

SOCIAL WORK (MSW)

NYSED: 08391 HEGIS: 2104.00 CIP: 44.0701

Program Description

NYU Silver offers outstanding training in clinical social work practice with a social justice perspective. A focus on research-informed, direct practice with individuals, groups, and families runs through the entire Master of Social Work curriculum. We also offer opportunities to study policy and community practice as well as global social work, with opportunities to study abroad. Our faculty includes leading scholars who are creating new knowledge that social workers will use throughout their careers.

The MSW degree is attainable through a variety of full-time and part-time/full-time pathways. Four dual-degree program options are also available in the areas of child development, public health, law, and public administration.

The Silver School's MSW program is fully accredited by the Council on Social Work Education (CSWE). In accordance with CSWE accreditation standards, student learning outcomes are measured on a regular basis. Graduates have a strong track record of success in passing the New York State licensing exam at both the entry level and the advanced clinical level. Through our impressive range of electives and field placements, it is possible for you to concentrate your graduate education on specific aspects of social work.

Students have a total of five years from the point of matriculation to complete the MSW requirements. Students have the final responsibility for ensuring that all degree requirements are met and cannot enroll in additional courses after they complete the required credits for their program pathway.

Consultation with the student's academic advisor upon matriculation into the program is highly recommended.

Admissions

The general requirements for admission to our master's program are:

- A baccalaureate degree from an accredited college or university. Applicants should have a broad liberal arts background that includes study in the social, behavioral, and biological sciences with a minimum of 60 liberal arts credits. Course work relating to diverse cultures, social conditions, and social problems is favorably considered. Academic credit is not given for life experience in lieu of field education or course requirements. The GRE is **not** required.
- A strong academic record and demonstrated intellectual capacity for graduate education.
- An ability to think logically and conceptually and to formulate mature judgments.
- Excellent writing and verbal communication skills.
- Knowledge of the field and evidence of a commitment to social work as a profession.
- Evidence of emotional maturity, concern for people, and capacity for self-awareness and personal growth.
- Demonstrated concern and commitment to the values underlying professional social work.
- Values social justice, diversity, and inclusion.

Some of our MSW pathways have further requirements, which can be found on our Pathway-Specific Admissions Standards page. Indications of motivation and readiness for social work education include related work or volunteer experience and undergraduate or graduate courses in social and behavioral sciences or social work. When these are lacking, weight is given to the applicant's involvement in community activities or participation in organizations committed to humanistic values. Applicants for the MSW program may complete an application online. We encourage you to submit your application before the deadline date. Our admissions committee, composed of faculty, strives to evaluate complete applications within four to six weeks. Please note that the committee does not evaluate incomplete applications.

Readmission of Intermittent Students

Readmission to any of our MSW pathways is reviewed on a case-by-case basis. At minimum, we reserve the right to require a full application to any of our MSW pathways after an absence of a year or longer for any reason.

Reapplication

We strongly recommend that applicants who were denied admission to the MSW program wait a minimum of one academic year before reapplying. Students who are academically dismissed from NYU Silver's MSW program are not permitted to reapply per policy in Section I of the MSW Student Manual.

Program Requirements

Course	Title	Credits
MSWPF-GS 2001	Social Work Practice I	4
MSWPF-GS 2002	Social Work Practice II	3
MSWAC-GS 2002	Social Work Practice III	3
MSWAC-GS 2009	Social Work Practice IV	3
MSWPF-GS 2003	Social Welfare Programs & Policies I	3
MSWPF-GS 2010	Diversity, Racism, Oppression and Privilege	3
MSWPF-GS 2006	Human Behavior in The Social Environment I	3
MSWPF-GS 2007	Human Behavior in The Social Environment II	3
MSWAC-GS 2001	Human Behavior in The Social Environment III	3
MSWPF-GS 2009	Social Work Research I	3
MSWAC-GS 2008	Social Work Research II	3
MSWPF-GS 2014	Practice With Groups	3
MSWFD-GS 2100	Practicum Instruction I	4
MSWFD-GS 2200	Practicum Instruction II	4
MSWFD-GS 2300	Practicum Instruction III	4
MSWFD-GS 2400	Practicum Instruction IV	4
Advanced Social Policy		3
Elective Courses		9
Total Credits		65

