



Social Work

MASTER OF SOCIAL WORK (M.S.W.) STUDENT HANDBOOK

Dr. Megan Petra, M.S.W. Program Director
Louis Guardiola, M.S.W. Field Director
Dr. Arvindh Natarajan, Graduate Advisor (last name A-K)
Dr. Mamta Ojha, Graduate Advisor (last name L-Z)
Dr. Jennifer Reynolds, Human Services Dept. Chair
Amada Esquivel, Program Secretary

Social Work Program
University of Toledo
2025 N. Towerview Blvd.
Toledo, OH 43606
Phone: (419) 530-2142
Fax: (419) 530-2651

<https://www.utoledo.edu/hhs/socialwork/>
<https://www.utoledo.edu/hhs/socialwork/gradprogram.html>

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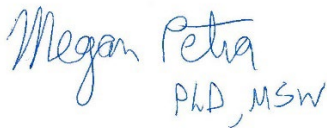
Welcome to the University of Toledo Masters of Social Work Program! We are pleased that you chose to join us for your graduate education. Our Advanced Generalist specialization ensures that you will be prepared to start your career across the social work field.

The University of Toledo MSW program is designed with the working student in mind: most classes are held in the evenings/weekends, and you may attend full-time or part-time. We also offer co-current internship placements for students whose job duties will allow them to fulfill internship learning requirements, subject to employer and Field Director permission.

You have been assigned to an advisor: Arvinth Natarajan (last name starts with A-K) or Mamta Ojha (last name starts with L-Z). Please contact them with any questions about your plan of study or classes.

This handbook provides information about the MSW program. Also see the University of Toledo [graduate catalog](#), the [graduate policies/procedures/handbook](#), and the [graduate success center](#) web site for other important information.

Our faculty are passionate about social work, social justice, and mentoring the next generation of social workers. We look forward to meeting you!

A handwritten signature in blue ink that reads "Megan Petra" in a cursive style, with "PhD, MSW" written in a simpler font below it.

Megan Petra, PhD, MSW
Masters of Social Work Program Director

ACCREDITATION

The University of Toledo MSW program is fully accredited by the Council on Social Work Education (CSWE), through 2025.

MISSION STATEMENT

The mission of the MSW program is to advance social justice through masters-level social work education, community engagement, and research.

MSW PROGRAM GOALS

Goal 1: To provide students with knowledge of diversity and to promote diversity awareness and sensitivity that is necessary for effective social work practice.

Goal 2: To provide knowledge of socio-political systems for the purpose of working toward promotion of social and economic justice.

Goal 3: To help students develop a strengths and empowerment social work practice perspective.

Goal 4: To assist students in the understanding of important theoretical models and promote critical analysis of their effectiveness in ethical social work practice with the poor, vulnerable, and oppressed.

Goal 5: To create a supportive environment in which students develop new social work knowledge and skills in order to foster innovation and change for the promotion of social and economic justice.

SOCIAL WORK CODE OF ETHICS

The [National Association of Social Workers \(NASW\) Code of Ethics](#) guides social work practice for students and professional social workers alike. MSW students learn about the NASW Code of Ethics in their courses and must adhere to these guidelines.

In addition to the NASW Code of Ethics, social workers in the State of Ohio must also adhere to state statutes and administrative rules governing the practice of social work. The NASW code of ethics is included within this [Ohio administrative code](#).

SPECIALIZATION: ADVANCED GENERALIST PRACTICE

The University of Toledo MSW program offers an Advanced Generalist specialization. This prepares students to create change through ethical use of evidence-based practices at all system levels, from individuals to communities. Specifically, advanced generalist social workers advance social and economic justice through:

- Empowering diverse clients and client systems, via strengths-based models
- Use of critical thinking and creativity to solve problems
- Improving clients' quality of life via innovative and complex assessment, intervention, and evaluation
- Work in micro, mezzo, and macro settings

To help students master advanced generalist skills, in the advanced year students choose between one of two “tracks,” either (a) mental health or (b) children and families. Both tracks involve a 3-credit fall semester micro practice class focused on interventions for that population and a 3-credit spring semester macro class focused on policy and systems of care for that population. After students are skilled in micro, mezzo, and macro advanced generalist social work with their “track” population, as professional social workers they are expected to be able to learn about other populations of clients and to transfer skills to work effectively with them.

REGULAR AND ADVANCED STANDING MSW PROGRAMS

The social work program offers an MSW program for well-prepared students regardless of whether their undergraduate degree is in social work or another field.

The Regular MSW program is for applicants who earned an undergraduate degree in a field other than social work. It is 60 credits, starting in fall semester. It is completed over two academic years if done full-time, excluding summer (Foundation year, then Advanced year). Each of these years includes classroom work and a field practicum placement (internship). See Field Manual for additional information about field practicum placements.

The Advanced Standing MSW program is for applicants who have earned a BSW from a CSWE-accredited program. It is 33 credits, starting in summer term. It is completed over one calendar year if done full-time. (It only includes the Advanced year).

SOCIAL WORK COMPETENCIES

The Council on Social Work Education requires that all social work students master nine competencies before graduation. These competencies are essential to social work practice and are described below, along with linked practice behaviors. The main description paragraph and foundation behaviors are generalist competencies, for students to master in their Foundation year. In their Advanced year, students focus on mastery of the advanced level of the competency and practice behaviors while continuing to demonstrate the foundational aspects of each competency.

