



Master of Social Work

Student Handbook 2022-2023

Campus/Online Locations:

Phoenix: University Center Building (UCENT), 411 N. Central Ave., 8th floor, Phoenix, AZ 85004

Tucson: 340 N. Commerce Park Loop, Suite 250, Tortolita Building, Tucson, Arizona 85745

ASU West: 4701 W. Thunderbird Rd., FAB N 106, Faculty Administration Building (FAB), Phoenix, AZ 85306

Yuma: Arizona Western College, Library Resource Building (LR), 2020 S. Ave., 8 E, Yuma, AZ 85365

ASU Online (asynchronous)

Live Online (synchronous)

Land Acknowledgement

Arizona State University acknowledges, with respect, that its physical locations are within the ancestral homelands of those Native American tribes that have sustained connections to its lands and waters since time immemorial, including the Akimel O'odham (Pima), Pee Posh (Maricopa), Quechan (Yuma), and Tohono O'odham peoples.

Table of Contents

Land Acknowledgement.....	1
Diversity, Equity, Inclusion and Belonging Statement.....	4
Purpose of the Handbook	4
Program Overview, Recruitment, Admission & Enrollment.....	5
Enrollment Process	6
Continuous Enrollment	8
Leave of Absence.....	8
Advising	9
Meet the SSW Academic Advising Team	9
Tips for Booking and Preparing for Advising Sessions	10
Tuition and Fees	11
Residency for Tuition Purposes.....	12
Tuition Refunds	12
Funding Opportunities.....	12
SSW and Watts College Scholarships.....	12
AmeriCorps	12
MSW Child Welfare Education Program	13
Need-Based Grants.....	13
Employer Reimbursement/Tuition Assistance.....	13
ASU Employment	13
Curriculum	14
Transfer/Preadmission Credits	14
MSW Transfer Courses.....	14
Field Transfer Coursework.....	15
Degree Requirements	15
Courses.....	15
Advanced Direct Practice Pathways: Which one is for you?.....	16
Field Education (Internship).....	17
Culminating Experience.....	18
Tips for MSW Student Success.....	18
Unique Learning Opportunities.....	18

Thesis.....	18
Readings and Conference/Independent Study Courses	18
Certificates	19
Campus-based and Live Online Certificates	19
Graduate Online Certificate.....	20
Study/Travel Abroad.....	20
Concurrent Degrees	21
Dual Degrees	21
Student's Rights and Responsibilities	22
ASU Email.....	22
Culture of Respect.....	22
Sexual Harassment.....	22
Student Code of Conduct	22
Academic Calendar and Time Zone	23
Time Limit.....	23
Drop/Add Deadline	23
Graduation	23
Graduation Ceremony for MSW Students.....	25
Commencement and Convocation	25
Diploma and Transcripts.....	26
Campus Safety.....	26
School and University Resources.....	26
Faculty & Staff Directory	26
Additional University Policies	26
University Resources	27
University Organizations	27
School of Social Work Research Centers and Offices.....	27
SSW Student Organizations	27
Social Media	27
Professional Licensure.....	28
Alumni Connections	29

Diversity, Equity, Inclusion and Belonging Statement

The SSW upholds values and cherishes student, faculty and staff diversity, no matter the circumstance. As members of the ASU Community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution, and must be upheld by all members of the ASU community including, but not limited to SSW faculty, staff and students. Arizona State University welcomes all students, regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socioeconomic status, age, disabilities, regional background, veteran status, citizenship status, nationality and other diverse identities.

Purpose of the Handbook

Welcome to the ASU Masters of Social Work program! The ASU School of Social Work is an incubator of socially embedded, impact focused education. We strive to integrate best practice, experiential learning, and skills mastery to position you to be the best prepared Masters-level social worker possible. We value diversity, equity, inclusion, and belonging as core components of our profession, and hold these values primary in our School as well.

As the MSW Program Coordinator, it is my privilege to support you on your academic journey. This handbook was designed as your guide to the ASU MSW program. It provides information about degree requirements, resources, and policies and procedures essential to successful completion of the program. Although this handbook serves as an initial resource for answers to common questions, it is not all-inclusive of every SSW or ASU policy. The handbook contains numerous links to more complete information published elsewhere.



I invite you to contact me at ekawam@asu.edu if you have questions, comments, concerns, or just want to talk. You are also encouraged to consult with SSW program administrators, faculty and staff. In addition to this handbook, primary references for graduate students are the [ASU Academic Catalog](#), [Graduate College's Policies, Forms and Deadlines](#), and the [School of Social Work](#) webpage, where an updated version of this handbook is posted each year.

Forks up Devils!
Dr. Elisa Kawam
MSW Program Coordinator

Program Overview, Recruitment, Admission & Enrollment

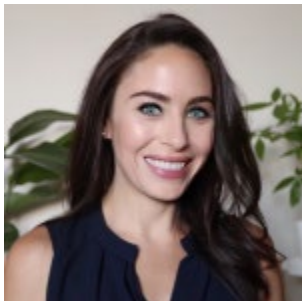
Congratulations on joining the ASU School of Social Work, one of the largest and most diverse social work schools in the world, with MSW programs accredited by the Council on Social Work Education (CSWE).

The SSW prepares graduate-level social work practitioners committed to social justice and to serving and empowering individuals, families, and communities. It contributes to the development and dissemination of social work knowledge and skills, and affirms professional values and ethics. The SSW emphasizes understanding and respect for the unique social, political, and cultural diversity of the Southwest.