Sample Plan of Study

Course	Title	Credits
1st Semester/Term		
MSWPF-GS 2001	Social Work Practice I	4
MSWPF-GS 2003	Social Welfare Programs & Policies I	3
MSWPF-GS 2006	Human Behavior in The Social Environment I	3
MSWPF-GS 2010	Diversity, Racism, Oppression and Privilege	3
MSWFD-GS 2100	Practicum Instruction I	4
Credits		17

2nd Semester/Term		
MSWPF-GS 2002	Social Work Practice II	3
MSWPF-GS 2007	Human Behavior in The Social Environment II	3
MSWPF-GS 2009	Social Work Research I	3
MSWPF-GS 2014	Practice With Groups	3
MSWFD-GS 2200	Practicum Instruction II	4
Credits		16
3rd Semester/Term		
MSWAC-GS 2002	Social Work Practice III	3
MSWAC-GS 2001	Human Behavior in The Social Environment III	3
MSWAC-GS 2008	Social Work Research II	3
MSWFD-GS 2300	Practicum Instruction III	4
Elective Course		3
Credits		16
4th Semester/Term		
MSWAC-GS 2009	Social Work Practice IV	3
MSWFD-GS 2400	Practicum Instruction IV	4
Advanced Social Policy		3
Elective Course		3
Elective Course		3
Credits		16
Total Credits		65

Program-Level Student Learning Outcomes

- To educate for excellence in direct social work practice. Students will demonstrate:
 - an understanding of the generalist foundation and advanced clinical concentration curriculum leading to the integration of theory and practice across client systems;
 - knowledge of differential models and social work practice approaches;
 - a broad knowledge base grounded in a biopsychosocial/cultural, person-in-environment, and strengths perspective;
 - knowledge about social welfare history, social policy analysis, the nature of social service organizations, and emerging areas of client, organizational and community need;
 - professional practice skills in the context of a structured field learning experience in providing social work services to clients;
 - ability to review professional literature and use research methods to critically examine professional practice programs and service delivery systems; and
 - ability to self-reflect and utilize critical thinking skills necessary for accountable and effective practice.
- To educate students in the application of professional values and ethics to practice. Students will demonstrate:
 - knowledge of the values of the profession that include belief in the dignity and worth of each individual and a commitment to the promotion of economic and social justice;
 - an understanding of the NASW professional code of ethics and its application to practice;
 - adherence to, application and promotion of the profession's values and ethical principles; and d) an understanding of the necessity for active participation in life-long learning and activities to update and improve professional knowledge and skills.
- To advance student understanding and respect for diversity and difference. Students will demonstrate:
 - a knowledge of how racial, ethnic, cultural, class, gender, sexual orientation, age, and functional abilities impact on human development, social interaction and professional practice;
 - an understanding of how these factors influence: social policies, the pursuit of social and economic justice, and the provision of and access to resources to individuals, families and communities; and
 - knowledge of immigration and migration related stressors in the context of a complex urban environment.
- To prepare students to contribute to the realization of the goal of a just society. Students will demonstrate:
 - the ability to recognize and address individual prejudice and institutional oppression and discrimination;
 - the ability to apply strategies of advocacy and social change to advance social and economic justice; and
 - the ability to use their skills for the good of the client systems and for society at large.

Policies Transfer and Articulation Agreements

Successful completion of a comparable first-year, full-time master's curriculum (including field placement) may transfer up to 33 credits from a CSWE-accredited school of social work is required prior to the academic year of application to the School. Students must have earned a grade of B or better and the content of the course(s) must be equivalent to ours. Courses will not transfer if they were credited toward a previous conferred degree or if they were taken more than five years ago.

All other MSW students may transfer up to 4 classes (12 credits) as advanced credit from a CSWE-accredited school of social work is required prior to the academic year of application to the School. Students must have earned a grade of B or better and the content of the course(s) must be equivalent to ours. Courses will not transfer if they were credited toward a previous conferred degree or if they were taken more than five years ago.

