except as specifically stated herein, Baylor University makes no representation or contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to degree programs, or licensing for particular professions or occupations.

It is sometimes necessary or appropriate to change the programs offered. Baylor University retains the right to terminate or change any and all other aspects of its educational and other programs at any time without prior notice.

NOTICE OF NONDISCRIMINATORY POLICY

Baylor University complies with all applicable federal and state nondiscrimination laws. Baylor University admits students of any race, color, national and ethnic origin, sex, age, disability, or veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, sex, age, disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The University is controlled by a predominately Baptist Board of Regents and is operated within the Christian-oriented aims and ideals of Baptists. Baylor is also affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. As a religiously-controlled institution of higher education, Baylor University is exempted from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

EQUAL ACCESS TO UNIVERSITY EDUCATIONAL PROGRAMS

Baylor University provides equal access to all University educational programs to every qualified student. However, if any student requires special personal services or equipment, the student will be responsible for the expenses thereof. This policy includes the expense of providing personal tutors, personal attendants, medical technicians, and so forth. The Office of Access and Learning Accommodation will assist such student in communicating with the proper community or governmental agency to secure any available financial assistance to meet his or her needs.

DIRECTORY INFORMATION

Directory information is that information that is customarily made public without the written consent of the student. However, under the provisions of the Family Educational Rights and Privacy Act of 1974, a student may ask Baylor University not to disclose directory information by making written notice to the Office of the Registrar. Request for nondisclosure will be honored by the University until notified in writing that information should no longer be withheld. **Directory information includes: name, address, telephone number, e-mail address, dates of attendance, classification, University ID card photograph, previous institution(s) attended, major field of study, awards, scholarships, honors, degree(s) conferred and date(s), full-time/part-time status, earned hours, expected graduation date or degree candidacy, thesis and dissertation titles and advisors, past and present participation in officially recognized sports and activities, physical factors of athletes (age, height, weight), and date and place of birth.**

STUDENT AID INFORMATION

Baylor's student financial aid program of scholarships, grants, educational loans, and part-time employment is designed to help deserving students meet college expenses.

Students interested in consideration for financial aid should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Visit the Student Financial Aid Office website at www.baylor.edu/sfs/ for additional information regarding the financial aid application or at Baylor University, One Bear Place #97028, Waco, TX 76798-7028.

The provisions of this catalog do not constitute a contract, expressed or implied, between Baylor University and any applicant, student, student's family, faculty, or staff member. Baylor University reserves the right to withdraw courses at any time, or change fees, tuition, rules, calendar, curricula, degree programs, degree requirements, graduation procedures, and any other requirement affecting students. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled. This catalog is a general information publication only, and it is not intended to, nor does it contain all regulations that relate to students.

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BAYLOR UNIVERSITY MISSION STATEMENT

The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

Chartered in 1845 by the Republic of Texas and affiliated with the Baptist General Convention of Texas, Baylor is both the state's oldest institution of higher learning and the world's largest Baptist university. Established to be a servant of the church and of society, Baylor seeks to fulfill its calling through excellence in teaching and research, in scholarship and publication, and in service to the community, both local and global. The vision of its founders and the ongoing commitment of generations of students and scholars are reflected in the motto inscribed on the Baylor seal: *Pro Ecclesia, Pro Texana* — For Church, For Texas.

Pro Ecclesia. Baylor is founded on the belief that God's nature is made known through both revealed and discovered truth. Thus, the University derives its understanding of God, humanity, and nature from many sources: the person and work of Jesus Christ, the biblical record, and Christian history and tradition, as well as scholarly and artistic endeavors. In its service to the church, Baylor's pursuit of knowledge is strengthened by the conviction that truth has its ultimate source in God and by a Baptist heritage that champions religious liberty and freedom of conscience. Without imposing religious conformity, Baylor expects the members of its community to support its mission. Affirming the value of intellectually informed faith and religiously informed education, the University seeks to provide an environment that fosters spiritual maturity, strength of character, and moral virtue.

Pro Texana. Integral to its commitment to God and to the church is Baylor's commitment to society. Whereas that society in the mid 1800s was limited to Texas, today Baylor's sphere of influence is indeed the world. The University remains dedicated to the traditional responsibilities of higher education — dissemination of knowledge, transmission of culture, search for new knowledge and application of knowledge — while recognizing the global proportions these responsibilities have assumed. Moreover, within the context of an ethnically and culturally diverse community, Baylor strives to develop responsible citizens, educated leaders, dedicated scholars, and skilled professionals who are sensitive to the needs of a pluralistic society. To those ends, Baylor provides expanded opportunities for civic education and for church and community service at home and abroad.

Pro Ecclesia, Pro Texana. Baylor University is committed to excellence at the undergraduate, graduate, and professional levels. Within the undergraduate programs, the University seeks to familiarize students with the principal bodies of knowledge, cultural viewpoints, belief systems, and aesthetic perspectives that affect the world in which they live. Within the graduate and the professional programs, the University provides advanced educational opportunities to develop ethical and capable scholars and practitioners who contribute to their academic disciplines, professional fields, and society. Baylor encourages all of its students to cultivate their capacity to think critically, to assess information from a Christian perspective, to arrive at informed and reasoned conclusions, and to become lifelong learners. Beyond the intellectual life, the University pursues the social, physical, ethical, and spiritual development of each student.

Aware of its responsibility as the largest Baptist educational institution in the world and as a member of the international community of higher learning, Baylor promotes exemplary teaching, encourages innovative and original research, and supports professional excellence in various specialized disciplines. Advancing the frontiers of knowledge while cultivating a Christian world-view, Baylor holds fast to its original commitment — to build a university that is *Pro Ecclesia, Pro Texana*.

BOARD OF REGENTS

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Michael K. McLendon, B.A., M.S., Ph.D.	Interim Executive Vice President and Provost
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Becky King, B.S., M.B.A.	Associate Vice President and Interim CIO for Information Technology
John Wilson, B.S., B.S., M.L.S.	Interim Dean of University Libraries
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Dave Rosselli	Vice President for University Development
Brian Webb, B.B.A., M.B.A.,	Vice President and Chief Investment Officer

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Shelley Conroy, R.N., M.S., Ed.D.	Dean, Louise Herrington School of Nursing and
Thomas S. Hibbs, B.A., M.A., M.M.S., Ph.D.	Dean, Honors College
J. Larry Lyon, B.A., M.A., Ph.D.	Dean, Graduate School
Terry S. Maness, B.A., M.S., D.B.A.	Dean, Hankamer School of Business
Michael K. McLendon, B.A., M.S., Ph.D.	Dean, School of Education
Gary Mortensen, B.M.E., M.M., D.M.A.	Dean, School of Music
Lee C. Nordt, B.S., M.S., Ph.D.	Dean, College of Arts and Sciences
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Pattie Orr, B.S., M.Ed.	Dean, University Libraries
Jon Singletary, B.A., M.Div., M.S.W., Ph.D.	Dean, Diana R. Garland School of Social Work
Todd D. Still, B.A., M.Div., Ph.D.	Dean, George W. Truett Theological Seminary
Bradley J.B. Toben, B.A., J.D., LL.M.	Dean, School of Law

FULL-TIME FACULTY

Jon E. Singletary, Ph.D., Dean and Diana R. Garland Endowed Professor in Child and Family Services. (2003)

B.A., Baylor U.; M.Div., Baptist Theological Seminary at Richmond; M.S.W., Virginia Commonwealth U.; Ph.D., *ibid*.

David K. Pooler, Ph.D., Associate Professor of Social Work and Associate Dean for Academic Affairs. (2009)

B.A., Lee College; M.S.S.W., U. of Louisville; Ph.D., *ibid*.

Christen Argueta, M.S.W., LMSW, Lecturer and Assistant Field Director - Houston

B.S., Baylor U.; M.S.W., *ibid*

Carrie Arroyo, M.S.W., LCSW, Lecturer (2011)

B.S.W., U. of Texas at Austin; M.S.W., U. of Pennsylvania.

Stephanie Boddie, Ph.D., Assistant Professor (2017)

B.A., Johns Hopkins Univ.; M.S.W., U. of Pennsylvania; Ph.D., *ibid*.

Jennifer S. Dickey, M.S.W., LMSW, Lecturer and Director of Global Mission Leadership (2012)

B.S.W., Baylor U.; M.S.W., *ibid*.

Preston Dyer, Ph.D., Professor Emeritus (1969)

B.A., Baylor U.; M.S.W., Louisiana State U.; Ph.D., Texas Woman's U

James W. Ellor, Ph.D., Professor of Social Work and Co-Director of the Ph.D. Program (2004)

B.A., Kent State U.; A.M. (M.S.W.), U. of Chicago; M.Div., McCormick Theological Seminary; D.Min., Chicago Theological Seminary; Ph.D., *ibid*.

Kerri K. Fisher, M.S.S.W., LCSW, LMSW, Lecturer (2015)

B.A., Howard Payne University; M.S.S.W., Univ. of Texas

Helen E. Wilson Harris, Ed.D., LCSW, Associate Professor (1997)

B.A., U. of Mary Hardin-Baylor; M.S.W., Our Lady of the Lake U.; Ed.D., U. of Mary Hardin-Baylor

Luci Ramos Hoppe, M.S.W., LMSW, Lecturer and BSW Program Director (2016)

B.A., Baylor U.; M.S.W., *ibid*.

Whitney L. Luce, LMSW, Lecturer and Associate Director of Field Education (2014)

B.S.W. Baylor U.; M.S.W., *ibid*.

Elissa Madden, Ph.D., LMSW, Assistant Professor (2016)

B.A., Baylor U.; M.S.W., *ibid*, Ph.D., University of Texas

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B.S.W., Loyola University of Chicago; M.S.W., *ibid*; Ph.D., Univ. of Houston

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B.A., Baylor U.; M.S.S.W., U. of Texas; Ph.D., *ibid*.

Holly K. Oxhandler, Ph.D., LMSW, Assistant Professor (2014)

B.S., U. of Houston; M.S.W., *ibid*; Ph.D., *ibid*

Edward C. Polson, Ph.D., Assistant Professor (2014)

B.A., Mississippi College; M. Div., Baylor U.; M.S.W., *ibid*; M.A., *ibid*; Ph.D., *ibid*

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B.S., Lee University; M.S.S.W., Univ. of Louisville

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B.A., Baylor U.; M.S.W., Temple University

Robin K. Rogers, Ph.D., Associate Professor of Social Work and Co-Director of the Ph.D. Program (2001)

B.A., Baylor U.; M.R.E., Southern Baptist Theological Seminary; M.S.S.W., U. of Louisville; Ph.D., U. of Pittsburgh.

Rebecca Bell Scott, M.S.W., LCSW, Senior Lecturer (2009)

B.S., Abilene Christian U.; M.S.W., U. of Washington.

Gaynor Yancey, D.S.W., Professor of Social Work, Master Teacher, and Director for the Center for Family and Community Ministries (1999)

B.A., East Texas Baptist U.; M.R.E., Southwestern Baptist Theological Seminary; M.S.W., Temple U.; D.S.W., U. of Pennsylvania.

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STAFF

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ACCREDITATIONS AND MEMBERSHIPS

Baylor University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, specialist, and doctoral degrees. Individuals who wish to contact the Commission on Colleges pertaining to the accreditation status of the University may write the Commission at 1886 Southern Lane, Decatur, GA 30033-4097, or call at (404) 679-4501. In addition, the University and its schools and colleges are accredited by, and/or hold membership in, the following organizations:

General

The Association of Texas Colleges and Universities
The Association of American Colleges and Universities
The American Council on Education
The Southern University Conference
The American Council of Learned Societies
The Texas Council of Church-Related Colleges
The Association of Southern Baptist Colleges and Schools
The Lilly Fellows National Network of Church-Related Colleges and Universities
The American Association of University Women
The American Society of Allied Health Professions

The Diana R. Garland School Of Social Work

The Council on Social Work Education

MESSAGE FROM THE DEAN

The best social workers have chosen their profession because they are motivated by a deep sense of calling to serve others. We will honor and help you explore your sense of calling and equip you to step into that call on your life through the professional practice of social work. Our curriculum is rigorous because we want to prepare you for the demands of professional practice wherever your calling will take you. The passion of your life deserves nothing less.

Diana R. Garland School of Social Work offers an educational experience we are proud to compare to any public or private university. We prepare students for the broad and exciting fields of social work practice in both public and private settings. In addition, the School leads the nation in the field of church social work and in research that informs professional knowledge and skills for addressing religion and spirituality in all social work practice fields. Baylor's Garland School of Social Work alumni are all over the nation and world, serving directly and leading others to care for the most vulnerable and broken, as well as to change social structures that will lead to greater justice and opportunity.

If you want to be a confident social worker, a social worker effective at building strong communities and families, a social worker those in need will trust with their lives and futures, a social worker equipped to succeed no matter where your calling takes you — you belong at Baylor.

With joy at the hope of working with you,

Jon Singletary, Dean

A SOCIAL WORK CAREER

A career in social work is both challenging and nourishing. From comforting an elderly person who is facing surgery, to finding a home for an abandoned child, to helping communities organize to fight for adequate police protection and street lighting — social workers are in the forefront of personal and social change. Wherever people are experiencing problems in living; wherever battles for social and personal justice are being waged — social workers are there.

Because they work with people, social workers need not only a substantial body of knowledge and specialized skills, but also self-discipline and realistic attitudes to ensure meaningful solutions to individual, family, group, organizational and societal problems. To be an effective social worker, you must be able to confront objectively the harsh realities of life while retaining a basic sense of compassion for others. You must also be motivated to help reduce human suffering and strengthen social ties.

Social work requires an interest in helping people with a wide range of problems in a wide range of settings. Social workers practice in advocacy organizations, facilities for the aged, schools, churches, hospitals and other health facilities, group homes, mental health facilities, prisons, community centers, employee assistance programs, adoption agencies, family services, pre-school settings, public welfare settings, child and adult protective services, residential settings for children, or adults, legislatures, social change organizations, and many other settings.

With such diversity of practice, what binds social workers into a common profession? First, social workers view people and their environment as integrally intertwined and interactive. Therefore, social workers not only work with individuals toward change, but also share a commitment to institutional and societal change. As professionals, social workers are devoted to helping people function as well as they can within their environment. Second, social workers maintain a service commitment to the disadvantaged, vulnerable, and economically deprived segments of the population. Historically, social workers led the fight for child labor laws, voting rights for women, and other progressive milestones. Finally, social workers share a common set of professional values and ethics, and a common set of basic or generic skills that enable them to work with diverse populations and fill diverse roles in diverse settings.

All social work education is built on a strong liberal arts base in order to produce social workers who can think critically, analyze alternatives skillfully, communicate well verbally and in writing, appreciate their own culture and that the culture of others, and dedicate themselves to life-long learning. The Council on Social Work Education (CSWE) has set national standards for this specialized education. It is the only accrediting agency for social work education and is so designated by the United States Office of Education and the Council on Post-Secondary Education.

In Texas and most other states, graduation from a school accredited by CSWE is a requirement for licensure as a social worker. Additionally, to be eligible for advanced placement in graduate schools of social work, applicants must have baccalaureate degrees from programs accredited by CSWE. The Baylor University Social Work Program has been affiliated with the Council since 1965. Initial accreditation was granted to the baccalaureate program in 1976 and to the graduate program in 2001. The accreditation of both programs was reaffirmed in 2012.

MISSION, GOALS, AND PHILOSOPHY

Introduction

Social work has been a part of the University's curriculum since the first course was taught in the Department of Sociology in 1936. The first full-time faculty member with an MSW was hired in 1962. In 1969, the Department launched a complete baccalaureate social work program to prepare students for the beginning level of social work practice. A feasibility study conducted during academic year 1997-98 documented the significant needs which Baylor University could address in its graduate social work program. Based on that study, the Baylor Board of Regents approved a Master's of Social Work degree and the School of Social Work was established in January 1999. The program was moved from within the department of Sociology, Anthropology, Social Work and Gerontology to become a separate department in the College of Arts and Sciences. In September 2004, the School of Social Work was granted independent status, effective June 2005, and in June 2013, the PhD in Social Work was launched with the first cohort of students. In May 2015, the name of Baylor University's School of Social Work was changed to the Diana R. Garland School of Social Work in honor of the School's first dean.

The School of Social Work at Baylor University gives shape and direction to the faith-based social services not only of Baptists but, more broadly, of other denominations and religious organizations. Through its baccalaureate and graduate programs, the School of Social Work prepares professional social workers for building healthy communities, and provides effective leadership in social service,

social action, and advocacy for social justice in many settings, including religious organizations and faith communities.

Mission

The mission of the Garland School of Social Work is to advance social work knowledge, values, and skills in a Christian context.

Goals

The goals of the Garland School of Social Work are:

1. To produce Alumni who are
 - influencing (through service and leadership) the social welfare of people, families, and communities globally;
 - ethically integrating religious faith with social work practice;
 - culturally responsive and competent; and
 - effective in creating healthy organizations
2. To produce Research by the School and its alumni that
 - provides resources and models for excellence in professional social work practice that contribute to social justice and the wellbeing of persons, families, and communities; and
 - provides resources and models that are respectful, faithful, and effective for communities of faith and religiously-affiliated organizations.

PROFESSIONAL STUDENT ORGANIZATIONS

Student Chapters of Professional and Academic Organizations

Phi Alpha

Phi Alpha, a National Social Work Honor Society, began a chapter at Baylor University in 1998. The purposes of this organization are to provide a closer bond among students of social work and to promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Membership is by invitation and application.

A student is eligible for membership after achieving the following national requirements and meeting local chapter requirements:

1. Declare social work as your major
2. Complete 9 hours of social work courses (this does not include current courses)
3. For baccalaureate students:
 - a. Achieve sophomore status or higher (30+ hours)
 - b. Achieve an overall GPA of 3.0 on a 4.0 scale, and
 - c. Achieve a 3.75 GPA in required social work courses
4. For graduate students:
 - a. Achieve a GPA of at least 3.75 on a 4.0 scale

Social Work Student Association

The School encourages social work students to participate in the Baylor Social Work Student Association. The purpose of the organization is to provide an opportunity through which students can participate in the governance of the School, coordinate their interests, and act cooperatively on behalf of all social work students and those they serve. The Social Work Student Association is divided by undergraduate and graduate students and each one has a faculty advisor and their own officers. The groups meet at least monthly for program meetings that focus on issues relevant to their social work education and preparation for practice. There are times when both groups coordinate activities together.

