

BYU School of Social Work



MSW Handbook



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socialwork.byu.edu

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Dear MSW Candidate:

Welcome to Brigham Young University's MSW program! The first year of graduate study is an exciting experience, yet it can be difficult and demanding. We hope that this manual will be a resource to you as you engage in the rigors of graduate study.

In this manual, you will find information about different aspects of the MSW program and requirements for graduation. You will also find information about school policies, university resources, and the student branch of the professional organization of social work: NASW. You will be introduced to our MSW Student Association (MSW SA) and its officers at the annual Fall Orientation in August.

You will be assigned a faculty advisor and are expected to assume a major responsibility for contacting him or her. Your faculty advisor stands ready to help with any problem you may have and to serve as your advocate. The University, the School of Social Work, and your advisor want to assist you in any way possible to help you succeed in the program.

As mentors and future colleagues, we join together in reminding you of the single most important point we can address at this time in your career; *you are here to learn, to open your minds to new ideas, and to increase your personal awareness beyond your present understanding.* You are not here merely for the sake of grades or for the purpose of competing with your classmates. Strive to become a community of scholars; any ultimate success will flow from the group as you learn to cooperate, study together, accept and esteem individual uniqueness, rejoice in one another's achievements, and sympathize with the trials of fellow students. Your class is a living laboratory where you will learn to be a professional, a better human being, and a more mature person.

If you have a suggestion that might improve this handbook for the benefit of future students, we would be pleased to hear from you.

Best wishes to you in your pursuit of a professional education. We are looking forward to supporting and working with you.

Sincerely,

Gordon Limb, Ph.D.
Director, School of Social Work

Michael M. O Seipel
Graduate Coordinator

1. Introduction

BYU Affirmative Action Statement

Admission to Brigham Young University is open to persons of any race, color, creed, religion, age, gender, ethnic or national origin, or disability who meet the University's academic requirements and agree to abide by its standards. The Admissions Committee is especially sensitive to the need for a balanced student body with respect to such factors as age, race, gender, disability and place of origin.

School of Social Work Mission Statement

The mission of the School of Social Work at Brigham Young University is to support the overall mission of BYU and the Church of Jesus Christ of Latter-day Saints by generating new knowledge and by educating and training students to use the appropriate knowledge, skills and abilities of the social work profession to serve children and families within their environment and the context of their specific cultures.

The graduate program and curriculum were designed and developed around the recognition that the MSW degree represents preparation for advanced social work practice. Therefore, the primary goal of Brigham Young University's graduate social work program is to help students develop, integrate and demonstrate their ability to apply knowledge, values, and skills essential to competent advanced social work practice. Graduates will be able to apply the knowledge and skills associated with the social work program to ultimately prepare advanced clinical practitioners for autonomous practice.

The goals of the School of Social Work reflect and support the values and ethics of the social work profession. Our major goal of preparing social workers capable of delivering the wide range of social services essential to providing a high quality of life for all peoples, is in keeping with our belief in the inherent worth and dignity of all persons, their capacity for productive growth and change, and our responsibility to act in behalf of society as a whole. We strive to instill in students the ethical standards of the profession through a curriculum that incorporates content relevant to ethically based professional practice, delivered by a competent, dedicated faculty.

Note: MSW students are responsible for information contained in the BYU Graduate catalog and this MSW handbook. For further information on policies regarding MSW students, please see the Graduate Coordinator, Dr. Michael Seipel.

2. Full-time Faculty

Shirley Cox

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Telephone: 801 422-4320

MSW from Howard University and DSW from University of Utah. Graduate teaching is primarily in the Clinical Practice and HBSE areas: Advanced Group Therapy, Human Behavior Theories, Practice Seminar sections. Dr. Cox also teaches Introduction to Social Work (Soc W 200) course and Social Welfare Policy (Soc 390) & Juvenile Delinquency (Soc 383), for the Sociology Department.

Major Responsibilities

MSW Admission and Scholarship Committee.

Professional Activities

Dr. Cox's research is primarily the area of Field Practice and International Social Work Program Development. She is an elected member of the Board of International Schools of Social Work (IASSW), a site visitor for the Council on Social Work Education (CSWE) and has served in local, state, national, and international offices for The National Association of Social Workers (NASW).

Personal Interest

Dr. Cox enjoys international consulting assignments and reading (she was a BYU English major as an undergraduate). Other interests include church work and time spent with her family. She believes social work provides an opportunity for involvement in the highest form of charity.

Gordon Limb

Office: 2173 JFSB
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Phone: (801) 422-6649

Ph.D. from University of California at Berkeley. Graduate teaching areas include research, child welfare, practice with diverse groups (particularly American Indians). Undergraduate teaching areas include *Human Behavior in the Social Environment* and *Diversity*.

Major Responsibilities

Director, teaching, undergraduate advisement, publishing.

Professional Activities

Dr. Limb studies policies and issues in the child welfare system. Specifically, he is interested in research related to American Indian child welfare issues, including the Indian Child Welfare Act (ICWA), service utilization and adequacy of services received, child welfare outcome predictors, and cultural identification. His current research includes examining state compliance with ICWA, spirituality with Native Americans, and Native American fragile families.

Dr. Limb's research and practice experience with children, youth, and families are incorporated into the courses he teaches and his practice experience includes working with adolescents in a wilderness survival program, as a clinical social worker at LDS Family Services, and as a counselor at a community college.

Personal Interests

Dr. Limb enjoys spending time with his wife and five children, interacting and studying diverse cultures, serving in church callings and doing triathlons. Dr. Limb enjoys social work because it is founded in service and its focus on direct involvement with those we serve. Dr. Limb also enjoys the interaction with social work students and the unique talents that each student brings to the program.

Gordon Limb is the Director of the School of Social Work. He had previously served as a Postdoc and Assistant Director of the Kathryn M. Buder Center for American Indian Studies at the George Warren Brown School of Social Work, Washington University in St. Louis. He was also an Assistant Professor of Social Work at Arizona State University.

Dr Limb's research and practice experience with children, youth, and families are incorporated into the courses he teaches on Human Behavior in the Social Environment, and Perspectives on Cultural Diversity. His practice experience includes working with adolescents in a wilderness survival program, as a clinical social worker at a social service agency, and as a counselor at a community college. He completed his Ph.D. in Social Welfare from the University of California at Berkeley, his MSW from the University of Utah and his Bachelors of Science in Psychology from Brigham Young University. Gordon Limb is affiliated with the Winnebago Indian Tribe in Nebraska.

