

# MSW Handbook



August, 2019

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***Note: MSW students are responsible for information contained in the BYU Graduate catalog (<https://gradstudies.byu.edu/page/policies-and-procedures-b>) and this MSW handbook.***

For questions or further information on policies in this handbook, see: BYU School of Social Work Director.

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## 1. INTRODUCTION

### Brigham Young University Mission Statement

The mission of Brigham Young University (BYU)--founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints--is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.

### Aims of a BYU Education

BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be:

- Spiritually Strengthening
- Intellectually Enlarging
- Character Building
- Leading to Lifelong Learning and Service

More information on the Mission and Aims can be found at [aims.byu.edu](http://aims.byu.edu).

### 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, values, and skills of the social work profession to serve children and families within their environment and the context of their specific cultures.

## 2. STANDARDS FOR SOCIAL WORK STUDENTS

In order to qualify to participate in the program and pursue a degree in Social Work, students must have the requisite abilities necessary to perform the essential functions required by the program and be able to meet programmatic standards. These standards should be met in the classroom, field placements, and elsewhere during the course of the program. In addition, students at Brigham Young University are expected to adhere to the moral and personal standards set by the University [Honor Code](#).

Accordingly, by applying to and accepting admission into the School of Social Work, students commit that they have the following abilities and attributes and will conduct themselves according to the following requirements:

**Motor Abilities:** Students need to have the ability to fully participate in classes and field agency placement, and to acquire and integrate data through use of their senses.

Reasonable accommodation for a qualifying disability may be allowed, but it is the student's responsibility to obtain and relay the necessary information from the BYU Accessibility Center (<https://uac.byu.edu/>) to each instructor and field supervisor.

**Communication Skills:** Students must have the ability to process information expeditiously and communicate effectively with instructors, other students, faculty members, staff, clients, and other professionals. Students must also have sufficient skills in written and spoken English to effectuate such processing and communication.

**Ethical standards:** Students are ethically and professionally bound to adhere to the NASW (National Association of Social Workers) Code of Ethics and conduct themselves pursuant to pertinent Utah statutes and applicable administrative codes. In addition, it is essential that students demonstrate empathy, appreciation for diversity in society, and a non-judgmental attitude in their interaction with others. The value of confidentiality is foundational to the profession of social work, and sound interpersonal skills must be practiced.

**Knowledge base:** Students need to learn and practice within the scope of the social work profession's knowledge base, by recognizing the distinctive components of the bio-psycho-social and spiritual perspectives of social work practice and social work methodologies. These must guide their work with clients and become the basis for their contribution to social work practice.

**Professionalism:** Students are expected to demonstrate a commitment to professional conduct, including practicing within the scope of social work, adhering to the limits of their knowledge and skills in the delivery of services to clients, respecting others, being punctual and dependable, completing assignments and reports on time, and prioritizing effectively. Appearance and personal demeanor should reflect an appropriate understanding of the professional context. Conflict resolution should reflect respect for proper channels of authority, and feedback should be dealt with in a professional manner. Respect should be shown to fellow students, faculty, staff, clients, and colleagues in the classroom and in the field. Disrespect for others or any form of sexual harassment will not be tolerated.

**Self-care:** Students need to recognize signs of stress and emotional challenges, develop appropriate means of self-care, and seek supportive services when necessary to minimize any adverse impact on scholastic and professional performance. Students must be willing to seek the advice of their faculty advisor and follow recommendations made by their advisor and/or faculty decisions regarding the appropriate maintenance of their academic, physical, or psychological health, which may include assessment and/or therapeutic services at the student's expense.

### 3. FINANCIAL AID

The School of Social Work offers financial aid in four categories.

- 1) Tuition Scholarships
- 2) Graduate Assistantships
- 3) Paid Fieldwork placements
- 4) AmeriCorps

#### Tuition Scholarships:

Historically over half of incoming first year MSW students receive some type of tuition scholarship. For additional information on available scholarships for first and second year MSW students, visit <http://socialwork.byu.edu/Pages/financial-aid>.

Also see <https://gradstudies.byu.edu/page/policies-and-procedures-b>.

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 online 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.

#### Graduate Assistantships

There are a limited number of teaching assistantship and research assistantship positions available each year, most positions are given to first year students. A student hired to fill one of these positions is required to work approximately five hours per week (up to 70 hours per semester) and is compensated on an hourly basis, with the potential to earn approximately \$1120 per semester. Research assistantships are open to all graduate students in the School but a demonstrated interest in research is useful. The extent of the applicant's financial need is taken into account in awarding all assistantships. Students may talk to a professor about a graduate assistantship opportunity at any time.

If a student declines a scholarship or assistantship position or defers enrollment for any reason, there is no guarantee of future funding/position.

#### Paid Internship Placements

Traditionally, most students receive financial assistance from paid internship placements. The availability of paid placements changes from year to year and depends on the current operating budget of an agency. The selection of students for placement in a given agency is

dependent on a number of variables including the student's interests and career goals, the agency's preference for particular students, and the Director of Field Education's perception of individualized educational needs. This process begins at the Fall Field Fair. The first internship starts the third semester (Spring/Summer terms) of the program, the second internship begins Fall Semester and runs through Winter semester of the second year (fourth and fifth semesters). Compensation averages \$4950 for the Spring/Summer terms and \$6600 for Fall and Winter semesters combined.

### AmeriCorps

Students may participate in the AmeriCorps program in conjunction with their field internship if they meet the requisite requirements: 1) U.S. Citizen or have a non-resident visa, 2) 17 years or older, and 3) placed at a non or not for profit agency within the state of Utah. For successful completion of an AmeriCorps term of service, a student will earn an education award that can be used for educational expenses. Education award amounts depend on the type of term a student completes. Typically a qualifying student will complete a 450 hour term of service during Spring/Summer of their first year (education award = \$1527) and a 675 hour term of service during Fall/Winter of their second year (education award = \$2199). Additional information will be given prior to beginning Field or can be found on the Social Work website, [socialwork.byu.edu>Field>AmeriCorps](http://socialwork.byu.edu/Field/AmeriCorps).

Other funding opportunities at BYU can be found on our website:

<http://socialwork.byu.edu/Pages/financial-aid>

#### 4. PART TIME EMPLOYMENT

Because of the rigor of the program and the time commitment required to successfully complete the coursework we discourage students from working additional hours outside of BYU School of Social Work employment while in graduate school. Students typically take 13-15 credit hours per semester. BYU suggests that for every one hour in class a student spends two hours outside of class. This would equate to 45-48 hours per week spent on coursework alone. Those who choose to have outside employment 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 outside employment schedules. Although graduate studies policy indicates working while attending graduate school is acceptable (<https://gradstudies.byu.edu/page/policies-and-procedures-b>), we have found that many students struggle when they try to maintain outside employment while in the program.

#### 5. CURRICULUM

The graduate program and curriculum are designed and developed around the recognition that the Master of Social Work degree is the terminal degree for practice in Social Work and represents preparation for effective social work practice. Therefore, the primary goal of BYU's MSW program is to help students develop, integrate, and demonstrate their ability to



apply knowledge, values, skills and cognitive and affective processes essential to providing a wide range of social services. Specific to this goal is competence in clinical social work and research.

The program foundation is built upon the core values of social work (i.e. service, social justice, dignity and worth of the person, the importance of human relationships, integrity, and competence) with a dual focus on promoting human and societal wellbeing. These values are reflected in the NASW Code of Ethics and in the CSWE Educational Policy and Accreditation Standards (EPAS). The values are also closely related to the most central values of the Church of Jesus Christ of Latter-day Saints, the sponsoring institution of the University, which state that the aims of a BYU education should be spiritually strengthening, intellectually enlarging, character building, leading to lifelong learning and service. The curriculum of the School is explicitly and implicitly built upon the foundation of these values and aims.

## Competencies

The MSW program utilizes a competency-based outcomes approach to education. The goal of this approach is to ensure that MSW graduates are prepared to work competently with individuals, families, groups, organizations, and communities. The 2015 Education Policy and Accreditation Standards (EPAS) defines 9 competencies which are common to all social work practice. EPAS recognizes a holistic view of competence; that is, the demonstration of competence is informed by knowledge, values, skills, and cognitive and affective processes that include the social worker's critical thinking, affective reactions, and exercise of judgment in regard to unique practice situations. Our program applies knowledge and practice behaviors for advanced practice in clinical social work for each of the 9 competencies, which are:

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

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

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

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

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

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

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

## Competency Assessment - Remediation

CSWE requires that students demonstrate proficiency in 9 distinct competencies. In syllabi for required courses, specific learning activities (i.e., assignments, tests, in-class activities, etc.) are identified as competency assignments, and students must meet prescribed competency benchmark scores to demonstrate proficiency. At the end of each course, the instructor sends a report to the School with the names of students who did not meet the competency benchmarks. This report includes specific information about the assignments used to determine that the student was not competent.