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant policies, laws, and regulations that may affect practice with individuals, families, groups, organizations, and communities. Social workers understand that ethics are informed by principles of human rights and apply them toward realizing social, racial, economic, and environmental justice in their practice. Social workers understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize and manage personal values and the distinction between personal and professional values. Social workers understand how their evolving worldview, personal experiences, and affective reactions influence their professional judgment and behavior. Social workers take measures to care for themselves professionally and personally, understanding that self-care is paramount for competent and ethical social work practice. Social workers use rights-based, anti-racist, and anti-oppressive lenses to understand and critique the profession's history, mission, roles, and responsibilities and recognize historical and current contexts of oppression in shaping institutions and social work. Social workers understand the role of other professionals when engaged in interprofessional practice. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure relevant and effective practice. Social workers understand digital technology and the ethical use of technology in social work practice. Social workers:

Competency 1 Foundation Behaviors

- a. Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context;
- b. Demonstrate professional behavior; appearance; and oral, written, and electronic communication;
- c. Use technology ethically and appropriately to facilitate practice outcomes; and
- d. Use supervision and consultation to guide professional judgment and behavior.

Competency 1 – Advanced Description

The advanced student will exhibit critical thinking and behavior that demonstrates an advanced level of ethical and professional behavior. Students will demonstrate Competency 1 at the advanced level by demonstrating the following behaviors:

Competency 1 Advanced Behaviors

- a. Demonstrate the ability to be personally and professionally mindful and conscious of self and the impact of one's worldview on one's practice; and
- b. Proactively seek out supervision and consultation to guide professional judgment and practice.

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights. Social workers are knowledgeable about the global intersecting and ongoing injustices throughout history that result in oppression and racism, including social work's role and response. Social workers critically evaluate the distribution of power and privilege in society in order to promote social, racial, economic, and environmental justice by reducing inequities and ensuring dignity and respect for all. Social workers advocate for and engage in strategies to eliminate oppressive structural barriers to ensure that social resources, rights, and responsibilities are distributed equitably and that civil, political, economic, social, and cultural human rights are protected. Social workers:

Competency 2 Foundation Behaviors

- a. Advocate for human rights at the individual, family, group, organizational, and community system levels; and
- b. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Competency 2 – Advanced Description

The advanced student will demonstrate the ability to identify inequalities and other forms of social injustice in service systems, and to derive creative solutions to these injustices. Students will demonstrate Competency 2 at the advanced level by demonstrating the following behaviors:

Competency 2 Advanced Behaviors

- a. Identify specific human rights issues in your area of practice at the micro, mezzo, and/or macro systems level(s); and
- b. Propose and discuss possible solutions to the human rights issues identified in behavior a.

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Social workers understand how racism and oppression shape human experiences and how these two constructs influence practice at the individual, family, group, organizational, and community levels and in policy and research. Social workers understand the pervasive impact of White supremacy and privilege and use their knowledge, awareness, and skills to engage in anti-racist practice. Social workers understand how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity are understood as the intersectionality of factors including but not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that this intersectionality means that a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege and power. Social workers understand the societal and historical roots of social and racial injustices and the forms and mechanisms of oppression and discrimination. Social workers understand cultural humility and recognize the extent to which a culture's structures and values, including social, economic, political, racial, technological, and cultural exclusions, may create privilege and power resulting in systemic oppression. Social workers:

Competency 3 Foundation Behaviors

- a. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
- b. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Competency 3 – Advanced Description

The advanced student will center diverse client systems by applying their knowledge of privilege, oppression, difference, and intersectionality in their assessments and interventions with diverse client systems, and by utilizing evidence-based practices or programs created or adapted to serve them when possible. Students will demonstrate Competency 3 at the advanced level by demonstrating the following behaviors:

Competency 3 Advanced Behaviors

- a. Use knowledge of the effects of oppression, discrimination, and structural social inequality on clients/constituents and their systems to guide intervention planning; and
- b. Locate and critique evidence-based practices or programs that were created/adapted to serve diverse populations at micro, mezzo, and/or macro levels.

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

Social workers use ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and building knowledge. Social workers use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions. Social workers critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs. Social workers understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective. Social workers know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses. Social workers demonstrate knowledge and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods. Social workers demonstrate knowledge about methods to assess reliability and validity in social work research. Social workers can articulate and share research findings in ways that are usable to a variety of clients and constituencies. Social workers understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources. Social workers:

Competency 4 Foundation Behaviors

- a. Apply research findings to inform and improve practice, policy, and programs; and
- b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 4 – Advanced Description

The advanced student will apply principles of evidence-based practice models in assessing and intervening with client systems. They will demonstrate the ability to find the best available research about social work practices or programs, and to apply evidence-based practices/programs in their work with client systems. Students will critically evaluate research about marginalized populations through a social justice lens, and propose strategies to address problems identified in the research. Students will demonstrate Competency 4 at the advanced level by demonstrating the following behaviors:

Competency 4 Advanced Behaviors

- a. Find and share/present research about evidence-based practices or programs to inform services in your area of practice at the micro, mezzo and/or macro systems level(s); and
- b. Apply advanced evidence-based practices or programs while assessing, intervening, and evaluating work with client systems at micro, mezzo, and/or macro levels.