Kevin Marett

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Ph.D. from Purdue University. Graduate teaching areas include Marriage/Family Theories and Therapy, Clinical Supervision, Crisis Intervention, and Sex Therapy.

Major Responsibilities

Director of Field Education, Curriculum committee, and supervision of Graduate and Undergraduate Clinical Work.

Professional Activities

Dr. Marett has published both in Social Work and Marriage and Family Therapy. He is currently doing research on grief work with parents who have lost children. He also has a private practice.

Personal Interests.

Dr. Marett enjoys spending time with his family, the outdoors, camping, sports, music, and working on an "important" research project: golf therapy. His favorite part of social work is helping people to help themselves.

Kenneth Matheson

Office: 2177 JFSB
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DSW from University of Utah. Graduate courses include Ethics, Case work, Group work, Theological Perspectives on Social Work Practice, and Family Life 100 (course dealing with the Proclamation on the Family), and Religion 234 (Marriage & Family). He also supervises graduate students' practicum cases. Undergraduate courses include case work and group work.

Major Responsibilities

Clinical supervisor of graduate students, BSW Coordinator and Admissions Committee Chair, Rank and Status committee and Practice Sequence Committee.

Professional Activities

Dr. Matheson's research interests include social work and spirituality, issues dealing with clinical boundaries between clients and therapists, and marriage and family. Dr. Matheson is involved in clinical practice.

Personal Interests

Dr. Matheson enjoys time with his family and supporting them in their various activities. He also enjoys being a catalyst in helping others overcome challenges and function more effectively in life.

Judith Norman

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Telephone: 801 422-3628

DSW from University of Utah. Graduate classes include Casework, Intervention with Children and Adolescents , Advanced Clinical Methods in Assessment and Intervention, Models of Psychotherapy, Cognitive Therapy, Gender and Diversity, and Clinical Supervision.

Major Responsibilities

Full-time teaching, supervision and advisement of graduate students; Social Work program director at the Comprehensive Clinic.

Professional Activities

Dr. Norman's research interests are focused on adult affective disorders, especially depression. Dr. Norman's research also extends to childhood affective disorders. She has presented numerous papers on depression, locally and abroad. In addition to teaching, Dr. Norman has an on-going research project regarding the mental status of children in orphanages in Ukrainian.

Personal Interests

Dr. Norman enjoys reading, particularly classical, contemporary, and autobiographical works. She hikes and bikes. She enjoys social work because of its commitment to people and the social work approach of improving the individuals functioning in society and increasing societal responsiveness to the individual.

Jini Roby

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Telephone: 801 422-5085

MSW, J.D. from Brigham Young University. Graduate teaching areas include *Policy, Family Law and Global Child and Family courses*.

Major Responsibilities

Mary Lou Fulton Chair, Faculty Search Committee, MSW Admissions Chair, Conferences and Seminars.

Professional Activities

Dr. Roby has both social work and legal experience in child welfare policy and practice. Prior to coming to BYU in 1998, she was the founder and past director of the Family Support and Treatment Center in Orem, Utah, and also served as an attorney for children in the public child welfare system. Her current research focus is on international child welfare, particularly orphan care and supportive parenting policies. She has consulted with several governments in helping establish child welfare policies, most currently in Cambodia.

Personal Interests

Dr. Roby loves to spend her time with her husband, Dr. C.Y. Roby, a clinical psychologist, and their three daughters and one son in law. When she is not traveling or working in a developing country, she also enjoys cooking, gardening and walking with her dog Gunner.

Michael Seipel

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Telephone: 801 422-2461

Ph.D. from Cornell University. Graduate courses include *Social Welfare Policy* and *Community Organization Practices*. Undergraduate teaching area is *Community Organization*.

Major Responsibilities

Graduate Coordinator; Associate Director; Chair of the Five-Year Planning Committee; College Tenure and Promotion Committee

Professional Activities

Dr. Seipel's research focuses on health issues in developing countries and poverty issues. He is very active in helping the homeless. He is Past-President of the Global Awareness Society International.

Personal Interests

Dr. Seipel reports that he enjoys "good food, good music, and good conversation." He enjoys social work because it provides him with opportunities to participate in social change through social work principles.

Wanda Spaid

Office: 2169 JFSB
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Telephone: 801 422-3289

DSW from University of Utah. Graduate courses include *Psychopathology (DSM IV)*.

Major Responsibilities

Teaching.

Professional Activities

Dr. Spaid's research interests are focused on substance abuse interventions.

Personal Interests

Dr. Spaid, along with her husband, enjoys scuba diving. She loves to read, particularly science fiction. Her favorite part of social work is teaching, especially the interaction with the students.

Elaine Walton

Office: 2167 JFSB
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Telephone: 801 422-2003

Ph.D., University of Utah. Graduate courses include Master's Research Project, Field Supervision, and Advanced Groupwork.

Major Responsibilities

Teaching MSW courses and research.

Professional Activities

Dr. Walton's long-term research interests lie in the design and evaluation of programs to strengthen families in which children are at risk of abuse or neglect. She is also interested in spirituality and religion as primary factors in social work practice. Most recently she was involved in a year-long study to evaluate the relevance of the BYU Hawaii programs within the various international communities.

Personal Interests

Dr. Walton's personal interests are numerous and varied. She enjoys taking road trips with her husband to visit their 10 children and 27 grandchildren who live in seven different states. She also enjoys traveling just to visit new and interesting places. She continues to be amazed at the canyons and mountains of Utah with myriad hiking and

photo opportunities. Occasionally she finds time to practice her trumpet, but music has taken a back seat to academia. She loves people and she loves her church involvement. For her, social work is intrinsically related to Christianity.

Affiliated Faculty

Renata Forste

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Telephone: 801 422-3146

Ph.D. from the University of Chicago. Graduate teaching areas include graduate research methods and multiple regression analysis. Undergraduate teaching areas include: Introduction to Sociology, sociology of gender, social stratification, social statistics

Major Responsibilities

Teaching, research, Sociology department administration

Professional Activities

Dr. Forste's primary areas of research are child health and family interaction in Latin America and the U.S., and patterns of family formation in the U.S. In particular, she focuses on breastfeeding practices, birth-spacing, and infant mortality. Her current work in the U.S. examines adolescent and childhood obesity, and family and work. Studies on family formation include cohabitation and father involvement in low-income families. Dr. Forste's training is primarily in demographics and statistics.