A letter is then sent to the student from the School Director that includes

- what competency the student was not proficient in, and why they were identified as not competent
- instructions for the student to meet with his/her faculty advisor and/or instructor and develop a written remediation plan (see below), including a timeline for completion
- consequences if remediation is not satisfactorily completed

The remediation plan must include:

- an overview of the knowledge that must be obtained to be determined competence
- a list of social work values related to the identified competency
- what practice behavior and skills are needed (if in Field)
- how the course instructor's concern will be addressed, including activities to be completed for learning and developing competence
- a reflection assignment focused on what the student has learned through the remediation process

If, after completing the remediation plan, the faculty advisor and/or instructor does not feel competence has been achieved, the student may appeal to the School Director. All remediation plans must be completed by the end of the program.

## 6. FULL-TIME PROGRAM

All MSW students enroll in a full-time, 20 month program that includes 1,050 hours of field internship. The School of Social Work does not offer a part-time online or advanced standing MSW program.

## 7. DEGREE REQUIREMENTS

All MSW students must complete 60 credit hours, including 6 hours of electives (see Program of Study below for breakdown of requirements). No academic credit is given for work or life experience. No credit for a D grade may apply toward a graduate degree.

## **8. PROGRAM OF STUDY**

MSW students should review and complete their Program of Study with their faculty advisor at the beginning of their first semester and submit the signed form to Nanci Shumpert, MSW Program Manager, by October 1st. Any changes or updates in a student's Program of Study must be authorized by the student's faculty advisor and submitted to the Program Manager. Failure to do so may result in problems and delays with graduation.

**MSW Program of Study**

**2019-2021**

Name: \_\_\_\_\_

54 required hours + 6 elective hours = 60 total credit hours

BYU ID #: \_\_\_\_\_

**Research Emphasis Students take research electives:**

Fall 2019		Credit Hrs	
Soc W 603	Research Methods in Social Work	2	
Soc W 620	Human Behavior and Social Environment	3	
Soc W 623	Social Justice & Diversity	2	
Soc W 660	Social Work Direct Practice Skills	3	
Soc W 661	Social Work Practice Models	3	
<b>Required Hours Total:</b>		<b>13</b>	
<b>Semester Hours total:</b> 13			
Winter 2020		Credit Hrs	
Soc W 602	Statistical & Data Analysis in Social Work Research	3	
Soc W 611	Supervised Clinical Social Work Practicum	3	
Soc W 622	Social Work Assessment	3	
Soc W 666	Specialized Direct Social Work Practice	3	
<b>Required Hours Total:</b>		<b>12</b>	
<b>Semester Hours total:</b> 12			
<i>*Electives (choose 1)</i>	Soc W 580	<i>Social Work in the School Setting</i>	2
	Soc W 675	<i>Substance Use Disorders</i>	2
	Soc W 680K	<i>Pharmacology (online course)</i>	2
<b>Semester Hours total:</b> 6			
Spring/Summer Semester 2020:		Credit Hrs	
Soc W 614R	Integrative Field Seminar 1	2	
Soc W 654R	Field Internship 1	4	
<i>**please note this course will required additional tuition if taken Spring/Summer**</i>	Soc W 683	<i>Trauma-Informed Social Work Practice (ENLIND) (concurrent Soc W 654 enrollment required) (offered Fall/Winter 2<sup>nd</sup> year)</i>	2
<b>Required Hours Total:</b>		<b>6</b>	
Fall 2020		Credit Hrs	
Soc W 615R	Integrative Field Seminar 2	1	
Soc W 606	Program & Practice Evaluation in Social Work	2	
Soc W 624	Social Work Practice with Couples and Families	2	
Soc W 630	Social Welfare Policy	3	
Soc W 655R	Field Internship 2	2	
Soc W 663	Social Work Practice with Groups	3	
<b>Required Hours Total:</b>		<b>13</b>	
<i>*Electives (choose 1)</i>	Soc W 680K	<i>Special Topics: Global Issues/International (offered only Fall 2020) (online course)</i>	2
	Soc W 671	<i>Play Therapy</i>	2
	Soc W 674	<i>Human Sexuality and Social Work Practice (2<sup>nd</sup> yr MSWs only)</i>	2
	Soc W 683	<i>Trauma Informed Social Work Practice (online course) (concurrent Soc W 655 enrollment required) (offered Fall/Winter 2<sup>nd</sup> year)</i>	2
<b>Semester Hours total:</b> 10			
Winter 2021		Credit Hrs	
Soc W 615R	Integrative Field Seminar 2	1	
Soc W 655R	Field Internship 2	2	
Soc W 664	Leadership & Community Organization	3	
Soc W 667	Social Work Practice with Children & Adolescents	2	
Soc W 669	Specialized Clinical Practice	2	
<b>Required Hours Total:</b>		<b>10</b>	
<i>*Electives (choose 1)</i>	Soc W 580	<i>Social Work in the School Setting</i>	2
	Soc W 675	<i>Substance Use Disorders</i>	2
	Soc W 676	<i>Spirituality in Social Work (offered only Winter 2021)</i>	2
	Soc W 683	<i>Trauma Informed Social Work Practice (ENLIND) (concurrent Soc W 655 enrollment required) (offered Fall/Winter 2<sup>nd</sup> year)</i>	2
<b>Semester Hours total:</b> 8			

**TOTAL Hours:** 54 (required)  
6 (electives)

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

\* Students may take Soc W 595R (Directed Readings) for 1-3 elective credits. See Faculty Advisor for more information. Any outside electives must be pre-approved by the Graduate Coordinator or Director. Required courses are listed first in each semester. Electives are in italics.

Updated 5/30/2019

## **9. CLASS ATTENDANCE AND PARTICIPATION**

Because of confidentiality, liability, and a responsibility to provide a professional learning environment, only students who are officially enrolled either for credit or audit are eligible to attend classes at BYU. Students are expected to be physically present in classes. In emergency cases, a student may need to attend a class through an online video format. If this is the case, the student must contact the instructor to receive permission prior to the start of class. If approved, it is the instructor's responsibility to arrange the technology necessary for this to occur. Other students should not be asked to help in this process. Recording any part of a class is prohibited without the prior approval of the instructor and School Director.

The School of Social Work encourages and supports parents in their academic preparation, and recognizes the challenge of making appropriate childcare arrangements. Due to the potential distraction of having a baby or child in the classroom, the general policy is that children do not accompany parents to class. Additionally, parents are encouraged to have a back-up plan in place for the occasional and unplanned illness or emergency. If, as a last resort, a student feels they cannot miss class and the only option is to bring the child to class, they must contact the instructor in advance to obtain permission. If approved, it is the parent's responsibility to ensure that the child is not a distraction to other students or the instructor. The same policy exists for children in the computer lab. If, as a last resort, a student must bring a child to the computer lab, they should contact the Office Administrator, Charlene Clark, or School Director in advance to obtain permission.

## **10. AUDITING CLASSES**

Students may audit elective classes for no credit with instructor approval. Generally instructors require a commitment to attendance, class participation, and some or all of the required readings. After obtaining instructor approval and agreeing to the auditing requirements, contact Charlene Clark, Office Administrator, to request a Permission to Audit code. Classes taken for audit will not appear on your official transcript.

## **11. CHALLENGE EXAMS**

No constructive credit or academic/field internship credit for life experience and/or for previous work experience is given by the School of Social Work. However, challenge exams are available for the Human Behavior and Social Environment (Soc W 620), Social Welfare Policy course (Soc W 630) and Leadership and Community Organization (Soc W 664). The challenge exams are for students who successfully 1) took an equivalent course as part of their BSW degree, or 2) completed BYU's undergraduate social welfare policy course (Soc W 331). Interested students should contact the Graduate Program Manager to schedule an exam. 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. If a student does not pass the challenge exam, they must complete the course.