Competency 5: Engage in Policy Practice

Social workers identify social policy at the local, state, federal, and global level that affects well-being, human rights and justice, service delivery, and access to social services. Social workers recognize the historical, social, racial, cultural, economic, organizational,

environmental, and global influences that affect social policy. Social workers understand and critique the history and current structures of social policies and services and the role of policy in service delivery through rights-based, anti-oppressive, and anti-racist lenses. Social workers influence policy formulation, analysis, implementation, and evaluation within their practice settings with individuals, families, groups, organizations, and communities. Social workers actively engage in and advocate for anti-racist and anti-oppressive policy practice to effect change in those settings. Social workers:

Competency 5 Foundation Behaviors

- a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
- b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Competency 5 Advanced Description

The advanced student will understand that client well-being and social work service delivery are both affected by national-, state-, community-, and agency-level policies. Advanced students will be able to analyze policies' effects on services to clients and recommend changes that would improve outcomes for clients. Students will demonstrate Competency 5 at the advanced level by demonstrating the following behaviors:

Competency 5 Advanced Behaviors

- a. Identify one or more policies (agency, community, or state/federal) in your area of practice and analyze implications for services to client systems; and
- b. Using the policy(ies) identified in a. above, make recommendations for improving services at the micro, mezzo, and/or macro levels.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of individuals, families, groups, organizations, and communities.

Social workers value the importance of human relationships. Social workers understand theories of human behavior and person-in-environment and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers are self-reflective and understand how bias, power, and privilege as well as their personal values and personal experiences may affect their ability to engage effectively with diverse clients and constituencies. Social workers use the principles of interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

Competency 6 Foundation Behaviors

- a. Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and
- b. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Competency 6 – Advanced Description

The advanced student will demonstrate the ability to effectively apply self-awareness and positive use of self to develop an alliance with client systems through use of advanced engagement techniques. Students will demonstrate Competency 6 at the advanced level by demonstrating the following behaviors:

Competency 6 Advanced Behaviors

- a. Develop an alliance with client systems through advanced engagement techniques while attending to personal biases, transference issues, etc.; and
- b. Exhibit self-awareness and positive use of self in the engagement process.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in culturally responsive assessment with clients and constituencies, including individuals, families, groups, organizations, and communities. Assessment involves a collaborative process of defining presenting challenges and identifying strengths with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration in this process. Social workers are self-reflective and understand how bias, power, privilege, and their personal values and experiences may affect their assessment and decision making. Social workers:

Competency 7 Foundation Behaviors

- a. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and
- b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Competency 7 – Advanced Description

The advanced student will demonstrate the ability to carry out multidimensional and complex assessments of client systems and to develop multifaceted intervention strategies with various populations and presenting problems. Students will demonstrate Competency 7 at the advanced level by demonstrating the following behaviors:

Competency 7 Advanced Behaviors

- a. Demonstrate knowledge of multiple assessment techniques used at various systems levels, e.g. micro (PHQ-9) to macro (community assessment toolbox); and
- b. Demonstrate advanced assessment skills at the micro, mezzo, and/or macro levels.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior, person-in-environment, and other interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in selecting culturally responsive interventions with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of identifying, analyzing, and implementing evidence-informed interventions and participate in interprofessional collaboration to achieve client and constituency goals. Social workers facilitate effective transitions and endings. Social workers:

Competency 8 Foundation Behaviors

- a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and
- b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Competency 8 – Advanced Description

The advanced student will demonstrate the ability to develop and implement multifaceted intervention strategies at various systems levels and with diverse populations including those related to their chosen population. Students will demonstrate Competency 8 at the advanced level by demonstrating the following behaviors:

Competency 8 Advanced Behaviors

- a. Demonstrate knowledge of advanced intervention strategies for social work practice at various system levels;
- b. Develop and implement appropriate interventions that have measurable outcomes in collaboration with client systems;
- c. Exhibit intervention skills appropriate to client systems served in the student's area of practice at the micro, mezzo, and/or macro systems level(s); and

- d. Recognize evidence-based and emerging intervention strategies appropriate for serving client systems in the student's area of practice.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities. Social workers evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness. Social workers apply anti-racist and anti-oppressive perspectives in evaluating outcomes. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers use qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

Competency 9 Foundation Behaviors

- a. Select and use culturally responsive methods for evaluation of outcomes; and
- b. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Competency 9 – Advanced Description

The advanced student will understand the impact of biases on evaluation processes. Students will also be able to consider wider implications of evaluation processes beyond immediate client outcomes. Students will demonstrate Competency 9 at the advanced level by demonstrating the following behaviors:

Competency 9 Advanced Behaviors

- a. Demonstrate awareness of how personal and other types of biases (mezzo or macro) shape the evaluation process, outcomes, and reporting; and
- b. Use client system input to inform the evaluation process while assessing whether intended outcomes were met.

APPLYING TO THE MSW PROGRAM

The University of Toledo uses an [online application](#). See the [MSW program application web page](#) for detailed application instructions. The priority application deadline is January 15 for cohorts starting in summer/fall of the same year. Thereafter, applications will be accepted on a rolling basis through March 25 or until the program is full, whichever comes first.

Minimum requirements to apply to the MSW program include the following:

- An earned undergraduate degree
 - Regular MSW program: undergraduate degree may be in any field other than social work
 - Advanced Standing MSW program: undergraduate degree must be in social work from CSWE-accredited program. If the social work degree was earned outside of the United States, applicants must have their transcripts evaluated by the Council on Social Work Education's [International Social Work Degree Recognition and Evaluation Service](#) to determine whether the social work program was equivalent to a CSWE-accredited program
- College courses in at least three of the following areas: psychology, statistics, human biology, economics, sociology, or political science
- Grades
 - All applicants: 2.7 or higher cumulative grade point average on a 4.0 scale, *or* submit a GRE taken within the past 5 years with scores at the 29th or higher percentile
 - (Note: applicants whose transcripts are not in English or whose GPA was not on a 4-point scale must have their transcripts translated/evaluated by a [National Association of Credential Evaluation Services](#) agency to determine if they meet the 2.7 GPA requirement)
 - Advanced MSW program: grades in all required junior and senior year social work courses should be B- or better to indicate mastery of course content, or the equivalent course may have to be repeated at the Foundation level. Contact the MSW Program Director for additional information
- International applicants should see the [Graduate Admission Requirements web page](#) for English language, financial, and other requirements pertaining to international applicants

A complete application packet includes the online application, resume, personal statement, three recommendations (at least one academic and one professional suggested), an official transcript from each college/university attended, application fee, and any other application elements as required. See the [MSW program application web page](#) for detailed application instructions.