The ASU SSW MSW program overview can be found at the [School of Social Work](#) webpage. Application and admission information can be found on the [School of Social Work FAQ webpage](#).

The Recruitment Team in the Watts College of Public Service and Community Solutions is here to help provide admissions guidance and support to future students. Please call us at (602) 496-7827 or email us using the addresses below:

- Prospective in-person students: publicservice.gradrecruitment@asu.edu
- Prospective online students: gradenrollment@asuonline.asu.edu
- General questions: mswadmissions@asu.edu
- English Proficiency (International Graduate Admissions): <https://international.asu.edu/graduate/proficiency>



For admissions questions, please contact the SSW MSW Admissions Coordinator, Kellie MacDonald-Evoy, at kellie.macdonald-evoy@asu.edu

Enrollment Process

You must complete the following before you will be able to enroll at ASU:

1. **Activate your ASURITE ID**

MyASU is the University's secure, real-time website that provides you with access to your student records. In order to login to myASU and take advantage of its many uses, including class registration, making payments, and changing your contact information, you must activate your ASURITE ID. You will need your ASURITE ID and activation code which were provided to you in the first letter sent by ASU Graduate Admissions. If you have discarded or misplaced the letter, please contact computer accounts at 1-855-278-5080 or help.asu.edu to have a new activation code created for you. With your ASURITE ID and activation code, go to asu.edu/asurite and follow the guided steps.

2. **Login to MyASU**

When your account is active, you may login to myASU at my.asu.edu and proceed to the next step of enrollment. When you activate your ASURITE, you will be prompted to set up your ASU email account. We require each student to have an active ASU email account - this is the university's primary means of communication with you. You should check your ASU email regularly, or forward it to an account you check frequently.

3. **Submit proof of immunization: In-Person Students Only**

In order to register for classes, you must have verification of two MMR (measles [rubella] /mumps/rubella) immunizations on record at ASU. The Immunization Records Submission Form can be found online at students.asu.edu/health/immunization. To verify that ASU has received and recorded your immunization documentation, go to myASU (my.asu.edu), log in with your ASURITE ID and password, and look under Priority Tasks. If MMR documentation has not been recorded with the Student Health and Wellness Center, you will see a message requesting that you submit documentation. Should you have a notification called MMR Immunization, click on the notification and follow the steps listed. If there is no message, your documentation has been received and recorded. Please be aware that it takes approximately two days from the time ASU receives your documentation to record it in the system. Therefore, you must send/fax your MMR documentation well in advance of when you plan to register for classes. (Please note: If you were born before 1/1/1957, verification is not required.)

4. **Register for classes**

After activating your ASURITE ID and submitting proof of two MMR immunizations, you will be able to register for classes. To register, go to myASU (my.asu.edu), login using your ASURITE ID and password. On the left side of your myASU page, there is a box labeled "My Classes." Select the tab for the

semester and year for which you wish to register. Click the “Registration” link then the “Add” link. You may search for courses or enter the 5-digit class number for each class you want to add. Be sure to click “Finish Enrolling” to complete your course registration.

5. Adding, Dropping, and Withdrawing from Classes

You are responsible for your own academic schedule. Each semester, you will enroll and make adjustments to your schedule. Your academic calendar is available to assist you. The “My Classes” section of your MyASU allows you to add, drop, and withdraw from classes. You need to be familiar with the academic calendar, which changes every semester. The academic calendar contains key dates of when you can make course adjustments, withdraw from classes with a tuition refund, etc. Current and future academic calendars can be found at students.asu.edu/registrar-semester-calendar. If you must withdraw from a class due to circumstances beyond your control, please review procedures for a Medical/Compassionate Withdrawal at students.asu.edu/forms/medical-compassionate-withdrawal-request.

From the time you receive your admission email, you may notice that there is a hold on your account that states you should call the SSW. The below steps will help you to clear the hold, which will then allow you to register for classes.

As a newly admitted student, you will receive an email invitation to join either the MSW Advanced Standing, Standard Program, or Online Center in Canvas. Canvas is the learning management system used at ASU. These are valuable sites for information containing everything you need to move forward with your admission to ASU. All of our admissions paperwork is now digital and integrated into the MSW Canvas Center. Once you receive this email, make sure to accept the invitation to join your MSW Center.

If you are unable to find that email, you can also access Canvas by logging into your MyASU portal and clicking on the Canvas link above where your classes will be listed once registered.

The MSW Advising Canvas (Advanced Standing, Standard Program or Online Center per your program) provides you with all of the necessary information to begin your program.

1. The Standards of Professional and Ethical Behavior, which summarizes the professional and ethical expectations of being in the program. You will want to read this carefully and in its entirety.
2. Information on how to clear registration holds.
3. Details regarding the admissions quizzes.
4. List of courses per Plan of Study.
5. How to register for courses.
6. Key contacts and information regarding next steps.

Please refer to your MSW Advising Canvas page for the most up to date information.

Please take a moment to review the ASU refund policy for tuition: <https://students.asu.edu/tuition-refund-policy>. Students are responsible for dropping or withdrawing from their courses; ASU will not drop a student for non-attendance. The School of Social Work abides by the ASU Refund Policy.

Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour (not audit) of graduate-level coursework (500-level courses) during all phases of their graduate education. Students must enroll in their term of admission and in the term they apply for graduation. Courses you enroll in must be taken for a letter grade (no grades of “W” and “X”) for continuous enrollment purposes. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the academic unit, must be approved by the Graduate College. This request must be filed and approved before the start of classes for the semester in which a leave is requested. Students working on Incompletes from a spring semester during a summer term must be enrolled in at least 1 graduate credit hour during the summer (i.e. SWG 695).