## 12. TRANSFER OF ACADEMIC CREDIT

The School of Social Work follows the policy outlined in the Graduate Studies Policies and Procedures Handbook. The excerpt below is taken from [Graduate Studies Policies and Procedures Handbook](#), Credit Policies > Transfer Credit:

Credit taken at other accredited universities in the United States or in Canada may, with departmental approval, be applied toward a graduate degree at BYU under the following conditions:

- Transfer credits must be clearly graduate level
- The grade for any such course must be B or higher pass/fail credit is non-transferable
- Home study, correspondence, and extension courses are non-transferable
- Courses taken before a student begins graduate work at BYU must be approved during a student's first semester of study at BYU
- Courses taken at another university after the student has begun studies at BYU must be pre-approved by graduate committee members and the graduate coordinator; the proposed credit must be submitted on the Program of Study in AIM
- Credit cannot have already been applied to another degree

The number of credits a student may transfer varies according to the number of credit hours required for the BYU graduate program. The maximum number of transfer credits should constitute no more than 25% of the total required for the program, not to exceed 15 credit hours in any program. For example, if senior and/or post-baccalaureate studies credits are used in conjunction with transfer credit, the total may not exceed 15 credit hours.

Required Program Hours	Transfer Credit Limit
30	7
36	9
40	10
50	12
60	15
>60	15

Under certain circumstances credit from accredited or certified international universities may be considered for transfer if all the conditions required for transferring credit are met and the department submits a written justification assuring the following, before the classes are taken:

- The international university is highly regarded as an institution of higher education and accredited by the International Association of Universities
- The content, rigor, and applicability of the courses are appropriate for the student's graduate program and will enrich the student's graduate experience

A student may also choose to transfer the credit by successfully completing a challenge examination in the course(s).

### **13.SOC W 595R (DIRECTED READINGS)**

Students can take Soc W 595R (Directed Readings) as an elective to work with a Social Work faculty member on independent readings, additional research, attending an approved conference, or any other academic activity that the student and faculty member determine will be of benefit to the student.

Students wanting to take Soc W 595R must find a Social Work faculty member willing to oversee the completion of this course (based on faculty expertise/interest and availability). A *Directed Readings Agreement* must be completed before registering for the course. See form below or located on the Social Work website at: <http://socialwork.byu.edu/Pages/soc-w-595r>.

Grading may be pass/fail or letter grade (A-F) and agreed to and indicated on the Directed Readings Agreement.

The student must obtain the signature of the identified faculty member on the Directed Readings Agreement and return it to the Social Work office prior to the add/drop deadline. After turning in the Directed Readings Agreement the student will be given a 'permission to add' code to register for the class.

Soc W 595R is a variable credit hour class and can be taken for 1 to 3 credit hours. Except in rare circumstances (approved in advance by the Director of the School of Social Work), only three credit hours of Soc W 595R will be allowed to count toward graduation requirements.



BYU School of Social Work  
 2190 JFSB Provo, UT 84602  
 Tel: (801) 422-3282  
 Fax: (801)422-0624  
 Web: <http://www.socialwork.byu.edu>  
 Email: [socialwork@byu.edu](mailto:socialwork@byu.edu)

**Social Work 595R Directed Readings Agreement**

1. Student: Completes this *Social Work 595R Directed Readings Agreement* with the Social Work faculty member overseeing the completion of this course. Both student and SW faculty member need to sign the form.
2. Submit the completed form to the Social Work office for Director's signature.
3. Student will be notified of registration details and given the Permission to Add code after all three signatures are obtained.

Name: \_\_\_\_\_ BYU ID: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

1. The above-named student will be taking Soc W 595R Directed Readings during \_\_\_\_\_ semester for \_\_\_\_\_ credit hours (variable credit: 1 to 3 hours).
2. Select one or more directed activities below and give a brief description and details of what you plan to do:
  - a. Readings (one credit hour = 1,000 pages) - list specific readings \_\_\_\_\_  
 \_\_\_\_\_
  - b. Additional Research \_\_\_\_\_  
 \_\_\_\_\_
  - c. Conference \_\_\_\_\_  
 \_\_\_\_\_
  - d. Other \_\_\_\_\_  
 \_\_\_\_\_
4. The grading for this student in this class will be letter grade *or* pass/fail (circle one)  
 Determine grading scale with faculty member and explain here: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. This course must be completed by the last day of class of the semester noted in #1 above.

Signatures:

\_\_\_\_\_  
 Student Faculty Member Director

NOTE TO STUDENTS AND FACULTY: Only 3 credit hours of Soc W 595R will be allowed to count toward graduation requirements.

For Office Use Only:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Build Section               | <input type="checkbox"/> Notify Student of Add Code         | <input type="checkbox"/> Scan Copy to Student and Faculty |
| <input type="checkbox"/> Nanci: ADVOS Prog. of Study | <input type="checkbox"/> Charlene: File until Grades Posted | <input type="checkbox"/> Completion to Student File       |

V:\files\10.Byu.Edu\Shares\Socialwork\Department\Curriculum\Classes\595R\Soc W 595R Directed Readings Agreement.Docx  
 11/2015

Updated



## 14. RESEARCH SEQUENCE

The MSW program includes a research sequence consisting of three elements: a semester of research methods (Soc W 603), a semester of statistical and data analysis (Soc W 602), and a semester of program evaluation (Soc W 606). Taking research methods and statistics culminates in the completion of a research project of publishable quality. This training is designed to help the student engage in practice-informed research and research-informed practice, providing students with the knowledge, values, skills and cognitive and affective processes necessary to assess the effectiveness of the services provided to clients, practice assessment, and macro-level research (i.e., at the community-level or in policy practice).

Designing and completing a research project gives students the opportunity to apply theory, research, ethics, and social work skills to a concrete issue of concern to social workers. As a result, the paper is an opportunity to help students learn how to integrate statistical and research methods into their clinical training and competence. It is expected that the final project will be of publishable quality and related to a general area of social work practice and/or research.

Students should also seek opportunities to present their original research at a professional conference, such as CSWE or SSWR. A list of additional paper requirements will be included in the syllabus for each course. Students are encouraged to work with a research professor in Social Work or a related discipline to complete the project. Often, faculty members are working on larger projects that students may be interested in.

Students interested in going on for a PhD should work closely with a professor to complete the publishable paper and then submit it to a scholarly journal for review and possible publication. Here, students should work with a mentor (e.g., professor, supervisor, etc.) on the day-to-day completion of the project. The course instructor will provide oversight and feedback to ensure the completed project meets required criteria.

The School of Social Work (in accordance with University and Graduate School guidelines) has established the following guidelines regarding the publishable paper:

1. The final paper must be written in accordance with the relevant APA style guidelines.
2. The final paper should include the following:
  - a. Introduction (including research question and problem statement)
  - b. Review of the literature (including relevant theories or models)
  - c. Methods used in data collection and analysis
  - d. Results from the data analysis
  - e. Discussion (linking pattern of results back to the literature, includes limitations of the study and implications for practice, policy, recommendations, and future research)
  - f. Conclusion (a paragraph or two on the take home message of the study)
3. The student should be the primary author of the paper, although close consultation with the instructors and/or project mentor is recommended. In general, students should not ask, nor expect that any work will be done by a faculty member, supervisor, teaching assistant, or anyone other than themselves.

Additionally, students will take a program and practice evaluation course Fall semester of their second year. The discipline of social work is closely tied to the delivery of services to improve social conditions. The ability to evaluate programs and practice to determine if they are having the desired effect is a critical competency for social workers. Learning how to conduct a program and practice evaluation can be meaningful to the research and practice communities and can help shape policy.

## 15. CONFERENCE ATTENDANCE

Students are encouraged to participate in academic conferences. Such conferences (like CSWE and SSWR) provide students an opportunity to network and gain valuable experience within the profession. Students are strongly encouraged to collaborate with their professors or mentors on conference submissions. It is important to note, however, that conference presentation deadlines typically occur 6-8 months before the conference.

Funding Sources for students who present at academic conferences:

**College & Department:** Faculty Mentors can apply for student funding through the College of Family, Home and Social Sciences website, <https://fhss.byu.edu/Pages/ConferenceFunds.aspx>.

The School of Social Work will award \$300.00 towards student travel if the academic conference participation is funded by the College and/or Graduate Studies. Students typically will receive funding to attend and present at one conference during the program.

**Graduate Studies:** Research Presentation Award: Graduate students presenting original research at conferences (either orally or poster presentations) are eligible to receive a Research Presentation Award (RPA) averaging \$400. RPAs are intended to enable graduate students to travel to important conferences or events within their discipline in order to present their scholarly and creative work. RPAs are awarded two times each year and are distributed within two months after the application deadline. The application deadline is in the middle of an award period which allows students to apply who have either already presented their research/creative work or who are planning to within the specified time period. Approximately one-third of the applicants receive an award. **More information about the Research Presentation Award information can be found on the Graduate Student Society website <https://gradstudies.byu.edu/page/research-presentation-award>.**

## 16. FACULTY ADVISEMENT

Faculty Advisement assists students throughout their program as they prepare to become competent social workers. Students are assigned a faculty advisor as they enter the program. The faculty advisor monitors student progress, consults with the students on their Program of Study, and assists in problem solving with academic and non-academic matters. The faculty advisor serves as a student's first line of defense. Students are expected to arrange for visits with their faculty advisor a minimum of once each semester while in the program.