Grading Incomplete Grades

Students who are unable to complete all of the assignments for a course by the time the course ends can request an I (incomplete) grade from the instructor by submitting an Incomplete Grade Form (https://drive.google.com/file/d/1ZruveB7K_O0oxre7p46geXbdFLXUGsXu/view/). Instructors cannot issue Incompletes without active initiation of an Incomplete Form (https://drive.google.com/file/d/1ZruveB7K_O0oxre7p46geXbdFLXUGsXu/view/) by the student. Otherwise, instructors must issue the grade earned. It is to the instructor's discretion to discuss with the student their academic performance in the course and encourage the student to initiate an Incomplete request.

Note that instructors are not obligated to grant a request for an I grade. If the instructor does agree to it, students must prepare three copies of the form:

- one copy for their own records;
- one copy to give to their instructor; and
- one copy for their academic advisor (MSW Program Office for Washington Square, Campus Coordinator for other campuses).

If the student does not submit a request for an I grade, or if the instructor denies the request, the student will receive a grade of "F". It is the obligation of the student who has received an I grade to complete all late assignments by the deadline that is agreed upon with the instructor. The time for completion is no more than 2 weeks from the original due date to complete the course. The student can request more time from the instructor, and the instructor can seek consultation from the Curriculum Chair if the situation is complicated. Grades will convert to an F in cases when students fail to submit the assignment by the agreed-upon deadline (and the student will automatically be on academic probation). Students with any outstanding I grades (not resolved by the end of the next semester) can be blocked from registering for the following semester. Students with an academic block are responsible for contacting their Academic Advisor. At that point, the student's educational plan will be assessed, and registration approval for the next term may be granted on a case-by-case basis. Enrollment for the next semester is not guaranteed.

Procedure for Appealing a Grade

Students have the right to dispute a grade they believe resulted from a violation of the grading policy or standards set forth by the instructor. To do so, students first must explain to the instructor why they believe the grade should be reconsidered and should clarify expectations and confusion to problem-solve with the instructor.

Students may appeal the instructor's decision about reconsidering the grade within 5 working days after the grade has been posted by writing an appeal letter to the relevant Curriculum Area Chair (for Field, the Assistant Dean for Field Learning and Community Partnerships) that explains the alleged violation of grading policy or standard. If the Chair (or Assistant Dean or Program Director) finds the alleged violation of grading policy or standard is plausible, they will meet with the instructor to discuss the situation. If the Curriculum Chair denies the appeal, the grade stands as is and no additional appeals will be considered.

The instructor makes the final decision about the grade.

Policy on Repetition of Courses

Students must repeat a required course for which they receive a grade of "F" in order to receive credit for that course at their own expense. Students can repeat any elective course for which they receive a grade of "F" in order to receive credit for that course at their own expense. In all cases, an original "F" grade continues to be included in the computation of the grade point average even if the course is repeated and passed successfully. Students are not allowed to repeat courses for which they receive a grade of "C" or better without consulting with their Academic Advisor.

Academic Standing and Progress

At the end of each semester student transcripts are reviewed to assess MSW students' academic standing. Students who have outstanding incompletes, or low or failing grades, are placed on probation and may be required to meet with their academic advisor.

Academic advisement is especially important when a student is admitted or placed on academic probation. Therefore, any student on probation is encouraged to contact their academic advisor for resources and guidance. Students must meet the following criteria in order to come off probation and return to good academic standing:

- A 3.0 cumulative grade point average
- No F (failing) grades

- No W (withdrawal) grades
- No I (incomplete) grades
- No N (no grade) letters

If the student meets the conditions for good academic standing at the end of the probationary period, they will be removed from probation. If the student fails to return to good academic standing within one semester, they will be dismissed from the MSW program.

Repeated Probationary Status and Dismissals

Students are allowed on probation status once during their tenure at NYU Silver School of Social Work. If a student is removed from academic probation status, but is placed on probationary status in future semesters, the student will be automatically dismissed from the program.