Leave of Absence

An approved leave of absence will enable students to re-enter their program without re-applying to the university. Students who do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College or an approved [medical/compassionate withdrawal](#) by Watts College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program. Original application materials may be used. The deadline to submit a petition for a leave of absence (LOA) is 5 business days prior to the start of the semester.

Advising

SSW academic advisors are available to advise you on program milestones and requirements. They will be your guide through a range of procedures and will help interpret school and university policy. Tucson-based students should reach out to Julian Moreno. Online, Live Online, and West, Downtown, and Yuma campus-based students should contact mswadvising@asu.edu.

Meet the SSW Academic Advising Team



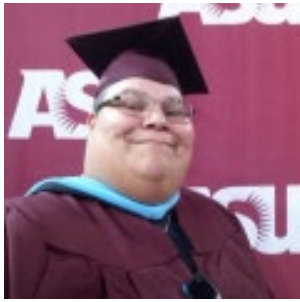
Seancy Hawkeswood, M.Ed
Asst Director, Academic Services
Email: mswadvising@asu.edu
Phone: 602-496-0800
Office Location: ASU Downtown Campus UCENT 835



Ivan Silva, M.Ed
Graduate Advising Manager, Academic Services
Email: mswadvising@asu.edu
Phone: 602-496-0800
Office Location: ASU Downtown Campus UCENT 800



Erika Martinez, M.Ed
Graduate Academic Success Advising, Coordinator
Email: mswadvising@asu.edu
Phone: 602-496-0800
Office Location: ASU Downtown Campus UCENT 800



Marcos Enriquez Jr., M.Ed

Graduate Academic Success Advising, Coordinator

Email: mswadvising@asu.edu

Phone: 602-496-0800

Office Location: ASU Downtown Campus UCENT 800



Marquita Goode, BS Criminal Justice and Criminology

Graduate Academic Success Advisor

Email: mswadvising@asu.edu

Phone: 602-496-0800

Office Location: ASU Downtown Campus UCENT 800



Julian Mirano, M.Ed

Academic Success Advising, Coordinator Senior

Email: mswtucson@asu.edu (Tucson students only)

Phone: 520-884-5507, ext. 20621

Office Location: 340 N Commerce Park Loop, Tucson AZ

For appointments, please visit this link:

<https://calendly.com/julianmirano>

Tips for Booking and Preparing for Advising Sessions

1. Students may visit the MSW Calendly, located on the SSW advising website and their MSW advising Canvas, to schedule appointments (see <https://calendly.com/mswadvising>). Tucson-based students please see the above link for Julian Mirano
2. Please do not schedule or attend an appointment when you are driving or otherwise in a precarious situation.
3. It is best if you schedule appointments when you are able to access the internet and a computer so an advisor can utilize screen sharing to assist you.

4. If you are not able to keep your appointment, please pull up your appointment confirmation email, and select cancel or reschedule. We appreciate your assistance with this so we can assist other students in a timely manner.
5. Please come to your appointment prepared with questions. Most advising information you will need is located in your MSW advising Canvas. We are constantly updating Canvas to bring you the most current and clear information as it becomes available. We appreciate you taking the time to review it, and ask us questions if you don't understand something.
6. Students are responsible for completing the Welcome page of their iPOS, acknowledging Graduate College policy. Furthermore, students are required to complete their iPOS by the end of their first or second semester. It depends on the program, and the advising team will provide you with instructions via Canvas and academic advising. If your iPOS are not completed by the deadline communicated to you by the advising team, a registration hold may be placed on your account blocking enrollment until you complete your iPOS.
7. Please visit the Graduate College website for an overview of the iPOS:
<https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>
8. Students are responsible for adding their own courses when their registration window opens and dropping or withdrawing from them by the deadlines listed on the academic calendar. The academic calendar will save you money if you adhere to it: <https://students.asu.edu/academic-calendar>. Please pay particular attention to the 100% tuition and fees refund deadline. The SSW Academic Services adheres to the ASU tuition refund policy:
<https://students.asu.edu/tuition-refund-policy>
9. Please provide us with your feedback so we may continue to improve our service to you. At the end of your advising appointment, you will be emailed a short survey to complete about your advising experience. If you have any concerns pertaining to your academic advising experience, please email Seancy Hawkeswood, Academic Services Manager, at Seancy.Hawkeswood@asu.edu

Tuition and Fees

Every ASU graduate degree program has tuition and fees assessed for students in that program. The fees vary by program. For more information on tuition and fees, please access the following link: <https://students.asu.edu/tuition>

Residency for Tuition Purposes

Although not a prerequisite for enrollment, you may also be required to provide evidence of U.S. citizenship, permanent resident status or lawful immigration status in order to be eligible for consideration for in-state tuition or financial assistance funded in whole or part by state monies. If your citizenship status cannot be automatically verified, you will see a Finances item in your student center (below the Priority Tasks section). You will then need to submit a completed Citizenship Verification Form and a legible copy of acceptable documentation to a registrar location at any campus. ASU Residency Office: <https://students.asu.edu/residency>

Tuition Refunds

Please take a moment to review the ASU refund policy for tuition at: <https://students.asu.edu/tuition-refund-policy>. Students are responsible for dropping or withdrawing from their courses; ASU will not drop a student for non-attendance. The School of Social Work abides by the ASU Refund Policy.