The role of the faculty advisor is to:

1. Help students complete their Program of Study by selecting required and elective courses. See Section 8, Program of Study.
2. Help students assess their academic progress and standing, through:
  - a. assessment of the number of credits earned each semester in relation to students' academic program of study and dates of anticipated graduation.
  - b. assessment of grades, including those for individual courses as well as cumulative social work GPA.
3. Help students identify conduct and/or academic deficiencies which pose potential threats to future satisfactory academic performance and help the student remedy the difficulties. This may include utilization of campus and/or community services, when necessary, for financial need, personal counseling, skill deficiencies and/or other difficulties threatening satisfactory academic or professional performance.
4. Review the Student Graduate Evaluation with students each semester.

Periodically in the program, both school and non-school related problems may come up. While a student can consult with any faculty member, the student's advisor must be kept informed of any issues that may be relevant to the student's performance and success. Pertinent student concerns may also be discussed in faculty meeting for collaboration purposes.

The process of faculty advising is assumed to be an ongoing, collaborative effort throughout the program. Students are strongly encouraged to anticipate or avoid serious difficulties by utilizing their faculty advisor. Students are ultimately responsible for the accuracy of their academic enrollment and Program of Study.

Generally, students maintain the same advisor throughout their program. Students can request a change in advisement in rare circumstances. These requests should be submitted to the School's Director.

## **17. PERSONAL COUNSELING/THERAPY**

The rigor of Graduate School can trigger many physical and emotional responses. Students may find themselves in need of personal counseling. 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 counseling is necessary. See <http://ccc.byu.edu/>

## **18. PROCEDURES FOR GRADUATE STUDENT EVALUATIONS**

Students are expected to perform satisfactorily in the program. We are required by Graduate Studies to conduct Graduate Student Evaluations each semester. Each student's faculty advisor is responsible to complete a written evaluation twice each year, summarizing the student's progress in the program in both academic and non-academic areas. It is the responsibility of each student to set up at least one face-to-face meeting each semester with their faculty advisor.

All areas of student's performance will be considered in the progress review: overall academic performance (see Academic Standards below), 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 to the student on each criterion.

- 1) **Satisfactory**, no comments needed
- 2) **Marginal** progress may include but is not limited to the following:
  - a. Poor academic performance.
  - b. Unprofessional and/or unethical behavior in the program (including a student's internship).
- 3) **Unsatisfactory** progress may include but is not limited to the following:
  - a. Poor academic performance.
  - b. Unprofessional and/or unethical behavior in the program (including a student's internship).
  - c. Failing a course (D and E grades do not apply towards graduation).
  - d. Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review.

## Academic Standards

### Grade Point Average (GPA) Requirements

By university policy, graduate students may not graduate with a GPA lower than 3.0. Further, students who receive a C+ grade or below should consult with their school advisor to determine if remediate or corrective action is required. No D or E credit may apply toward a graduate degree. See <https://gradstudies.byu.edu/page/policies-and-procedures-b> (*Grade-Point Average (GPA) Requirements*).

If one C+ or lower grade is received, the student will receive written notification from the School of Social Work and may be placed on *marginal* status. If a second C+ or lower grade is received, the student will receive written notification from the School of Social Work and be placed on "marginal" or "unsatisfactory status". The Director may consult with the student about the advisability of continuing in the program.

If a third C+ or lower grade is received, whether during one semester or throughout the graduate program, the student will be terminated from the program.

See Graduate Studies Policies and Procedures Manual for further details.

<https://gradstudies.byu.edu/page/policies-and-procedures> (Search "Evaluation of Student Progress")

## Evaluation Inputs

Approaches to evaluating student progress are as follows:

- 1) Course grades provide one criterion for reviewing student progress. Note: students must graduate with a minimum 3.0 GPA.
- 2) Faculty observations of a student's attendance, participation, personal competence and professionalism in managing the course work and interpersonal relationships with peers in the program are also noted.
- 3) A comprehensive evaluation of the student's performance in the field internship is completed at the end of each field semester.
- 4) Students enroll in an integrative field seminar to integrate the knowledge, values and skills from classroom to practice settings. These seminars provide faculty with another opportunity to monitor progress and to give counsel where needed.
- 5) A field liaison visits field agencies regularly, monitoring the progress of the students in addition to evaluating the agency's responsiveness to school/student needs.
- 6) On an ongoing basis, faculty members discuss student concerns.

When student concerns arise, the student's faculty advisor counsels with the student about perceived difficulties as well as about individual educational needs. The advisor and student then create a plan for addressing the concerns, including a timeline for meeting the goals set out in the plan. The plan is signed by both the faculty advisor and the student and submitted to the Office Administrator to be placed in the student's file. Failure to meet the goals set out in the plan is grounds for the faculty advisor's recommendation of termination from the program to the Director who will present it at a faculty meeting for a majority vote. See <https://gradstudies.byu.edu/page/policies-and-procedures-b>

**BYU SCHOOL OF SOCIAL WORK  
MSW STUDENT PROGRESS REPORT**

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Advisor \_\_\_\_\_  First Year  
 Second Year  
 SCALE: S = satisfactory M = marginal U = unsatisfactory

<b>1. ACADEMIC PERFORMANCE</b>			
A. Grades: Did the student get a B- or better in all his/her classes this semester?		Circle one: Yes No	
B. Overall GPA _____ Last Semester GPA _____			
C. Is the student following his/her program of study?		Circle one: Yes No	
Evaluation of Academic Performance	S	M	U
COMMENTS (required if given an M or U in Academic Performance):			

<b>2. NON-ACADEMIC PERFORMANCE</b>			
A. Appropriately shows respect for staff, teachers, and fellow students?		Circle one: Yes No	
B. Demonstrates adequate mental health, including coping with stress and freedom from pathology?		Circle one: Yes No	
Evaluation of Non-Academic Performance	S	M	U
COMMENTS (required if given an M or U in Non-Academic Performance):			

<b>3. OVERALL PERFORMANCE</b>				
Overall Evaluation	Circle one:	Satisfactory	Marginal	Unsatisfactory
If there are any "M" or "U" evaluations, please meet with the student to discuss and sign below.				

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Faculty Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

BYU Graduate Studies Policies and Procedures manual state: If a student receives a marginal rating in one semester and is not making satisfactory progress in the next semester, the student must be rated as making unsatisfactory progress. In other words, a student may not be rated as making marginal progress in two sequential semesters. Failing to correct marginal progress is unsatisfactory. (page B23).

## 19. WITHDRAWAL AND READMISSION POLICY

Students are expected to complete MSW requirements in two consecutive years from the date they begin the course of study. Only under extenuating circumstances are students allowed to take up to four years to finish the program from the date of admission. Due to unforeseen life circumstances sometimes a student might need to withdraw temporarily from the program. These policies apply only after the student begins his/her course work (withdrawal before course work starts is subject to admissions policy).

**Leave of Absence:** Only in cases of military assignment, missionary service or medical hardships (e.g. problematic pregnancy, major surgery, life threatening events, etc.), can students petition for a leave of absence (temporary withdrawal) from the program. The petition for Leave of Absence must be submitted while the student is in good standing in the program, and must be verified by an appropriate expert or authority with written documentation. In this case, the student is not required to reapply to the program or petition for re-admission if they resume the course of study within two years of the beginning leave date.

Because the curriculum is sequentially designed, students returning from a leave of absence are readmitted to the semester following their last completed semester. For example, if a student completes the first (fall) semester then takes a leave of absence, he or she must re-join the program for the winter semester in one or two years. Re-admitted MSW students cannot be guaranteed any prior field placement choice and will be assigned to field placements which are available and deemed appropriate by the Director of Field Education.

**Withdrawal with Approval:** A student who has been admitted into the program and has attended at least two months of the program, may petition for official approval for immediate withdrawal from the program for extenuating circumstances which do not meet the criteria for leave of absence. If the petition is approved, the student may apply for re-admission to the program within the 12 months following the date of withdrawal. If re-admitted, the student must complete a full course of study required by the program.

Re-admission is contingent upon a successful re-application to BYU Graduate Studies. Re-application consists of (a) Application form GS Form 6, (b) \$600.00 fee, and (c) ecclesiastical endorsement. <https://gradstudies.byu.edu/file/gs-form-6> The first admission is not a guarantee of admission in the future. The candidate will be compared to the application pool at the time of application, and the current application criteria will be applied.