National Association of Social Workers

“The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.” (NASW brochure. For more information, visit the NASW website at: www.naswdc.org). By joining NASW, student members receive the information, contacts, and resources needed for launching a successful social work career, with a 75 percent savings on a regular membership.

Baylor Graduate Student Association

The Graduate Student Association (GSA) is an organization concerned with the intellectual and social growth of graduate students at Baylor University. The GSA sponsors activities and programs that facilitate exchange of ideas, promotion of scholarly development, cultivation of social support systems and dissemination of other information concerning graduate student life. All students currently enrolled for one or more semester hours of graduate coursework toward an advanced degree and with a graduate GPA of 3.0 or greater are automatically members of the GSA. Students desiring further information about the GSA should contact the Graduate School associate dean’s office, 254-710-3582.

Student Representation on School Committees

Student representatives on school committees are elected through the Student Organization and will receive a letter of appointment from the Chair of the Student Development Committee. Responsibilities include regular attendance and communication from students to committee and from committee to students. Student representatives who are unable to fulfill their responsibilities should resign to the Student Development Committee Chair and be replaced by appointment of the Student Organization officers.

GENERAL STUDENT POLICIES

Student Code of Conduct

The mission of the School of Social Work focuses on the education and preparation of students for professional social work practice. Students are expected to practice upholding the major themes of the School: community building, strengths perspective, and the ethical integration of faith and practice. Students are expected to uphold the core values and ethical standards of the social work profession. These values and ethical principles are identified and discussed in the Council on Social Work Education standards, in the NASW Code of Ethics and in the Texas State licensing standards (or comparable licensing standards in other states). As a part of the requirement for baccalaureate entry into the major and graduate entry into the program and for all practice in the community, students are asked to read and sign the following Student Code of Conduct derived from the NASW Code of Ethics and the Texas State Licensing Board regulations. (Numbers at the end of each item refer to the applicable section of the NASW Code of Ethics.)

1. Social work students are expected to uphold the values, ethics, and standards of the profession. (5.01)
2. Social work students are expected to treat their peers, faculty, and staff with dignity and respect (2.01A), and avoid unwarranted negative criticism and demeaning comments of these colleagues (2.01B).
3. Social work students should strive to enhance their competence and recognize the need for continuous professional growth (4.01).
4. Social work students should not practice, condone, facilitate, or collaborate with any form of discrimination against persons (4.02).
5. Social work students should not participate in, condone, or facilitate any type of dishonesty, fraud, or deception (4.04).
6. Social work students whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their abilities to meet classroom and field practice requirements are expected to take appropriate remedial action and show documented evidence of the success of that action (4.05).
7. Social work students should not permit their private conduct to interfere with their classroom or field practice responsibilities (4.03).
8. Social work students engaged in research are expected to protect the confidentiality of human subjects, obtain voluntary informed consent, and inform participants of their right to withdraw from the study (5.02).
9. Social work students should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed (4.08).

Standards of Practice

Prior to any academic work in the community that involves the use of social work knowledge, values and skills, students are asked to review the entire NASW Code of Ethics and the applicable state code. The following are some of the major standards for practice in the community as delineated in the NASW Code of Ethics.

Please note: If at any time during your classroom or field internship experiences, you find yourself in a situation in which you have questions about a potential ethical concern, please contact your field instructor, faculty liaison, or the Director of Field Education in your program.

Commitment to Clients (1.01)

A social worker's primary responsibility is to promote the well-being of clients.

Self-Determination (1.02)

Social workers respect and promote the right of clients to self-determination and assist clients in their efforts to identify and clarify their goals.

Competence (1.04)

Social workers should provide services and represent themselves as competent only within the boundaries of their education. It is important to inform your clients that you are a student.

Conflicts of Interest (1.06)

- (a) Social workers should be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.
- (b) Social workers should not take unfair advantage of any professional relationship.
- (c) Social workers should not engage in dual or multiple relationships with clients or former clients in which there are risks of exploitation or potential harm to the client.

Privacy and Confidentiality (1.07)

Social workers should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons.

Sexual Relationships (1.09)

Social workers should under no circumstances engage in sexual activities or sexual conduct with current or former clients, whether such conduct is consensual or forced.

Physical Contact (1.10)

Social workers should not engage in physical contact with clients when there is a possibility of psychological harm to the clients as a result of the contact (such as cradling or caressing clients).

Derogatory Language (1.12)

Social workers should use accurate and respectful language in all communications to and about clients.

Ethical Responsibility to Colleagues (2.01& 2.07)

Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views and obligations of colleagues.

Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

Social workers should avoid engaging in sexual relationships with colleagues when there is a potential conflict of interest.

Student Rights and Responsibilities

The rights of social work students include, but are not limited to:

- Right to participate in shaping the development of plans, programs, and policies that affect quality of the School of Social Work's curriculum.
- Right to learn in an environment that promotes individual and career development.
- Right to learn in a diverse community which provides exposure to a wide range of viewpoints.

The responsibilities of social work students include, but are not limited to:

- Accountability for their own learning.
- Expectation to perform as a social work professional according to the guidelines of the NASW Code of Ethics.
- Expectation to be an active agent in the process of continuously improving the School of Social Work's academic program.

It is the student's responsibility to become informed and to observe all regulations and procedures concerning degree completion required by the graduate program to which he/she is admitted. This includes attention to all internal deadlines (degree completion, registration, graduation, etc.), as well as the use of appropriate dissertation/thesis guidelines, and satisfying registration throughout degree completion and financial settlement procedures.

The school policy conforms to the Student Right to [*Due Process*](#) Policy and Procedures as outlined in [*Baylor University Student Policies and Procedures*](#).

Office of Access and Learning Accommodation (OALA)

Any student with a documented disability needing accommodations should contact the Office of Access and Learning Accommodation at: 254-710-3605. Any student who needs learning accommodation should inform the professor immediately at the beginning of the semester. The student is responsible for obtaining appropriate documentation and information regarding needed accommodations from the Baylor University Office of Access and Learning Accommodation (OALA) and providing it to the professor early in the semester. The OALA office is in Paul L. Foster Success Center - Sid Richardson - Room 189.

Health Insurance

Information about the Baylor University Health Insurance Plan can be found at: http://www.baylor.edu/health_center under the "Insurance" quick link, or by calling 254-710-1493.

International students: ^[1]_[SEP]All registered International Students on non-immigrant visas, taking one (1) or more credit hours and their accompanying dependents are required to participate in the Baylor University Student Insurance Plan. International students are automatically enrolled in the university sponsored health insurance plan; charges are added to the student's bill each semester. Information about health insurance may be secured through Baylor Health Services, One Bear Place #97060, Waco, TX 76798-7060 or call 254-710-7425.

Change of Address and Telephone Number

It is frequently a matter of great importance to students for University officials to be able to locate them quickly. For this reason, students are asked to file a notice of change of student local or student home address and telephone number with the University promptly, and not later than ten days thereafter in any case. Address changes may be made through BearWeb. For assistance, contact the Office of the Registrar at registrar@baylor.edu or (254) 710-1181. Failure to receive University notices because of an incorrect address provided by the student will not relieve the student of responsibility for responding to the notice.

Student/Program Communication and Notification

It is also the student's responsibility to keep a current address, Baylor University email address, and phone number on file with the office of the School of Social Work. The School will record the postal address, phone number, and email address at the time of initial admission. Any changes in contact information from that point forward must be initiated by the student. All students are required to obtain and monitor a Baylor email account. This contact information will be used to inform students of upcoming events and any unforeseen circumstances such as emergency cancellation of classes. Additionally, many faculty are managing courses through Canvas, Baylor's learning management system.

The School of Social Work faculty and staff communicate with students through a variety of methods:

Student Folders - Upon admission to the program, each student is assigned a folder located in a file cabinet in the Student Lounge located at 811 Washington Avenue. Information about meetings and class activities, as well as messages from faculty and staff are placed in the folders. Students should check their folders frequently.

Email - Faculty use email to communicate with students concerning class assignments, activities, and appointments. All students are required to obtain, monitor and use a Baylor email address.

Canvas – Canvas is the Baylor University learning management system. It is the electronic source for course-related information such as syllabi and course schedules. Please check your Canvas course listings to make sure each course you are taking is listed and check each course for details, announcements, and information from your faculty relevant to that course. In addition, the MSW program hosts a Canvas page for school orientation and other MSW-program related details.

Website/Electronic Bulletin Boards - The School maintains a webpage within the main Baylor University website, which provides information to current and prospective students, including job announcements for current and graduating students. Electronic bulletin boards (Canvas) also may be utilized by faculty to post classroom and other important information. Students should check these information sources frequently.

Other Methods - Other methods of communicating school information to students include updates at student organization meetings, graduate brown bag lunch meetings, baccalaureate meeting of the majors, announcements in classes, standard mail, and email. "The Voice" is a school newsletter that is emailed weekly to students.

Students should attend the scheduled All School Meetings and check your Baylor e-mail daily. These methods of communication serve as primary channels of information for the baccalaureate and graduate program about program updates and changes.

Campus Safety

Baylor considers personal safety on campus a top priority. Residence halls enforce a locked door policy and residents are asked to swipe their student IDs at main entrances to show residential status and gain access to their building. Access to the School of Social Work is limited to normal working hours and not available to students on the evenings and weekends in order to protect their safety. Some doors are to remain locked at all times and are accessible to students with an ID card.

Under no circumstances should locked doors be propped open or should students stay in the building after normal working hours. Classrooms not being used are to remain locked, to protect the safety of persons and property. The campus library is available for studying and small group meetings after hours and on weekends.

The Baylor Department of Public Safety provides additional 24-hour security with car and bike patrols and works in close alliance with the Waco Police Department to create a safe environment for the university community. Seventy-five emergency call boxes are located on campus with direct access to BDPS, which has a staff of thirty-five, including twenty-three commissioned police officers.

In the event of emergency in the School of Social Work, contact the Waco Police Department, calling 911.

On the Baylor main campus, Safety and Security Education Officers are on duty between the hours of 11:00 p.m. and 7:00 a.m. These Campus Living and Learning staff members move freely in and around specific zones of residence halls where they escort students as needed, confront and report unacceptable behavior, check that all exit doors are secure, and alert Baylor police about suspicious behavior.

Baylor's Crime Prevention and Security Report is provided annually to all students and is available at <http://www.baylor.edu/DPS>.

Social Work Student Safety in Field Sites

Students in the School of Social Work engage in educationally-directed practice in the community. Policies and guidelines to ensure student social work safety may be found in the *Field Manual*. Students are responsible for reading and following the social worker safety guidelines when engaged in educational placement activities and to assess agency safety using tools provided by the program.

GRIEVANCE AND APPEAL PROCEDURES

The School of Social Work faculty promulgates the following policies and procedures to protect students' rights and provide them relief from unfair criticism and treatment. This protocol is established for application in the event that a student believes his/her academic rights have been violated. This includes grades, assignments, internship issues, and alleged violations of professional behavior.

1. *Conference with Faculty Member.* Any student who believes a GSSW faculty member has treated him or her unfairly with respect to a course for which the student was registered or required to be registered may complain of such alleged unfair treatment. Such a student shall set up a conference with the involved faculty member and present that faculty member a written statement that details the circumstances giving rise to the complaint. An effort should be made to resolve the matter with the faculty member.
2. *Appeal to Directors of Field Education.* If the situation involves a matter that pertains to field instruction, the student may appeal to the director of the appropriate field program (Generalist Practice or Advanced Practice). A written statement that details the circumstances giving rise to the complaint and a narrative of the effort to resolve the situation with field education must be provided the Director prior to the meeting. If appropriate, the field faculty member will also provide the Director with a written description of her/his view of the situation including efforts to resolve the issue. If the situation is not resolved to the student's satisfaction within 30 days, he/she may appeal to the Associate Dean for Academic Affairs.

3. *Appeal to Associate Dean for Academic Affairs.* If the situation is not resolved to the student's satisfaction, the student may appeal to the Associate Dean for Academic Affairs. A written statement that details the circumstances giving rise to the complaint and a narrative of the effort to resolve the situation with the faculty member must be provided the Associate Dean prior to the meeting. The faculty member will also provide the Associate Dean with a written description of her/his view of the situation including efforts to resolve the issue. If the faculty member involved in the complaint is the Associate Dean, the student may appeal directly to the Dean of the School. If the faculty member involved is the Dean, the student may appeal directly to the Provost of the University.
4. *Appeal to the Dean of the School.* If the situation is not resolved to the student's satisfaction within 30 days, or if the student is not satisfied with the findings of the Academic and Professional Development Committee, he/she may appeal to the Dean of the School (or to the Executive Vice President and Provost if the complaint is against the Dean). The student must provide the Dean with a written statement that details the circumstances giving rise to the complaint and a narrative of efforts to resolve the conflict at the faculty, Associate Dean or director level. The faculty member and Associate Dean will also provide the Dean with a written description of their views of the situation, including efforts to resolve the issue. The Dean may (a) attempt to resolve the complaint her/himself without referring it to the School Academic Appeals Committee (SWAAC), or (b) refer it directly to the committee.
5. *Social Work Academic Appeals Committee (SWAAC).* The function of this committee is to hear student complaints of alleged unfair treatment by members of faculty. This includes grades, assignments, internship issues, and alleged violations of professional behavior. When a complaint is referred to the SWAAC, the Dean of the School shall appoint a committee composed of three faculty members who have not previously been involved in the process and, with the student's written permission, two students. The appealing student can choose not to have students on the committee. The Dean shall also appoint one of the faculty members to serve as chair of the committee.

The SWAAC shall have access to all previously submitted written material and any additional material any of the parties involved wish to submit. The chair of the committee shall arrange a meeting of the committee and the parties involved and attempt to arbitrate the matter. The meeting shall be informal and confidential and conducted for the purpose of resolving the matter to the agreement of both parties. The student may ask to have another student accompany her/him to the meeting, but that student shall not speak during the meeting. The committee may collect any other data they deem essential to making a decision in the matter. Within 30 days of the time the matter was referred to the School of Social Work Dean, the SWAAC will render a decision. The decision will be in writing and copies distributed to all parties involved in the process.
6. *Appeal to the Executive Vice President and Provost or his or her designee or the President.* If the complaint is not satisfactorily resolved by the Dean of the school, then the student shall have the right to appeal such matter to the Executive Vice President and Provost, who after review may refer such matter to the University academic appeals committee.

Academic and Professional Development Evaluation Process:

Decisions Related to Continuation/Discontinuation in the Social Work Program

In order to continue in their academic program, students must meet the academic and professional standards of the Program. Professional standards are incorporated into the Program as an academic matter. Compliance with both academic and professional standards is subject to review in accordance with this evaluation process.

In order to identify and engage students in need of support in meeting academic and professional standards, the School has established the Academic and Professional Development (APD) Committee. The Chair of the Student Development Committee (SDC) serves as Chair of the ad hoc APD Committee. The committee consists of the SDC Chair, the student's mentor, and one other faculty member appointed by the SDC Chair. If the SDC Chair holds a potential adjudicative role in the appeals process, the Dean of the School of Social Work will appoint another member of the SDC to serve as chair. If the mentor holds a potential adjudicative role in the appeals process, the SDC Chair will appoint an interim mentor for the duration of the process. After the matter is resolved, the SDC Chair will reassign the student to his/her previous mentor.

The functions of APD are to

1. facilitate student development in thinking critically, acting ethically and practicing effectively within the established standards of social work practice;
2. protect potential clients and agencies from sub-standard and unethical practice;
3. evaluate students requiring support to meet academic and professional standards;
4. develop supportive strategies for achieving academic and/or professional standards whenever possible; and
5. recommend to the Associate Dean for Academic Affairs and/or Dean of the School of Social Work decisions regarding continuation in or termination from the Program.

The APD does not assume a classroom or field faculty member's responsibility for critical evaluation and decision-making in assigning grades.

When problems occur that may be serious enough to necessitate judgments regarding continuation or termination from the Social Work Program, a referral may be made to the APD. Criteria used to identify these problems include:

1. Failure to meet or maintain academic grade point requirements as established by the University and the School of Social Work.
2. Behavior in violation of standards of social work practice established by social work values, the NASW Code of Ethics, the Texas Board of Social Worker Examiners Code of Ethics, and the Student Code of Conduct of the Garland School of Social Work.
3. Academic cheating, lying, or plagiarism, including falsifying process recordings or any other form of client documentation.
4. Indication of an inability to effectively apply the knowledge, ability, and skills of the profession.
5. Indication of an inability to develop the appropriate knowledge and interpersonal skills necessary for effective social work practice.
6. Indications of an inability to meet the criteria for social work licensure in the State of Texas.

The APD may request assessments by professionals outside the program as deemed necessary. Students are also subject to Baylor University's Honor Code, academic and discipline policies, as outlined in [*Baylor University Student Policies and Procedures*](#), and the general degree requirements found in this catalog or *Baylor University Undergraduate Catalog*. Participation in the APD process does not abridge the student's rights to use the University appeals process.