The personal statement should be up to 1000 words long, addressing the following topics:

- Factors that influenced your decision to become a social worker and pursue an advanced degree. How will this degree help you achieve your professional goals?
- A pressing social and economic justice issue, what makes this issue particularly salient, and ways you might address it as a masters-level social worker
- Your experience in the area of social and economic justice, and any of your goals in this area beyond those addressed in the first bullet point
- Accomplishments you believe are relevant, including ways in which you have demonstrated leadership in areas such as employment, volunteerism, Peace Corps/AmeriCorps/VISTA, and/or military service

Application materials are reviewed and scored by an admissions committee of social work faculty members, using a standardized scoring rubric that takes into account all elements of the application. The admissions committee makes a determination of a cut-score, and applicants with a lower score are denied admission. Applicants with higher scores are eligible to be offered admission, subject to space in the program.

The MSW program recommends admission or denial but the Graduate School makes the official admission decision. If denied, applicants may appeal the decision by informing the MSW Program Director of their desire to appeal. If a completed application is appealed, the entire MSW committee reviews and scores the application. The average of all scores are taken to become the applicant's final score. If the applicant is still denied, they can meet with the program director to get feedback on their application packet.

ADMISSION TO THE MSW PROGRAM

Admission Statuses

Applicants may be admitted with one of the following [admission statuses](#):

- Regular admission: the applicant meets all admission requirements.
- Provisional admission: all admission requirements have not been completed. They must be completed by the end of the first semester of attendance. *Note that provisionally admitted students may not be eligible for financial aid while in provisional status. Contact [financial aid office](#) for additional information.*
- Graduate non-degree admission: applicants who wish to explore graduate study prior to deciding on a degree program may enroll as a graduate non-degree student. Non-degree students are not eligible for federal financial aid and must get advisor/Program Director permission before enrolling in each class. If they decide to apply and are accepted to the MSW program, up to 9 credits may, upon approval, be counted toward their MSW degree.

Applicants who are accepted into the program may choose to defer admission for one year. Contact the MSW Program Director for more information.

Life/Work Experience Credit

In keeping with Council on Social Work Education guidelines, the social work program will not accept or grant academic credit for past life or work experience.

Transfer credit

You may be allowed to transfer a limited number of graduate credits from another graduate program. Courses must be equivalent to MSW program courses; these will be evaluated on an individual basis. See [graduate school transfer credit policy web page](#) for more information.

Orientation and Advisement

When you are admitted to the MSW program, you will be assigned an advisor based on the first letter of your last name (A-K: Dr. Arvinth Natarajan, L-Z: Dr. Mamta Ojha). You will attend a new student orientation at which you will meet your advisor and discuss your “Plan of Study” which outlines the classes that you will take each semester until graduation. (Note that the Plans of Study are now online through the degree audit system.) They will register for classes for the entire school year. Students who will be full-time will also meet with the Field Director to discuss their field practicum placement.

You are encouraged to contact their advisor periodically to check on their progress towards graduation and ask questions about any changes in plans. You may also talk with other faculty members with whom they share specific areas of interest. The social work faculty have significant social work experience and can assist you concerning the profession of social work. See [social work faculty information web page](#) for faculty contact information.

PLAN OF STUDY

The MSW program curriculum is sequential; that is, content from one semester provides the basis for content learned the following semester. Field practicum placements are done throughout the school year to aid you in integrating theory and skills learned in classes into their work with clients. As such, classes for a year (either Foundation year or Advanced year) must be completed concurrently with, or prior to, enrolling in that year’s Field practicum placement. Similarly, Regular Program students must complete all classes and the field practicum placement for the Foundation year before they may take any Advanced classes or the Advanced field placement.

See the field manual for information about Field Placements.

Students may attend the MSW Program full-time or part-time, with the caveat that they must finish the MSW program within six years. See tables below for Plans of Study for Regular Program (Table 1: full-time, 2 years; Table 2: part-time, 3 years; Table 3 part-time, 4 years). See additional tables for Plans of Study for Advanced Standing Program (Table 4 for Full-time, 1 year; Table 5 for part-time, 2 years).

Table 1: Regular MSW program full-time plan of study (2 years)

FALL YEAR 1- FOUNDATION	SPRING YEAR 1- FOUNDATION
SOCW 5010 Social Work Research Methods and Analysis	SOCW 5120 Social Work Practice II
SOCW 5110 Social Work Practice I	SOCW 5130 Social Work Practice III
SOCW 5210 Micro Social Work Perspectives on Human Behavior and the Social Environment	SOCW 5220 Macro Social Work Perspectives on Human Behavior and the Social Environment
SOCW 5330 Policy Issues and Analysis in Social Work	SOCW 6140 Advanced Social Work Assessment
SOCW 5900 Foundation Field Experience & Integrated Seminar I	SOCW 5910 Foundation Field Experience & Integrated Seminar II
FALL YEAR 2- ADVANCED	SPRING YEAR 2- ADVANCED
SOCW 6030 Research Methods for <u>Macro</u> Social Work Practice OR SOCW 6040 Research Methods for <u>Micro</u> Social Work Practice	SOCW 6120 Advanced Generalist Practice II
SOCW 6110 Advanced Generalist Practice I	SOCW 6130 Advanced Generalist Practice III
SOCW 6410 Social Work Practice with Children & Families – Micro OR SOCW 6510 Social Work Practice in Mental Health – Micro	SOCW 6430 Social work Practice with Children & Families – Macro OR SOCW 6530 Social Work Practice in Mental Health – Macro
SOCW 6200 Disparities, Diversity, & Social Justice	
SOCW 6900 Advanced Social Work Field Experience and Integrated Seminar I	SOCW 6910 Advanced Social Work Field Experience and Integrated Seminar II