**Withdrawal without Approval:** A student who has been admitted into the program and has begun his/her course of study but withdraws without receiving a written approval from the Director of the program, will be immediately terminated from the program unless an emergency precludes the student's ability to undergo such a process. In this case, the student will not be allowed to reapply to the program unless the emergency nature of the

student's unauthorized withdrawal can be documented. If the student is evaluated to meet the emergency criteria for unauthorized withdrawal, they can reapply to the program.

## **20. STUDENT ACADEMIC GRIEVANCE AND APPEAL PROCEDURES**

The School of Social Work follows the policy outlined in Graduate Studies Policies and Procedures Handbook. Excerpt below taken from [Graduate Studies Policies and Procedures Handbook](#), Graduate Academic Grievance Policy:

Despite the well-meaning efforts of students and faculty, there may be occasions when a graduate student feels that his or her work has been unfairly or inadequately evaluated. Usually such differences can be amicably resolved between the student and faculty member. The following procedures are designed to encourage satisfactory resolution of academic grievances with a minimum of formal procedure.

The grievance must be initiated by the graduate student no later than one year from the last day of the examination period of the semester in which the alleged unfair or inadequate evaluation occurred.

The graduate student should initially address the grievance to the involved faculty member for review and resolution. If for any reason the faculty member is unavailable or the student believes the matter will not be fairly dealt with or may result in retribution, the student may direct the grievance to the department chair. If there is no department chair, the grievance shall be directed to the graduate coordinator or other person designated by the dean of the college to consider such matters (hereinafter referred to as the department chair). The faculty member or department chair shall have the right to consult others regarding the matter as reasonable, with due regard for the graduate student's right to privacy under the Family Educational Rights and Privacy Act.

If the grievance is initiated with the faculty member and is not resolved satisfactorily, the student may submit a written request for review to the department chair. Decisions of the department chair, including matters initiated with the department chair, shall be given in writing to both the student and the faculty member within 45 days of the student's written request for review submitted to the department chair. If no further request for review is taken as described in the following paragraph, the decision of the department chair will be implemented.

If the matter is not resolved to the student's satisfaction by the department chair, the student may submit a written request for review to the dean of the college, outlining the grievance, explaining its disposition, and setting forth facts supporting the student's request. The request for review must be made within 45 days of the date of the written disposition by the department chair. The college dean will conduct a review and will communicate his/her decision in writing to the student



and to the department chair within 30 days of receipt of the graduate student's request for review.

If the matter is not resolved to the graduate student's satisfaction by the college dean, and it involves terminating the student from the graduate program, the student may submit a written request for review to the Dean of Graduate Studies. The written request for review should contain an outline of the grievance and its disposition and should set forth facts supporting the student's request for review. The request for review must be made within 45 days of the date of the written disposition by the college dean.

The Dean of Graduate Studies will convene a formal administrative review of matters that have not been resolved at the department or college level if terminating a graduate student from his/her graduate program is involved. Following the proceeding, which takes place under "Administrative Proceeding Format" as described below, the review panel will deliberate in a closed session and make a formal recommendation to the Dean of Graduate Studies, whose decision is final and cannot be appealed. A member of the Graduate Council chairs the administrative review and may ask questions but is not a voting member of the three-person review panel. Review panel members will consist of two graduate faculty members and one graduate student from departments outside that of the graduate student requesting the review. Review panel members will be appointed by the Dean of Graduate Studies.

### **Administrative Proceeding Format**

The format for an administrative proceeding is as follows:

- 1) Chair's introduction, summary of issues, and process overview
- 2) Graduate student's (grievant's) presentation of issues (15 minutes maximum)
- 3) Department representative's presentation of issues (15 minutes maximum)
- 4) Optional presentation by witnesses (limited to three per side and a maximum of 15 minutes per side)
- 5) Graduate student's rebuttal (limited to 10 minutes)
- 6) Questions by panel members
- 7) Opportunity for the department representative and the grievant to make a final statement (limited to 5 minutes), grievant following the department representatives
- 8) Dismissal of presenters and witnesses
- 9) Deliberation by panel members
- 10) Written recommendations to the Dean of Graduate Studies (within 30 calendar days, unless extended by the panel by written notification to the Dean of Graduate Studies and to the grievant and the department)

- 11) Written decision by the Dean of Graduate Studies (within 30 days of receipt of the written recommendation of the panel, unless extended by the Dean of Graduate Studies with written notice of the extension to all parties)

### **Preparation for the Administrative Proceeding**

All materials, including a list of witnesses with a short summary of the content of their presentations and a short statement (not to exceed two pages) of the issues and facts to be considered by the review panel, must be submitted to Graduate Studies at least two weeks (14 days) in advance of the administrative review. Materials will then be distributed to the grievant(s), to the chair of the department against which the grievance has been filed, and to the members of the review panel. Thereafter, if any of the parties wish to have additional materials or witnesses considered by members of the review panel, such materials or witness names must be received by Graduate Studies no later than one week in advance of the administrative review, at which time all materials will be distributed to the parties as well as to the members of the review panel.

Graduate Studies will pay for reasonable reproduction costs, but the cost of reproducing packets in excess of 50 pages will be charged to the submitting party (graduate student or department). No audio/visual equipment will be allowed at the administrative review unless a written request for equipment is received by Graduate Studies at least one week before the scheduled date of the administrative review. The requesting party is responsible for providing the requested audio/visual equipment.

The chair of the review panel may, at his or her discretion, convene a planning meeting with the department representative and the grievant to discuss the material and witnesses submitted, in order to expedite the review by eliminating redundant and irrelevant information and by defining the precise issues that will be considered by the panel.

Presentation of the issues should be concise and relevant. The chair of the review panel shall be responsible for conducting the administrative review and making decisions regarding applicable procedures. The points of dispute may be summarized or illustrated by anecdote. Experience suggests that the best approach is to carefully tailor the formal presentation to the pertinent issues and to allow the panel members time for questions.

### **Attendance at the Administrative Proceeding**

Attorneys are not allowed to attend at any point in the review process. The grievant, however, may bring one or two additional persons to the administrative review for support and counsel. The grievant will be solely responsible for his or her presentation. The review panel described in this document operates as part of an academic administrative review, not a judicial proceeding. The graduate student must notify Graduate Studies, in writing, at least two weeks before the scheduled date of the administrative review if he/she wishes to have one or two additional persons present. The presence of these additional person(s)

does not change the proceeding, as they will not be able to examine witnesses, ask questions, advocate, or otherwise take part.

## Honor Code Violations

Honor Code violations are handled through the Honor Code Office and are not subject to the same procedures as academic grievances. For more information regarding Honor Code policies and procedures, contact the Honor Code Office.

## 21. TERMINATION FROM THE GRADUATE PROGRAM

### Causes for Termination

Students may be terminated from the BYU School of Social Work Graduate Program if one or more of the following are present:

- Failure to fulfill the university's minimum registration requirements.
- Failure to satisfactorily complete the conditions of acceptance.
- Falling below expected academic standards (see Academic Standards below).
- Receipt of marginal or unsatisfactory rating(s) in a periodic review by the school as indicated by the Student Graduate Evaluation form and/or inability or unwillingness of the student to comply with conditions for continuance outlined by the School.
- Being the subject of an abuse, neglect or domestic violence investigation, substantiation or conviction as a perpetrator.
- Behavior deemed by the Social Work faculty to be in violation of the NASW Code of Ethics.
- Academic cheating, lying or plagiarism as defined by BYU policy.
- Violation of the University's standards of conduct or Honor Code as determined by the relevant university office.
- Unresolved personal issues that, in the professional judgment of the Social Work faculty, could pose threats to, or impair competent provision of services to future clients.
- Psychiatric disturbances that, in the professional judgment of the Social Work faculty, could pose threats to, or impair competent provision of services to current or future clients.
- Evidence of illegal substance use occurring during the course of study.
- Inappropriate behavior and/or an inability to develop appropriate interpersonal skills necessary for effective social work practice as determined by the professional judgment of the Social Work faculty.
- 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 becomes known after admission.
- Exceeding the time limit for the MSW course of study as set by the school.

## School Initiated Termination Process

If a faculty, administrative or staff member has any of the above concerns regarding a student, that concern should be first discussed with the student's faculty advisor, either individually or at a faculty meeting. The advisor should then meet with the student to see if they can reach a resolution. However, if such resolution is not reached due to disagreement between the advisor and the student, or not advisable due to the serious or decisive nature of the problem, the Director may meet with the student and/or advisor to see if a resolution can be reached and the matter may again be discussed at faculty meeting. After such discussions, if a resolution is still not reached, the student can be immediately terminated or placed on *marginal* or *unsatisfactory* status, depending on the severity of the concerns, by a majority vote of the full time faculty and Director of Field Education.