Funding Opportunities

Graduate students seeking loans or financial aid counseling should contact the ASU Student Financial Aid Office at students.asu.edu/contact/financialaid or the Watts College of Public Service & Community Solutions' Student Financial Resource site: <https://publicservice.asu.edu/content/msw-financial-resources>

As a student, you may also request assistance and service through your MyASU (click on the "Finances" tab). The SSW advertises funding opportunities throughout the year on the [SSW web](#) page and in the student Online Canvas Center Announcements. A variety of funding opportunities exist, and students are encouraged to explore the options below.

SSW and Watts College Scholarships

View information on ASU SSW and Watts College [scholarship opportunities](#) here, including when and how to apply.

AmeriCorps

The Survivor Link AmeriCorps program educates, trains and certifies ASU students to become domestic violence advocates in the community. Through supervised internship experiences at community partner sites, students will receive academic credit and scholarship funds. Learn more about [Americorp opportunities](#) here.

MSW Child Welfare Education Program

The MSW Child Welfare Education Program (CWEP) is a collaborative effort between the Master of Social Work (MSW) program in the School of Social Work at Arizona State University (ASU) and the Arizona Department of Child Safety (DCS). Students who are accepted into the program receive their in-state tuition, mandatory fees, and a stipend paid through the Title IV-E, Child Welfare Field Education and Student Support Project. [Learn more.](#)

Need-Based Grants

Students who require funding assistance are encouraged to apply for federal financial aid if they are eligible (US citizens or Permanent Residents) and need funding assistance. The required form is called the Free Application for Federal Student Aid (FAFSA) and is free to submit. When students fill out a FAFSA, they are also automatically considered for need-based grant awards. Any questions related to student loans should be addressed to the ASU Financial Aid office. Please note that all graduate-level student loans are unsubsidized, which means students accrue interest on the loans while they are enrolled in school.

To remain eligible for student loans, students must meet GPA requirements and make satisfactory academic progress toward degree completion. A course withdrawal “W” on a transcript, even if it is a medical or compassionate withdrawal, may impact student loans. Any student who receives a financial aid hold (seen in My ASU) for GPA or satisfactory progress will be instructed to contact their program to fill out a Satisfactory Academic Progress (SAP) Review. Satisfactory Academic Progress is reviewed on an annual basis after the spring semester.

Employer Reimbursement/Tuition Assistance

Students are encouraged to speak to their employers about eligibility for tuition assistance or reimbursement. If assistance is available, important questions to ask include: • Does the employer pay tuition up front or after grades are posted? • If grades are required, what percentage of the course is covered for each grade (A, B, C, etc.)? • Is there a minimum grade required for reimbursement? • How soon will the employer reimburse the student after grades are posted? • Is there a maximum amount the employer will pay for tuition per year? • If there is a cap, is it calculated on a calendar or fiscal year? • If the cap is per fiscal year, when does that year begin and end? • Will the employer pay for additional fees or expenses such as books? • What documentation is required after the course is complete?

ASU Employment

Some students seek employment at ASU to help pay for their education expenses or may already be employed by ASU. Not all employment positions provide tuition benefits, so students should ask questions as needed. ASU offers a qualified tuition reduction program for certain

types of positions. Additionally, students can explore employment through the Careers at ASU web page.

Curriculum



In-Person students, as well as Live Online students, begin the standard Master of Social Work program in the fall semester. Online MSW students begin their program in the fall or spring. The standard program may be completed within four semesters (the two-year plan) or six semesters (three-year plan). It is a 51 to 60 credit hour program, including coursework and field experience. The program is divided into a generalist year (30 credit hours of

core curriculum) and a specialization year (30 credit hours).

Transfer/Preadmission Credits

Pre-admission credits are graduate credits completed at ASU, another regionally accredited US institution, or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program. With the approval of the MSW Program Coordinator and the Graduate College, students may include a maximum of 30 graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted. Pass/Fail grades are not transferable. SWG 510 is a core course requirement for the Standard In-person and Online programs and must be completed at ASU. SWG 514 is a core requirement for the Advanced Standing Programs and must be completed at ASU.

MSW Transfer Courses

All transfer courses must be Social Work courses that are being transferred from a CSWE-accredited program. Students must provide final transcripts with grades posted and course

syllabi for each course being evaluated in addition to a letter of good standing from their current MSW program.

Field Transfer Coursework

Field course transfer requests must be made by the student. Students must provide a course syllabus, transcript, learning contract and final field evaluation.

Degree Requirements

Those students who already have a BSW degree may qualify for the advanced standing program, generally completed over 3 semesters (summer, fall, and spring).

The Advanced Direct Practice specialization is available as advanced standing at the Downtown Phoenix and Tucson campuses, as well as Live Online.

The Policy, Administration and Community specialization is available as advanced standing only at the Downtown Phoenix campus.

The Advanced Generalist specialization is available as advanced standing at the Yuma and ASU West campuses and Online.

[Social Work Standard Program Degree Requirements](#)

[Social Work - Advanced Standing \(Advanced Direct Practice\) Degree Requirements](#)

[Social Work - Advanced Standing \(Policy, Administration and Community Practice Degree Requirements](#)

[Social Work - Advanced Standing \(Advanced Generalist\) Degree Requirements](#)

Courses

The iPOS lists preapproved courses for each specialization (i.e., Advanced Direct Practice, Advanced Generalist, and Policy, Administration and Community), that fulfill degree requirements. The iPOS also lists a large number of recommended electives that supplement core course learning. Students should consult with faculty and/or their graduate coordinator and academic advisor on course selection for degree and certificate requirements.