Table 2: Regular MSW Program, Part-time plan of study (3 years – part-time then full-time)

FALL YEAR 1 - FOUNDATION	SPRING YEAR 1 - FOUNDATION
SOCW 5210 Micro Social Work Perspectives on Human Behavior and the Social Environment	SOCW 5220 Macro Social Work Perspectives on Human Behavior and the Social Environment
SOCW 5110 Social Work Practice I	SOCW 5120 Social Work Practice II
SOCW 5010 Social Work Research Methods and Analysis	SOCW 5130 Social Work Practice III
FALL YEAR 2 - FOUNDATION	SPRING YEAR 2 - FOUNDATION
SOCW 5330 Policy Issues and Analysis in Social Work	SOCW 6140 Advanced Social Work Assessment
SOCW 5900 Foundation Field Experience & Integrated Seminar I	SOCW 5910 Foundation Field Experience & Integrated Seminar II
FALL YEAR 3 - ADVANCED	SPRING YEAR 3 - ADVANCED
SOCW 6030 Research Methods for <u>Macro</u> Social Work Practice OR SOCW 6040 Research Methods for <u>Micro</u> Social Work Practice	SOCW 6120 Advanced Generalist Practice II
SOCW 6110 Advanced Generalist Practice I	SOCW 6130 Advanced Generalist Practice III
SOCW 6410 Social Work Practice with Children & Families – Micro OR SOCW 6510 Social Work Practice in Mental Health – Micro	SOCW 6430 Social work Practice with Children & Families – Macro OR SOCW 6530 Social Work Practice in Mental Health – Macro
SOCW 6200 Disparities, Diversity & Social Justice	
SOCW 6900 Advanced Social Work Field Experience and Integrated Seminar I	SOCW 6910 Advanced Social Work Field Experience and Integrated Seminar II

Table 3 Regular MSW Program, Part-time plan of study (4 years – all part-time)

FALL YEAR 1 - FOUNDATION	SPRING YEAR 1 - FOUNDATION
SOCW 5210 Micro Social Work Perspectives on Human Behavior and the Social Environment	SOCW 5220 Macro Social Work Perspectives on Human Behavior and the Social Environment
SOCW 5110 Social Work Practice I	SOCW 5120 Social Work Practice II
SOCW 5010 Social Work Research Methods and Analysis	SOCW 5130 Social Work Practice III
FALL YEAR 2 - FOUNDATION	SPRING YEAR 2 - FOUNDATION
SOCW 5330 Policy Issues and Analysis in Social Work	SOCW 6140 Advanced Social Work Assessment
SOCW 5900 Foundation Field Experience & Integrated Seminar I	SOCW 5910 Foundation Field Experience & Integrated Seminar II
FALL YEAR 3 - ADVANCED	SPRING YEAR 3 - ADVANCED
SOCW 6030 Research Methods for <u>Macro</u> Social Work Practice OR SOCW 6040 Research Methods for <u>Micro</u> Social Work Practice	SOCW 6120 Advanced Generalist Practice II
SOCW 6110 Advanced Generalist Practice I	SOCW 6130 Advanced Generalist Practice III
SOCW 6200 Disparities, Diversity & Social Justice	
FALL YEAR 4 - ADVANCED	SPRING YEAR 4 - ADVANCED
SOCW 6410 Social Work Practice with Children & Families – Micro OR SOCW 6510 Social Work Practice in Mental Health – Micro	SOCW 6430 Social work Practice with Children & Families – Macro OR SOCW 6530 Social Work Practice in Mental Health – Macro
SOCW 6900 Advanced Social Work Field Experience and Integrated Seminar I	SOCW 6910 Advanced Social Work Field Experience and Integrated Seminar II

Table 4: Advanced Standing MSW Program, Full-time plan of study (1 year)

SUMMER	FALL	SPRING
SOCW 6140 Advanced SW assessment	SOCW 6030 Research Methods for Macro Social Work Practice OR SOCW 6040 Research Methods for Micro Social Work Practice	SOCW 6120 Advanced Generalist Practice II
SOCW 6200 Disparities, Diversity and Social Justice	SOCW 6110 Advanced Generalist Practice I	SOCW 6130 Advanced Generalist Practice III
	SOCW 6410 Social Work Practice with Children & Families – Micro OR SOCW 6510 Social Work Practice in Mental Health – Micro	SOCW 6430 Social work Practice with Children & Families – Macro OR SOCW 6530 Social Work Practice in Mental Health – Macro
	SOCW 6900 Advanced Social Work Field Experience and Integrated Seminar I	SOCW 6910 Advanced Social Work Field Experience and Integrated Seminar II

Table 5: Advanced Standing MSW Program, Part-time plan of study (2 years)