When a student is placed on marginal or unsatisfactory 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 with clearly measurable behavioral goals and time limits (unless immediately terminated from the program). This plan will include specific steps to be taken by the student to address the concerns raised by the faculty. Such steps might include, but are not limited to, meetings with specific faculty members, getting professional counseling, employing tutors, etc. This document will be signed by the student, the faculty advisor, and the Director, and a copy of it will be placed in the student's official file.

The second time a concern from the above list has been raised regarding the same student and has been discussed among the faculty, the student can either be terminated or placed on *unsatisfactory* status by a majority vote of the full time faculty and Director of Field Education, again depending on the severity and nature of the concern. If the student is to be terminated, the written notification procedures will be followed. If the student is to be placed on *unsatisfactory* status, the student will be apprised of faculty concerns by the Director who will negotiate a written contract with the student, specifying measurable goals and time limits. 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, meeting with specific faculty members, getting professional counseling, employing tutors, etc. This document will be signed by both the student and the Director, and a copy of it 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 notification of termination procedures will be followed as outlined below.

## Notification of Termination

In order to terminate a student, the Director will provide a written letter explaining the basis for the termination and a copy of the “Termination Appeals Procedure” from this MSW Handbook. In the letter from the Director, the student will be instructed to immediately discontinue attending classes and/or field internship agencies (if applicable). However, the terminated student has the right to appeal the termination decision as outlined in the “Termination Appeals Procedure”. If the student chooses to appeal, the discontinuance of attending classes and/or field internship can be negotiated with the Director on a case by case basis. However, in no case shall the student be allowed to have direct contact with clients if the basis of the termination is due to conduct that may jeopardize the wellbeing and safety of clients or other vulnerable populations.

## 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 Director. A student who wishes further consideration after the Director has responded, 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 a termination from the graduate program are as follows:

- 1) A written statement of appeal is submitted by the student 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.
- 2) 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, 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.
- 3) The student will be notified in writing, no later than 10 working days following the hearing, by the Director of the School of Social Work, of the decision reached during the school hearing.
- 4) If the student is dissatisfied with the results of the Special School of Social Work 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 of Graduate Studies will then follow the approved policy and guidelines in the official University Graduate Catalog (<https://gradstudies.byu.edu/page/policies-and-procedures-b>, “Termination of Graduate Status” and “Appeal of Termination.”)

## 22. APPLICATION TO GRADUATE FROM THE MSW PROGRAM

MSW students must complete their myBYU *Graduation Application* by the Graduate Studies deadline in January of their 2<sup>nd</sup> year (3 months prior to graduation). The School has traditionally held an information meeting or sent an email in January to explain the procedure. The School attempts to keep students informed of critical dates, but students are to assume responsibility for meeting Graduate School deadlines.

## 23. MSW STUDENT GOVERNMENT

The MSW Student Association (MSWSA) is an important part of the education process in the School of Social Work. The purpose of the Association is to provide graduate students opportunities to socialize, build professional networks, develop social work values and professional identity, and provide input in the formulating and modifying of policies affecting their academic and student affairs. All MSW students in good standing belong to the MSW Student Association. This Association requires a fee of \$25 from each member to fund the association activities each year. Fees are due in September.

The Association elects its own officers. The President-elect, along with other officers, is elected at the end of the first year (typically March). They function as the Association's leadership in their second year. These officers will be involved with NASW, School Advisory Council, student activities, and BYU Graduate Student Society (GSS). How the responsibilities are determined is up to the MSWSA leadership. In order to include first year students, five program officers are elected during September. These five officers serve as Faculty Liaison, GSS Representative, NASW Representative, Advisory Council Representative and Student Activity Officer. A faculty member is appointed to serve as MSWSA advisor. For more information on officer responsibilities, see <http://socialwork.byu.edu/Plugins/FileManager/Files/Students/1%20MSWSA%20Info%20Packet%20with%20Edits.pdf>

## 24. PROFESSIONAL ORGANIZATION

Brigham Young University has its own student branch of the National Association of Social Workers (NASW) <http://www.socialworkers.org/>. This branch provides BYU students with an opportunity to be involved with the profession and current professional concerns as well as participate with 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. The BYU chapter of the NASW will have a faculty advisor and a student liaison to the Utah Chapter of the NASW.

## 25. STUDENT NONDISCRIMINATION POLICY

BYU Policy: <https://admissions.byu.edu/nondiscrimination-statement>

Admission to Brigham Young University is nondiscriminatory. The university admits persons regardless of race, color, national origin, religion, age, gender, veteran status, genetic information, or disability who meet university and department academic requirements and agree to abide by the university's standards of conduct and behavior. The university does exercise the "religious" exemption in admissions as granted in Title IX of the Education Amendments, 20 U.S.C. 1681(a)(3), and in hiring employees as granted in 41 CFR 60-1.5(a)(5).

Inquiries regarding this statement and/or its application may be directed to the Equal Opportunity Office at (801) 422-5895 during office hours (8 a.m. – 5 p.m. weekdays). Individuals may also contact the university's 24-hour hotline at 1-888-238-1062 or visit <http://www.ethicspoint.com>.

The university policies and procedures with respect to nondiscrimination as it applies to faculty members and administrative and staff employees are outlined in the University Equal Opportunity, Grievance, and Unlawful Sexual Harassment and Inappropriate Gender-Based Behavior Policies (available via the BYU Electronic Handbook).

### Students' Rights

Students are entitled to study in an environment free from unlawful discrimination. Any student, staff employee, or faculty member who unlawfully discriminates against a student on the basis of any of the above mentioned areas may be subject to sanction.

### Discrimination Violates the Honor Code

Students who violate the Honor Code by engaging in such prohibited behavior, whether inside or outside the university classroom or workplace, are subject to the sanctions as stipulated in the Honor Code.

### Unlawful Discrimination

The university prohibits unlawful discrimination in employment, education, and all other programs and activities sponsored by the university. Unlawful discrimination refers to unfair or unequal treatment of an individual (or group) based on that person's race, color, national origin, religion, sex (including pregnancy), age (40 and over), disability, genetic information, or veteran status. Harassing behavior based on a protected class that becomes so severe or pervasive that it creates a hostile environment is also unlawful.

The university also prohibits retaliation against any employee or student who (a) reports to the university a belief that unlawful discrimination is taking or has taken place, or (b)

participates in any way in an investigation of a claim of discrimination. Retaliation will be considered a separate act of discrimination.

### **Duty to Report**

All university employees, including faculty, staff, and administrative employees, who become aware of or reasonably suspect that discrimination is occurring must report the information to the Equal Opportunity Manager, D-282 ASB, 801-422-5895, [eo\\_manager@byu.edu](mailto:eo_manager@byu.edu).

### **Where to Report**

A Report of Discrimination can be made verbally or in writing to the Equal Opportunity Manager, D-282 ASB, 801-422-5895, [eo\\_manager@byu.edu](mailto:eo_manager@byu.edu).

Individuals may also submit reports through EthicsPoint, the university's 24-hour hotline provider, by telephone at 888-238-1062 or by submitting information online at [https://secure.ethicspoint.com/domain/en/default\\_reporter.asp](https://secure.ethicspoint.com/domain/en/default_reporter.asp).

## **26. ACCOMMODATION OF PERSONS WITH DISABILITIES**

The University Accessibility Center offers a variety of services for students with disabilities. All students interested in receiving any of these services (except Housing) must complete the intake process under "[Getting Started](#)" beforehand. Services offered include:

[Academic Accommodations](#)  
[Accessible Book Creations](#)  
[Accessibility Lab](#)  
[ADHD/Learning Disability Evaluation](#)  
[Assistive Technology](#)  
[Delta Alpha Pi Honor Society](#)  
[Housing](#)  
[Interpreters \(American Sign Language\)](#)  
[REACH Program](#)  
[Scholarships](#)  
[Transcriptionists \(Live Captioning\)](#)  
[Volunteer Opportunities](#)

### **Notice**

All services and equipment described herein are subject to approval based on documentation of a qualifying disability. You will be assigned to work with a University Accessibility Center (UAC) Coordinator who will review your specific needs and the documentation you present to determine accommodations for which you qualify. It is your responsibility to provide accurate and up-to-date documentation of a qualifying disability in order to maintain eligibility for the indicated accommodations. Your Coordinator will be able to answer any questions you may have regarding the documentation that is required.