Within the Advanced Direct Practice concentration, there are a number of pathways and students are required to choose one. Coursework will vary slightly depending upon which pathway the student chooses. Students should refer to the prerequisites and co-requisites when enrolling for courses. To view the prerequisites and co-requisites, please visit:

<https://webapp4.asu.edu/catalog/courselist>. Students will be administratively dropped from their courses if they do not meet the course requirements.

Advanced Direct Practice Pathways: Which one is for you?

Advanced Direct Practice: Health/Behavioral Health - Adults

The Health/Behavioral Health with Adults specialization provides focused coursework on the delivery of services to adults and prepares graduates to work in challenging and multidisciplinary professional environments. Students will learn and apply a skill set that includes assessment, diagnosis, intervention, prevention, and evaluation. This specialization applies an ethical and holistic approach to the understanding of mental, emotional, and behavioral wellbeing.

Advanced Direct Practice: Children, Youth and Families

The Children, Youth, and Families specialization provides focused coursework on the delivery of services to children, youth, and families. This specialization prepares social work professionals for primary practice with children, youth, and families among ethnically and culturally diverse populations. Advanced clinical skills for supporting the social emotional health of children, addressing behavior challenges, and nurturing healthy youth development are emphasized.

Advanced Direct Practice: Health/Behavioral Health - Medical

The health social work specialization focuses on educating students on equitable and ethical practices within health care settings. Students explore political, economic and social factors within the healthcare system and develop evidenced-based applications of trauma-informed practices, risk evaluation, and interdisciplinary collaboration that promotes holistic and culturally attuned care for patients and their families.

Advanced Direct Practice: Public Child Welfare

The Child Welfare Specialization prepares students with the values, knowledge, and skills for working with vulnerable children and families at-risk of or currently involved in the child welfare system. This specialization provides knowledge and application of advanced skills in engagement, assessment, and intervention in child welfare contexts, as well as information about child welfare policies and programs that frame child welfare service delivery.



i appreciated the

personal experience

the professors would bring to each class and how they would pass down their knowledge to equip me with more skills. as I develop my therapeutic approach.

ASU
School of
Social Work
Arizona State
University

Field Education (Internship)

Field education is a student's internship experience. Students complete internships in a variety of organizations and agencies under the guidance and supervision of an experienced MSW social worker (Field Instructor). This vital interaction reinforces students' academic study with real-life experience. Students develop a Learning Contract for each internship, defining competencies and activities specific to the placement. Field education provides an opportunity to apply theory to different practice settings and populations and helps students gain the necessary experience for academic and professional development.

Working with the SSW Field Education Office, students lead the process to identify and secure desired internship opportunities that meet school and CSWE standards within their geographic region. Please note that pre-placement requirements vary by agency.

Standard MSW program students participate in **960 hours** completing two distinct internships, one in their generalist year (two semesters, 240 hours each semester for 480 hours) and one in their specialization year (two semesters, 240 hours each semester for 480 hours).

Advanced Standing MSW program students complete **480 hours** for their specialization year (two semesters, 240 hours each semester for a total of 480 hours).

Detailed information on field education can be found in the [ASU School of Social Work Field Education Manual](#).

Culminating Experience

Passing the culminating experience with a grade or score equivalent to a B is required of all MSW students to graduate. On-campus PAC students may choose a thesis instead of the PAC e-portfolio as their culminating experience. ADP Live Online and campus-based students (Tucson and Phoenix) must complete SWG 621 regardless of whether or not they choose to complete a thesis. The culminating experience for Advanced Generalist students (Online, West, and Yuma) must successfully complete (grade of B or higher) SWG 693 Applied Project, which involves developing an e-portfolio highlighting three projects from their specialization year internship.

Tips for MSW Student Success

- Attend orientation and welcome events.
- Meet faculty and students and build your network.
- Register for core classes and maintain a cumulative GPA of 3.0 or higher.
- Meet with faculty mentors to discuss semester goals, courses, and progress.
- Seek and apply to funding/employment opportunities.
- Opportunities may come from the Canvas Center, faculty, other students, student organizations, independent research, etc.
- Seek out conferences to attend and other professional development opportunities.
- Consider taking a study abroad class or completing a certificate.
- Participate in workshops and lectures offered by the SSW, including career development opportunities.
- Join your local/online student organization.
- Maintain an updated your resume at all times.

Unique Learning Opportunities

Thesis

Graduate students interested in research may complete a thesis with a faculty mentor. More information about graduate thesis can be found [here](#).

Readings and Conference/Independent Study Courses

Readings and Conference/Independent Study courses are designed to provide an opportunity for the graduate student to do an original study or investigation in a specialized area, on an individual basis, and with a minimum of supervision or direction. Faculty time is calculated at 1

hour per week per course. It is the policy of the SSW that a Readings and Conference Course or an Independent Research Course be taken to either: 1) Fulfill a requirement under special circumstances for transfer students; or 2) Enrich an area of specialization.

These courses are not intended to replace required courses or to be the means of finishing work in a course in which a grade of Incomplete was awarded. In accordance with the classification used by the University and the Graduate College, the SSW uses the following numbers and definitions:

A. SWG 690 Readings and Conference

Independent study in which a student meets regularly with a faculty member to discuss assignments. The course may include such assignments as intense reading in a specialized area, writing synthesis of literature on a specialized topic, writing literature review on a topic.