SUMMER YEAR 1: ADVANCED	FALL YEAR 1: ADVANCED	SPRING YEAR 1: ADVANCED
SOCW 6140 Advanced SW assessment	SOCW 6030 Research Methods for <u>Macro</u> Social Work Practice OR SOCW 6040 Research Methods for <u>Micro</u> Social Work Practice	SOCW 6120 Advanced Generalist Practice II
SOCW 6200 Disparities, Diversity and Social Justice	SOCW 6110 Advanced Generalist Practice I	SOCW 6120 Advanced Generalist Practice III
	FALL YEAR 2: ADVANCED	SPRING YEAR 2: ADVANCED
	SOCW 6410 Social Work Practice with Children & Families – Micro OR SOCW 6510 Social Work Practice in Mental Health – Micro	SOCW 6430 Social work Practice with Children & Families – Macro OR SOCW 6530 Social Work Practice in Mental Health – Macro
	SOCW 6900 Advanced Social Work Field Experience and Integrated Seminar I	SOCW 6910 Advanced Social Work Field Experience and Integrated Seminar II

COURSE DESCRIPTIONS

Refer to the [Graduate Catalog](#) for the most up-to-date course descriptions. The course descriptions below are provided for convenience but the graduate catalog is definitive.

SOCW 5010: Social Work Research Methods and Analysis (3 credits)

Course introduces students to qualitative and quantitative research methodologies, supporting statistical methods as utilized within the social work profession, data analysis technology and evidenced based social work practice concepts.

- Prerequisites: none
- Term Offered: Fall

SOCW 5110: Social Work Practice I (3 credits)

Provides an overview of social work practice theory and paradigms to base practice with individuals, families and groups emphasizing strengths and empowerment, values and ethics, and understanding self.

Prerequisites: none

Term Offered: Fall

SOCW 5120: Social Work Practice II (3 credits)

Provides an overview of social work theories guiding social work practice with groups and organizations, including group development, leadership, and models of organizations within a social and economic justice framework.

- Prerequisites: SOCW 5110 with a minimum grade of C and SOCW 5210 with a minimum grade of C
- Term Offered: Spring

SOCW 5130: Social Work Practice III (3 credits)

Provides historical and contemporary look at the social work profession, its roots in community organizing, theories underpinning group work and community organizing. Strengths and empowerment models and social justice emphasized.

- Prerequisites: SOCW 5110 with a minimum grade of C
- Term Offered: Spring

SOCW 5210 Micro Social Work Perspectives in Human Behavior and the Social Environment (3 credits)

Course is organized on a developmental model including social work perspectives and theory on: biopsychosocial aspects of human growth and development. Critical analysis encouraged through social justice conceptualizations.

- Prerequisites: SOCW 5010 (may be taken concurrently) with a minimum grade of C and SOCW 5110 (may be taken concurrently) with a minimum grade of C
- Term Offered: Fall

SOCW 5220: Macro Social Work Perspectives in Human Behavior and the Social Environment
(3 credits)

Course views the behavior of groups, organizations, and communities and their environmental contexts through a social work perspective. Attention focuses on issues of diversity, oppression, and social and economic justice.

- Prerequisites: SOCW 5210 with a minimum grade of C
- Term Offered: Spring

SOCW 5330 Policy Issues and Analysis in Social Work (3 credits)

Course covers the history of social work profession and major institutions. Through current policy issues, methods of policy analysis are provided. Students are introduced to various methods of policy practice.

- Prerequisites: SOCW 5010 (may be taken concurrently) with a minimum grade of C and SOCW 5110 (may be taken concurrently) with a minimum grade of C and SOCW 5210 (may be taken concurrently) with a minimum grade of C
- Term Offered: Fall

SOCW 5900 Foundation Field Experience and Integrative Seminar I (3 credits)

Students participate in a weekly seminar to integrate classroom learning to the field experience; and during the 3rd week begin a 208 hour field experience in an assigned agency. The course must be taken in consecutive semesters with SOCW 5910.

- Prerequisites: SOCW 5010, SOCW 5330, SOCW 5110, SOCW 5210 (all with a minimum grade of C; all may be taken concurrently)
- Term Offered: Fall

SOCW 5910 FOUNDATION FIELD EXPERIENCE AND INTEGRATIVE SEMINAR II (3 credits)

Students continue in the field agency assigned in SOCW 5900; complete 240 field hours; and participate in the same weekly integrative field seminar section. SOCW 5900 and SOCW 5910 must be taken in consecutive semesters.

- Prerequisites: SOCW 5900 with a minimum grade of Pass, SOCW 5120 with a minimum grade of C (may be taken concurrently); SOCW 5220 with a minimum grade of C (may be taken concurrently); SOCW 5130 with a minimum grade of C (may be taken concurrently)
- Term Offered: Spring

SOCW 6030 Research Methods for Macro Social Work Practice (3 credit hours)

Covers research methods specific to macro social work practice especially needs assessment and program evaluation. Content on research ethics, data management, and evidence based practice are addressed.

- Prerequisites: All 5000 level courses or Advanced Standing status
- Term Offered: Fall

SOCW 6040 Research Methods for Micro Social Work Practice (3 credits)

Course covers evaluation of client accomplishments through subject design methods. Content on research Ethics, data management, and evidence based practice are addressed.

- Prerequisites: all 5000-level courses or Advanced Standing status
- Term Offered: Fall

SOCW 6110 Advanced Generalist Practice I (3 credits)

Advanced study of generalist social work practice and theory when working with individuals, families, and groups with an intergenerational focus on social and economic justice.

- Prerequisites: All 5000-level courses or Advanced Standing Status
- Term Offered: Fall

SOCW 6120 Advanced Generalist Practice II (3 credits)

Course provides advanced content on social work practice in organizations including financial management, supervision and planning. Incorporates current theoretical perspectives and research on effective practice.