Academic and Professional Development Committee Procedures

The following procedures are to be followed in making referrals to APD and by all parties involved in the APD process:

1. Referrals to the APD can be made only by Associate Dean for Academic Affairs or field education director. In unusual situations, referrals may be made by the Dean of the School of Social Work following the procedures set out for the Associate Dean.
2. When a faculty member(s) identifies an issue that threatens the student's progress in the program, he/she will submit a letter to the Associate Dean for Academic Affairs and the student, detailing the concern(s), the steps taken to date, and, if possible, suggesting potential remedies. The Associate Dean for Academic Affairs may make a referral to the APD without a referral from a faculty member.
3. The Associate Dean for Academic Affairs may take action to resolve the issue or at any point refer the situation to the APD. To refer to the APD, the Associate Dean for Academic Affairs will submit a letter to the Chair of the SDC, with a copy to the student and to the Dean of the School of Social Work detailing the concern(s) and any action she or he has taken on the situation. This letter should make clear the specific issue(s) the Associate Dean wishes the APD to address, steps already taken, and possible remedies as he/she sees them. The original letter from the faculty member and any additional documentation should be included with this letter.
4. Within two weeks of receiving the referral, the Chair of the Student Development Committee will appoint members to the APD and call a meeting of the committee. At that time the committee will hear the faculty member(s), the student, and anyone else they deem necessary. The committee may meet as many times as necessary, but a final decision should be made in two weeks or less from the date of the first meeting. The committee may request an extension of this time, up to 15 days, from the Dean of the School of Social Work. The Dean of the School of Social Work will assign appropriate staffing to the committee.
5. The APD will use its professional judgment to determine an appropriate course of action. This action may include: (A) a developmental plan with input from the student, the faculty member(s), and other appropriate persons to resolve the issues within a specific time limit; (B) a referral to any other university committee for resolution; (C) a recommendation to the Dean of the School that the student be terminated from the program. A copy of the APD's decision will be sent to the student, the associate dean, the Dean of the School of Social Work, and placed in the student's School of Social Work file.
6. If the APD establishes a developmental plan, it shall include the consequences of failure to follow the plan. The Associate Dean for Academic Affairs is responsible for monitoring the plan, but may delegate this responsibility to the mentor or other faculty member. When the terms of the plan have been met, the Associate Dean will notify the Chair of the Student Development Committee, the Dean of the School of Social Work, and place documentation in the student's folder. If the terms of the plan are not met, the Associate Dean and/or the Dean of the School is responsible for imposing the agreed upon consequences.
7. The student may appeal the decision of the APD following the School of Social Work
8. Grievance and Appeal Procedures, beginning with step number 4 – Appeal to the Dean of the School.

MASTER OF SOCIAL WORK PROGRAM

MISSION AND GOALS

MSW Mission Statement

The mission of the Baylor University School of Social Work's Master in Social Work Program is to prepare advanced social workers in a Christian context for worldwide service and leadership.

MSW Program Goals

Students completing the MSW Foundation year programs will be able, at an advanced level, to

1. apply generalist social work knowledge and skills in practice using a strengths-oriented, ecological systems perspective that demonstrates respect for human diversity and cultures;
2. use critical thinking skills in applying knowledge and ethical principles to social work practice and in evaluating scientific inquiry including practice-based research;
3. demonstrate a developing social work identity that includes self-awareness, professional use of self, use of supervision and consultation, and an appreciation of the profession's values and history;
4. use conceptual frameworks to understand development and behavior across the life course, and the interactions among individuals, families, groups, organizations, communities, and larger systems;
5. understand the forms and mechanisms of privilege and oppression, and apply strategies of advocacy and social change that advance social and economic justice globally; and
6. demonstrate skills and knowledge for social work practice that are spiritually-informed and that recognize religious contexts.

Students completing the concentration year will be able to practice the Foundation Goals at an advanced level and, in addition, within one's area of concentration, they will be able to

7. discover, compare, apply and evaluate conceptual perspectives, models, and research that guide advanced practice;
8. demonstrate competence in advanced practice skills and the evaluation of advanced practice skills;
9. demonstrate competence in both working autonomously and working collaboratively; and
10. know, evaluate, integrate and use literature in decision-making in advanced practice.

ADMISSION

Admission to the School of Social Work graduate program is conducted by formal application to the Waco or Houston campus. Qualified students will be admitted regardless of race, color, national or ethnic origin, gender, age, veteran status or disability. The applicant's packet will be considered complete when the following parts have been received:

1. A completed online application and application fee
2. Official transcripts from all undergraduate and graduate institutions attended
3. Recommendations: Three strong professional reference letters or recommendation forms are required from each applicant. Two references must have direct knowledge of your academic work, at least one of which must have been an instructor of yours. Faculty who are members of the MSW Admissions Committee may not write letters of recommendation. Select persons who have knowledge of you in areas such as: intellectual

competence; potential for success; the ability to work with people about sensitive issues, including people from diverse backgrounds; possession of critical thinking and communication skills; and a sense of values and ethics. Advanced Standing applicants will need a reference from the undergraduate program director, the director of field education, or the field instructor.

4. A completed online GSSW Financial Aid Form
5. Completed Free Application for Federal Student Aid (FAFSA) or Financial Aid Profile (for international student only)

The graduate program's letter of admission constitutes the University's official notification of the admission decision. Admitted students will have a maximum of one year from the date of admission within which to enroll. Attempts to enroll after the one-year period will require completion of another application. The University reserves the right to refuse admission to any applicant whose previous academic record and/or readiness for graduate study in social work is deemed unsatisfactory.

Accepted students must submit the health form and be cleared by the Baylor Health Center before registering for classes. Applications submitted after stated deadlines may require a longer time to process, thus precluding students' ability to register with the University's published deadline schedule. The University assesses late fees according to the late registration schedule.

Requirements and Considerations

1. The graduate program requires that all applicants have either a bachelor's degree from an accredited institution in the United States or proof of equivalent education at an international institution of higher learning.
2. The Admissions Committee will only review an application that is missing no more than one prerequisite course. The applicant will be expected to complete all undergraduate prerequisites prior to enrolling in the program.
3. Applicants are expected to have a record of undergraduate study and experience that is predictive of success in graduate study. A minimum admissible grade point average is not specified.
4. A satisfactory grade point average in and of itself does not guarantee admission to a graduate program. Approval for admission is provided after consideration of the assessments and review processes conducted by the graduate admissions committee.
5. Baccalaureate coursework that demonstrates a strong liberal arts background including:
 - Science: Biology (3 hrs. or satisfactory CLEP score) OR passing a human biology test prepared by the Baylor School of Social Work
 - Communication or Language Skills: foreign languages, speech, grammar, linguistics, written communication, media (minimum 6 semester credits)
 - Social and Behavioral Science: sociology, social work, anthropology, psychology, social psychology, diversity (minimum 6 semester credits)
 - Humanities and/or History: philosophy, religion, arts, government, political science, economics, history, literature (minimum 9 semester credits)
 - Statistics (minimum 3 semester credits)
6. Acceptable performance on a writing assessment, demonstrating ability to think critically and communicate effectively and clearly in writing
7. Statement of professional interest in MSW graduate study at Baylor University and support of the stated mission of Baylor's MSW program

8. Self-statement that there is no pre-existing criminal record and that there is no physical or mental impairment which would preclude licensure as a professional social worker
9. Profile of all the above criteria which demonstrates commitment to social work values and potential for growth toward skilled, competent, advanced level social work practice.
10. Willingness to participate in an admission interview, if asked
11. All applicants must complete a Financial Aid application provided on the website. If the applicant does not want to apply for financial aid from the School of Social Work, they must indicate that on their submitted Financial Aid application.
12. No member of the Baylor University faculty above the rank of Lecturer may be admitted to candidacy for a graduate degree at the University.
13. A student desiring admission to the graduate program must complete the application process, even if another graduate degree has been earned at Baylor University.
14. A student who has been admitted to a graduate program at another university, and who desires admission to the School of Social Work's graduate program, must complete the application process.
15. Students who are enrolled in the graduate program in another university, and who wish to take coursework for transfer credit, are classified as "transfer of credit" students. A letter of good standing from the original university's Registrar will suffice as proof of eligibility to enroll. The request for the letter is made by the student in writing. The application, along with a non-refundable processing fee of \$25, a letter of good standing from your institution, and a Baylor Health Form must be completed and submitted to the Graduate Program Admission Office before you register for class.
16. Credit for Courses Transferred from Accredited Social Work Programs:
 - Associate Dean (based upon review of syllabi) may approve up to 12 hours of course work for inclusion into the MSW standard degree requirements. In this case, the student does not have to substitute elective hours for each hour of credit approved.
 - Associate Dean may approve up to 12 additional transfer credit hours-these credits will require that elective hours be substituted for each hour of transfer credit offered over the 12 hour benchmark.
 - No credit will be given toward required MSW courses unless the following conditions apply:
 - The courses were taken in a graduate program accredited by the Council on Social work Education.
 - A course description and syllabus is available and the Associate Dean of Graduate Studies judges the courses to be an appropriate substitution for a specific course in the graduate program.

Once the Associate Dean has advised the student concerning which courses are approved for transfer credit, the student prepares a letter of petition specifying how the courses will be applied to the degree plan.

A petition for transfer credit must fulfill the conditions listed below:

- A. The work must have been done while the student was enrolled in good standing as a graduate student.
- B. The work must have been done within five years prior to the award of the master's degree from Baylor.
- C. The school from which the credits are transferred must be accredited by a regional accreditation agency.
- D. No earned grade for transfer is less than a "B."

- E. None of the transfer coursework consists of extension or workshop courses.
- F. Petition for transfer of credit occurs after enrollment in the School of Social Work graduate program.

The Associate Dean for Graduate Studies will make decisions about acceptance of transfer of credit.

17. Credit for elective courses transferred from other Graduate Programs. A maximum of six (6) semester hours for the Standard MSW degree option and a maximum of three (3) semester hours for the Advanced Standing option taken for graduate credit in other approved graduate programs may be considered for elective credit. A petition for transfer credit must fulfill the conditions listed below:
 - A. The work must have been performed while the student was enrolled in good standing as a graduate student.
 - B. The school from which they are transferred must be accredited by a regional accreditation agency.
 - C. No earned grade for transfer is less than a “B-”.
 - D. Petition for transfer of credit occurs after enrollment in the graduate program.
18. International students are expected to satisfy the following additional admissions requirements:
 - A. Attain a minimum of 550 on the paper-based, or 213 on the computer-based, or 80 on internet-based Test of English as a Foreign Language (TOEFL) OR 6.5 on the International English Language Testing System (IELTS).
 - B. The TOEFL and IELTS are not required, if the applicant has a degree conferred by a U.S.-accredited higher education institution, or if the official language of their country, or region of their country, is English. TOEFL and IELTS scores are valid for *two* years. After that time, the applicant must retake the test and submit the new scores to the School of Social Work. For information about TOEFL, go to www.ets.org, for IELTS, go to www.ielts.org.
 - C. Participate in a phone interview to assess the applicant’s communication skills.
 - D. When all of the preceding requirements have been received and satisfied, and after the applicant has been accepted by a degree program, the international student must complete the Visa Authorization form and the Confirmation of Financial Resources form. For more information regarding these forms and how to obtain an I-20, which is required for an F-1 (student) visa, contact the International Student and Scholar Services office at (254) 710-1461, or see their website at www.baylor.edu/cie.
- E. **International students:** ^[SEP]All registered **International Students** on non-immigrant visas, taking one (1) or more credit hours and their accompanying dependents are required to participate in the Baylor University Student Insurance Plan. International students are automatically enrolled in the university sponsored health insurance plan; charges are added to the student’s bill each semester. Information about health insurance may be secured through Baylor Health Services, One Bear Place #97060, Waco, TX 76798-7060 or call 254-710-7425.
21. If a student completes a School of Social Work graduate degree and wants to continue to take extra course work on a NON-DEGREE basis, a Re-Enrollment Application is required. A Baylor Health Form is required if the student has been out of school for one or more years.
22. While past professional experiences will strengthen an application, no academic credit will be given for life experiences.

Posthumously Awarded Degrees

A student in his/her final year who has successfully completed 75% of the degree requirement, who is enrolled in good standing, making satisfactory academic progress, meeting all minimum grade point average requirements for his/her degree program, and dies before completing his/her degree may be awarded the degree posthumously upon the recommendation of the Graduate School Dean and with the approval of the Executive Vice President and Provost.

Advanced Standing Admissions

Students who are granted admission to the combined Garland School of Social Work BSW/MSW program are admitted into candidacy status for the MSW program. MSW Candidates will be fully admitted to the MSW program upon successful completion of the BSW from Baylor University with at least a 3.0 overall GPA, a B in every social work course, and the recommendation of the BSW Capstone (SWO 4293/4292) and Field (SWO 4492) faculty.

Students who have earned a baccalaureate degree in social work from another program accredited by the Council on Social Work Education, may apply for admission into the Advanced Standing at Baylor University. Applicants to the Baylor *Advanced Standing* program with a degree from an international social work program must provide evidence through CSWE's International Social Work Degree Recognition and Evaluation Service that the program from which they have graduated or anticipate graduating is recognized/approved/certified by CSWE. If admitted, full time students can complete their MSW at Baylor in 11 months, or 35 credit hours of graduate work.

Candidates for admission into Advanced Standing must complete six hours of preparatory graduate courses, offered during the preceding summer term, with a minimum grade of B and recommendation of Advanced Standing Seminar faculty in order to be considered for admission into Advanced Standing. In addition to the grade point average and faculty recommendation requirement, candidates must be recommended for admission to Advanced Standing by a majority vote of the admissions committee. Applicants may qualify for a waiver of these preparatory courses if they have completed a BSW degree from Baylor University with at least a 3.0 overall GPA, a B in every social work course, and obtain approval of the MSW Admissions Committee. Based upon criteria approved by the Associate Dean, the admissions committee may admit other qualified applicants into Advanced Standing without requiring enrollment in the six hours of preparatory graduate courses. Admitted Advanced Standing students not required to complete the preparatory courses must complete 29 hours of advanced practice courses to meet the graduation requirement.

Preference for admittance to Advanced Standing will be given to those students who completed their baccalaureate degrees no more than five years prior to application. If students completed their baccalaureate degree in social work more than five years before applying to the MSW program, they must demonstrate that they have engaged in continuing education and professional social work practice during a majority of the years since their baccalaureate education. Decisions about their admission to Advanced Standing will be based on the following, in addition to the standard graduate social work application:

- An overall grade point average of 2.7 or higher on a 4.0 scale, a grade point average of 3.0 or higher in all social work coursework, to include a minimum grade of B in all practice and field courses
- A copy of the Field Evaluation from baccalaureate social work field experience(s) documenting satisfactory generalist practice experience and skills in the internship (While prospective students may be admitted conditionally based on their performance in the field, full admission is contingent upon receipt of final field evaluation. When the final field evaluation is not available, a positive reference from a social work supervisor familiar with the applicant's skills in social work practice is necessary.)

MSW Admission Procedures

Prospective students may obtain the application materials from the School of Social Work website at https://www.baylor.edu/social_work. An application is considered complete when the following materials have been received by the School of Social Work Graduate Admission Office:

- Online application for admission
 - Transcripts from all previously attended institutions
 - GSSW Financial Aid Form
 - Completed Free Application for Federal Student Aid (FAFSA) or Financial Aid Profile (for international student only)
 - \$45.00 non-refundable fee
 - Three letters of recommendation via the GoGarland Recommendation Form
 - Final field evaluation (for Advanced Standing applicants only)
- *While the Baylor University health form is not considered in the application process, it must be completed prior to registration if admitted to the program.

The Admissions Committee consists of a minimum of six faculty members appointed by the Dean. At least two members review the application without knowledge of the recommendations of the other committee members and recommend one of the following actions:

1. Unconditional admission
2. Denial

In the case of admissions requests for the Advanced Standing degree option, the Director of Field Education Advanced Practice will also review the application and make an admission recommendation. The Associate Dean for Graduate Studies convenes the graduate admissions committee to consider the request for admission and the independent evaluations of the committee members and makes an admission decision. The Associate Dean for Graduate Studies sends a letter to every applicant informing them of the decision. All decisions made by the Admissions Committee are final.

Upon acceptance, students will receive a letter of acceptance into the MSW program and an Intent to Enroll form. Students are required to submit a completed form and remit an enrollment deposit of \$300, payable to Baylor University and mailed to the School of Social Work or submitted online. When enrollment is completed, the deposit will be applied toward tuition and fees. The deposit is nonrefundable.

Applications are accepted on a rolling basis beginning August 1st and are accepted until the class is full. They are encouraged to apply for the following year if they are still interested in attending Baylor University.

FINANCIAL RESOURCES

The School of Social Work has several sources of financial award based on student qualifications, financial need, and vocational goals. Scholarships are being added continuously with the growth of the program. Students apply for these scholarships by completing the online Financial Award Application on the Baylor School of Social Work MSW Degree website:

http://www.baylor.edu/social_work/index.php?id=66490.

The MSW Program Director, with consultation from the Admissions Committee, decides how these scholarships will be allocated. Criteria for awards include:

1. Admission to the program
2. Completion of the GSSW Financial Aid Form
3. Completion of the Free Application for Federal Student Aid (FAFSA) or Financial Aid Profile (for international student only)
4. Preference for full-time students
5. Financial need
6. Documented support for the mission of the school
7. Academic merit
8. Documented service to the School of Social Work and/or community
9. Stated expectations of the particular scholarship funds

Students entering or enrolled in the School of Social Work may apply for financial assistance through the Office of Academic Scholarships and Financial Aid. A comprehensive program of financial aid is available that includes both merit-based and need-based scholarships, as well as grants, loans, and part-time employment. Financial aid information and applications may be obtained from:

Student Financial Aid Office Baylor University
One Bear Place #97028
Waco, TX 76798-7028
254-710-2611 or 1-800-Baylor-U

Students entering or enrolled may also apply for financial assistance from the School of Social Work.

Grant-Related Funding

The School periodically has stipend and/or tuition remission awards for students that are funded by grants and other sources.

Funded Field Internships

Students in field internships occasionally receive funding through the agency or through a grant in the School. See the *Field Manual* for eligibility, application, and internships at place of work.

Stipends/Scholarships/Tuition Remission

The School provides:

1. Stipends-payment based upon work provided to faculty and/or staff. Stipends are available with varying compensation levels depending upon the nature of the service and the amount of time required of students;
2. Scholarships-payment based upon meeting eligibility criteria of the benefactor(s) with no work requirement and;
3. Tuition remission funding credited directly to student's account to offset the costs of tuition. Tuition remission covers the tuition charge only. Required fees must be paid by the student with the Cashier's Office prior to financial settlement deadlines.

Information on financial assistance may be obtained from the Associate Dean for Graduate Studies. **Students receiving financial assistantships must maintain an overall grade point average of 3.0 to avoid discontinuation of School financial support.**

Graduate Stipends.

There are three types of stipends:

1. **Graduate Teaching Stipend:** Primarily engaged in tutoring, grading, classroom or laboratory teaching under the supervision of a full time faculty member. Teaching assistants who are involved in classroom or laboratory teaching must have earned at least eighteen graduate social work hours. Prior approval of the Dean must be obtained if a student is assigned teaching responsibilities.
2. **Graduate Research Stipend:** The student is engaged in research in the course of obtaining an advanced degree and the research is performed under the supervision of a member of the faculty in a research environment provided by Baylor under a grant or contract.
3. **Graduate Stipend:** The student is given support to aid in the pursuit of academic study. Duties may include grading, assisting professors with courses, research not satisfying above criteria for a RA or a TA, administrative support, and other duties as assigned.