Dr. Forste's mentors both undergraduates and graduate students in research and has published several articles with graduate students. She also mentors students presenting posters at the FHSS Fulton conferences each spring. Her research on family is incorporated in sociology courses on social stratification and family.

Personal Interests

Dr. Forste lives in Orem with her husband and three daughters. Her husband teaches special education at a junior high in Heber and her oldest daughter is currently serving a mission in Brazil. She enjoys biking and spending time with her family. She enjoys international travel and has taken students to Bolivia on research projects and has been a faculty member on the BYU London Study Abroad program twice.

Renata Forste is a professor in the Department of Sociology and currently serves as Department Chair. She has also served in the college as associate dean. Previous to joining the faculty at BYU, she was an assistant professor at Western Washington

University in Bellingham, Washington. Her primary interest and focus is on improving the lives of children through research on family interaction and child well-being.

Susanne (Susie) Roper

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Telephone: 801-422-2058

PH.D. from the University of Georgia. Graduate teaching areas include Research Methods. Undergraduate courses include Research Methods and Family Adaptation and Resiliency.

Major Responsibilities

Teaching, publishing.

Professional Activities

Dr. Roper's research is related to family adaptation in families raising children with disabilities and chronic illnesses. She also publishes in the area of parenting and children's social development in cross-cultural contexts.

Personal Interests

Dr. Roper enjoys spending time with her husband and family. She enjoys reading, playing the piano and organ, gardening, and family history.

Field Internship Faculty

Allen Proctor

MSW, LCSW, works with LDS Family Services, pioneered the developing of programs at LDSFS; created summer day camp treatment program, parent/teen communication groups and marriage fulfillment groups. Served as an assistant professor and practicum instructor at the University of Utah Graduate Social Work Program. Allen is a *Field Liaison* for our school. Email: allen_proctor@byu.edu

Gwen Squires

LCSW, MSW, BSW from Brigham Young University. She has worked in adoption and child welfare, and was the medical social worker at American Fork Hospital for twelve years. Gwen is currently a *Field Liaison* at our school. Email: gwen_squires@byu.edu

Wendy Sheffield

LCSW, MSW from Brigham Young University. Wendy is the Associate Director of *Field Practicum* for our school and teaches in the fieldwork curriculum. She balances her full-time mom job and her private clinical and consulting practice.

Email: wendy01@thesheffields.net

Part-Time Faculty

Dean E. Barley

LCSW, Ph.D. Licensed Psychologist. BS from BYU, MSW from the U. of U., and a Ph.D. in Counseling Psychology from BYU. He is the Associate Director for Clinical Services at the Brigham Young University Comprehensive Clinic. He maintains a part-time private practice. He teaches *Therapy Supervision*. Email: dean_barley@byu.edu

Gregory A. Hudnall

MSW, from University of Utah, BA from Brigham Young University. Greg has worked for Provo School District for the past twenty-five years as a high school principal and currently as Director of Student Services. Greg is Executive Director of the State of Utah Crisis team for public education. He is currently working on his doctorate. Greg teaches *School Social Work*. Email: gregh@provo.edu

Cindy Lee

LCSW, MSW, BA from Brigham Young University. Cindy worked at Wasatch Mental Health with juveniles offending sexually. She was Clinical Director for nine years at Family Support and Treatment Center. Currently she is in private practice at Hearthstone Counseling. She is a Registered Play Therapist-Supervisor. She teaches *Play Therapy* and *Therapy Supervision*. Email: cindyleelee@comcast.com

Marty Matheson

LCSW, MSW. For thirteen years he worked as a therapist and administrator for Wasatch Mental Health in Adult Outpatient, Intensive Residential Treatment, and Adult Day Treatment. He is currently the Clinical Services Director for ScenicView Academy in Provo, Utah. Marty is a former Alumni President for BYU Social Work and has taught part-time for BYU Social Work and Family Life since 1999. Email: martym@byu.net

Wes Matheson

LCSW, MSW from Fresno State University; Former Director of Social Work at the Utah State Hospital (recently retired); currently doing private clinical practice. Teaches *Crisis Intervention* (elective). Email: wesmatheson@yahoo.com

Bert Peterson

MSW from the University of Utah. Bert is a licensed clinical social worker. He works for the Utah Division of Child and Family Services; teaches *Introduction to Child Welfare* (elective). Email: bpeterson@utah.gov

Bruce H. Woolley

BS in Pharmacy from University of Utah. Doctor of Pharmacy from University of Southern California [USC]. Two postdoctoral fellowships at USC. Former Director of Substance Abuse Prevention and Treatment Programs for Los Angeles County. Professor and Assistant Dean for Postgraduate Education at USC. Former Adjunct Clinical Faculty in the Department of Psychiatry at UCLA. Professor at BYU for 31 years. Consultant and Advisor in Psychopharmacology for numerous organizations. Member of Executive Missionary Medical Services Committee for the Church Missionary Department. Email: brucew@brucewoolley.com

3. Faculty Advisement

Students are assigned an advisor as they enter the program. The advisor's objective is to aid students. However, advisement is a shared responsibility and it is expected that students will arrange for visits with their advisors a minimum of two times each semester while at the University.

4. Study List/Program of Study

During the fall semester of your first year, you will be given a *program of study* list to complete and submit to Lisa Willey, graduate secretary. On this list you will choose which electives you will take during your 20 months in the program. This list must be approved and signed by your advisor. Please note that all electives must be cleared with your advisor prior to enrollment, especially those taken outside of social work which must be pre-approved by the graduate coordinator before you register. Changes can and probably will be made in that first study list. You are not bound forever to your initial choices, and electives can be substituted with permission.

5. Professional Organization

Brigham Young University is fortunate to have its own student branch of the National Association of Social Workers (NASW). This branch provides students at BYU with an excellent opportunity to be identified within the profession and current professional concerns. It also provides an opportunity for MSW students to join with their undergraduate colleagues in professional activities. Included with each membership is a subscription to the professional journal, *Social Work*, a copy of the monthly national NASW News and reduced registration fees at local and national NASW conferences. <http://www.socialworkers.org/>

6. Foreign Student Work Permit

All foreign students must apply with the international office (1351 WSC), 801-422-2695, email: intloff@byu.edu to receive a work permit in order to be paid for their field practicum. Failure to comply may result in our not being able to provide paid field practicum assignments to foreign students. You must contact the international office two weeks prior to your placement.