Services and equipment are provided as accommodations for BYU institutional and educational access by the UAC. Misuse or abuse of equipment or services may result in disqualification from such accommodations and may be subject to university action including referral to the Honor Code office. Discuss any questions you may have about appropriate use with your Coordinator.

### **University Accessibility Center Operation Information**

The UAC is located in 2170 Wilkinson Student Center (WSC). Enter the south doors of the WSC and take the first right down the hallway. If coming from the Cougareat, they are located in the hallway behind Subway in the Cougareat.

#### **Office Hours:**

Monday - Friday: 8:00 a.m. to 5:00 p.m.

*The office and lab are closed for devotionals on Tuesdays from 10:45 a.m. to 12:00 noon. We are closed for all University-observed holidays.*

#### **Contact Information:**

Phone: 801-422-2767

Fax: 801-422-0174

E-mail: [uacfrontdesk@byu.edu](mailto:uacfrontdesk@byu.edu)

### **Accessibility Lab Operation Information**

The Accessibility Lab is located on the main floor of the Harold B. Lee Library (HBLL) in room 3321 (right next to Writing Fellows). For hours and contact information see [uac.byu.edu](http://uac.byu.edu).

BYU prohibits unlawful discrimination against individuals with disabilities and provides reasonable accommodation to employment applicants, employees, students, and campus visitors.

Additional information on your EEO rights under the law, are found at: [www1.eeoc.gov/employers/upload/eeoc\\_self\\_print\\_poster.pdf](http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf).

## Disability Grievance Procedure

### Currently Enrolled Students

Faculty members and individual campus administrative units are responsible to make reasonable accommodations for students with disabilities in order to remove barriers to the accessibility of university programs and activities resulting from a disability. While it is anticipated that most requests for accommodation will be informally resolved at the lowest feasible level of decision-making, occasionally the student will be dissatisfied with the outcome of the accommodation effort. In such cases, the student may initiate a grievance by submitting a written request for a specific accommodation together with appropriate medical or other documentation to the Equal Opportunity Manager who is designated as BYU's Section 504 Coordinator. <https://www.byu.edu/hr/?q=directory/equal-opportunity>

Upon receiving the grievance, the manager will conduct an adequate, reliable, and impartial investigation of the facts and circumstances of the allegation. The manager, in good faith, will attempt to conclude the investigation within 45 days of receiving the complaint. The student will be given a fair opportunity to respond to the facts before a decision is reached. The manager may choose to convene a meeting among the affected individuals in an effort to reach a consensus as to a reasonable accommodation. As appropriate, a report of findings will be issued to the complainant and other involved parties.

If an agreement satisfactory to all of the parties is not reached, the Equal Opportunity Manager will notify the Dean of Students who will appoint a three-member review panel consisting of a faculty, administrative or staff person; a member of the Disability Issues Advisory Committee (DIAC); and, if reasonably practicable, a student with a similar disability. The panel shall review the request for accommodation and the documentation and evidence gathered in the investigation and make a recommendation for disposition of the request to the Associate Academic Vice President – Undergraduate Students or the Associate Academic Vice President - Graduate Students, depending on who has administrative responsibility for the area in which the accommodation is requested. The Associate Academic Vice President shall make the final university determination with respect to the requested accommodation. No further appeal is available.

## 27. UNIVERSITY RESOURCES

### Libraries

Harold B. Lee Library (801 422-2927) <http://lib.byu.edu/>  
 Howard W. Hunter Law Library (801 422-3593) <http://lawlib.byu.edu/>

### **Academic Support Office**

Provides support for students who are academically underperforming. Support is provided through sessions with a counselor, referrals for resources, or through the office's Academic Improvement Plan program. 801-422-2723 <https://aso.byu.edu/>

### **Dean of Students**

Supports student development and addresses issues and needs in a supportive environment. 801-422-4771 <https://deanofstudents.byu.edu/>

### **Financial Aid and Scholarships**

Provides information concerning discontinuance or withdrawal from classes and the effects that such action may have on financial aid and scholarships. (801-422-4104) <https://enrollment.byu.edu/financialaid>

### **International Student Services**

Provides information regarding student visas and can direct individuals in need of additional assistance to resources that are able to help with other types of visas and immigration status issues. (801-422-6073) <https://iss.byu.edu/>

### **Title IX Coordinator**

Handles inquiries regarding non-discrimination and harassment policies. You may make a report to the Title IX Coordinator directly or report a concern here. (801-422-8692) <https://titleix.byu.edu/>

### **University Police Safe Walk Program**

Provides walking police escort services from one campus location to another for an added level of security and safety during the later hours of the evening and early morning. (801-422-2222) <https://police.byu.edu/>

### **Silvercloud Online Self-Help**

SilverCloud is an online self-help tool designed to help you learn about and reduce symptoms of anxiety, depression, and stress. They also have a new program designed to improve one's body image. Programs consist of articles, video clips, interactive activities, and short quizzes to help you learn about these problems and develop skills to reduce distress you may feel.

You work through weekly activities with the support of one of our trained clinicians who reviews your progress and provides feedback and encouragement. Because the system is online, you can work whenever and from wherever best suits your needs!

Silvercloud is available free of charge to all full-time BYU students. It is found at: <https://byu.silvercloudhealth.com/signup/>.

### **Support and resources related to sexual misconduct:**

Brigham Young University is committed to promoting and maintaining a safe and respectful environment for the campus community. The university will not tolerate sexual harassment, sexual violence, domestic violence, dating violence, or stalking (collectively “Sexual Misconduct”) perpetrated by or against any university students, university employees, participants in university programs and activities, or visitors to its campus. This policy prohibits Sexual Misconduct by university employees (which include all faculty, staff, and administrative employees) and students, whether the behavior occurs on or off campus. This policy also prohibits Sexual Misconduct by or against visitors to the university (such as independent contractors, vendors, visiting lecturers, and visiting student-athletes). The university will take immediate and appropriate steps to stop Sexual Misconduct, prevent its recurrence, and address its effects. Any person who violates this policy may be subject to discipline up to and including termination of employment, suspension, dismissal, and a ban from campus, depending on the circumstances and the severity of the violation and the violator’s status as an employee, student, or visitor.

Counseling, advocacy, and support are available to victims whether or not they choose to make an official Report. Victims can make confidential disclosures to BYU Counseling and Psychological Services, 801-422-3035, 1500 Wilkinson Student Center. Victims can also receive advocacy and support from BYU Women’s Services and Resources, 801-422-4877, 3326 Wilkinson Student Center. Additional resources are available to provide ongoing support during the institutional disciplinary or criminal process.

Additional resources, training information, and University polices are found at: <https://titleix.byu.edu/>

Information for Victims is available in a Handout format at: <https://titleix.byu.edu/sites/default/files/2019-01/Updated%20Victims%20Handout.pdf>

## **Counseling**

### **Counseling and Career Center**

The main Counseling and Career Center is located in 2500 WSC. The six different counseling and career center offices are:

Counseling and Psychological Services, [caps.byu.edu](https://caps.byu.edu), 1500 WSC, 801.422.3035

University Advisement Center, [universityadvisement.byu.edu](http://universityadvisement.byu.edu), 2500 WSC, 801.422.3826

Academic Support Office, [aso.byu.edu](http://aso.byu.edu), 2500 WSC, 801.422.2723

Career and Academic Success Center, [casc.byu.edu](http://casc.byu.edu), 2590 WSC, 801.422.2689

University Career Services, [ucs.byu.edu](http://ucs.byu.edu), 2410 WSC, 801.422.6535

Pre-professional Advisement Center, [ppa.byu.edu](http://ppa.byu.edu), 3328 WSC, 801.422.3044

Counseling services may be initiated by calling 801-422-3035 or in person at 1500 WSC. This is a free service to all students who are enrolled at least three-quarter time. Services are provided by licensed psychologists and advanced doctoral level students, including interns.