Additionally, the following criteria will result in an automatic dismissal:

- Failing all courses in one semester
- In the case where a student's cumulative GPA is unable to elevate their GPA above a 3.0 upon completion of the next academic term

The MSW Program Director will notify the student in writing of the dismissal decision. The decision may be appealed by writing to the Associate Dean for Academic Affairs and MSW Program Director within one week of receiving the dismissal notification in cases when the student believes the dismissal decision involved a violation of school policies. The appeal letter must identify the specific policy that was allegedly violated.

Withdrawals

Withdrawals and Refunds from Courses

The MSW program adheres to New York University's policy on refunds (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>) that result from withdrawing from a course or complete term withdrawals. Students may appeal a decision determined by this policy by writing an appeal letter to the MSW Refund Appeals Committee that explains the reason(s) why the refund decision should be changed. The appeal letter must be submitted to the student's Academic Advisor within 5 working days of withdrawing from a course or requesting a term withdrawal.

Note that students can drop any course, with a full refund and without a W (withdrawal) grade on record, during the add/drop registration period at the beginning of each semester. Following this period, students can withdraw from a course until the 9th week of classes during the fall and spring semesters but will be held responsible for related tuition and fees according to the Bursar's Refund Schedule (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>). For the summer semester, the 9th week equivalent is used. A grade of W will be recorded if the withdrawal occurs after the add/drop registration deadline but before the 9th week or 9th week equivalent. After that deadline, students must receive a grade for the course, which could be F or another letter grade, including N if they failed to attend any part of the course.

Students who are considering withdrawal from a course after the add/drop registration deadline should discuss it with the course instructor. The next step is to contact the academic advisor to facilitate the withdrawal process. Students who withdraw from a course cannot audit

the same course at a later time; if it is a required course, it must be taken at another time at the student's own expense.

Withdrawals and Refunds for One-Credit Electives

Students who wish to withdraw from a one-credit elective can do so, with full refund and no W (withdrawal) grade, until 9:00 am on the day following the first class session. After this deadline students must receive a grade for the course, which can be P, F, W, or N if they failed to attend any part of the course. Following the deadline, no refunds will be allowed except by appeal for students who have excused absences.

Guidelines for Student Leaves of Absence and Term Withdrawals

A leave of absence (LOA) is a temporary leave from the MSW Program. The minimum length is one semester. With the exception of military leaves, the maximum length is one academic year. Students can request a LOA until the end of the add/drop registration period. They will be dropped from all courses, and no W (withdrawal) grades will appear on the transcript. Students will be responsible for tuition and fees according to the NYU Bursar's Refund Schedule (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>).

After the add/drop period ends, students can request a term withdrawal. A term withdrawal allows students to withdraw from their current semester courses but, in this case, they will receive W (withdrawal) grades on the transcript. Students will be responsible for tuition and fees according to the NYU Bursar's Refund Schedule (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>). The deadline to request a term withdrawal is the 9th week of classes (or the 9th week equivalent in summer). After this deadline, term withdrawals for extenuating circumstances must be approved by the school Dean.

A medical LOA or term withdrawal supported by NYU Wellness or Student Health will receive a 100% tuition and fee refund. A medical LOA or term withdrawal must be completed for the current semester and is not retroactive (applicable for past semesters). While NYU Wellness provides a recommendation for leave of absences, it is ultimately up to the MSW Program Director, with information gathered from academic advisors and other sources, to approve or deny a leave of absence as well as to dismiss the student from the program.

Redress of Grievances

Faculty Constructive Feedback and Resolution

As a first measure, students are encouraged to speak with their instructors directly to resolve general grievances. As co-creators of the classroom environment and emerging professionals in the field of social work, it is important for students to be able to navigate concerns with professional conduct, including respect, specificity and openness. Please note that grievances concerning bias, sexual harassment, and grade appeals all have separate policy outlined in the MSW Student Manual under Student Life, Resources and Support (page 63) and can be used in tandem with this process. Consult with your academic advisor and the Lead Instructor and/or Curriculum Chair (page 4) in the MSW Student Manual should you have any questions about the process.

Internships

Field Learning Curriculum

Field learning is an integral component of social work education, and anchors the Silver School of Social Work's mission, goals, and educational program. Field learning is one of the five key curriculum areas. Field learning takes place in agency settings, selected by the school, that reinforce students' identification with the purposes, values, and ethics of the social work profession.