7. Financial aid and part-time employment

While financial aid for every graduate student cannot be guaranteed, a number of stipends have been developed as part of the program. A limited number of graduate assistantships are available. Students who want to be considered for any form of financial assistance administered by the School of Social Work should submit an application to the graduate coordinator after acceptance to the

program. If you are interested in being a research or teaching assistant and have not submitted an application, please contact the graduate school secretary at (801) 422-5681 or maw@byu.edu.

General graduate scholarships and grants are quite limited at BYU for graduate students but special interest students (e.g., Native Americans, single-parent families and foreign students) might want to contact Multicultural Student Services and/or Graduate Studies.

Federal student loans (Federal Stafford Loans and Federal Graduate/Professional PLUS Loans) are available for eligible degree-seeking graduate students who are making Satisfactory Academic Progress toward their degree. Students must complete the on-line Free Application for Federal Student Aid (FAFSA) to apply for federal loans (fafsa.ed.gov). BYU short-term loans are also available to pay tuition. To obtain additional information regarding these loans, visit financialaid.byu.edu. Questions should be directed to D-155 ASB, Provo, Utah, 84602; phone (801) 422-4104; fax (801) 422-0234.

Most students have received some form of assistance in relation to field placements. To date, agencies have offered a wide variety of financial support. Further information will be given during your first semester when it is time to arrange for your spring/summer field placement.

Experience suggests that students are not effectively able to work over 10-20 hours a week in part-time employment. Those who insist upon working more hours do so at their own risk. The social work program's responsibility and commitment to you is one of providing a superior educational experience and the faculty is unable to work around full-time or excessive part-time employment schedules.

8. Standard Curriculum

(see curriculum chart http://www.socialwork.byu.edu/Assets/C_chart%202009%20clinical%20emphasis.pdf)

There are two curricular programs: one for students with a BSW degree and one for students without a BSW degree. The classes listed in red do not need to be taken by students entering with a BSW degree. The following is a description of the program for non-BSW's referred to as the "Standard Curriculum." The program for BSW's is called "Constructive Credit" and is described in section 9.

a. Challenge Exams

Challenge exams are available for HBSE I (Soc W 620) and Social Welfare Policy I (Soc W 630). These exams are for students who did not receive their undergraduate degree in social work but who completed a comparable course. The “challenge” option is offered to the student who might be exceptionally well prepared in one of the above subjects. Practice courses cannot be challenged since they are considered more clinically oriented than undergraduate courses.

The cut-off grade in the challenge exam is B-. Should the student pass the exam, the exam grade is the grade the student receives for the course. While registration records will show that the student is enrolled in the class, he/she is exempt from class attendance during the semester. The student will receive the normally allotted credit for the course and is not required to enroll in another course as a replacement. The exam grade can only be improved by meeting all course requirements. Additional guidelines follow:

- i. At least two readers are required to evaluate the exam.
- ii. Students who pass the exam but who demonstrate limitations in specific course areas identified as important by the professor are invited to audit those areas.
- iii. A comprehensive outline and the assigned text(s) and/or readings are available for student review. It is not the responsibility of the professor to tutor students in preparation for the exam. Challenge exams are given and graded within 10 days of the beginning of the course. Interested students should contact Dr. Seipel (Social Welfare Policy I) or Dr. Pehrson (HBSE I) to schedule exams. The professors should be contacted in August, as these courses are taught in the first semester of the program.
- iv. Exams may be taken only once for each course.

b. Professional Foundation (31 hours)

The professional foundation of BYU’s graduate social work curriculum consists of 31 semester hours with 13 hours in *social work methods*, 3 hours in *human behavior and social environment* (HBSE), 3 hours in

social welfare policy, 6 hours in *research*, and 6 hours of *field practicum*. Specific foundation courses within the major sequence areas are as outlined below:

Professional Foundation Courses by Sequence

Social Work Methods

Soc W 660 Casework 3.0 credit hours (with accompanying
Lab 611 1 credit hour)

Soc W 662 Group Work 3.0

Soc W 664 Community Organization 3.0

Soc W 665 Organizational Governance & Executive Leadership in
Human Services Administration 3.0

Human Behavior and Social Environment

Soc W 620 HBSE I: Person and Environment 3.0

Social Welfare Policy

Soc W 630 Policy I: A Framework for Analysis, Goal Setting
and Change 3.0

Research

Soc W 602 Statistical & Data Analysis in Social Work Research 3.0

Soc W 603 Research Methods in Social Work 3.0

Field Practicum

Soc W 654R Field Practicum with Integrating Seminar (580 clock hours)
6.0

Professional Foundation Total 31.0

Note: The field practicum (which is discussed in detail later) with its accompanying integrating seminar, is part of the educational foundation and is planned so that students are placed in an agency for 500 clock hours during spring and summer terms (third semester). Such a design allows for intensive work and review with

carefully planned involvement with a client in the Comprehensive Clinic during the second semester.

The practice/field component is organized so the program can utilize the clinic's exceptional facility with its observation rooms, two-way mirrors, audio/visual taping capabilities and its numerous individual and small group treatment rooms. With the clinic experience, all students should enter the field practicum in agencies during the third semester already possessing the ability to interview clients with skill and purpose.

c. Advanced Social Work Curriculum

Upon completion of the professional foundation course content, students are prepared to move more deeply into their clinical concentration with its family/children emphasis. The courses that represent the advanced social work curriculum are listed below:

Required Advanced Courses by Sequence

Human Behavior and Social Environment

Soc W 622 HBSE II: Psychopathology 3.0

Soc W 624 Marriage and Family Theories and Treatment 3.0

Social Work Practice

Soc W 661 Advanced Casework 3.0

Soc W 663 Advanced Group Work 3.0

Soc W 666 Advanced Clinical Methods in Assessment and Intervention 3.0

Soc W 667 Interventive Methods with Children and Adolescents 3.0

Research

Soc W 698R Masters Research Project 3.0

Field Practicum

Soc W 655R Field Practicum with Integrating Seminar (600 clock hours) 6.0

Electives 9

Minimum of nine credit hours of elective courses are required (Two courses may be taken outside the School of Social Work curriculum but must be pre-approved. See section 9)