Although the specific responsibilities will vary by the stipend requirements, the number of hours of assistance required by the supervisor will typically not exceed 10 hours per week in order to protect graduate students from excessive commitments away from their own research, practice, and study. Graduate assistants are responsible for complying with all reporting and documenting requirements issued by the Baylor payroll office and by the Associate Dean. Graduate assistant assignments should not exceed the numbers of hours specified by the appointment. Consultation with the supervisor or Associate Dean is encouraged if a graduate student has concerns regarding excessive, unexpected, or other use of time which interferes with the student's course work.

Financial Assistance Resources

The Louise T. Brandon Stipends

The Louise T. Brandon Endowment Fund was established in 1998, following her death. Louise T. Brandon was an executive with Bell of Pennsylvania. Throughout her life she showed appreciation for education, hard work and benevolent service through a sincere insight into the world around her. Because of her lifelong commitment to learning and to good investment opportunities, she sought to

encourage young people with the greatest investment available, support for education. The dividends of academic excellence, good citizenship, the improvement of society and service to others were her ultimate reward and an example to all who knew her. This fund honoring her memory and exemplary life of good stewardship was established to further the good work of students who will pursue a vocation in social work, helping to touch the lives of hurting people and seeking to make the world a better place in the name of Christ. Preference is given to current staff of Buckner Baptist Benevolences, although scholarships/stipends may also be awarded to others who express a commitment to professional practice in faith-based organizations. Funds will be allocated as scholarships and/or work stipends in the school.

The Joe M. and Marguerite Long Scholarship

Dr. Joe M. Long served continuously as field instructor in the baccalaureate social work program from its beginning in 1969, as well as in the MSW program through 2005. Dr. and Mrs. Long designated family and children services, mental and physical health care, and gerontological social work as the areas to be supported by this scholarship, because these are the areas in which he has served. Preference is given to gerontology students.

Woman's Missionary Union of Texas Scholarships

The Woman's Missionary Union of Texas provides stipends and scholarships for women preparing for professional social work in missions and ministry settings. Preference is given to women from Texas with a history of active service in Baptist congregational life and/or Baptist missions and ministries.

Woman's Missionary Union Dellanna O'Brien Endowment

The Woman's Missionary Union provides stipends and scholarships for women preparing for professional social work in missions and ministry settings. Preference is given to women with a history of active service in Baptist congregational life and/or Baptist missions and ministries.

Board of Advocates Scholarship

The Board of Advocates is a group of women and men committed to the support and development of the Baylor School of Social Work. To demonstrate their personal commitment to the school, they established this endowed scholarship fund.

Cara Mitchell Olsen Scholarship

Graduate students who have a relationship with Truett Seminary and are interested in gerontology are eligible to apply for this scholarship. Funds are awarded on merit and need basis.

JI and Bruce Roberts Scholarship

Graduate students are eligible to apply for the JI and Bruce Roberts Scholarship. This scholarship is given on a merit and need basis to a student who has an interest in gerontology.

BW/Vera Orrick Scholarship

Graduate students are eligible to apply for the BW/Vera Orrick Scholarship. Funds are awarded on merit and need basis to graduate students who are interested in gerontology and who are either ministers or planning to enter a church related vocation.

Robert Lee and Martha Dee Guthrie Memorial Endowed Scholarship Fund

Graduate and undergraduate students are eligible to apply for the Robert Lee and Martha Dee Guthrie Memorial Endowed Scholarship. This scholarship is awarded to students who are interested in gerontology and have financial need.

FLM Foundation Endowed Scholarship

Graduate and undergraduate students are eligible to apply for the FLM Foundation Endowed Scholarship. First preference will go to students from Haiti. If no students from Haiti qualify, funds are to be awarded to a student pursuing a Master of Social Work degree.

Baptist General Convention of Texas (BGCT) Ministerial Financial Assistance

Tuition remission scholarships are available for graduate social work students who plan on full time ministry within a congregational or religiously affiliated organization. Eligibility requirements are available from the Associate Dean.

Cora Anne Davis Social Work Scholarship

Graduate students are eligible to apply for the Cora Anne Davis Social Work Scholarship. This scholarship is given on a merit and need basis to a student who is committed to the integration of Christian faith and social work practice.

Minette & William Pratt Scholarship

Graduate and undergraduate students are eligible to apply for the Minette & William Pratt Scholarship. This scholarship is awarded on merit and need basis.

The Carl and Martha Lindner Global Mission Leadership Endowed Scholarship

Graduate students who intend to return (or relocate) to international locations to practice international social work (language proficiency required) are eligible to apply. Scholarship is given based on outstanding leadership demonstrated in home country as well as merit and need. Application to this scholarship can be made through the Global Mission Leadership Initiative office in the Baylor School of Social Work.

Angel Foundation Scholarship

Graduate and undergraduate students are eligible to apply for the Angel Foundation Scholarship. Preference is given to MTS/MSW students followed by MSW students and finally BSW students. International students are eligible for this scholarship.

Willis Family Social Work Scholarship

Graduate and undergraduate students are eligible to apply for the Willis Family Social Work Scholarship. This scholarship is awarded based on merit and need.

Tom and Pat Powers Scholarship

Graduate and undergraduate students are eligible to apply for this scholarship. Preference, however, is given to undergraduate students.

Stone Family Social Work Scholarship

Graduate and undergraduate students are eligible to apply for the Stone Family Social Work Scholarship. This scholarship is available to students pursuing a career in global social work with special consideration to leaders training to make life better for orphans, at-risk children and families.

Hazel Poston Panter Scholarship

Graduate students are eligible to apply for the Hazel Poston Panter Scholarship. Preference is given to students pursuing the MSW/MDV joint degree.

Wise Family Social Work Scholarship

Graduate students are eligible to apply for the Wise Family Social Work Scholarship. Preference is given to graduate students pursuing the MSW/MDV joint degree and those interested in working with disenfranchised or marginalized persons.

Agency-Based Assistance Programs

Some social service agencies offer tuition assistance for their employees. The social service agency provides employment for the student and pays a portion or all of the employee's tuition, in exchange for (1) the student's current employment and/or (2) the student's commitment to work for the agency for a specified period of time after graduation. Information about these programs is available from the social service agencies themselves or the Director of Graduate Field Education-Advanced Practice.

Grant-Related Funding

The School periodically has assistantships for students with graduate stipends and tuition remission that are funded by grants and other sources.

Funded Field Internships

Students in field internships may receive funding in the form of graduate stipend or scholarship through the agency.

Loans

Loan plans available to graduate students include the Direct Unsubsidized Loan, the Direct GradPLUS Loan, and other various private alternative lenders. Texas residents will also have the option to apply for the College Access Loan. Information concerning eligibility and applying for these loans can be obtained from the Student Financial Aid Office, Baylor University, One Bear Place #97028, Waco, TX 76798-7028. Or call 254.710.2611.

Policy for Financial Award Recipients

Recipients for awards and levels of financial allocation will be determined by the Associate Dean for Graduate Studies or his/her designee, based upon recommendations of the graduate admissions committee. The graduate admissions committee will periodically review the student financial assistance program and make recommendations to the Associate Dean for Graduate Studies for enhancement of the program. The Associate Dean of Graduate Studies or designee will notify the applicant of the findings of the review process. The approval of the application is an indication that the student is eligible to earn the allocated funds contingent upon: satisfactory academic and professional progress, class attendance, continued enrollment in the prescribed coursework, and certification of eligibility by the Student Financial Aid Office. Awardees will follow the procedure of the University Development Office in expressing appreciation for awards. Eligibility to receive funding will be granted on a semester-by-semester basis. Failure to comply with the terms of the award will result in the student returning all or a portion of the award, consistent with the policies of the Student Financial Aid Office.

Financial Costs

Although the exact cost of attending Baylor University will vary according to personal habits, tastes, and financial resources, there are some fees that all students pay. For an estimate of the 2016-17 undergrad/grad expenses for one semester including tuition, fees, room and meals, please visit www.baylor.edu/sfs SWO Graduate Tuition & Fees (<http://www.baylor.edu/sfs/index.php?id=936921>).

In addition, for financial aid purposes, the Cost of Attendance (COA) is an estimate of the total cost to attend Baylor University and includes not only direct costs as outlined above, but also indirect costs. Direct costs are those billed by Baylor: tuition, fees and on-campus room and meals for students who live on campus. Indirect Costs are books, supplies, transportation, and personal expenses. For those students who live off campus or with a parent, indirect costs include room and meals. To see estimates that include the costs, please visit.

Tuition

Flat Rate (12 semester hours or more)	\$19805.00
Regular tuition, per semester hour (less than 12 hours)	\$1650.00
Joint –degree students in Truett Seminary, regular tuition, per sem. hour	\$863.00
<i>A graduate student studying with one or more faculty members and using the resources of the campus is required to register for at least one semester hour of graduate credit.</i>	

Fees

Administrative fee, per term	\$100.00
Application fee	45.00
<i>Applications will not be processed without this fee. This fee may be waived at the discretion of the Associate Dean of Academic Affairs.</i>	
Audit fee, per course (if registered for less than 12 hrs.)	313.00
Change-of-schedule fee (changes made at student’s request after 5th day of class fall/spring or after 2nd day of class in summer)	40.00
Commencement charges:	
Master’s cap/gown/hood, purchase through bookstore, no return	110.41
*Duplicate diploma to replace lost original (special order)	25.00
General Student Fee (figured on a twelve-hour threshold, although full-time status for graduate students is nine semester hours):	
For students taking twelve semester hours or more, per semester	2,090.00
Fewer than twelve semester hours, per semester hour	174.00
Internship Course fee, per course (\$50 minimum, charges vary)	50.00
Visit Optional Fees webpage for information on additional costs (e.g. parking permit, fines/fees, etc.)	

Housing and Meals

On-campus housing for graduate students is limited.
 For information on housing rates, go to [Campus Living and Learning](#).
 For information on meal plans, go to [Baylor Dining Services](#).

Payment of Accounts

A student's registration for a semester is not finalized (financially settled) until all expenses are paid or acceptable payment arrangements are made and the student has confirmed his/her intent to attend for the term billed. The complete Payment of Accounts policy can be found at www.baylor.edu/student_policies/financial.

For additional information about financial settlement, please visit <http://www.baylor.edu/sfs/index.php?id=936937>.

Students who are recipients of scholarships from religious institutions, foundations, corporations, individuals, or other organizations outside the University should visit <http://www.baylor.edu/sfs/awardguide/index.php?id=937521> to learn more about outside awards and requirements. For questions about outside scholarships, contact Outside_Awards@baylor.edu.

If you have questions about tuition, fees, or financial settlement that are not covered here, visit the Student Financial Services website www.baylor.edu/sfs or contact the Cashier's Office at Cashiers_Office@baylor.edu or (254) 710-2311.

Financial Aid Priority Dates

Graduate students may be eligible for student loans and, if interested, must complete the Free Application for Federal Student Aid (FAFSA- www.fafsa.gov). See [Financial Aid Timeline](#) for deadlines to aid to your semester bill. Scholarships are not offered to graduate students through the Student Financial Aid Office, but students can contact their respective department to determine if scholarships/assistantships are available. In addition, please respond promptly to requests received by mail or email (all emails are directed to students' Baylor email accounts) for additional documentation/clarification.

To reflect credit toward financial settlement, complete the FAFSA by:

Fall and Spring semesters	May 1
Spring semester only	November 1

Students who file the FAFSA after the priority date should be prepared to pay from their own resources the minimum amount due by the due date reflected on the semester invoice. If eligible for aid, the student may be reimbursed after aid has been credited to the student account. For more information, contact the Student Financial Aid office at Fin_Aid@baylor.edu or visit the Student Financial Services website at www.baylor.edu/sfs.

Financial Obligations

Students are individually responsible for their financial obligations to Baylor University. Charges to the student account are payable when due. Upon graduation or University Withdrawal, unpaid student account balances are subject to referral to a collection agency and disclosure to credit bureaus.

CANCELLATIONS, DROPS, AND UNIVERSITY WITHDRAWALS FALL AND SPRING SEMESTERS

Most of the information in this section refers specifically to fall and spring semesters. For dates, deadlines, and other pertinent details regarding Minimester or Summer Sessions, please see the "Academic Calendar" section for the respective dates.

This section provides information about Cancellations, Drops, and University Withdrawals. Definitions of these terms include:

- Cancellation–Dropping all classes prior to the first class day or prior to financial settlement–cannot occur once the first class day is reached for a semester.
- Drop–Removing a class(es) from a student’s schedule through the 50th class day. (This term does not apply when a student discontinues all classes during the semester.) Depending on the timing of this action, the outcome will either be that the class is removed from the student’s transcript record or that it results in a “W” (Withdrawal) notation for the class on the transcript (see [Academic Calendar](#) for deadlines). A student cannot drop a class after the 50th class day during a fall/spring semester.
 - University Withdrawal–Officially discontinuing all classes for which a student is registered on or after the first class day (through the 50th class day). Beginning the 1st class day of each semester, a student will not be able to withdraw from their complete class schedule online. A student cannot withdraw from the university after the 50th class day during a fall/spring semester.

CANCELLATIONS

Cancellation occurs when a student decides not to attend classes for a semester prior to the first class day for that semester. (A student’s schedule cannot be cancelled on or after the first day of the semester.)

Academic Effects–Cancelled classes do not appear on the official academic transcript.

Financial Effects–Cancellations and related refund requests must be made in writing, addressed to the Cashier’s Office, One Bear Place #97048, Waco, TX 76798-7048, or by email to Cashiers.Office@baylor.edu received prior to the first class day for the semester. For cancellations, all tuition, fees and meal plans will be refunded at 100 percent. If a student has been given an on-campus housing assignment, Campus Living and Learning, One Bear Place #97076, Waco, TX 76798-7076, must receive a separate written notification. Housing refund policies will apply.

DROPPING CLASSES BY A STUDENT

A student has the option to drop a class prior to or during a semester. Prior to dropping a class, a student should review “Before you Drop A Course” www.baylor.edu/b4udrop.

Academic Effects

Through the 12th class day, drops can be processed in BearWeb. Beginning on day 13, the student must submit an Add/Drop form to the Office of the Registrar.

A drop prior to the end of the 12th class day of the fall or spring semester results in the course being removed from the official academic transcript.

After the 12th and through the 50th class day, a drop in one or more classes requires a professional mentor signature and results in a “W” notation on the official academic transcript. There are no drops after the 50th class day during the fall/spring semester.

Failure to drop a class will result in the instructor posting the grade the student has earned (i.e., an “F”).

Prior to dropping a class, a student is expected to attend class regularly.

Financial Effects

Beginning with the 13th class day for fall and spring terms (3rd class day for summer), a Change of Course fee will be assessed for all schedule changes.

Refunds for dropped classes (tuition and lab/course fees) during the fall and spring terms include the following policies:

Because of the flat-rate tuition, there is no refund adjustment for a student who drops classes

unless the billable hours are reduced below 12 as the result of a dropped class. A student not on the flat-rate tuition or one who the drop causes to fall below 12 hours, will be processed according to the following refund schedule*

Prior to the end of the 5th class day.....	100%
Prior to the end of the 10th class day.....	75%
Prior to the end of the 15th class day.....	50%
Prior to the end of the 20th class day.....	25%
After the end of the 20th class day.....	none

*An extensive refund schedule for all semesters can be found at www.baylor.edu/sfs/droprefunds

To determine how a refund is calculated, multiply the number of hours the student will drop by the applicable percentage rate above based on the day of the drop. This calculation will determine the number of hours to subtract from the number of enrolled hours. The student is financially liable for the remaining enrolled hours plus the determined percentage of dropped hours.

For example, if a student enrolled in 14 hours drops a 3 hour course prior to the 15th class day, multiply the 3 dropped hours by 50% (1.5 hours), subtract the 1.5 hours from the original 14 hours, and the student is left with 12.5 billable hours. Since the student retains 12 or more billable hours, he or she would continue to be subject to the flat rate tuition.

Changes in the number of enrolled hours can affect financial aid eligibility. A student should contact the Financial Aid Office for information about how dropping a course would affect your financial aid award package.

UNIVERSITY WITHDRAWAL

A University Withdrawal occurs on or after the first class and following financial settlement. To withdraw officially from the University and request appropriate refunds, a student must submit a Withdrawal Form and complete an exit interview with a designated representative from the Garland School of Social Work.

Upon confirmation by a student's instructors of persistent non-attendance, the University reserves the right to withdraw the student for that term with an effective date matching the last known date that the student attended class.

Academic Effects

- The University Withdrawal effective date is established by the date on which a student submits the mandatory University Withdrawal Form (or contacts designated staff in Academic Support Programs).
- Contact with Academic Support Programs can be initiated in person (west basement of Sid Richardson during regular business hours), by telephone (254) 710-8696, or by emailing academic_support@baylor.edu.
- When a student withdraws from the University, the assigned "W" is based upon the effective date of the University Withdrawal. Please see [Academic Calendar](#) for the respective dates.
- The required University Withdrawal Form and additional information is available online at www.baylor.edu/successcenter/universitywithdrawal.
- Any other procedure will lead to failure in all classes for which the student is registered. Under no circumstances does notification to instructors or dropping classes constitute an official University Withdrawal.