The purpose of the Field learning curriculum is to facilitate the development of a professional social worker who can enter the practice arena in any setting of practice and be able to apply the profession's knowledge base, perform direct social work practice skills, and act according to social work ethics and values. Thus, learning in the field setting is an integral component of the student's social work education and lies at the core of the student's professional development. At the agency placement, the student will have the opportunity to integrate theory and practice, and as such, connect the theoretical and conceptual contributions of the classroom with the world of practice.

Expectations for Successful Completion of the Field Instruction Course: Evaluation and Grading

The grades for Field Instruction (Pass, Fail, Incomplete) are given at the end of each semester. The Field Instruction course grade is given by the Faculty Advisor and is based on the student's professional conduct and full participation in Field Learning at the agency placement, submission of process recordings, project assignments, reflective recordings, participation in individual meetings with the Faculty Advisor, as well as the Initial Educational Statement, Mid-Year Evaluation and Final Evaluation completed by the field instructor. The Faculty Advisor is the course instructor and is responsible for the grade.

Initial Educational Statement

The Initial Educational Statement is completed by the field instructor after the first 7 weeks of the placement, shared with the student, and signed by both. The signed statement is emailed to silver.fieldlearning@nyu.edu, (silver.fieldlearning@nyu.edu)faxed, or hand-delivered to the Field Learning Office. The Field Learning office then forwards it to the Faculty Advisor. The statement offers an early indicator of learning objectives specific to the agency, a learning plan including practice tasks related to the learning objectives, and student performance in the placement setting.

Mid-Year Evaluation

A Mid-Year Evaluation is completed at the end of the first semester of either the Generalized Practice Year or the Specialized Practice Year and after the student has finished the 300 hours required for Field Instruction. This online evaluation is completed and submitted by the field instructor; the student then receives their evaluation via email and indicates electronically that it was reviewed. Finally, the Faculty Advisor receives the evaluation via email. The Faculty Advisor reviews the Mid-Year Evaluation as a major component of the process of assigning a grade for Field Instruction. The Faculty Advisor will not be able to give a grade without a completed evaluation.

Final Evaluation

The Final Evaluation is completed at the end of the second semester of either the Generalized or Specialized Practice placement, after the student has finished the 300 hours required for Field Instruction (and a total of 600 hours for each of the Generalized and Specialized Practice

placements). This online evaluation is completed and submitted by the field instructor; the student then receives it via email and indicates electronically that it was reviewed; and finally the Faculty Advisor receives it via email. The Faculty Advisor reviews the Final Evaluation as a major component of the process of assigning a grade for Field Instruction II or IV. The Faculty Advisor will not be able to give a grade without a completed evaluation.

Attendance at the Field Learning Site – The Agency Setting

Students are expected to be in the agency for a total of 1200 hours over the course of the Generalized and Specialized Practice years and as per agency requirements (schedule to be worked out with the field instructor at the beginning of each semester with final approval of the Faculty Advisor). Students may not work more than 7 hours per day, or more than 28 hours per week. If a student is out of placement for jury duty or religious observance, the time must be made up. In the event of inclement weather, students should check with their agency/field instructor to see if they are operating on a normal schedule, and use their own discretion on whether it is safe to travel.

NOTE: Students are expected to contact both the field instructor and the Faculty Advisor immediately (via e-mail or phone) if, for some reason, they are not able to be in attendance at their agency.

If a student is absent for more than three days during the academic year, the time must be made up. Arrangement for making up such missed time must be worked out with the field instructor and the Faculty Advisor and approved by the Assistant Dean of Field Learning (please refer to the Required Hours Form in Appendix B and posted on NYU Brightspace). In case the student has not completed the required hours at the end of the semester, or has not fulfilled all the requirements for Field Instruction, the student must request an I (Incomplete grade) and should follow the procedure outlined in this manual.

Should a student leave school, either voluntarily or by request, a Final Evaluation should be submitted by the field instructor. The Faculty Advisor will then write a final summary for the student record.

NYU Policies

University-wide policies can be found on the New York University Policy pages (<https://bulletins.nyu.edu/nyu/policies/>).