Services include individual and group psychotherapy for emotional concerns: depression, meditation/anxiety, body image and eating disorders, traumatic recovery and empowerment (for women), sexual concerns, chronic pain/illness, obsessive compulsive disorder, relationship counseling (premarital counseling and marriage counseling), effective life skills; career and life planning (career counseling and career test interpretation); psychiatric referrals and services. The biofeedback lab is available by appointment to all students who may seek help with stress management. Numerous online self-help, stress management, and relaxation training tools can be found at: <http://ccc.byu.edu/>

### Comprehensive Clinic

Individual, couple, family, and group therapy is available for a minimal fee. BYU students studying at least three-quarter time are often seen for no charge. Therapy is conducted by graduate student interns from Social Work, Clinical Psychology and Marriage and Family Therapy. The Clinic also provides psychological and neuropsychological assessments. Located in the Taylor Building (801 422-7759). Call for appointment. <http://cc.byu.edu/Pages/Home.aspx>

### Women's Services and Resources Office

Although Women's Services is not a counseling center, it offers confidential consultations for 1-3 sessions regarding various women's issues and concerns. Women's Services also provides resources, referral and information regarding women's issues as well as resources (including scholarships) for non-traditional/re-entry students and single parents. Additionally, Women's Services and Resources sponsors workshops, conferences, campaigns, and support groups addressing a variety of topics including body image and eating disorders, loved ones of men with pornography problems, relationship violence, and more. Located in 3326 WSC (801 422-4877). Website: <https://wsr.byu.edu/>

## **Comprehensive Clinic in the Taylor Building (TLRB)**

### **Study Rooms & Lockers**

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 \$10.00 per semester, which is charged to your Route Y Financial Center student account. Go to <http://lockers.byu.edu> for locker rental or call (801) 422-1913 for more information.

### **Student Health Center**

The student health service is available to all Brigham Young University students, their spouses, and their children. Health center services are available to these individuals whether or not they have insurance coverage. (The Student Health Center is not, however, a Medicaid, Medicare or CHAMPUS provider.)

All visits to the health center are confidential in accordance with federal law. Your medical records cannot be given to anyone, including parents and/or spouses, without your express written permission.

For Hours: <http://health.byu.edu>

## 28. FACULTY

### Full-time Faculty

*Cory Dennis*

Office: 2179 JFSB  
E-mail: cory\_dennis@byu.edu  
Telephone: (801) 422-7477  
Courses Taught: Soc W 611, Soc W 663, Soc W 666

#### Education

- PhD, University at Albany, 2012
- MSW, Brigham Young University, 2005
- BA, University of Utah, 2002

#### Research Interests

Substance abuse treatment, social work practice and aging

*Steven Hoffman*

Office: 2165 JFSB  
E-mail: steven\_hoffman@byu.edu  
Telephone: (801) 422-3211  
Courses Taught: Soc W 200, Soc W 602, Soc W 603

#### Education

- PhD, Arizona State University, 2011
- MSW, Walla Walla University, 2008
- BSW, Brigham Young University-Idaho, 2007

#### Research Interests

Health and mental health disparities among Latino(a) global youth populations.

*Cole Hooley*

Office: 2166 JFSB  
E-mail: cole\_hooley@byu.edu  
Telephone: (801) 422-5085  
Courses Taught: Soc W 624, Soc W 669

Education

- PhD, Washington University, 2019
- MSW, Smith College, 2009
- BSW, Brigham Young University, 2008

Research Interests

Mental health services research and dissemination and implementation science

*Gordon Limb*

Office: 2190A JFSB  
E-mail: gordon\_limb@byu.edu  
Telephone: (801) 422-6649  
Courses Taught: Soc W 665, Soc W 676

Education

- PhD, University of California, Berkeley, 2000
- MSW, University of Utah, 1997
- BS, Brigham Young University, 1994

Research Interests

American Indian families and children



*Sherinah Saasa*

Office: 2173 JFSB  
E-mail: sherinah\_saasa@byu.edu  
Telephone: (801) 422-4687  
Courses Taught: Soc W 200, Soc W 620, Soc W 667

Education

- PhD, University of Georgia, 2018
- MSW, Brigham Young University, 2013
- BSW, Brigham Young University-Idaho, 2010
- ASW, Mulungushi University, 2005

Research Interests

International child welfare with a focus on the socioeconomic and health outcomes of orphans and vulnerable children in Sub-Saharan Africa.  
African immigrant adjustment in the United States..

*Stacey A. Shaw*

Office: 2175 JFSB  
E-mail: stacey\_shaw@byu.edu  
Telephone: (801) 422-6167  
Courses Taught: Soc W 200, Soc W 360, Soc W 623, Soc W 664

Education

- PhD, Columbia University, 2015
- MSW, Brigham Young University, 2006
- BSW, Brigham Young University, 2004

Research Interests

Refugee mental health, integration, and resettlement services  
Religion and spirituality as a component of mental and physical health  
HIV Prevention

*David S. Wood*

Office: 2177 JFSB  
E-mail: d\_wood@byu.edu  
Telephone: (801) 422-3289  
Courses Taught: Soc W 611, Soc W 622, Soc W 661

#### Education

- PhD, Arizona State University, 2004
- MSW, University of Utah, 2016
- MS, Central Washington University, 2000
- BA, Utah State University, 1998

#### Research Interests

Help-seeking behavior and suicide prevention in military, veteran and general populations.

### **Field Administration**

*Wendy Sheffield, Director of Field Education*

Office: 2171 JFSB  
E-mail: wendy\_sheffield@byu.edu  
Telephone: (801) 422-8749  
Courses Taught: Soc W 614R/615R, Soc W 654R, Soc W 655R, Soc W 660  
Education  
LCSW, MSW, Brigham Young University

*Ruth Aguirre, Field Liaison*

Office: 2168 JFSB  
E-mail: ruth\_aguirre@byu.edu  
Telephone: (801) 422-3628  
Courses Taught: Soc W 614R/615R  
Education  
LCSW, MSW, Brigham Young University

## Adjunct Faculty

### Stuart Harper

LCSW; RPT-S; MSW, Brigham Young University. Stuart has worked for Family Support & Treatment Center, a private non-profit, since 1998. Since 2004 he has served as the agencies Treatment Coordinator, balancing administrative and clinical responsibilities. His primary emphasis is treating clients of all ages who have experienced abuse related trauma. Stuart served for 14 years as treasurer for the Utah Association for Play Therapy. He also teaches children's groups at the Utah County Children's Justice Center and writes content for the self-help website Empowered Life Solutions.

Stuart teaches *Supervised Clinical Practicum* (required), *Play Therapy* (elective).

Email: [sharper@utahvalleyfamilysupport.org](mailto:sharper@utahvalleyfamilysupport.org)

### Marty Matheson

LCSW; MSW, Brigham Young University. Marty began teaching as a part-time faculty at BYU in 1999, and has taught graduate and undergraduate students for the Schools of Social Work and Family Life. He is also a part-time faculty for Utah Valley University's department of Behavioral Sciences. Marty enjoys providing therapy to adults and has done so with LDS Family Services and through his own private practice. For 14 years, Marty was a therapist and administrator in community mental health. Currently, Marty is the Executive Director of ScenicView Academy, which serves young adults with high functioning Autism. He serves on national committees including Board of Directors for the National Association of Private Special Education Centers. Marty is a former Alumni President for BYU Social Work and has a great love for supervising social work students as they begin their clinical experiences.

Marty teaches *Supervised Clinical Practicum* (required), *Introduction to Social Work*.

Email: [martym@byu.net](mailto:martym@byu.net)

### Ryan Miller

LCSW, MSW, Brigham Young University. Ryan works at ScenicView Academy as a Program Director with young adults with High Functioning Autism. Ryan has also worked at the UVU Melisa Nellesen Center for Autism helping to run their Passages Program.

Ryan teaches *Supervised Clinical Practicum* (required).

Email: [ryanm@svacademy.org](mailto:ryanm@svacademy.org)

### Selina Miller

CSW, MSW, Brigham Young University. Selina is a recent MSW graduate. She researches education and domestic violence in Latin America and assists in international consulting research.

Selina teaches *Research Methods and Statistical & Data Analysis in Social Work Research* (required).

Email: [selinadforsyth@gmail.com](mailto:selinadforsyth@gmail.com)

**Haley Molyneux**

LCSW, MSW Brigham Young University. Haley has worked with children, teens, and families at Wasatch Mental Health, the Children’s Justice Center, and LDS Family Services. She is now in private practice at Healing Tree Therapy.

Haley teaches *Supervised Clinical Practicum* (required).

Email: [Haley.lcsw@gmail.com](mailto:Haley.lcsw@gmail.com)

**Amy Pollard**

LCSW; MSW, University of Utah. Amy works at Utah County Department of Drug & Alcohol Prevention & Treatment as the Program Manager in an outpatient treatment center for women called The Promise Program.

Amy teaches *Substance Abuse Treatment* (elective).

Email: [amyp0904@gmail.com](mailto:amyp0904@gmail.com)

**Sheri Rowley**

LCSW, MSW, Brigham Young University. Sheri works at Wasatch Mental Health and is a clinical therapist in an outpatient setting there as well as being contracted with Alpine School District to work as a social worker in the district. She is a Registered Play Therapist. Sheri teaches *School Social Work* (elective).

Email: [rowley.sheri@gmail.com](mailto:rowley.sheri@gmail.com)