Financial Effects

If the student fails to contact Academic Support Programs and simply stops attending, then the following policies apply:

- Tuition, fees, meal plans and other applicable charges will not be adjusted on the student's account.
- Financial aid credits, however, may be reversed as required by federal regulations.
- Refunds of tuition, fees, or other charges are applied to any outstanding balance owed to the University.
- Any credit balance remaining after all processing is complete will be sent by direct deposit (if bank account is designated in BearWeb) or mailed to the student at his/her home address listed in BearWeb.
- Refunds of tuition and required fees (General Student Fee, Laboratory/Course Fees, Administrative Fee) are based on the effective University Withdrawal date and are prorated on a per diem scale based on the total number of calendar days in that payment period.
- There are no refunds for University Withdrawals that occur after 60 percent of the payment period has passed. A payment period is defined as the total number of calendar days in the semester (from the published first class day through the published last day of finals) excluding the five-calendar day Thanksgiving break and the nine-calendar day spring break.
- To obtain a calendar schedule of refund percentages, please visit the Student Financial Services website www.baylor.edu/sfs or contact the Cashier's Office at Cashiers_Office@baylor.edu or (254) 710-2311.
- Unless specifically noted, other fees are considered non-refundable.
- Unused Dining Dollars are refunded upon University Withdrawal.
- Meal plan refunds are calculated pro rata based on the University Withdrawal effective date. An administrative charge equal to one week of the meal charge for the student's respective meal plan will be assessed.
- A student receiving scholarships or other financial aid should contact a financial aid counselor to discuss the financial implications of a University Withdrawal.
- Financial aid recipients are not eligible for a refund until all of the financial aid programs are reimbursed in accordance with federal, state, and University requirements. To obtain information about the return of financial aid funds, contact the Student Financial Aid office at FinancialAid@baylor.edu or (254) 710-2611. Additional contact information is available online at www.baylor.edu/sfs.
- A student residing in campus housing must contact the Campus Living and Learning office to obtain information about any applicable housing adjustments and penalties. This department can be reached at Living_Learning@baylor.edu or by calling (254) 710-3642. Additional information is available online at www.baylor.edu/cli. A student must follow the proper check-out procedure outlined in the Guide to Community Living and must vacate campus housing within 48 hours of the University Withdrawal effective date.

DROPPING AN AUDITED CLASS

A student who drops an audited class by the fifth (5th) class day (fall/spring) is eligible for a full refund. No refund for an audited class is given after the fifth (5th) class day. Full refunds also apply to a student who drops an audited class by the third (3rd) class day for the full summer session, by the

second (2nd) class day for summer I and II, and by the first (1st) class day for the Minimester. No refunds are given after the designated class drop date.

Right to Withhold Transcripts and/or Block Registration

Please see www.baylor.edu/student_policies/financial for the transcript and registration hold policy.

REGISTRATION AND ENROLLMENT

Classifications

Graduate: Any person holding a bachelor's degree who has been admitted to the School of Social Work graduate program and who is taking coursework to be credited toward a graduate degree. Graduate students are expected to maintain continuous registration.

PostBaccalaureate: Any person holding a bachelor's degree who is taking coursework and has not been admitted to a graduate program. (post baccalaureate registration is handled through the undergraduate Admissions Office.) Before the student can register for a graduate course, permission must be granted by the Associate Dean. After the student has been admitted to the graduate program, he/she may then petition to transfer 6 hours of the graduate level work taken as a postbaccalaureate student into their graduate program.

Undergraduate Senior: An undergraduate senior may enroll in graduate coursework (including 5000-level courses and 4000-level courses approved for graduate credit and which the student intends to apply either toward graduate credit or toward undergraduate degree requirements), subject to the following conditions:

1. The student must have grade point averages, both overall and in the major field, of at least 3.0.
2. The student may enroll in no more than one graduate course in one semester.
3. The course load (combined undergraduate and graduate coursework) may not exceed fifteen credit hours in one semester.
4. The student must have taken and successfully completed all prerequisites for the graduate course(s).
5. The student may include no more than six credit hours of graduate credit within the total credit hours for the undergraduate degree.
6. The student will assume the responsibilities of a graduate student in a graduate course. Permission to take graduate coursework requires the student to file a petition to be approved by the professor(s) of the course(s) and the Associate Dean for Graduate Studies. Accompanying the petition must be a copy of the student's transcript so that the graduate program can calculate grade point averages. On the petition, the student indicates whether the graduate coursework is to apply toward undergraduate degree requirements or toward graduate degree requirements, should the student later be admitted into a graduate program for which the coursework is relevant. Final approval of the petition must be obtained before the student can register for any graduate coursework.

Procedures

1. Registration information is located on Baylor's Office of the Registrar [Enrolling for Classes](#) webpage.
2. Students who do not pre-register should check with the Associate Dean for Graduate Studies, School of Social Work, for registration information prior to the first day of classes.
3. All students are expected to register for a minimum of one credit hour in each semester. This practice is institutionally referred to as "continuous registration."

4. All students should refer to the official University and School of Social Work Calendars for dates set for the semester of graduation.

It is the graduate student's responsibility to honor all conditions and procedures associated with timely registration.

PROFESSIONAL MENTORING

Purpose of Baylor GSSW Graduate Professional Mentoring

Professional Mentoring in the GSSW is designed as an opportunity for faculty to provide strengths-based, empathic, and individualized support that engages and empowers students to maximize their personal, professional, and educational development. In the role of Professional Mentors, faculty are available to provide: (1) orientation to GSSW programs, policies, and procedures; (2) consultation for specifying the student's purpose(s) for pursuing social work education; (3) post-graduation career planning; (4) information on the School and University's academic appeal process; (5) in collaboration with the Program Manager, a semester review of academic progress according to their educational plan; and (6) consultation, with their respective Director of Field Education, related to field education.

In addition, the mentor role includes enriching student development for students who wish to explore any concerns in a more individualized and supportive context. Referrals of students who are having exceptional struggles with professional or academic issues will be made to the Mentor for further discussion (See [Academic and Professional Development Evaluation Process](#) in the MSW catalog for more information).

Academic Advising

The Program Manager in the MSW program is a professional staff position with support and training from the University related to use of the University's course advising and registration systems. The Program Manager conducts Academic Advising for the purposes of creating and maintaining an educational plan that helps students identify and register for social work courses. This person refers students to their Professional Mentor for professional development questions.

Procedures of Graduate Student Professional Mentoring

1. The MSW Program Manager assigns an initial Professional Mentor subsequent to enrollment to the program. The student may be reassigned to a Professional Mentor if the student chooses a specialization in another faculty member's area of expertise (See the description in the section on [Specializations](#) in the *MSW Catalog*).
2. The Associate Dean for Graduate Studies ensures that all new faculty who mentor graduate students receive an orientation to the School's Mentoring Policy and Procedures.
3. Graduate Professional Mentors are invited to evaluate the mentoring procedures annually and recommend revisions and/or innovations. The Student Development Committee reviews these recommendations and communicates their findings to the Associate Dean for Graduate Studies, who implements those recommendations that he/she approves.
4. The Professional Mentoring policy and procedures are communicated to students through an email message from the Associate Dean for Graduate Studies and through the *Baylor MSW Catalog*. Graduate students are then encouraged to make an initial visit with their professional Mentor. They are encouraged to make an appointment to talk with their Mentors at least once a semester to discuss their progress and professional goals.
5. While the Professional Mentor is available to assist the student in interpreting the *Baylor MSW Catalog*, planning course schedules, suggesting electives, and completing degree applications,

the student is responsible for developing an educational plan with the MSW Program Manager and is expected to assume responsibility for initiating and following up on these tasks.

GENERAL DEGREE INFORMATION

Course Numbering System

The numbers applied to each course indicate level, semester hours of credit, and departmental codes. Selected courses numbered 4000-4V99 are open to both advanced undergraduates and graduate students. Courses numbered 5000 and above are limited to graduate students. Only doctoral candidates will be permitted to register for 6000-level courses. **Graduate credit will not be conferred for courses numbered below 4000 or for 4000-level courses which do not appear in the School of Social Work Catalog (Graduate Program section), Graduate School Catalog, or George W. Truett Theological Seminary Catalog.** The first digit in the number indicates the level. A 4000-level course does not confer graduate credit unless it appears in this catalog, Graduate Program section, or the Graduate or Truett Catalog. The second digit in the number indicates the value in graduate credit hours. Thus, “3” as a second digit indicates three credit hours. Some courses may be taken for a varying number of credits, typically from one to three semester hours. In such cases, instead of a digit for the second place in the course number, the letter “V” is used, and the varying amount of credit is indicated at the right of the course title. The last two digits are reserved for departmental use.

Course Load

The maximum number of semester hours for which a Social Work master’s student may register in a given semester is eighteen. No more than nine MSW course semester hours may be taken in either of the two summer sessions.

Grading System

Passing grades for GSSW graduate students are

- A (4.00)
- A- (3.67)
- B+ (3.33)
- B (3.00)
- B- (2.67)
- C+ (2.33)
- C (2.00)
- C- (1.67).

The grade of D carries one grade point per hour; however, it will not apply toward the total number of hours required for program completion. If a grade of D or F is made in a required course, the student must repeat the same course and make a grade of C- or better to meet the degree requirements for graduation. Courses taken at Baylor may be repeated where the grade received is C or lower. Student’s transcripts will reflect both grades and both will be included in the overall grade point average.

The grade of “I,” incomplete, may be given only when the completed portion of the course work is of passing quality. It is the student’s responsibility to complete the course requirements and to see that the incomplete grade is removed from the record in the semester following the “I”. Professors may request an extension or the grade automatically changes to “F.” A student may not graduate with an “I” incomplete on their transcript.

Students who receive one or more incomplete grades during a semester may have their schedule for the following semester reduced by the number of hours of “incomplete” received.

Grades will be based on the following scale:

A	=	93 - 100
A-	=	90 - 92
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	67 - 69
D	=	63 - 66
D-	=	60 - 62
F	=	Below 60.

Social Work Graduate Grade Change Policy

Changes to grades may be initiated by the instructor of the class and must be approved by the Associate Dean. Changes to grades may only be initiated by an instructor when the original grade resulted from an error or when the original grade was an Incomplete. Changes resulting from an error may only be made within one calendar year of the original date that the grade was due and may not occur once a degree to which the course was applied has been conferred. Beyond changes to grades for those reasons, changes may occur when initiated by the Provost based on the finding of a violation of academic integrity or when a grade is successfully appealed through the appropriate process(es); the one-year time limit does not apply to these changes.

Audit

A student may audit a course with the written permission of the Associate Dean for Graduate Studies. Only lecture courses may be audited. Audit enrollment is subject to the instructor’s willingness to have nonparticipating students.

Audited courses may not exclude a student seeking credit, may not be repeated at a later date for credit, may not be changed in status after the registration period, and are not considered part of the course load.

Continuation in the Program

Students are expected to earn a grade point average of 3.0 for each semester in which they are enrolled. Failure to earn this grade point average in a semester may result in suspension from the program. Failure to earn a 3.0 grade point average in a student’s final semester may result in not being permitted to graduate.

Probation

Students who do not earn the required 3.0 grade point average for a semester may, at the discretion of the Associate Dean for Academic Affairs, enroll in a subsequent semester in a probationary status. Students are automatically removed from probation upon completion of one semester and a minimum of 4 semester hours of graduate-level coursework if an overall 3.0 grade point average is attained. Failure to attain a 3.0 grade point average will result in notification of dismissal. The graduate program is not required to hear student appeals of this decision. If, after completion of the one semester and the fourth semester-hour credit, the student’s overall grade point average is still below 3.0, the student will

receive notification of degree termination from the graduate program. Students receiving financial assistance must maintain an overall grade point average of 3.0 to avoid loss of the financial assistance. Courses taken for elective credit may be included in the computation of the grade point average.

Dropping Courses

A student who wishes to drop a course should consult the Associate Dean for Academic Affairs. The university has specific dates that determine the effect of the drop on the student's academic record. These dates are listed in the Academic Calendar for the specific term and can be found on the [Events Calendar](#) website. A class drop or University Withdrawal during the period of the 13th through the 50th class day results in a W being recorded for the class(es) on the student's record and appearing on the transcript.

A course is not considered officially “dropped” until processed via BearWeb or by the Office of the Registrar. Failure to drop a course officially will automatically result in a grade of “F.” The student must have attended class regularly until that time.

GENERAL DEGREE REQUIREMENTS

Policy on Course Waivers and Academic Credit

The program does not waive course requirements of the professional foundation areas or for the field internship. No academic credit is given for previous work or life experiences.

Time Limitation

The maximum time limit for the master's degree is five years from the time the student first matriculates in the master's program. Exceptions to the five-year limit will be made by the Associate Dean for Graduate Studies only after a careful review of the extenuating circumstances on a case-by-case basis.

Graduation Eligibility

To qualify for a master's degree, students must have a minimum overall grade point average of 3.0 and must complete the following requirements:

1. Satisfactory completion of the required credit hours.
2. Successful completion of internship requirements. See Field Education Manual downloadable from the [Field Education](#) website.
3. Successful presentation and defense of the Capstone project. Students must receive a grade of “B” or better in the Capstone course in order to be eligible for graduation.
4. An approved portfolio for students who develop a specialization.
5. Personal and professional conduct congruent with the National Association of Social Workers' Code of Ethics, the State Licensing Board Code of Conduct, and with the rules and regulations established by Baylor University as outlined in [Baylor University Student Policies and Procedures](#), including the Baylor University Honor System, General Expectations of Baylor Students, and other policies documented therein.

Filing for Graduation

Students file for graduation with the graduate program early in the semester in which the degree is expected to be conferred (see [Academic Calendar](#)). Students pursuing joint degree options must file for graduation in both programs or schools.

Processing of diplomas takes four to eight weeks. Because of the processing time, students who file late will not be guaranteed a diploma at the commencement ceremony. The degree is conferred at the first commencement ceremony following program completion.

MSW CURRICULUM AND DEGREE PLANS

Standard Program

The MSW curriculum for the Standard degree option consists of 60 credit hours, which includes credit for foundation practice and concentration internships. The first year of study provides the student with knowledge, skills, and values for generalist social work practice as well as the foundation for advanced social work practice. Students enroll in internships in the fall and spring of the first (Foundation) year of the standard program and must complete the field application process according to a designated timeline prior to the fall semester. In the second year, the students choose one of two concentrations, community practice and clinical practice. The clinical concentration is the best fit for those who are interested in direct practice with individuals, families, and groups. There are two tracks within it that students can choose from, each with a class focused on a context of practice. One of these is physical and mental health and the other children and families.

Students may also choose to specialize in one field within their concentration. Examples of specializations include but are not limited to services to children and their families, gerontology, death and grief, international social work, church social work, and cross-cultural practice. After completing a second internship during the final semester, students participate in a one-week capstone seminar before graduating.

Advanced Standing Degree option

The Advanced Standing degree option may be selected if a student has earned a baccalaureate degree in social work from a program accredited by the Council on Social Work Education and meets other admission criteria. If admitted, the full-time student can complete the MSW degree in 11 months, or 35 credit hours of graduate work. Baylor BSW graduates can complete the MSW Advanced Standing degree in 10 months or 29 credit hours of graduate work.

M.Div./MSW Joint Degree option

The Master of Divinity/Master of Social Work (M.Div./MSW) Joint Degree option prepares students to provide leadership and service through congregations, religiously affiliated organizations and faith communities. For admission to the joint degree option, students must apply and be accepted by the George W. Truett Theological Seminary as well as the Baylor University School of Social Work.

MTS/MSW Joint Degree option

The Master of Theological Studies (MTS) and the Master of Social Work (MSW) joint degree provides an interdisciplinary option for students to develop competency in Christian scriptures and theology, global missions, and Baptist identity, as well as in advanced social work practice in congregations and religiously-affiliated organizations. For admission to the joint degree option, students must apply and be accepted by the George W. Truett Theological Seminary as well as the Baylor University School of Social Work.

MSW/MBA Joint Degree option

The MSW/MBA joint degree is designed to educate leaders who are prepared to effectively implement financial strategies, transform organizational behavior, and activate marketing strategies to sustain and improve human services organizations. Prospective students will be required to separately

fulfill admission and application procedures for both the Master of Social Work and the Master of Business Administration programs.

Curriculum Areas

MSW students come to the program with an undergraduate degree based on a strong liberal arts education providing preparation for graduate education that produces social workers who can think critically, analyze alternatives skillfully, communicate well verbally and in writing, appreciate their own culture and that of others, and dedicate themselves to lifelong learning that empowers and equips them to make a difference. Social workers share a common set of professional values and ethics and a common set of basic or generalist skills that enable them to work with diverse populations and fill diverse roles in diverse settings. The transmission of these values and ethics to students is a critical aspect of professional socialization. Upon entering the program, MSW students are informed of their responsibility to perform as a social work professional according to the guidelines of the National Association of Social Workers (NASW) Code of Ethics, including advocacy for human rights and justice. Professional values and ethics are infused throughout the entire MSW curriculum. Prior to any academic work in the community that involves the use of social work knowledge, values, and skills, students are required to study the entire NASW Code of Ethics and the applicable state code and make a commitment to practice congruent with those codes. Due to the unique mission of the GSSW program, attention is also given to areas of congruence and conflict with students' own personal values and ethics, as well as those of various faith groups.

Foundation Year

First Year in the Standard Degree option

The foundation year provides a generalist education in social work at an advanced level and is required of every student in the standard degree option (2-Year Degree option).

The standard curriculum is organized around these five curriculum content areas:

- Human Behavior and the Social Environment (SWO 5561 Practice with Individuals & Families and SWO 5463 Practice with Communities & Organizations)
- Social Welfare Policy and Services (SWO 5221 Introduction to the Profession; SWO 5322 Social Policy for Social Work Practice),
- Social Work Practice (SWO 5561 Practice with Individuals & Families; SWO 5362 Practice with Groups; 5463 Practice with Communities & Organizations)
- Research (SWO 5381 Research for Social Work Practice), and
- Field Practicum (SWO 5491 Foundation Internship I and SWO 5492 Foundation Internship II)

Students begin the foundation year with a semester of classroom coursework and their first Field Internship. Students must earn at least a "B" in Foundation Internship I, Practice with Individuals & Families and Practice with Groups in order to enroll for Foundation Internship II. Required Field orientation must be completed before enrolling in the internship. Foundation Internship I & II consist of professional preparation for practice in an approved setting, generally 16 hours weekly for 15 weeks, for a minimum of 240 clock hours in addition to a weekly integrative seminar. The second semester of Foundation Field internship is designed to be a continuation of the first semester of internship, in the same placement setting. Foundation Internship II consists of an additional minimum of 240 clock hours of training practice in the agency. Students will apply the foundations of knowledge, values, and skills they have learned in the standard courses in Foundation Internship I & II. Students must earn at least a B in Foundation Internship II and Practice with Communities & Organizations in order to enroll in practice and internship courses for the concentration year. Students should pay

careful attention to requirements for prerequisites and enrollment in courses concurrently, following the appropriate course sequence options on the following pages.