- Prerequisite: SOCW 6110 with a minimum grade of C
- Term Offered: Spring

SOCW 6130 Advanced Generalist Practice III (3 credits)

Course provides advanced content on social work practice within the community and with groups. Particular attention is paid to community change processes and social and economic justice. Prerequisite: SOCW 6110 and 6140 with a B or better.

- Prerequisites: SOCW 6110 with a minimum grade of C, SOCW 6140 with minimum grade of C
- Term Offered: Spring

SOCW 6140 Advanced Social Work Assessment (3 credits)

Course provides an overview of theories and methods of social work assessment with an emphasis on psychosocial assessment, macro assessments and various tools used by social workers for assessment purposes.

- Prerequisites: SOCW 5900 with grade of Pass, SOCW 5130 with minimum grade of C (may be taken concurrently), SOCW 6120 with a minimum grade of C (may be taken concurrently), and SOCW 5220 with a minimum grade of C (may be taken concurrently); or Advanced Standing status
- Terms Offered: Spring, Summer

SOCW 6200 Disparities, Diversity and Social Justice (2 credits)

This graduate social work course provides students with an understanding of the impact of social inequalities when working within diverse systems. Using self-reflection and critical analysis, students will build cultural and linguistic competence. This course examines the mechanisms of privilege and oppression that impact the experiences of diverse populations,

using theories of critical multiculturalism and intersectionality. This course will enhance students' knowledge, values, and attitudes about social work practice at micro, mezzo, and macro levels.

Term Offered: Spring, Summer, Fall

SOCW 6410 Social Work Micro Practice with Children and Families (3 credits)

Course provides students with specialized knowledge about clinical practice with children and families. Included are major theoretical perspectives and practices currently accepted in the field, with an emphasis on strengths and empowerment.

- Prerequisites: Completion of all 5000-level courses or Advanced Standing status
- Term Offered: Fall

SOCW 6430 Social Work Macro Practice involving Children and Families (3 credits)

This is the second of two Child and Family specialization courses. It provides knowledge about current social work issues and practices in the mezzo and macro practice arenas, including social work practice related to laws, regulations, and policies concerning services for children and families.

- Prerequisites: SOCW 6410 with a minimum grade of C
- Term Offered: Spring

SOCW 6510 Social Work Micro Practice in Mental Health (3 credits)

This course Provides MSW students with specialized knowledge about clinical practice in mental-behavioral health settings. The focus includes social works history of involvement with the primary prevention, diagnosis and treatment of mental and emotional disorders. Major emphasis is placed on social work practice at these levels with emphasis on social and economic justice.

- Prerequisites: SOCW 6140 with a minimum grade of C
- Term Offered: Fall

SOCW 6530 Social Work Macro Practice in Mental Health (3 credits)

This is the second of two mental health specialization courses. It provides knowledge about current social work issues in the mezzo-macro practice arena, including social work practice related to laws regulations and policies concerning mental health services. Major emphasis is placed on social work practice at these levels with emphasis on social and economic justice.

- Prerequisites: SOCW 6510 with a minimum grade of C
- Term Offered: Spring

SOCW 6900 ADVANCED FIELD EXPERIENCE AND INTEGRATIVE SEMINAR I (5 credits)

Students are assigned to a field agency; complete 360 field hours; and attend a weekly seminar to integrate classroom learning to the field experience. SOCW 6900 and SOCW 6910 must be taken in consecutive semesters.

- Prerequisites: SOCW 6410 or SOCW 6510 with a minimum grade of C (may be taken concurrently); SOCW 6030 or SOCW 6040 with a minimum grade of C (may be taken concurrently); SOCW 6110 with a minimum grade of C (may be taken concurrently); SOCW 6200 with a minimum grade of C (may be taken concurrently)
- Term Offered: Fall

SOCW 6910 ADVANCED FIELD EXPERIENCE AND INTEGRATIVE SEMINAR II (5 credits)

Students continue placement in the field agency assigned in SOCW 6900; complete 360 field hours and participate in same weekly integrative field seminar section. SOCW 6900 and SOCW 6910 must be taken in consecutive semesters.

- Prerequisites: SOCW 6900 with a minimum grade of Pass; SOCW 6430 or SOCW 6530 with a minimum grade of C (may be taken concurrently); SOCW 6120 with minimum grade of C (may be taken concurrently); SOCW 6130 with minimum grade of C (may be taken concurrently)
- Term Offered: Spring

SOCW 6980 – Special Topics in Social Work (1-3 credits)

Content will vary as instructors present a single concentration on developments, problems, and controversies in social work.

- Terms Offered: Spring, Summer, Fall

SOCW 6990 Independent Study in Social Work (1-3 credits)

Directed study in social work under the supervision of a social work faculty member.

- Term Offered: Spring, Summer, Fall

MSW PROGRAM POLICIES

MSW Program Policy on Independent Study Courses

With permission of a faculty member, a student may enroll in an independent study course. A detailed outline of the project, including the material to be covered and written work to be submitted, must be determined by the faculty member and student. In general, students may not take required courses by independent study. In cases of special hardship, a student may request permission from the MSW Committee to substitute an independent study for a normally offered course. Students and faculty should be aware that it is the policy of the MSW program to avoid such arrangements, so as many students as possible may benefit from classroom interactions with both faculty and fellow students.