- Soc W 570 Crisis Intervention 3.0
- Soc W 580 Social Work in the School Setting 3.0 (**School Social Worker certificate available)
- Soc W 581 Social Services for the Aging 3.0 (**Utah State certificate available)
- Soc W 585 Global Issues of Children at Risk 3.0
- Soc W 670R Special Topics in Advanced Clinical Practice var 1-3
- Soc W 671 Play Therapy 3.0
- Soc W 672 Cognitive Therapy 2.0
- Soc W 673 Object Relations Therapy 2.0
- Soc W 674 Human Sexuality and Social Work Practice 3.0
- Soc W 675 Substance Abuse 2.0
- Soc W 676 Spirituality in Social Work 2.0
- Soc W 680R Selected Fields of Practice var 1-3
- Soc W 681 Comparative International Social Welfare Policy 3.0
- Soc W 682 LDS Family Services Programs & Policies 2.0
- Soc W 683 Practice in Children's Services 3.0 (**Utah State certificate available)
- Soc W 684 Gender Issues in Soc W Practice 2.0
- Soc W 697R Independent Research 3.0

Field Practicum

Soc W 655R Field Practicum with Integrating Seminar (600 clock hours) 6.0

Advanced Social Work Curriculum

Total 33.0

d. Policy Regarding Social Work Electives

- i. Students are required to take a minimum of 9 elective credit hours.
- ii. Four of the nine elective credit hours may be taken outside the School of Social Work, but must be pre-approved by the Graduate Coordinator. Electives may be chosen from Psychology, Marriage and Family Therapy, etc. The electives are intended to enrich, broaden, and add depth to the required curriculum. (See Section 9, "Exceptions Request for Elective Credits From Outside of the School of Social Work".)
- iii. Students who anticipate a career in social work in a school setting should take Soc W 580 (3 credits). The school can assist in your certification with the state as a school social worker. Contact Lisa Willey, graduate secretary, for details.

In addition, you should request a school oriented field practicum for your second field work placement in the program.

e. Directed Readings – Soc W 595R

Students taking Soc W 595 must see Lisa Willey (Graduate Secretary) to complete a *Directed Readings Agreement* before registering for the course. Grading for Soc W 595R may be pass/fail or a grade format (A-F). The requirements for each are listed below. The decision for grade format will be made before the course begins. Except in rare circumstances (approved in advance by the Director of the School of Social Work), 595R will not be approved for more than 2 credit hours.

Pass/Fail

- Prior to beginning Soc W 595R, provide a faculty member willing to work with you a reading list (1,000 pages per credit hour) on the agreed topic.
- Using an annotated bibliography format, provide the faculty member a detailed description of the content of the readers and the learning gained from the reading (not to exceed 10 pages).
- Meet with the faculty member to review the write-up and discuss the learning. The faculty member will then provide a recommended grade to the Director.

Letter Grade

- Complete all the requirements for pass/fail (above).
- Write a 10 page research paper (with bibliography) on the reading topic. This paper will be graded by the faculty members. The faculty member will then provide a recommended grade to the Director.

f. Degree Requirements

- I. To satisfy the requirements for the MSW degree, candidates must complete a total of sixty-seven semester hours of credit distributed as follows:

Social Work Practice Courses	25 credit hours
HBSE courses	9
Social Policy	3
Research	9
Field Practicum	12
Electives	<u>9</u>
Total	67

Note: No academic credit is given in lieu of work and life experience(s). See Policy Statement #12.

Note: No D credit may apply toward a graduate degree.

9. Constructive Credit Curriculum

Students who have earned a BSW degree from a Council on Social Work Education (CSWE) accredited program in the last 10 years are required to complete a total of 62 credit hours for the MSW degree. The standard curriculum applies to these students with exemptions given for Soc W 630, 660, 662, and 664. Students in the Constructive Credit program will complete 16 elective hours. Four elective credit hours may be taken outside of the School of Social Work. Five hours of substitute elective courses must be taken the first year (62 hours vs. 67 hours in place of Soc W 630, 660, 662 & 664).

10. Exceptions Request for Elective Credits From Outside of the School of Social Work and Directed Readings

All MSW students are required to complete at least 9 elective hours. Students in the Constructive Credit program must complete 16 elective hours, four of which may be taken outside the School of Social Work. For students in the standard program, four credit hours of elective credit may be taken outside the School of Social Work. There are no exceptions to this requirement. The remaining hours can be completed outside the School if the offerings requested are pre-approved in writing by the Graduate Coordinator.

Examples of sources for outside credit may include but would not be limited to the following:

- Transfer of non-MSW graduate academic work completed prior to entering MSW program.
- An on-campus course offered in another department or university.
- Combination of the above.

Transfer credit policy and post-bachelors degree credit - see BYU Graduate Catalog.

11. Student Research

Soc W 698R -- Master's Research Project (fourth semester - 3 hrs)

This is a required course. Applying research and statistical methods to evaluative, experimental, and survey studies in social work. Designing and carrying out

a Masters Research Project gives students the opportunity to apply theory, research, and social work skills to a concrete social or practice issue. Research project of publishable quality required, and useful to an agency, community, group, or population.

Soc W 697R – Writing for Professional Publication (fifth semester - 3 hrs)

This is an elective course for the MSW Class of 2010 and forward.

Faculty-supervised research for organizing, writing, and submitting the Masters Research Project to a scholarly journal for review and possible publication. Students anticipating eventually seeking a doctoral degree or who have a special interest in publishing their research project are encouraged to take this course.

12. Field Practicum (See MSW Field Manual or our website for complete information.)

A. Semesters

First/Second Semesters

During the first semester all entering MSW students will participate in a field practicum orientation meeting and field fair. At the field fair, students will interview with community social service agencies in preparation for required Spring/Summer and Fall/Winter intern placements. Student and agency needs and preferences will be considered in placement assignments.

Third Semester

The full-time (40 hours per week) fieldwork practicum placement in a community agency begins during May of the Spring/Summer term and extends through August. The required 500 practicum hours should be completed in no less than fifteen (15) weeks for six semester hours of university credit, three (3) credit hours per term. This first full-time agency practicum is designed to provide a generalist practice experience and can be completed in various parts of the state, country, or world.

Fourth/Fifth Semesters

During the student's fourth and fifth semesters, field placement runs concurrently with course work. Students spend twenty hours (usually two and one half days per week) in clinical social work agency placements and are required to complete 600-

clock-hours serving the field agency and its clients. The second practicum occurs in an agency different from the third semester experience. This last placement is an advanced field experience, focused on clinical practice.