Concentration Year

Second Year of 2-Year Degree option and Advanced Standing Degree option

Curriculum Content

The program offers two concentrations. In each concentration, students acquire advanced practice skills and knowledge that build on the standard curriculum. The program's concentrations are defined by fields of practice: Clinical Practice and Community Practice. Students complete the Advanced Internship in a setting that allows them the opportunity for preparation for practice in the concentration field of practice. Students are expected to refine their learning in their chosen concentration further by use of electives.

Each concentration consists of a combination of courses taken exclusively with others in the concentration. In addition, students in all concentrations take the Administrative Practice in Social Work course and the Research Seminar. In these courses, students will complete individual and group learning projects and assignments related specifically to their concentration, but will benefit from the cross-fertilization of ideas and discussion with students in the other concentrations. The Research Seminar and Project are designed to prepare students for undertaking a practice research project usually related to their concentration during the final year of the program, and the Administrative Practice course is designed to develop advanced knowledge and skills in social work administration.

Students must have completed all standard requirements before enrolling in the advanced social work practice courses. These courses are designed to provide an intensive experience of applying learning in the standard curriculum and advanced practice methods and principles in the concentration to the actual practice situations of the concentration. Students will learn the skills for advanced practice in the area of their concentration and to assess their own practice and establish ongoing professional development.

Two formats exist for the internship structure in the concentration year, based on the student's concentration and the particular internship agency match. In the "block" format, students will enroll in a one-hour Introduction to the Advanced Internship course the semester prior to the Advanced Internship. This one-hour face-to-face course is designed to connect the student to the field during the development of the research proposal. Students complete orientation, preparatory education and research development during 60-100 hours in the agency for internship introduction. Students must have completed all other coursework before enrolling in Advanced Internship III and the Research Project. Advanced Internship III consists of social work preparatory practice in a setting appropriate to the student's concentration for 30-35 hours per week for 14 weeks for a minimum total of 550 hours across the two semesters. The block placement is designed to allow students, in the Spring semester, to be placed in the community surrounding Waco, within weekly commuting distance, or in long distance sites, when approved by the Director of Field Education. For sections including internships in long distance or international sites, long distance technology is used to bring students together for weekly seminars with other students in their concentration, as well as for periodic "meetings" with concentration and specialization faculty.

In the "concurrent" format for internship, students will enroll both semesters in a two-hour seminar course, completing 16-20 hours weekly for a minimum of 225-275 hours in the fall, and 20-24 hours weekly for a minimum of 275-325 hours in the Spring, for a minimum total of 550 hours across the two semesters. Virtual classrooms are offered for students approved by the Director of Field Education to be placed in long distance internship sites.

During the final semester, students complete the research project planned during the preceding Research Seminar, with ongoing consultation available from faculty teaching their concentration practice course. During the final week of this semester, students engage in a capstone experience,

during which they present their project to colleagues and professional social workers, including a faculty evaluator.

Brief Description of Master of Social Work Concentrations

Clinical Practice

The clinical practice concentration prepares students for advanced, direct practice with individuals, families, and groups in a variety of clinical settings. Students learn to apply evidence-based practice theories and methods of intervention that reflect a person-environment orientation and a strengths perspective. Specific philosophical frameworks include humanism, positivism, and evidence-based methods. The program is based on the development of an eclectic method that offers the opportunity to investigate more specific practice models. Some examples include cognitive behavioral therapy, solution-focused therapy, motivational interviewing, narrative approaches, Eye Movement Desensitization and Reprocessing (EMDR), structural family therapy, therapeutic use of play, and dialectical behavior therapy. Assessment tools and techniques, especially focusing on DSM-5, are critical to the program.

Common professional opportunities for social workers in clinical practice include practice in health settings and practice with children and families. As a result, the clinical concentration provides students with the option to focus on one of these settings in an advanced practice class and in their advanced internship. Students in the clinical practice concentration will choose a practice course focused on health settings (SWO 5376) and/or children and families (SWO 5377). Students must take one of these options, but may also take the other as an elective if they wish to do so.

When focusing on health settings, graduates work in public, private, and faith-based organizations including hospitals and primary care clinics, community health centers, counseling agencies, mental health facilities, health education programs, long-term care facilities, hospice, chemical dependency units, and a wide variety of private-practice settings. When studying children and families, graduates work in public, private, and faith-based organizations such as schools, child welfare agencies, family service agencies, juvenile justice systems, residential settings for children and youth, recreational and leisure agencies, marriage and family counseling centers, shelters, refugee and immigration centers, and congregations.

Course Requirements: Clinical Practice

Course #	Course Title	Semester	Hours
5337	Advanced Clinical Theories and Models	Fall	3
5379	Advanced Clinical Practice: Individuals, Families, & Groups	Fall	3
5377 or 5376	<i>Advanced Clinical Practice: Children and Families or Advanced Clinical Practice: Health Settings</i>	<i>Fall or Spring</i>	3
5323	Administrative Practice in Social Work	Fall or Spring	3
5190/5790 or 5494/5490	Advanced Internship (Block) Advanced Internship (Concurrent)	Fall/Spring	8
5182	Research Seminar	Fall	1
5383	Research Project	Spring	3
5298	Capstone	Spring	2
Total			26

Community Practice

The community practice concentration prepares students for advanced practice with public and/or nonprofit organizations, neighborhoods, communities, congregations, and religiously affiliated

agencies. Students learn a variety of professional community practice models that serve to strengthen and enrich communities in local and global settings. Communities can be defined as both geographic (e.g., neighborhoods) and relational (e.g., ethnic communities). The central models are rooted in professional literature and research, and they include advanced skills in community development, community organizing, and community planning.

The advanced model of development is asset-based community development, which recognizes community struggles but responds most centrally to community assets. Asset mapping is a key skill learned when studying this model.

The advanced model of organizing is consensus-based. Consensual organizing is rooted in consensus-building rather than building on the potential conflict. Negotiation and facilitation are key skills learned with regard to this model.

The advanced model of planning is emergent-based. While most planning requires a rational approach to planning (e.g. the logic model), the emergent model allows for greater flexibility and adaptability when working in diverse contexts. Engagement of stakeholders is a key skill here.

Course Requirements: Community Practice

Course #	Course Title	Semester	Hours
5335	Frameworks & Perspectives for Community Practice	Fall	3
5375/5378	Adv. Practice: Community Practice	Fall/Spring	6
5323	Administrative Practice in Social Work	Fall or Spring	3
5494/5490	Advanced Internship (Concurrent)	Fall/Spring	8
5182	Research Seminar	Fall	1
5383	Research Project	Spring	3
5298	Capstone	Spring	2
Total			26

MSW Standard Degree Plan

Minimum 60 semester hours including the following:

Foundation Year: 28 hours

Fall Pre-Term, Year 1

5221 Intro to the Profession 2

Fall Semester, Year 1

5561 Professional Practice with
Individuals and Families 5
5362 Professional Practice with Groups 3
5491 Foundation Internship I 4
12

Spring Semester, Year 1

5381 Research for Social Work Practice 3
5463 Professional Practice with
Communities and Organizations 4
5322 Social Policy for Social Work Practice 3
5492 Foundation Internship II 4
14

Concentration Year: 26 hours (see requirements in Concentrations section above)

Electives: 6 hours

Six (6) hours of Special Topics courses/seminars (4V80, 5V80, 5V70) and/or other courses approved by the Associate Dean for Graduate Studies may be taken to fulfill the elective requirement.

Advanced Standing Option

The 11-month Advanced Standing program begins with six hours of Advanced Standing Seminars during the summer months (July-August). Students complete the concentration year of the MSW

program in the following fall and spring and, upon completion of 35 hours, are eligible for graduation in May. Based on obtaining a B in the six hours of preparatory seminars offered in the summer, recommendation of the seminar professors, and the approval of the admissions committee, the student is eligible for admission into Advanced Standing. **ENROLLMENT IN THE CONCENTRATION YEAR IS NOT AUTOMATIC.** Graduates of Baylor’s BSW program are exempted from completing the Advanced Standing Seminars. Criteria for continuation include:

1. Earning a B in each seminar course (Courses waived for Baylor BSW graduates).
2. Demonstration of the knowledge, skills and values predictive of competence at the advanced level of social work practice.
3. Completion of all course requirements.
4. Approval for continuation by the graduate admissions committee based upon information that includes the faculty of the two 3-hour advanced standing seminars.
5. Support for mission of the School of Social Work.

MSW Advanced Standing Degree Plan

35 (29 for Baylor BSW graduates) semester hours including the following:

Summer Semester, Year 1 Advanced Standing Seminars (required of non-Baylor BSW graduates)

5301 Current Issues in Social Work I	3
5302 Current Issues in Social Work II	<u>3</u>
	6

Concentration Year: 29 hours

Three (3) hours of Special Topics courses/seminars (4V80, 5V80, 5V70) and/or other courses approved by the Associate Dean for Graduate Studies may be taken to fulfill the elective requirement.

Joint Degree option: Master of Divinity/Master of Social Work

The Master of Divinity/Master of Social Work Degree option (M.Div.-MSW) prepares students to provide leadership and service through congregations, religiously affiliated organizations, and faith communities. Church agencies, as well as family and children’s agencies, gerontology programs, counseling centers, and community ministries in urban areas and international missions, need professional social workers. In addition, congregations often need the consultation and leadership in family and community ministry which social workers can provide. Many congregational leadership positions and often the chief executive officers of church-related agencies require an M.Div. or other graduate seminary degree as a qualification. This degree option, therefore, addresses this need for dual competency.

Admission

For admission to the joint degree option, candidates must apply and be accepted for both Truett Seminary’s Master of Divinity degree option and the Diana R. Garland School of Social Work’s Master of Social Work degree option.

Requirements

Fall First Year	12 hrs.
COVG 7001 Covenant Group	
THEO 7340 Intro to Scriptures*	3 hrs.
THEO 7343 Introduction to Christian History*	3 hrs.
THEO 7345 Intro to Christian Theology*	3 hrs.

LEAD 7301 Leadership for Ministry.....	3 hrs.
Spring First Year.....	12 hrs.
COVG 7002 Covenant Group 2	
THEO 7370 Christian Scriptures 1	3 hrs.
THEO 7360 Christian Texts and Traditions 1	3 hrs.
THEO 7316 Christian Worship	3 hrs.
THEO 7396 Baptist Identity	3 hrs.
Summer First Year	6 hrs.
THEO 7361 Christian Texts and Traditions 2	3 hrs.
Truett Elective.....	3 hrs.
Fall Second Year.....	12 hrs.
COVG 7003 Covenant Group 3	
THEO 7372 Christian Scriptures 2	3 hrs.
THEO 7371 Christian Scriptures 3	3 hrs.
THEO 7362 Christian Texts and Traditions 3	3 hrs.
WOCW 7385 Intro to Christian Witness and Mission.....	3 hrs.
Spring Second Year	12 hrs.
COVG 7004 Covenant Group 4	
THEO 7373 Christian Scriptures 4	3 hrs.
PRCH 7316 Preaching 1	3 hrs.
THEO 7382 Constructive Theology	3 hrs.
PRTN 7391 Integrative Seminar.....	3 hrs.
Fall Third Year.....	19 hrs.
SWO 5221 Intro to the Profession	2 hrs.
SWO 5561 Practice with Individuals and Families	5 hrs.
SWO 5362 Practice with Groups	3 hrs.
SWO 5491 Foundation Internship I.....	4 hrs.
MENT 7V00 Mentoring	5 hrs.
Spring Third Year	18 hrs.
SWO 5381 Research for Practice	3 hrs.
SWO 5463 Practice with Communities and Organizations.....	4 hrs.
SWO 5322 Social Policy for SWO Practice.....	3 hrs.
SWO 5492 Foundation Internship II	4 hrs.
MENT 7V00 Mentoring	4 hrs.
Fall Fourth Year.....	11-14 hrs.
SWO 5379 Advanced Clinical Practice and SWO 5376 ACP: Health Settings or	
SWO 5379 Advanced Clinical Practice and SWO 5377 ACP: Children and Families or	
SWO 5375/5378 Advanced Practice: Community Practice	6 hrs.
SWO 5337 Advanced Clinical Theory or	
SWO 5335 Frameworks & Perspectives for Community Practice	3 hrs.
SWO 5182 Research Seminar.....	1 hr.
SWO 5190 Intro Advanced Internship III or 5494 Pt 1 Adv Internship.....	1 or 4 hrs.
Spring Fourth Year	12-15 hrs.
SWO 5323 Administrative Practice in Social Work.....	3 hrs.
SWO 5790 Advanced Internship III or 5490 Pt 2 Adv Internship	7 or 4 hrs.
SWO 5383 Research Project.....	3 hrs..
SWO 5298 Capstone.....	2 hrs.
Social Work Elective (any semester).....	6 hrs.
Total hours	123 hrs.

M.Div. hours	63 hrs.
M.S.W. hours	60 hrs.
6 hours of M.Div. coursework will count for M.S.W. total	
Advanced Standing M.S.W. required coursework.....	35 hrs.
Actual non-repeating hours taken:	
35 hours M.S.W. + 63 hours M.Div.	98 hrs.

*These are required courses; however, based upon previous academic experience, students may petition to waive or substitute these courses. Introductory courses are waived from the degree plan by passing an advanced standing exam (see the Advanced Standing Policy on page 40).

Satisfactory completion of 200 Lifelong Learning Units

Satisfactory academic progress

Six (6) hours of Truett courses, Special Topics courses/seminars (4V80, 5V80, 5V70) and/or other courses approved by the Associate Dean for Graduate Studies may be taken to fulfill the elective requirement.

Students in the M.Div./MSW joint degree option should plan their coursework so that the M.Div. and the MSW degrees can be awarded simultaneously. Nevertheless, students who complete all work for the MSW degree can be awarded this degree first and separately; however, a student enrolled in this joint degree option may not receive the M.Div. degree first and separately but must receive the M.Div. degree either simultaneously with the MSW or subsequent to the awarding of the MSW.

Joint Degree option: Master of Theological Studies/Master of Social Work

An increasing number of graduate students are called to Christian vocation in community ministry that is informed by their faith and grounded in Christian theology and scripture. The Master of Divinity and Master of Social Work (MDiv-MSW) joint degree program provides theological education and advanced social work knowledge and skills. Some students are not seeking to achieve the advanced competencies offered by the MDiv degree and/or they may not have the personal resources to meet all of requirements of the 123 semester hour MDiv-MSW degree program. The MTS-MSW joint degree program (108 or 83 semester hours) provides these students with an opportunity to prepare for community ministry through mastery of advanced social work knowledge and practice that is grounded in foundational Christian theology, Scriptures, traditions, missions and witness, and Baptist Identity.

Admission

For admission to the joint degree, candidates must apply and be accepted by both the George W. Truett Theological Seminary and the Diana R. Garland School of Social Work.

Requirements

Core Curriculum 36 hrs.

Introductory Courses

THEO 7340 Introduction to Scripture	3 hrs.
THEO 7343 Introduction to Christian History	3 hrs.
THEO 7345 Introduction to Christian Theology	3 hrs.

Christian Scriptures

THEO 7370	Christian Scriptures 1	3 hrs.
THEO 7372	Christian Scriptures 2	3 hrs.
THEO 7371	Christian Scriptures 3	3 hrs.
THEO 7373	Christian Scriptures 4	3 hrs.

Christian Theology

THEO 7360	Christian Texts and Traditions 1	3 hrs.
THEO 7361	Christian Texts and Traditions 2	3 hrs.
THEO 7362	Christian Texts and Traditions 3	3 hrs.
WOCW 7385	Intro to Christian Witness and Mission	3 hrs.
THEO 7396	Baptist Identity	3 hrs.
THEO 7382	Constructive Theology	3 hrs.

Electives

3 courses from chosen concentration or 1 Biblical studies course, 1 Theological studies course, and 1 free elective		9 hrs.
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Total hours of Master of Theological Studies Courses 48 hrs.

Total elective hours counted toward the MTS from MSW courses 3 hrs.
(3 for Advanced Standing, 3 for Standard degree option)

Total MTS hours 39 hrs.

Standard MSW required coursework 54 hrs.
Actual non-repeating hours taken:
54 hours MSW + 39 hours MTS = **93 hrs.**

Advanced Standing MSW required coursework 35 hrs.
Advanced Standing MSW required coursework for Baylor BSW graduates 29 hrs.

Actual non-repeating hours taken:
32 hours MSW + 39 hours MTS = **71 hrs.**
26 MSW hours for Baylor BSW graduates + 39 hours MTS = **65 hrs.**

Covenant Groups – 4 semesters
Satisfactory completion of 132 Lifelong Learning Units
Satisfactory academic progress

The MTS degree consists of 48 course credit hours. The MSW degree can be earned through two programs, the standard two year program and the advanced standing program. The standard two-year program requires 60 course credit hours. This program and the MTS require a total of 111 hours when completed separately. For social work students in the standard two year program, the total number of hours for the MTS-MSW joint program will be 93 hours.

For those students who qualify, the MSW advanced standing program consists of 35 course credit hours, so that it and the MTS require a total of 83 hours when completed separately. For social work students in the advanced standing program, the total number of hours for the MTS-MSW joint program will be 71 hours.

In the proposed joint degree program, 9 elective hours taken in the School of Social Work will be counted toward the MTS degree requirements. Six hours from the MTS degree will be counted toward the standard two-year MSW program requirements and three from the MTS degree will be counted toward the advanced-standing MSW program requirements (advanced standing).

Joint Degree option: Master of Social Work/Master of Business Administration

The MSW/MBA joint degree is designed to educate leaders who are prepared to effectively implement financial strategies, transform organizational behavior, and activate marketing strategies to sustain and improve human services organizations. As the demand for social workers increases with the privatization of social services, so does the need for social workers to be prepared to serve as leaders of human service organizations. The Master of Social Work program prepares students to work with individuals, communities, and society through concentrations in clinical and community practice. The Masters in Business Administration program prepares students to serve as leaders in generalist business roles. The joint degree will groom social work and business administration graduates to serve as administrators, executive directors, and innovators in human service organizations. In addition, the MSW/MBA will equip and encourage graduates to develop human service organizations nationally and internationally, serving in developing countries or underserved urban areas where human needs are great and resources are scarce.