B. SWG 592 Research

Independent study in which a student, under supervision of a faculty member conducts research that is expected to lead to a specific project such as a report or publication. Assignments might include data collection, experimental work, data analysis, or preparation of a manuscript.

These courses may be arranged from 1-3 credit hours each. In registering for these courses, the following should be applied: each one hour of credit is equivalent to three hours of work per week. No student may apply more than 6 credit hours of these courses toward their MSW degree.

Certificates

Students in our on-campus and Live Online programs may use their unrestricted electives to obtain a certificate. Please note there are no electives built into the Online MSW Program of Study (iPOS), yet there is certificate program for students in the Online program. Certificates will post on your final transcript and will be visible to future employers. Certificates may have additional requirements and also require a separate registration/fee to the Graduate College. If you are interested in obtaining a certificate, it is recommended that you contact both the certificate administrator listed below and your academic advisor at sswgradcerts@asu.edu

Campus-based and Live Online Certificates

Assessment of Integrative Health Modalities: Tamara Rounds tamara.rounds@asu.edu

Domestic Violence and Evidence-based Practice: Dr. Jill Messing jill.messing@asu.edu

[Latino Cultural Competency in Social Work](#): Lilly Perez-Freerks lilly.perez@asu.edu or Dr. David Becerra david.becerra@asu.edu

[Trauma & Bereavement](#): Dr. Melanie O'Neil (for Dr. Cacciatore)
Melanie.Oneil@asu.edu

Graduate Online Certificate

[Criminal Sentencing & Sentencing Advocacy](#): Dr. Jose' Ashford jose.ashford@asu.edu

Study/Travel Abroad

Earn major, minor, or elective credits and gain a global perspective on your field of study through a travel abroad experience with the ASU SSW. Choose from two exciting opportunities: Fall Break on the Border to Agua Prieta, Mexico or Pathways to Global Social Work in Sonora, Mexico.

Fall Break on the Border

Fall Break on the Border is a service learning opportunity in Agua Prieta, Mexico along the southern border of the United States. Participants will learn about the life experiences of asylum seekers in the borderlands as well as volunteer at different social service agencies in the region. The cost to participate (October 7-10, 2022) is \$450. For more information, email heather.voelkel@asu.edu.

Pathways to Global Social Work

Come join us in Sonora, Mexico over Spring Break 2023 for a service learning opportunity of a lifetime! You will be exposed to Sonoran culture and social services in this region. In partnership with the University of Sonora, the program will include participation in workshops addressing a variety of contemporary social justice topics, visits to local community programs and tours of local museums. In addition, you will engage in dialogue with students and faculty from the University of Sonora (UNISON). For our service project, we will visit local community agencies where we will be immersed in the true culture, history and people of the region. Learn more about opportunities on the [ASU Study Abroad website](#).

Dates: March 5 - 12, 2023

Eligibility: Minimum 2.75 GPA

Application Deadline: November 15

Course: SWU 494 or SWG 598

Funding Resources: [Financing Your Study Abroad Program](#)

Learn More and Apply: [GIE: Pathways to Global Social Work](#)

Follow us on Instagram: <https://www.instagram.com/travelabroadssw/>

Concurrent Degrees

The MSW degree is offered as a concurrent program with the following programs:

[Juris Doctor, JD](#): click here to [compare programs](#)

[Public Administration, MPA](#): click here to [compare programs](#)

Ideally, students apply and are admitted to the MSW and MPA at the same time. Applying in tandem is necessary for the MSW/JD. If, however, students start with the MSW program in their first fall semester, and decide to apply to the MPA after their first semester, they will need to follow the process outlined below. The same process applies if a student is first admitted to the MPA and then the MSW the following academic year (since the MSW Standard program only admits during fall semesters).

1. Students meet with the academic advisor in the degree program they are admitted to first. They will need to collaborate with their advisor to build a concurrent plan of study for the MSW/MPA.
2. Concurrent students receive a registration hold that says "Graduate Admissions Hold", and this hold will be cleared by completing three documents and emailing them as a package to Graduate Admissions.
3. Students should schedule an appointment with an MSW advisor every semester they are in the MPA/MSW concurrent program to review all credits and to make sure the proper courses are being taken.
4. All graduate students are required to review the Graduate College policies and procedures handbook, concurrent degree section.

Dual Degrees

Students may pursue dual degrees, provided the degree programs are graduate level and in different academic areas, with prior written approval from the head of the academic unit for each degree program and the Graduate College.

A separate online application is required for each degree program, except in the case of predefined concurrent programs. Coursework common to both programs must constitute a well-planned and meaningful part of each of the programs and may only include coursework completed after admission to both degree programs.

In all cases, the guidelines below must be followed:

1. Students must maintain continuous enrollment. Registration in both programs may be required each semester. Please see the academic unit for specific satisfactory academic progress and program rules. Leaves of Absence will apply to both programs; students may not be registered for coursework in either program if approved.
2. Graduate credit transferred from another institution may be applied toward only one-degree program.

3. Culminating experiences (e.g. capstone courses, theses, applied projects) and comprehensive examinations cannot be shared between concurrent/dual degree programs
4. The maximum time limit for completing degree requirements and graduation apply to each degree individually.

Student's Rights and Responsibilities

Students should become familiar with their ASU Students' Rights and Responsibilities, which include the student code of conduct, policies and procedures, online social networking guidelines, Title IX, and academic integrity requirements.