B. Field Program Manuals

Field Program Manuals covering the five semesters of field experience should be viewed and/or downloaded by MSW students prior to orientation in August. These manuals can be found on the School of Social Work web page under 'field internships'. See: <http://www.socialwork.byu.edu/Internships/General.dhtml> This manual contains details regarding the field placement goals and objectives. Details regarding the on-line evaluation forms to be filled out at the middle and end of each semester of placement by the student and his/her supervisor are also found in the Field Manual.

C. Student Stipends

Student stipends for field placements are available for many of the above listed agencies. The amount of compensation has averaged from \$6 to \$13 per hour, depending on the agency and the location. The availability of money in this category changes from year to year and depends entirely on the current budget of the agencies involved.

The selection of students for placement in a given agency hinges upon a number of variables: the interests and career goals of the student, the student's prior employment and volunteer experience, the agency's preference for particular students, and the faculty's perception of individualized educational needs. The field faculty makes each placement on the basis of educational needs. The need for a stipend is subordinate to what is determined to be educationally sound for the student. In all cases, the student's needs and wishes will be given serious consideration. Students may be required to travel to nearby communities for their placement.

D. Integrative Seminars

Integrative seminars are a required part of the field practicum during all semesters. This seminar is held one hour weekly or biweekly for two hours and is conducted by a member of the full-time or adjunct faculty. The emphasis is on the application and integration of the entire curriculum vis-a-vis the student's practice experience.

13. Student Progress Review Procedures

All Students are reviewed each year in a variety of ways. Approaches to evaluating student progress are as follows:

1. Each student's faculty advisor is responsible to complete a written evaluation twice each year which summarizes the student's progress in the program in academic and non academic areas. It is the responsibility of each student to set up at least one face-to-face interview with their faculty advisor.
2. A comprehensive evaluation of the student's performance in the field practicum is completed at the end of each semester.
3. On an ongoing basis, the faculty devote time to an informal review of any special problems experienced by individual students.
4. The student's faculty advisor performs a tracking function and counsels with the student around perceived difficulties as well as around special educational needs.
5. Faculty regularly conduct an integrative field seminar to help students integrate the knowledge and value base with practice. These seminars provide faculty with another opportunity to monitor progress and to give counsel where needed.
6. A faculty liaison visits field agencies regularly, monitoring the progress of the students in addition to evaluating the agency's responsiveness to school/student needs.
7. Course grades provide one criterion for reviewing student progress. Maintaining a 3.0 GPA is required by the University.
8. Marginal progress may include but is not limited to the following:
 - A. Failure to submit program of study form.
 - B. Failure to establish a graduate committee.
 - C. Minimal contact with chair or advisory committee members.
 - D. Limited progress toward courses and requirements on Program of

Study.

- E. Poor performance in internship.
- F. Poor performance in research.

9. Unsatisfactory progress may include but is not limited to the following:
- A. Grade in a course of C+ or below.
 - B. Failure to complete program of study form.
 - C. Failure to establish a graduate committee.
 - D. Failing a course.
 - E. Minimal or no contact with chair or advisory committee members.
 - F. Lacking progress toward courses and requirements on study list.
 - G. Poor performance in internship.
 - H. Rated as marginal in previous review and has not remediated weak areas.
 - I. Concerns about ethical or professional behavior.
 - J. Poor performance in research.
 - K. Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review.

See http://www.byu.edu/gradstudies/images/policies/b_section_ppm.pdf pgs 18-20

Temporary Withdrawal and Readmission Policy

Students are expected to complete MSW requirements in two consecutive years from the date they are admitted. It is only under the most extenuating circumstances that students are allowed to finish the program in four years from the date of admission. If a student withdraws without cause or is unable to complete the program in four years, they must reapply for admission to the program and begin anew.

Following policies apply:

10. Only in the case of medical hardships or personal crisis (e.g. problematic pregnancy, major surgery, life threatening events etc.), students may petition for withdrawal from the program. Request for medical hardships and other reasons must be verified by an appropriate authority. Written request for withdrawal and program completion plan must be submitted to the graduate coordinator for approval of the School Executive Committee.

11. Readmission to the program is contingent upon a successful re-application to BYU Graduate Studies. Re-application consists of
 - a. Application form GS Form 6
<http://gradstudies.byu.edu/resources/forms/form-1a.pdf>
 - b. \$125.00 fee
 - c. Ecclesiastical endorsement

12. Because the curriculum is sequentially designed, returning students are not allowed to take the classes out of sequence. All returning students are readmitted to the semester following their last completed semester. Students not registered for classes in the semester one year following their withdrawal will automatically be dropped from the MSW graduate program.

13. Re-admitted MSW students (or those coming back from an absence) will be given last choice on field placements. (Updated May 18, 2007)

14. Graduation Requirements

It is the student's responsibility to submit to the Social Work secretary the Graduate School Form 8a, *Graduation Application*. The School has traditionally held an information meeting to discuss this procedure in January. Form 8a will need the signature of the faculty advisor. An early consultation with your advisor will reduce the likelihood of major problems. Nevertheless, if the advisor, director, or research committee member for students taking 697R and/or 698R insist that changes be made before they will sign Form 8a, the student will be required to make such changes. This form must be submitted by the third Friday in January preceding your graduation. The School will try to keep you informed of critical dates, but students are to assume the major responsibility for meeting graduate school deadlines to graduation.

15. Personal Counseling/Therapy

Receiving personal psychotherapy is not a requirement for BYU's social work students. However, it is recommended that students seek therapy on their own, as needed, as it is believed that by doing so their personal growth as a clinical social worker will be enhanced. In addition, personal psychotherapy may be required of a student as a condition of continued enrollment in the program if the faculty determines such treatment is necessary for the professional development of that student. See <http://ccc.byu.edu//apa/counsel.php>

16. Student Academic Grievance and Appeal Procedures

Despite the well-meaning effort of students and faculty, there may be times when students feel that they have been treated unjustly by faculty, staff or another student or students; or they may feel that their work has been evaluated unfairly or inadequately by an instructor. Such occasions can be even more frustrating if the students are unsure of the procedure for presenting their grievance. The following guidelines should help successfully resolve the problem:

1. Informal Procedure:

- a. Ideally, the student should first bring the grievance to the attention of the faculty, staff or student member involved to determine if mutual agreement or resolution can be reached.
- b. If no resolution is possible, a faculty member, not initially involved, is asked to mediate the situation. Both parties must agree on the selection of the particular faculty member.
- c. If resolution is not reached, the complainant(s) may appeal to the Director of the School of Social Work and proceed through the formal grievance procedure.