Admission

Prospective students will be required to separately fulfill admission and application procedures for both the Master of Social Work and the Master of Business Administration programs.

Requirements

Master of Business Administration education plan for the joint degree is 33 credit hours. The Hankamer Business School will waive 20 hours of elective courses while maintaining the core business courses equaling 33 hours. The School of Social Work will credit 9 hours of business elective courses (6 hour elective credit and 3 hour substitution for SWO 5323 Administrative Practice in Social Work) for the standard MSW level education plan; therefore, students entering the foundation level of the MSW joint program will complete 51 social work credit hours. The School of Social Work will also credit 6 hours of business elective courses (3 hour elective credit and 3 hour substitution for SWO 5323 Administrative Practice in Social Work) for the MSW Advanced Standing level of the education plan; therefore, students entering the Advanced Standing program (total=35 hours) will complete 29 hours of social work credit hours.

MSW Core and Elective Course Foundation Level

Standard (first year-foundation) Core Courses

SWO 5221 Intro to the Profession

SWO 5561 Practice with Individuals and Families

SWO 5362 Practice with Groups

SWO 5491 Foundation Internship I

SWO 5381 Research for Practice

SWO 5463 Practice with Communities and Organizations

SWO 5322 Social Policy for Social Work Practice

SWO 5492 Foundation Internship II

Foundation Master Social Work students will select a concentration area upon completion of the above core courses. Concentration areas are: Children and families track or physical and mental health track in the clinical concentration, or community practice. Courses for each concentration are listed below:

Clinical Practice

Children and Families

5182 Research Seminar
5337 Advanced Clinical Theory
5379 Advanced Clinical Practice
5377 ACP: Children and Families
5190/5790 Advanced Internship (Block) or
5491/5490 Advanced Internship (Concurrent)
5383 Research Project
5298 Capstone

Health Settings

5182 Research Seminar
5337 Advanced Clinical Theory
5379 Advanced Clinical Practice
5376 ACP: Health Settings
5190/5790 Advanced Internship (Block) or
5491/5490 Advanced Internship (Concurrent)
5383 Research Project
5298 Capstone

Community Practice

5182 Research Seminar
5335 Frameworks & Perspectives for Community Practice
5375/5378 Advanced Practice: Community Practice
5494 Part I: Adv. Internship
5383 Research Project
5490 Part II: Advanced Internship
5298 Capstone

Electives: 6 hours from MBA program = 3 elective + 3 hours substitute for SWO 5323
Administrative Practice in Social Work

Total Hours 51

MSW Core and Elective Courses Advance Level

Families

SWO 5301 Advanced Practice Readiness I
SWO 5302 Advanced Practice Readiness II
5182 Research Seminar
5337 Advanced Clinical Theory
5379 Advanced Clinical Practice
5377 ACP: Children and Families
5190/5790 Advanced Internship (Block) or
5491/5490 Advanced Internship (Concurrent)
5383 Research Project
5298 Capstone
5182 Research Seminar

Physical and Mental Health

SWO 5301 Advanced Practice Readiness I
SWO 5302 Advanced Practice Readiness II
5182 Research Seminar
5337 Advanced Clinical Theory
5379 Advanced Clinical Practice
5376 ACP: Health Settings
5190/5790 Advanced Internship (Block) or
5491/5490 Advanced Internship (Concurrent)
5383 Research Project
5298 Capstone
5182 Research Seminar

Community Practice

5182 Research Seminar
5335 Frameworks & Perspectives for Community Practice
5375/5378 Advanced Practice: Community Practice
5494 Part I: Adv. Internship
5383 Research Project

5490 Part II: Advanced Internship
5298 Capstone
5182 Research Seminar
5335 Frameworks & Perspectives for Community Practice

Electives: 3 hours from MBA program = 3 elective + 3 hours substitute for SWO 5323
Administrative Practice in Social Work

Total Hours: 29

Master of Business Administration

First Semester

ACC 5121 Accounting Planning
ACC 5122 Accounting Implementation
ECO 5115 Demand Analysis
ECO 5116 Production and Cost Analysis
FIN 5161 Corporate Finance-Planning
FIN 5162 Corporate Finance-Implementing
MGT 5132 Operations Management Core 2
QBA 5131 Quantitative Methods Part I
BUS 5390 Management Communication
BUS 5050 Graduate Business Colloquium
2 3-hour Required Flexible Courses

Required Flexible Courses:

MKT 5310 Marketing Administration
MGT 5385 Strategic Management
MGT 5310 Organizational Behavior
Choose one of the following 4 courses:
MIS 5342 Business Intelligence
MIS 5346 Data Warehousing (spring only)
MIS 5355 Management of Info Systems
MIS 5345 Decision Making Using Excel

Second Semester

ACC 5123 Accounting in a Changing Environment
ECO 5117 Microeconomic Theory
FIN 5163 Financial Control
MGT 5131 Operations Management Core 1
MGT 5133 Operations Management Core 3
QBA 5132 Quantitative Methods Part 2
QBA 5133 Quantitative Methods for Decision
BUS 5395 Focus Firm
BUS 5050 Graduate Business Colloquium
2 3-hour Required Flexible Courses

Optional Courses:

BUS 5111 Professional Career Development #1
BUS 5112 Professional Career Development #2

Total Hours 33

Total Hours Foundational Level: 84

Total Hours Advanced Level: 62

Sample MSW/MBA Standard Degree Plan

Minimum 84 semester hours (51 MSW, 33 MBA core):

Foundation Year

Fall Pre-Term, Year 1

5221 Intro to the Profession 2

Fall Semester, Year 1

5561 Professional Practice with Individuals and Families	5
5362 Professional Practice with Groups	3
5491 Foundation Internship I	<u>4</u>
	12

Spring Semester, Year 1

5381 Research for Social Work Practice	3
5463 Professional Practice with Communities and Organizations	4
5322 Social Policy for Social Work Practice	3
5492 Foundation Internship II	<u>4</u>
	14

Concentration Year: Clinical Practice--Health Settings (sample block internship)**Fall Semester Year 2**

5379 Advanced Clinical Practice	3
5376 ACP: Health Settings	3
5190 Intro to Advanced Internship	1
5182 Research Seminar	1
5337 Advanced Clinical Practice	<u>3</u>
	11

Spring Semester, Year 2

5790 Advanced Internship (Block)	7
5383 Research Project	3
5298 Capstone	<u>2</u>
	12

Concentration Year: Clinical Practice—Children and Families (sample concurrent internship)**Fall Semester Year 2**

5379 Advanced Clinical Practice	3
5494 Part I Advanced Internship	4
5182 Research Seminar	1
5337 Advanced Clinical Theory	<u>3</u>
	11

Spring Semester, Year 2

5377 ACP: Children and Families	3
5490 Part II Advanced Internship	4
5383 Research Project	3
5298 Capstone	<u>2</u>
	12

Concentration Year: Community Practice**Fall Semester Year 2**

5375 Advanced Practice I: Community Practice	3
5494 Part I Advanced Internship	4
5182 Research Seminar	1
5335 Frameworks and Perspectives for Community Practice	<u>3</u>
	11

Spring Semester, Year 2

5378 Advanced Practice II: Community Practice	3
5490 Part II Advanced Internship	4
5383 Research Project	3
5298 Capstone	<u>2</u>
	12

9 hours from MBA program = 6 elective + 3 hours substitute for SWO 5323 Administrative Practice in Social Work taken in year 3.

First Semester, Year 3 (17 hours)

ACC 5121 Accounting Planning
ACC 5122 Accounting Implementation
ECO 5115 Demand Analysis
ECO 5116 Production and Cost Analysis
FIN 5161 Corporate Finance-Planning
FIN 5162 Corporate Finance-Implementing
MGT 5132 Operations Management Core 2
QBA 5131 Quantitative Methods Part I
BUS 5390 Management Communication
BUS 5050 Graduate Business Colloquium

Second Semester (16 hours)

ACC 5123 Accounting in a Changing Environment
ECO 5117 Microeconomic Theory
FIN 5163 Financial Control
MGT 5131 Operations Management Core 1
MGT 5133 Operations Management Core 3
QBA 5132 Quantitative Methods Part 2
QBA 5133 Quantitative Methods for Decision
BUS 5395 Focus Firm
BUS 5050 Graduate Business Colloquium
2 3-hour Required Flexible Courses

2 3-hour Required Flexible Courses

Required Flexible Courses:

MKT 5310 Marketing Administration

MGT 5385 Strategic Management

MGT 5310 Organizational Behavior

Choose one of the following 4 courses:

MIS 5342 Business Intelligence

MIS 5346 Data Warehousing (spring only)

MIS 5355 Management of Info Systems

MIS 5345 Decision Making Using Excel

Optional Courses:

BUS 5111 Professional Career Development #1

BUS 5112 Professional Career Development #2

Total Hours 33

Global Mission Leadership/Master of Social Work

The Global Mission Leadership initiative provides students the opportunity to obtain a Master of Social Work with a Global Mission Leadership Specialization. The GML initiative focuses on educating and empowering Christian leaders who are committed to relocate or return to a nation of the world as a catalyst for holistic community transformation. Language proficiency of the nation to which the student will relocate or return is required. Within this specialization, students will research systemic issues regarding a social injustice occurring in a nation of concern, research global best practices regarding community change, and will create a plan of intervention based on the conducted research. Global Mission Leadership students will comply with the requirements of the MSW degree plan as modified by the Associate Dean for Graduate Studies, School of Social Work. Students should contact their graduate mentor or the Director of Global Mission Leadership to obtain the GML specialization degree plan.

MSW Degree: Part-Time Degree option

Students may choose to take fewer courses each semester because of life circumstances and extend their time in the program accordingly. Since courses are designed to build on one another, and all courses are not offered every semester, students should seek consultation from their faculty Mentor or the Associate Dean for Graduate Studies in planning their individual program of study. All Field Education courses must be completed in the standard fall-spring sequence.

FIELD CURRICULUM

Mission

The primary goal of the internship is education and preparation for professional practice. The aim of the Field experience is to provide interns the opportunity to develop and integrate values, knowledge, and skills learned in the classroom with practice in actual practice settings. Through the Field internship experience, theory is applied, skills are refined, and attitudes, values, and ethical dilemmas are examined. It is expected that each intern will be fully engaged in the professional learning opportunities provided under the supervision of the Field Instructor. Foundation year graduate interns will be expected to achieve skill development similar to entry level generalist practitioners but at a level that

shows readiness for advanced practice in the concentration year. Concentration graduate interns in the advanced placement will be expected to achieve skill development and performance commensurate to entry level MSW practitioners in a specific area of concentration.

Field in the Curriculum

Field internship is the application of the knowledge and skills the student has obtained in the classroom courses. Graduate Foundation Field internship for full-time students begins in the initial fall semester of academic work and requires 480 hours in the field (240 per semester for two semesters). Full-time Foundation students are enrolled in Foundation courses concurrently with Field internship and the accompanying seminar.

Standard program graduate students and advanced standing students in the Concentration year of the curriculum complete a total of 550 hours in the field. This internship is completed concurrently with concentration courses including a research course and project, both of which culminate in a two-week Capstone Seminar and a formal presentation.

Field Instructors and Field liaisons for the concentration internship have expertise in the area of concentration and are able to facilitate the student's learning and research in the concentration.

All policies related to Field Education, including application processes, prerequisites, minimum grade requirements, and other expectations can be found in the [Field Manual](#)

Field Orientation

Prior to beginning Field internship, all students must attend Field internship orientation. This orientation includes presentation of Field policies, discussion of Field requirements and evaluation, grading procedures, and a description of the Field faculty/liaison system. Failure to attend this orientation will prohibit entry into Field internship and will therefore delay a student's course of study.

Students who are denied admission to the field internship are informed in writing, and are directed to contact their faculty Mentor regarding any effect on the completion of the degree plan. Please see the corresponding Field Manual for more information.

MSW SPECIALIZATION

Social Work Specialization Guidelines

The MSW Specialization is an option designed collaboratively by a student and a supervising faculty member to develop a student's knowledge base more comprehensively in one arena of social work knowledge and practice. The specialization may go more deeply into one of the program's concentrations, or it may span the concentrations, but it does not replace the concentration. Students completing requirements of the specialization receive documentation of completion at the time of the awarding of the MSW degree. This document certifies that the student has completed learning requirements in a substantive area within at least one of the concentrations. The requirements for the specialization are the same for both Advanced Standing and Standard Degree option students.

At the bottom of these Guidelines are additional information and requirements for established Gerontological, Church Social Work, Global Mission Leadership, and Trauma Response Specializations.

Specialization Plan

For all specializations, students will select a School of Social Work faculty member (supervising faculty) with expertise in the area of interest to assist them in planning, engaging, and evaluating learning related to the specialization. Standard Degree Option students may choose to

begin a specialization plan at any point in the foundation year. The Standard Degree Option student may develop a beginning plan with a faculty advisor and refine the plan during the foundation year. For both standard and advanced standing students, a plan for completion of the specialization during the concentration course of study, to include the substantive area that will be the focus of the specialization for completion of the specialization, will be electronically submitted for approval to the supervising faculty no later than 4 weeks into the semester the student begins concentration course work. The plan is developed in collaboration with the supervising faculty who will assist the student in determining how the specialization will be integrated into concentration course work. The supervising faculty will notify the MSW Program Director of the student's intention to pursue a specialization and of the faculty member's willingness to supervise the student's learning. The MSW Program Director will be responsible for notifying the Chair of the Curriculum committee. The student may petition the MSW Program Director for a change of mentor to the faculty member supervising the specialization.

Additional learning activities related to the specialization may also be included as the student and supervising faculty contract for meeting the requirements for completion of the specialization. It is possible for students to include learning that occurred as part of a course of study in an accredited baccalaureate or graduate foundation year if the supervising faculty determines that the learning meets or exceeds expectations for preparation for advanced social work practice.

The supervising faculty is responsible for approving the specialization plan and submitting the approved plan to the MSW Program Director. The MSW Program Director will review applications and make any suggested changes to the mentor. After the mentor and MSW Program Director have approved the form, the MSW Program Director submits all the forms to Curriculum committee. The Curriculum Committee offers the final affirmation of the proposed plan. The Curriculum committee reserves the right to deny and/or request revision of the plan. In the unlikely event that the request is not approved, the Curriculum Committee Chair will provide the faculty member submitting the request and the student with a reason for denial or request for revision. The student may petition the MSW Program Director for a change of advisor to the faculty member supervising the specialization.

Requirements

The student will plan and carry out a course of study that focuses in the area of specialization. The student will successfully complete advanced learning in areas detailed below.

Content Area	Course Work	Assignment Plan
Advanced Internship	SWO 5190/5790 or 5494/5490 (8 hrs)	
Advanced Practice Skill	SWO 5375 or 5379, and 5376 or 5377 or 5378 Advanced Practice (6 hrs)	
Advanced Practice Theory	SWO 5375 or 5379, and 5376 or 5377 or 5375 Advanced Practice (6 hrs) AND SWO 5337 or 5335 Advanced Theory (3 hrs)	
Advanced Policy	SWO 5323 Administrative Practice in Social Work (3 hrs) or SWO 5337 or 5335 (3 hrs)	
Advanced Administrative Practice	SWO 5323 Administrative Practice in Social Work (3 hrs)	

Content Area	Course Work	Assignment Plan
Advanced Research	SWO 5182 Research Seminar (1 hr) and SWO 5383 Research Project (3 hrs)	
Elective	A minimum of 2 approved graduate elective hours in the area of specialization	
Continuing Education	The equivalent of 3 CEUs from workshops or conferences	
Other	Student and faculty discretion	

Portfolio:

Documentation of all of the specialization requirements (completed projects and papers, field placement evaluations, documentation of CEU equivalents) is placed in an electronic portfolio, which the student submits to the supervising faculty by the last day of graduate capstone seminar. Portfolios are evaluated by the supervising faculty to determine whether requirements for specialization were met. Applications for retroactive specialization recognition will not be approved.

For a Gerontological Social Work Specialization:

The Gerontological Social Work Specialization is an option designed collaboratively by a student and a supervising faculty member to develop a student’s knowledge base more comprehensively in gerontological social work practice. The specialization will provide specific focus in the area of gerontology and geriatric social work. It is intended to enhance the student’s concentration, but does not replace it. Students completing requirements of the gerontological social work specialization receive a certification of completion at the time of the awarding of the MSW degree. This document certifies that the student has completed the requirements for specialization, within at least one of the concentrations. The requirements for the specialization are the same for both Advanced Standing and Standard Degree option students.

Students desiring this specialization should complete the Specialization Application Form and make note in each section of the assignment plan of ways in which papers, presentations, or projects will focus on understanding behavior of and practicing competently with older adults, end of life experiences, families in later life, intergenerational relations, and/or community responses to the needs of the 55+ population.

For a Church Social Work Specialization:

MSW students who are preparing to work in or with congregations and/or missions and ministry programs of the church are encouraged to pursue a specialization in Church Social Work. Students may elect to do the Church Social Work Specialization in a particular, substantive area of church social work. Examples might include: community development; community ministries; counseling; older adults; trauma; disaster relief; youth and children services; etc. Students completing all requirements are awarded the Church Social Work specialization at the School of Social Work Convocation. This document certifies that the student has completed specialization requirements in a substantive area within Church Social Work. The specialization does not replace but builds on the students’ concentration. While it is not required, social work students who intend to practice with or in congregational settings are also encouraged to prepare for this role by enrolling in degree options such as the Master of Divinity or Master of Theological Studies.

For joint degree students, with Truett Seminary, the basic requirements for the Church Social Work specialization are the same for both Advanced Standing and Standard Degree option students.

Students must fulfill these additional requirements:

1. Scripture, Theology, Church History, and Ministry:

The supervising faculty member and the applicant, determines what preparatory or supportive course work or learning experiences will be required for the Church Social Work Specialization. All applicants may complete the following prerequisite, leveling, and/or degree course(s) requirements:

- Twelve (12) graduate or upper level undergraduate credit hours that develop an understanding of Christian traditions; at least one three semester hour course each in scripture, theology, and church history.
- SWO 4V80 Church Social Work (1 hour)

Depending on the applicant's degree program, learning needs, and/or previous academic record, applicants may be required to complete 3-6 elective credit hours. If possible, MSSN 7389 Urban Missions Issues (Truett Seminary-3 hrs) should be considered for elective credit.