ASU Email

All ASU students are required to have an active ASU email address. Students may forward their ASU email to another preferred account. It is important that students check their ASU email frequently, so they do not miss important notices. Arizona State University and the SSW primarily conduct their business via ASU email.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat peers, faculty, students, staff, and members of the ASU and social work practice community with respect, and to work with them in a professional manner, both in person and online. SSW graduate students are representatives of the SSW and ASU.

Sexual Harassment

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive working, learning, or residential environment. Please visit ASU's Sexual Violence Awareness and Response site to learn more about rights and responsibilities, how to report an incident and how to get immediate assistance and confidential support.

Student Code of Conduct

Special emphasis is given to **Academic Integrity** at ASU. Academic honesty is expected of all students on examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to appropriate grade penalties, loss of registration privileges, disqualification and dismissal.

Academic Calendar and Time Zone

Students should pay careful attention to dates outlined in ASU's Academic Calendar. Important dates, such as the start, end and withdrawal deadlines for each session are included in this calendar. Assignments and assessments will not be due on observed holidays. All timeframes used in class follow Arizona Mountain Standard Time. Arizona does not observe daylight saving time from March through November; therefore, the time in Arizona will not align with other places that are on MST for half the year.

Time Limit

Consult your graduate academic success advisor regarding the timeline for completing your degree requirements.

Drop/Add Deadline

The Academic Calendar lists specific dates and deadlines for each semester. The SSW does not allow requests to drop courses past the drop/add deadline. Instead, a student who no longer wishes to take a course will need to withdraw from it. A withdrawal will result in a "W" grade on the student's transcript. A "W" grade may negatively impact students receiving student loans and lowers the student's pace rate, which is a measurement of credit hours attempted versus credit hours successfully completed. The only way to avoid a "W" grade is to drop the class during the university's add-drop period. The School does not back-date course drop paperwork. To add a class, students can fill out an Enrollment Change Request to add a class after the deadline. The student needs to collect all signatures on the form.

Graduation

You are required to apply for graduation the semester in which you will complete all required courses, in accordance with your iPOS, aka program of study. Apply via your MyASU portal by clicking on the "Graduation" tab near your degree program.

You must have an approved iPOS on file before the end of your first semester, and have satisfied all other university requirements and financial obligations. In addition, your cumulative, graduate, and iPOS **GPAs must all be 3.0 or higher**. Definitions of these GPAs can be found on your MyASU by clicking on "GPA" near your degree program.

Sample Standard In-person iPOS

iPOS Course Admin

Name:

Campus/Location: Downtown Phoenix

Status: Approved

Plan: Social Work - Standard Program, MSW

Requirements: 57 credit hours including the required capstone course (SWG 621)

Previous
Next >

Welcome

Profile

Degree Requirements

Courses

Course Admin

Course Summary

Advisors

Petitions

Course Admin ?

To add courses to your iPOS, select the "add courses" button for the corresponding section. Depending on your program, you may see multiple sections and will need to assign courses to each accordingly. If you need more time completing the courses section of your iPOS, you may select the "save as draft" button at the bottom of the page and return later.

Course requirements are determined by your catalog year for your program; your catalog year is **2020-2021**.

Anticipated Graduation Term: 2022 Spring

Required Core (3 credit hours)

Current Total (3 hours)

Add Required Core

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2020 Fall	C	SWG 510	72164	Foundation Practice I	3.00	A+	ASU			✔ >

Questions concerning program requirements should be directed to your academic unit and/or advisor.

Questions concerning technical issues with the iPOS may be emailed to the Graduate College at Grad-GPS@asu.edu.

Sample Standard Online iPOS

iPOS Course Admin

Name:

Campus/Location: Online

Status: Returned to Student

Plan: Social Work - Standard Program, MSW

Requirements: 60 credit hours and an applied project (SWG 593 or SWG 693) - Advanced Generalist Track

Previous
Next >

Welcome

Profile

Degree Requirements

Courses

Course Admin

Course Summary

Advisors

Petitions

Add Foundation Coursework

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2021 Spring	A	SWG 501	18373	Micro Human Behav Soc Environ	3.00	A	ASU			✔ >
2021 Spring	B	SWG 502	18372	Macro Human Behav Soc Environ	3.00	A+	ASU			✔ >
2021 Spring	A	SWG 531	17475	Social Policy and Services	3.00	B+	ASU			✔ >
2021 Spring	B	SWG 533	17476	Diversity/Oppression/Soc Work	3.00	A+	ASU			✔ >
2021 Summer	DYN	SWG 541	42071	Field Practicum I	3.00		ASU			⚠ >
2021 Summer	C	SWG 585	42069	Macro Social Work Practice	3.00		ASU			⚠ >

Sample Advanced Standing iPOS

iPOS Course Admin

Name: Plan Social Work - Advanced Standing - Direct Practice, MSW

Campus/Location: Downtown Phoenix Requirements: 39 credit hours including the required capstone course (SWG 621)

Status: Pending in Academic Unit

Previous
Next

Welcome

Profile

Degree Requirements

Courses

Course Admin

Course Summary

Advisors

Course Admin

To add courses to your iPOS, select the "add courses" button for the corresponding section. Depending on your program, you may see multiple sections and will need to assign courses to each accordingly. If you need more time completing the courses section of your iPOS, you may select the "save as draft" button at the bottom of the page and return later.

Course requirements are determined by your catalog year for your program; your catalog year is **2020-2021**.