2. Formal Procedure:

- a. A grievance is submitted to the Director of the School of Social Work.
- b. An ad hoc Formal Grievance Committee will be established by the Director of the School of Social Work, to hear the appeal. This ad hoc Formal Grievance Committee is composed of one student and two faculty members, excluding the faculty involved in the "informal" procedure. Both the complainant(s) and the respondent(s) must approve the appointments by the Director. One of the two designated faculty members is appointed by the committee as the chair and he/she votes only in a tie-breaking situation.
- c. The committee will hear any information desired for presentation by the complainant(s).
- d. After hearing the complaint and receiving all of the information presented, the Formal Grievance Committee's conclusions and recommendations will be submitted in writing within five days to all parties and to the Director of the School of Social Work, unless he/she is the one whom the grievance is against. In the event that the grievance is directed toward the school's director, the complaint is then forwarded to the Dean of the College of Family, Home and Social Sciences.

- e. The Director of the school will then notify in writing the complainant(s), the faculty individuals involved and the college Dean of his/her decision within 30 days. All written and taped material will be held confidentially in the Director's office.
- f. If the student(s) is/are dissatisfied with the results of the school hearing or the director's decision, a formal appeal may be made *in writing* to the Dean of the College of Family, Home and Social Sciences. This grievance shall be submitted for consideration *no later than 30 days* after the date of the director's notification letter of the school's decision.
- g. The Dean will then follow the approved policy and guidelines in the official University Catalog, "Resolving Academic Grievances," and give the student(s) the choice of having the grievance resolved directly by the Dean or by a three-member committee chaired by a full-time member of the faculty selected by the Dean.

All grievance procedures are governed by the principle of due process and reflect the guiding philosophy as stated herein. They are also consistent with the spirit of the University's general philosophy.

17. Termination from the Graduate Program

Students may be terminated from the BYU School of Social Work Graduate Program if a student so requests, or if, in the professional judgment of the social work faculty, violations of the university enrollment procedures or professional and/or ethical codes have occurred.

These reasons for termination may include, but are not limited to:

- Request by the student to withdraw from the program for any reason.
- Failure to fulfill the university's minimum registration requirements.
- Receipt of marginal or unsatisfactory rating(s) in a periodic review by the school and inability or unwillingness of the student to comply with conditions for continuance outlined by the school as indicated by the Student Progress Report form.
- Prolonged failure to meet or maintain academic grade point requirements are established by the University and the Social Work Program.
- Behavior deemed to be in violation of the NASW Code of Ethics.
- Academic cheating, lying or plagiarism.
- Violation of the University's standards of conduct or Honor Code.

- Unresolved personal issues that, in the professional judgment of the social work faculty, could impair affective quality provision of services to future clients.
- Psychiatric disturbances that, in the professional judgment of the social work faculty, could impair effective quality provision of services to future clients.
- Evidence of chemical dependency occurring during the course of study.
- Inappropriate behavior and/or an inability to develop the appropriate interpersonal skills necessary for effective social work practice.
- Documented evidence of criminal activity with or without arrest or convictions occurring during the course of study or which occurred prior to admission to the program and became known after admission.
- Failure to satisfactorily complete the conditions of acceptance (e.g. Prerequisites, etc).
- Exceeding the time limit for course of study as set by the school.

17. A. School Initiated Termination Process

If a faculty member has concerns about the ability of a student to meet the requirements of the graduate program - academic, professional or personal, such concerns should be first discussed with the student's faculty advisor. Ideally, the advisor and student can reach a resolution at this stage. However, if such resolution is not reached, the matter should then be discussed at a meeting of the regular faculty. If, after such discussion, a student concern is considered serious enough, a formal complaint may be registered by any faculty member. If the formal complaint is seconded by another faculty member and supported by a majority vote of the available faculty, the student is put on "warning status."

When a student is put on warning status, he/she will be apprised of faculty concerns by his/her faculty advisor and a written plan for rectifying the situation will be developed and implemented. This plan will include specific steps to be taken by the student to address the concerns raised by faculty. Such steps might include, but are not limited to, such things as meetings with specific faculty members, getting professional counseling, employing tutors, etc. A copy of this plan will be placed in the student's official file.

The second time the student's inappropriate behavior is brought before the faculty and a complaint made and seconded, the student will be placed on "probation status." He/she will be apprised of faculty concerns by the director who will discuss alternate options to probation and/or termination. If deemed appropriate by the director, a written contract will be negotiated between the student and the director which will

specify steps to be taken toward resolution and will establish a time limit for the accomplishment of this plan. The director may negotiate the contract as needed. In any event, the director will place a memo regarding the meeting in the student's official file. This plan will include specific steps to be taken by the student to address the concerns raised by faculty as well as concerns regarding the inadequacy of the first plan developed with the faculty advisor. Such steps might include, but are not limited to, such things as meeting with specific faculty members, getting professional counseling, employing tutors, etc. If the contract is written, a copy will be placed in the student's official file.

The third time the same student is brought before the faculty, the student will be terminated from the graduate program. The student will be informed by the director, in writing, of the basis for termination.

If a student responds to the warning status and takes the necessary corrective action so that no further action is needed, the written record of being put on warning will be removed from the student's file upon graduation. Otherwise, the written record of corrective action will remain as a permanent part of the student's file.

The terminated student has the right to appeal his/her expulsion as outlined in the "Termination Appeals Procedure" of the MSW Handbook.

17. B. Academic Standards

Grade Point Average (GPA) Requirements

Graduate students whose GPA falls below 3.0 will not be allowed to graduate and may be dismissed from the program. Students who receive a C+ grade or below should consult with their advisor to determine if remediative or corrective action is required. No D credit may apply toward a graduate degree.

See http://www.byu.edu/gradstudies/images/policies/b_section_ppm.pdf page B-31

If one C+ or lower grade is received, the student will be placed on warning (marginal) status and will be contacted by their advisor within the School of Social Work. If a second C+ or lower grade is received, the student will be placed on probation (unsatisfactory) status and notified in writing by the director of the school. The director may consult with the student about the advisability of continuing graduate study within the school. Whether the C grades occur over the course of one or more semesters is irrelevant.