2. Spiritual/Faith Formation:

Applicants will participate in a spiritual/faith formation learning experience approved by the supervising faculty member.

All degree students who are specializing in Church Social Work must do the following for their field internship experience in the Concentration year.

3. Concentration Internship:

SWO 5190/5790 or 5494/5490 Advanced Internship (8 hrs)

The Church Social Work Specialization students must also complete their advanced practice field education internships in a congregational or faith intentional setting working closely with a congregation(s). The Church Social Work Specialization student will include in his or her internship seminar a focus on church social work in all internship seminar assignments. The program may, from time to time, provide a special section of the field education seminar with special emphasis on Church Social Work.

Global Mission Leadership Specialization

The Global Mission Leadership (GML) specialization is for students interested in developing a specific knowledge base in international social work practice. It is a required specialization for GML scholarship recipients. The GML specialization provides students the opportunity to create a strategic approach for addressing a specified social issue in a country of concern utilizing accumulated research, government, non-governmental and congregational resources. The GML specialization will allow students to go deep into one of the MSW program's concentrations or it may span the concentrations, but it does not replace the concentration. Students completing requirements of the GML specialization receive a certification of completion at the time of the awarding of the MSW degree. This document certifies that the student has specialization requirements for work in international settings, within at least one of the concentrations. The requirements for the specialization are the same for both Advanced Standing and Standard Program students.

GML Specialization Plan

Interested students will select the GML Director or a School of Social Work faculty member (supervising faculty) with expertise in working in international social work to assist them in planning, engaging, and evaluating learning related to the specialization. Students will begin the

creation of the GML specialization plan during the spring of the Foundation year in SWO 5211 Cross Cultural Interactive Seminar. In this course, students will:

1. Identify and analyze a global social issue, three primary causes, and models of global best practice in a country of concern, and
2. Formulate a plan of intervention for the specified social issue in a country of concern by utilizing accumulated research, governmental, non-governmental and congregational resources.

With this knowledge, students will form a GML specialization plan to implement through the remaining semesters of study. The specialization plan is developed in collaboration with the supervising faculty member, who will assist the student in determining how the specialization will be integrated into concentration course work. The supervising faculty will notify the MSW Program Director of the student's intention to pursue a specialization and of the faculty member's willingness to supervise the student's learning. The MSW Program Director will be responsible for notifying the Chair of the Curriculum Committee. The student may petition the MSW Program Director for a change of mentor to the faculty member supervising the specialization.

Additional learning activities related to the specialization may also be included as the student and supervising faculty contract for meeting the requirements for completion of the specialization. It is possible for students to include learning that occurred as part of a course of study in an accredited seminary and/or in an accredited social work baccalaureate program or graduate foundation year if the supervising faculty determines that the learning meets or exceeds expectations for preparation for advanced social work practice.

Requirements

1. Enrollment in and successful completion of SWO 5211 Cross Cultural Interactive Seminar.*
2. GML specialization students may also complete their advanced practice field education internships in international settings if arranged with Director of Field Education. The program may provide a special section of the field education seminar with special emphasis on International Social Work Practice.**
3. Integration of Specialization with Concentration Course Work:
The student will plan and carry out a course of study that focuses in the area of specialization as identified in SWO 5211. The student will successfully complete advanced learning in at least the following:

Requirements:

Content Area	Course Work	Assignment Plan
Advanced Human Behavior Theory	SWO 5337 or 5335 Advanced Theory (3 hrs)	
Advanced Policy	SWO 5323 Administrative Practice in Social Work (3 hrs) or SWO 5337 or 5335 (3 hrs)	
Advanced Administrative Practice	SWO 5323 Administrative Practice in Social Work (3 hrs)	
Advanced Practice Theory	SWO 5375 or 5379, and 5376 or 5377 or 5378 Advanced Practice (6 hrs)	
Advanced Practice Skill Demonstration	SWO 5375 or 5379, and 5376 or 5377 or 5378 Advanced Practice (6 hrs)	
Advanced Research	SWO 5182 Research Seminar (1 hr) and SWO 5383 Research Project (3 hrs)	

Content Area	Course Work	Assignment Plan
Advanced Internship	SWO 5190/5790 or 5494/5490 (8 hrs)	
Elective	SWO 5211 Cross Cultural Interactive Seminar	
Other	Student and faculty discretion	

*(GML scholarship recipients only) Enrollment in and successful completion of SWO Cross Cultural Interactive Seminars (5210, 5211, 5212)

**For GML scholarship recipients, advanced internships will take place in the identified international country of concern.

For a Trauma Specialization

The Trauma Social Work Specialization is an option designed collaboratively by a student and a supervising faculty member to develop a student's knowledge base more comprehensively in trauma social work practice. A template for the specialization was developed in conjunction with the CSWE Advanced Practice Social Work in Trauma and Baylor University School of Social Work. The specialization will provide specific focus in the area of trauma and recovery and social work. It is intended to enhance the student's concentration, but does not replace it. Students completing requirements of the trauma social work specialization receive a certification of completion at the time of the awarding of the MSW degree. This document certifies that the student has demonstrated advanced practice knowledge and skills for work with persons in a trauma context, within at least one of the concentrations.

Students desiring this specialization should complete the Specialization Application Form and make note in each section of the assignment plan of ways in which papers, presentations, or projects will focus on understanding behavior of and practicing competently with relation to trauma. Students will take their elective(s) in the area of trauma. Standard (Two year) MSW students will take **two** of the following three elective course offerings and Advanced Standing students will take only **one**. Standard two year MSW students should talk with their mentor or the MSW program manager within their first semester to ensure that have appropriately planned their electives.

1. Grief and Mourning
2. Trauma and EMDR
3. Disaster Crisis Intervention

STATE LICENSING EXAMINATION

Faculty recommend that the intermediate level licensing examination be taken during the semester the student is enrolled in the Capstone Seminar. For more information or resources regarding social work licensing, students can contact the School of Social Work Career Services office and visit <http://www.aswb.org/>.

COURSES OF INSTRUCTION

SOCIAL WORK (SWO)

4315 Foundation for Social Justice

Examines theories and practices of social justice as related to oppressed groups in a multicultural society utilizing religious and nonreligious perspectives. Addresses issues of power, inequality and privilege and the diverse experiences of oppressed groups in framing strategies to promote social justice.

4316 Loss and Mourning

Prerequisite(s): Upper-level standing or graduate student.

Specialized knowledge and skills for loss and grief and therapeutic interventions for the bereaved, including bereaved children. Preparation for work with loss of relationship and health across the lifespan. Emphasis on religious faith and grief, and the response of faith communities and religiously affiliated providers to suicide, divorce, loss of parental rights, and other disenfranchised grief.

4317 Human Trafficking

Prerequisite(s): Upper-level standing or graduate student.

This course is designed to help students gain a better understanding of contemporary human trafficking and modern day slavery. The roles that entities such as government, the media, faith-based organizations, organized crime and culture play in this complex human rights and social (in)justice issue will also be explored.

4329 Community Services for Families and Children

Community-based family resource programs; family life education; family counseling; child care; mentoring and youth services; family preservation services; adoption; residential treatment and foster care.

4340 Ethnicity and Aging (Cross-listed as GRT 4340 and SOC 4340)

Impact of ethnicity as an explanatory variable in understanding the nature of the aging process. Special consideration is given to how ethnicity shapes the nature of health and human service policy and delivery in behalf of older persons.

4342 Social Services for Older Persons (Cross-listed as GRT 4342)

Federal and state laws which affect older persons, particularly in the areas of employment, retirement, health, and housing. The major legal problems of the elderly and needed advocacy programs for the aged are given special attention.

4393 Sociology of Aging (Cross-listed as GRT 4393 and SOC 4393)

Prerequisite(s): Upper-level standing.

Impact of aging upon individuals and society, as well as the reactions of individuals and society to aging. Social gerontology is the principal focus of attention of the course.

4395 Aging and Mental Health (Cross-listed as GRT 4395 and SOC 4395)

Prerequisite(s): Upper-level standing.

Mental health needs and related problems of aging individuals with considerable discussion of approved mental health treatments for such persons.

4V80 Special Topics 1 to 3 sem. hrs.

Prerequisite(s): Upper-level standing or graduate student.

Provides instruction in areas of social work knowledge, values, and/or skills that are not available in the standard social work baccalaureate or graduate curricula. Course may be repeated up to six times with different topic of study, not to exceed a maximum of six semester hours.

5182 Research Seminar

Prerequisite(s): SWO 5301 and 5302, or 5381, or SWO 4293; and credit or concurrent enrollment in 5190 or 5494; and credit or concurrent enrollment in 5375 or 5379.

Overview and critical evaluation of quantitative and qualitative research in a specified area of students' concentration and development of an initial plan for practice research to be conducted in SWO 5383.

5190 Introduction to Advanced Internship III

Prerequisite(s): SWO 5301 and 5302, or B or better in 5492, or SWO 4293; and credit or concurrent enrollment in SWO 5337 or 5335; and credit or concurrent enrollment in SWO 5182; and credit or concurrent enrollment in SWO 5379 or 5375.

Introduction to the advanced internship in a specified area of concentration. Fee: \$50.

5210 Cross Cultural Interactive Seminar I

Prerequisite(s): Consent of instructor.

This course allows students to synthesize learning from educational course into international cultural context. Emphasis of this seminar is on diversity and culture. This seminar enables students to experience a guided learning community with international colleagues.

5211 Cross Cultural Interactive Seminar II

Prerequisite(s): Consent of instructor.

In this seminar, students create a strategic approach for addressing a specified social issue in a country of concern utilizing accumulated research and governmental, nongovernmental, and congregational resources. This seminar also enables students to experience a guided learning community with international colleagues.

5212 Cross Cultural Interactive Seminar III

Prerequisite(s): Consent of instructor.

This course allows students to synthesize learning from educational course work into cross-cultural application. Emphasis of this seminar is application of social work concepts into specific cultural context.

5213 Cross Cultural Interactive Seminar IV

Prerequisite(s): Consent of instructor.

Through this course, students have the opportunity to synthesize learning from the explicit and implicit social work curriculum of the MSW program, identify major learning gleaned through the program, and prepare for reentry into their social work practice in international context.

5221 Introduction to the Profession

Prerequisite(s): Admission to the Master of Social Work program.

History and development of the social work profession, social work values and ethics, foundations of knowledge, and fields of practice with systems of all sizes.

5298 Capstone

Prerequisite(s): Credit or concurrent enrollment in SWO 5790 or SWO 5490; and credit or concurrent enrollment in SWO 5383.

Integrative seminar to demonstrate readiness to practice social work at an advanced level in the student's area of concentration. A grade of B or better must be received in this course in order to complete requirements for the master's degree.

5301 Advanced Practice Readiness I

Prerequisite(s): Admission into the Master of Social Work program.

This course prepares students for entrance into Baylor's Advanced Standing MSW Program. Introduces the mission of the program with an emphasis on integrated faith and social work practice, the strengths perspective, and building communities. Overviews the professional foundation to include human behavior and the social environment and social work practice with individuals, families, groups, communities, and organizations.

5302 Advanced Practice Readiness II

Prerequisite(s): Admission to Master of Social Work program.

This course prepares students for conducting social work research and social welfare policy assessment and formulation. It provides generalist social work knowledge, and skills for entrance into Baylor's Advanced Standing Program.

5322 Social Policy For Social Work Practice

Prerequisite(s): SWO 5221 or SWO 5122.

Introduces the historical context of social policy and services in the United States, the analysis of current developments, and how social workers influence social welfare policy and provide social services.

5323 Administrative Practice in Social Work

Prerequisite(s): SWO 5322; or SWO 5301 and 5302, or SWO 4293

Administrative Practice in Social Work prepares students to perform managerial functions in public, nonprofit, and faith-based human service organizations with particular emphasis on those with programs designed to improve human wellness. Specific attention is given to the topics of leadership, human resources, fundraising, organization development, structure and governance, resource management, and efforts to link human service organizations in an integrated community-wide service delivery system.

5335 Frameworks and Perspectives for Community Practice

Prerequisite(s): SWO 5301 and 5302; or B or better in SWO 5492, or SWO 4293.

Guides advanced practice social workers in the evaluation and selection of frameworks for community change. Emphasizes values, professional role, and cultural influences on how change is envisioned, enacted, and evaluated.

5337 Advanced Clinical Theories and Models

Prerequisite(s): SWO 5301 and 5302; or B or better in SWO 5492, or SWO 4293.

Prepares students learn and apply developmental, sociological, psychological, and therapeutic theories to the needs of individuals, families, groups, and communities. The course explores advanced clinical theories and empirically informed and emerging models for practice.

5362 Professional Practice with Groups

Prerequisite(s): A minimum grade of B or concurrent enrollment in SWO 5561.

Knowledge, values, and skills needed for working with groups.

5375 Advanced Practice I: Community Practice

Prerequisite(s): Credit or concurrent enrollment in SWO 5335.

Prepares advanced practice social workers to promote community problem-solving and development. Emphasizes community assets; leadership development; and change strategy selection, enactment, and evaluation. Focuses on congregations and religiously affiliated organizations as agents of community change.

5376 Advanced Clinical Practice: Health Settings

Prerequisite(s): B or better in SWO 5379 or concurrent enrollment in SWO 5379.

Prepares students with specialized application of theory, models, and skills for advanced clinical practice within health practice contexts. Uses social work knowledge, skills, and values to prepare students to assess and intervene at the levels of individual, family, and group in health care settings. A grade of B or better must be received in this course in order to complete requirements for the master's degree.

5377 Advanced Clinical Practice: Children and Families

Prerequisite(s): B or better in SWO 5379 or concurrent enrollment in SWO 5379.

Emphasizes application of theory, models, and skills in contexts of practice with children and families. Includes instruction on models and theories and the impact of crisis and trauma on the family. Exposes students to a variety of themes in child and family practice such as grief, levels of need, strengths, and collaborative work. A grade of B or better must be received in this course in order to complete requirements for the master's degree.

5378 Advanced Practice II: Community Practice

Prerequisite(s): B or better in SWO 5375.

Continuation of 5375. Prepares advanced practice social workers to promote community problem-solving and development. Emphasizes community assets; leadership development; and change strategy selection, enactment, and evaluation. Focuses on congregations and religiously affiliated organizations as agents of community change. A grade of B or better must be received in this course in order to complete requirements for the master's degree.

5379 Advanced Clinical Practice: Individuals, Families, and Groups

Prerequisite(s): Credit or concurrent enrollment in SWO 5337.

Prepares students with specialized knowledge and skills for advanced clinical practice within a broad array of practice contexts. Uses social work knowledge, skills, and values to prepare students to assess and intervene at the levels of individual, family, and group with some discussion of organizational and community practice. The course provides an overview of major theoretical clinical practice models.

5381 Research for Social Work Practice

Prerequisite(s): A minimum grade of C in SWO 5221 or a minimum grade of C in SWO 5122.

Critical evaluation and use of research and conducting research in one's own professional practice.

5383 Research Project

Prerequisite(s): SWO 5182.

Complete a major research project evaluating one dimension of practice in the chosen concentration.

5397 Methods in Aging Research (Cross-listed as GRT 5397 and SOC 5397)

Prerequisite(s): Undergraduate research course or consent of instructor.

Uniqueness of aging research, its design and data interpretation. Application through research proposals, critical review of research, and evaluation of age-related programs.

5463 Professional Practice with Communities and Organizations

Prerequisite(s): A minimum grade of B or better in both SWO 5561 and 5362.

Knowledge, values, and skills needed for working with communities and organizations.

5490 Part II Advanced Internship

Prerequisite(s): Credit in 5335 or 5337; and a minimum grade of B (3.0) in SWO 5494; and a minimum grade of B (3.0) in SWO 5379 or 5375; and credit or concurrent enrollment in SWO 5376, 5377, or 5378; and credit or concurrent enrollment in SWO 5323.

Second of two semesters of the advanced internship in a specified area of concentration. Fee: \$50.

5491 Foundation Internship I

Prerequisite(s): A minimum grade of C in SWO 5122 or a minimum grade of C or concurrent enrollment in SWO 5221; and a minimum grade of B or concurrent enrollment in both SWO 5362 and SWO 5561.

Orientation and introduction to field internship, at least 240 hours of applied learning in the field, and an integrative seminar. Fee: \$50.

5492 Foundation Internship II

Prerequisite(s): B or higher in SWO 5362, 5491, and 5561; and credit or concurrent enrollment in SWO 5463, 5381, and 5322.

Additional 240 hours of field experience; continuation of SWO 5491. Includes more sophisticated social work practice opportunities and expectations. Fee: \$50.

5494 Part I Advanced Internship

Prerequisite(s): SWO 5301 and 5302, or B or better in 5492, or SWO 4293; and credit or concurrent enrollment in SWO 5337 or 5335; and credit or concurrent enrollment in SWO 5182; and credit or concurrent enrollment in SWO 5379 or 5375.

Introduction and first of two semesters of the advanced internship in a specified area of concentration. Fee: \$50.

5561 Professional Practice with Individuals and Families

Prerequisite(s): Minimum grade of C or concurrent enrollment in SWO 5221; or a minimum grade of C in SWO 5122.

Knowledge, values, and skills needed for working with individuals and families.

5790 Advanced Internship III

Prerequisite(s): Credit in 5335 or 5337; and a minimum grade of B (3.0) in SWO 5190 or 5494; and a minimum grade of B (3.0) in SWO 5379 or 5375; and credit or concurrent enrollment in SWO 5376, 5377, or 5378; and credit or concurrent enrollment in SWO 5323.

Advanced internship in concentration area. Fee: \$50.

5V70 Independent Study in Social Work 1 to 3 sem. hrs.

Prerequisite(s): Consent of instructor.

Independent Study in Social Work course may be repeated up to six times with different topics of study, not to exceed a maximum of six semester hours to fulfill elective credit.

5V80 Advanced Special Topics 1 to 3 sem. hrs.

Prerequisite(s): Graduate student.

Provides advanced instruction in areas of social work knowledge, values, and/or skills that are not available in the standard social work graduate curriculum. Special topics in social work. Course may be repeated up to six times with different topic of study, not to exceed a maximum of six semester hours.

For more information:

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