Anticipated Graduation Term: 2022 Spring

Required Core (3 credit hours) Current Total (3 hours)

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2021 Summer	C	SWG 514	42515	Bridge Seminar I	3.00		ASU			>

ASU Graduate College • Questions concerning program requirements should be directed to your academic unit and/or advisor.

Arizona State University • Questions concerning technical issues with the iPOS may be emailed to the Graduate College at Grad-GPS@asu.edu.

Standard and in-person students must select 57 credits and their culminating experience. Only concurrent degree students in the standard program and online students may select the 60-credit degree requirement due to the way the iPOS is coded.

Graduation Ceremony for MSW Students

ASU hosts a large commencement with all colleges and graduates every Spring and Fall. Online/Live Online students are invited and encouraged to attend. The Watts College of Public Service and Community Solutions holds a separate and more personalized ceremony for all of our students. The SSW at Tucson, West, and Yuma campuses at times hold their own celebration of their graduates. Be sure to apply for graduation in the semester in which you will complete all required courses.

Commencement and Convocation

There are two main ceremonies during graduation week, each requiring separate RSVPs: • Commencement is the university-wide graduation ceremony (the graduate students' ceremony is separate from the undergraduates' ceremony), facilitated by the President of the University. Degrees are conferred at this ceremony. • Convocation is the Watts College gradu/SSW graduation ceremony. Graduates walk across the stage in front of a smaller audience. Hoods are already worn since degrees are conferred at Commencement. Watts College will send additional information about graduation directly to graduation-eligible students. There are also special interest and cultural convocations in which students can participate. Graduation regalia

(cap with tassel, gown and hood) is required for all students to participate in these ceremonies and are not provided by ASU. These items are available to purchase either on campus or online. Students are responsible for ordering, purchasing and picking up their regalia.

Diploma and Transcripts

ASU mails diplomas shortly after the conferral date, provided that there are no holds preventing the generation of the diploma (e.g. no pending graduation application on file, a balance on the student's account, or missing grades). If a graduate needs verification of program completion in the interim before the diploma is received, they may submit to their graduate advisor a Graduation Letter Request to obtain an official letter stating that the requirements of the program have been met. Students may also request their unofficial or official transcripts on My ASU. Transcripts will not show that the degree is completed until the degree conferral date, which can be found on the Academic Calendar.

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. These call boxes can be identified by their blue light. Non-emergency ASU police or campus safety matters should be directed to 480-965-3456. ASU Alerts and information about life-threatening situations such as a major fire or armed suspect on campus are sent via three methods: • ASU LiveSafe mobile app • Email to all ASU student, faculty, and staff accounts • Text message using the mobile phone numbers listed on your My ASU profile. Best practices include completing your student profile with your mobile telephone number, enabling push notifications on your phone, and turning on location services. GPS data may provide ASU police more information if you report an incident or make a call, and it will allow you to receive geo-fenced advisory messages.

School and University Resources

Faculty & Staff Directory

Contact information for School of Social Work administrators, faculty and staff may be accessed at <https://socialwork.asu.edu/content/people>

Additional University Policies

University Student Code of Conduct

[Student Code of Conduct | Educational Outreach and Student Services](#)

University Academic Integrity Policy

[Student Policy | Office of the University Provost](#)

University Resources

Student Accessibility and Inclusive Learning Services (SAILS)

[University Resources | ASU Accessibility](#)

IT Help Center

[Contact the University Technology Office | University Technology Office](#)

Pat Tillman's Veteran's Center

[Veterans | Arizona State University](#)

University Organizations

International Students Center

[International Students and Scholar Center | ISSC | ASU](#)

Graduate and Professional Student Association

[GPSA | Educational Outreach and Student Services](#)

School of Social Work Research Centers and Offices

School of Social Work Centers and Offices

[Centers and Offices | School of Social Work](#)

SSW Student Organizations

Get involved in your School, community and your university through a variety of student organizations and clubs. Link <https://socialwork.asu.edu/content/student-life>

- American Indian Social Work Student Association (AISWSA)
- International Connection - MOSAIC club
- Latinos Unidos
- Macro Social Work Student Network (MSWSN)
- NASW Student Webpage
- Phi Alpha Honor Society
- Campus-based Social Work Student Organizations

Social Media

Social media is a part of communication among students, faculty, and administrators in the ASU SSW. These platforms are used as a way for students to actively engage. They also serve to keep you up-to-date with the SSW and the world around you.

Connect with us on:

Instagram: @asu_socialwork

Facebook: @ASUSocialWork

Linkedin: @ASU School of Social Work

Twitter: @ASUsocialwork



Professional Licensure

ASU programs that may lead to professional licensure are intended to prepare students for potential licensure in Arizona. Completion of the ASU program meet educational requirements for licensure in a number of other states. In some states, there are additional requirements for transcript review and continuing education prior to licensure. The SSW reviews state and territory requirements each year and assigns a designation of meets, unable to determine, and does not meet. For more information, students should visit the ASU professional licensure webpage: <https://admission.asu.edu/academics/licensure>. Upon successful completion of their culminating experience, students will be enrolled in a free licensure information course on Canvas.

my engagement with my

community

has grown tremendously as a result of the social work program. My perspective has shifted from being problem-focused to being solution-focused.

ASU
School of
Social Work
Arizona State
University



Alumni Connections

The SSW wants to stay connected with you! Please keep in touch post-graduation so that we may connect you with continuing education opportunities, field instructor and teaching opportunities, and study abroad and service learning events. We also want to hear updates on how you are using your MSW.