If a third C+ or lower grade is received, the student will be terminated from the Social Work Graduate Program. Three C+ or lower grades in one semester will result in automatic termination from the program.

17. C. Annual Reviews of Graduate Students

All MSW students will be evaluated by the school each year at the end of fall and winter semesters. All areas of student's performance will be considered: total or overall academic performance, fulfillment of program requirements, courses completed on schedule, professional performance, moral and ethical standards, interpersonal skills, etc. Ratings of satisfactory, marginal, or unsatisfactory and any comments indicating the reasons for a low rating will be given the student with an invitation to respond to the evaluation or comply with a set of stated conditions for remaining in the program. Graduate Studies will be notified of the student's rating and any additional comments attached. See Graduate Studies Policies and Procedures Manual for further details. http://www.byu.edu/gradstudies/images/policies/b_section_ppm.pdf

17. D. Termination Appeals Procedure

A student dismissed or facing dismissal may respond to or appeal that termination or impending termination. Such responses or appeals should be directed, in writing, to the school Director. A student who wishes further consideration may appeal to the college Dean. Ultimately, a final appeal may be made to the University graduate dean who, if circumstances warrant it, may appoint a committee of impartial faculty members to adjudicate the matter.

The procedures for appealing to a termination from the graduate program are as follows:

A written statement of appeal may be submitted to the Director of the School of Social Work within 10 days of notification of the termination. The student may present any information regarding areas that he/she feels need clarification or re-evaluation.

Within 30 days of receipt of the written appeal, a Special Hearing will be scheduled with the student, the Director of the School of Social Work, the Social Work Graduate Program Coordinator, a school faculty member identified by the student, and the Graduate Student member of the School of Social Work Advisory Board, for the purpose of reviewing the appeal.

The student will be notified in writing, no later than 10 days following the hearing, by the Director of the School of Social Work, of the decision reached during the school hearing.

If the student is dissatisfied with the results of the School hearing, a formal grievance may be made in writing to the Dean of the college of family, Home, and Social Sciences. This grievance shall be submitted for consideration “not later than the established midterm of the semester immediately following the semester in which the incident of grievance occurred.” The Dean will then follow the approved policy and guidelines in the official University Graduate Catalog (p.25, “Termination of Graduate Status” and “Appeal of Termination.”)

18. MSW Student Government

The MSW Student Association (MSWSA) is a vital part of the education process in the School of Social Work at Brigham Young University. The purpose of the Association is to provide graduate students with the opportunities to participate in the governance of the graduate program. It also provides students with opportunities to socialize, build professional networks, and develop social work values and traditions.

The membership is open to all MSW students in good standing. The Association elects its own officers. The President-elect, along with four program officers is elected at the end of the first year (March). They function as the Association’s leadership in the second year. These officers will be involved with NASW, School Advisory Board, Student Activities, and BYU Graduate Student Society (GSS). How the responsibilities are determined is up to the MSW SA leadership. To maintain some degree of leadership continuity from year to year, two program officers from the first year students are elected at the beginning of the first year (Sept.). These two officers serve as Faculty liaison and student activity officer. A faculty advisor is appointed to support the MSW SA leadership.

Responsibilities:

NASW officer: Become a member of NASW Board, conduct branch meetings, recruit members, etc.

Advisory Council officer: Attend quarterly meetings, provide input to the council, build network.

Faculty Liaison officer: Represent student issues at the faculty meetings, advise students about faculty issues.

Student Activity officer: socials (Christmas dinner, graduation dinner), essay contest, class gift, service projects.

BYU Graduate Student Society officer: Represent our program at the university level.

President: Coordinate MSWSA efforts, hold elections.

19. University Resources

A. Comprehensive Clinic in the Taylor Building (TLRB): Study Room, Lockers, and Carrels

Students may rent a locker for their books and belongings. Lockers are located on the first floor hallway of the TLRB by the receptionist area. There is a charge for the locker combination of \$5.00 per semester. Go to room 285 Brewster Building for locker rental (tentative) or call 422-5521 for more information. When One-Stop Student Services is operating, lockers are issued only through One-Stop Student Services.

Carrels are also located in Room 156 TLRB. All desks in the area are used on a first-come, first-serve basis (meaning students can use any available desk in the room at any one time). Lockers in the carrels are assigned upon request. There is a \$5.00 deposit for the carrel locker key card.

Contact the part-time secretary (801 422-3989 or 801 422-7759) in Room 241 TLRB for carrel locker and study carrel assignments.

B. Libraries

The Harold B. Lee Library (801 422-2927) is the main campus library.

The Howard W. Hunter Law Library (801 422-3593) is another excellent source of materials for your papers and assignments.

C. Counseling <http://ccc.byu.edu//apa/counsel.php>

Women's Services and Resources Office: offers resource information such as how non-traditional students can obtain financial aid, minority students, and workshops. Located in 1520 WSC (801 422-4877).

Comprehensive Clinic: individual and group therapy at a minimal fee. Most therapy is conducted by graduate student interns from Social Work, Clinical Psychology and Marriage and Family Therapy. Located in the Taylor Building (801 422-7759). Call for appointment.

Counseling and Career Center: Room 1500 and 2500 WSC (801 422-3035). Provides short-term psychological interventions to help students remove obstacles to academic success and develop self-reliance. Licensed psychologists and advanced doctoral students work with individuals encountering serious problems associated with acute or long-standing psychological or emotional concerns. This is a free service to all students who are enrolled at least three quarter-time.

Services include Psychotherapy (depression, anxiety, eating disorders, traumatic life events, sexual assault/abuse, substance abuse and sexually addictive behavior, and other psychological difficulties); Relationship counseling (premarital counseling and marriage counseling); Career and life planning (career counseling and career test interpretation). Psychiatric referrals and services.

20. Student Fees - Summary of Fees (in addition to tuition)

- MSW Student Association (MSW SA) required fee of \$25 annually will be collected in August of each calendar year.
- Student class pictures will be taken during the year. Those wishing to purchase an 8 x 10 print may do so for approximately \$8.00. This is optional.

Note: MSW students are responsible for information contained in the BYU Graduate catalog and this MSW handbook. For further information on policies regarding MSW students, see:

- a. http://www.byu.edu/gradstudies/images/policies/b_section_ppm.pdf***
- b. the BYU School of Social Work Director.***