Expectations for Ethics in Academic Studies

Students are expected to be ethical in their academic studies, in keeping with Competency 1 and the NASW Code of Ethics. Ethical behavior includes doing your own work, avoiding plagiarism, giving credit to others for their work (e.g. citing), and completing exams in the allotted time period using allowed resources. Examples of unethical behavior (e.g. academic

misconduct) might include plagiarism, cheating, using unauthorized materials on an exam or sharing information about an exam with other students, submitting work containing any content that was generated by an Artificial Intelligence bot or website when not explicitly directed to do so by the instructor, submitting the same work to fulfill the requirements for more than one course, etc. Penalties for academic misconduct may range from a score 0 or F on the assignment to suspension/expulsion from the university. There is an appeal process. For detailed information, see the [University of Toledo policy on academic misconduct](#)

MSW Program Policy Regarding Academic Concerns and Performance Issues

1. MSW students are expected to earn a C or better in each class and maintain a 3.0 or higher grade point average (GPA) during the course of their graduate studies.
2. Students should expect to receive the grades they have earned for each course during the semester. Only in rare and unforeseen circumstances will students be offered an incomplete. Students must finish incompletes during the following semester; otherwise, incompletes will automatically revert to whatever grade the student had earned at the end of the class. While an incomplete is in effect, that course is not considered completed if it is a prerequisite for other classes.
3. If a student earns a C or lower in a class,
 - a. The class instructor must inform the student's advisor of the grade.
 - b. The student must arrange a meeting time with their advisor to discuss issues involved with the grade and make a plan to address the identified problems.
 - c. The class will have to be repeated at the student's expense in order to count towards the MSW degree. This must be repeated as a regular class, not by way of an independent arrangement with an instructor.
4. If a student's GPA falls below 3.0 the graduate school will place them on academic probation. Refer to graduate student handbook for guidance. A student on academic probation must meet with their advisor to discuss any issues related to the student's grades and to secure a plan for success in subsequent semesters.
5. When performance or other issues occur in field, the field instructor and/or Field Director and/or Field Committee will follow established procedures to resolve the issue (see Field Manual).
6. If the field, academic, or other performance issue is not resolved via previous steps, the matter should be referred to the Program Director for consultation. If the issue cannot be resolved to either party's satisfaction, the Program Director may elect to call a meeting of the Academic and Professional Performance Review Committee (APPRC) in an attempt to provide additional support for all parties.

Academic and Professional Performance Review Committee

The UToledo Social Work program is committed to ensuring that our students are well-suited and well-prepared for the specialized demands, roles, and responsibilities of the social work profession. We understand that students sometimes face significant challenges that

compromise their ability to perform academically in class or professionally in field, change their behavior, or perhaps even jeopardize their suitability for the social work profession at that time. If such concerns cannot be resolved via procedures outlined above, the Program Director may elect to call a meeting of the Academic and Professional Performance Review Committee (APPRC). This is a committee of two or more social work faculty or staff members who utilize a strengths perspective to focus on helping the student navigate challenges they face with academic performance, interpersonal skills, etc., and assist them in developing a plan to help them succeed within the program.

This is an ad hoc committee within the social work program that meets as needed. It consists of a Designee who coordinates the meeting and the report on the outcome(s) of the meeting, and at least one additional member. Confidentiality considerations preclude student membership on this committee. Further information and the policy and procedures for participation with the APPRC are located on the MSW web page.

Appeals Process

Any student who does not agree with the decisions made social work program officials or by the Academic and Professional Performance Committee and wishes to appeal that decision must submit their appeal in writing to the Chair of the Department of Human Services within six weeks of the decision. The Department Chair will review the appeal and respond in writing to the student within one month of receiving the student's appeal request. If the student wishes to appeal the Department Chair's decision, they may submit an appeal in writing to the Dean of the College of Health and Human Services (or their designee) within 30 days of the Department Chair's decision.

College of Health & Human Services Graduate Student Policies and Handbook

For more information about policies pertaining to College of Health & Human Services graduate students and for the College of Health and Human Services graduate student handbook, see [this web site](#).

Academic Grievance Process

In the event that a MSW student has an academic grievance with a faculty member, it should be resolved via the [College of Health and Human Services Academic Grievance Procedure for Graduate Students](#). This is a multi-step process if necessary. Briefly, the first step is to promptly address the problem with the faculty member, using Competency 1 skills (professional behavior). If the matter cannot be resolved, the next step is for the student to file a formal grievance form with the department chairperson, including the faculty member's signature on the form as an agreement that the matter cannot be resolved. Additional steps exist in this process if necessary – see link above.

STUDENT PARTICIPATION IN GUIDING THE SOCIAL WORK PROGRAM

You are encouraged to get involved in guiding the social work program.

- One way is to serve as a student delegate on the social work advisory board. The advisory board is made up of local social workers, other professionals, alumni, and students; they generally meet once/semester to guide the MSW and BSW programs.
- You are also welcome to provide input into policies and procedures via attending MSW committee meetings and social work program meetings. (Note that sensitive information is occasionally discussed; when this happens, students will be asked to leave the meeting.)
- You may also provide feedback informally to faculty members or via participating in focus groups, surveys, etc. In the past this type of student feedback has been critical to guiding and improving the MSW program.

SOCIAL WORK PROGRAM GRADUATE ASSISTANTSHIPS

The social work program may be able to offer one or more half-graduate-assistantships to full-time MSW students. A graduate assistantship provides an opportunity for the graduate student to serve in a professional role and establish a professional relationship with faculty and administrators. Only graduate students holding regular admission to a degree program are eligible for graduate assistantships. Graduate assistantships are competitively awarded. See [MSW web site](#) for additional information and application.

Graduate assistantships may also be available in other programs and departments.