SCHOOL OF SOCIAL WORK

BSW STUDENT HANDBOOK
Welcome to the BSW Program!

Congratulations on selecting a major in social work at the University of Montana. By doing so, you have distinguished yourself as a person who cares about people and the circumstances of their lives. Our task is to provide you with the knowledge and skills you will need to translate your compassion and concern for others into effective and ethical social work action.

Social workers are involved with people individually, in families and in groups. But we are also charged with working with larger social institutions to ensure they are responsive to those they serve, reflecting respect for human dignity and promoting social justice. To prepare you for this task we take a person-in-environment generalist approach to social work practice perspectives and help you explore the individual and systemic level connections between interpersonal relationships, economic, environmental and social conditions, and physical, mental and social well-being.

This Handbook provides important information needed to progress through the program and to help assure you are well prepared to enter the profession. Please carefully review the content, and use it as a reference in the future – likely many of the questions you will have about the program can be found here. In addition, our dedicated and caring faculty members are available to talk with you at any point about your course work, your interests, or about your evolving understanding of social work.

Again, welcome to the BSW Program and to the School of Social Work – and please do not hesitate to contact me if I can be of assistance to you.

Mary-Ann Sontag Bowman, Ph.D., LCSW
BSW Program Director, School of Social Work
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSW Program Overview</td>
<td>5</td>
</tr>
<tr>
<td>BSW Mission, BSW Goals, BSW Program Objectives</td>
<td>6-7</td>
</tr>
<tr>
<td><strong>BSW Curriculum and Admission into Program</strong></td>
<td>8-22</td>
</tr>
<tr>
<td>Coursework Required by School of Social Work</td>
<td></td>
</tr>
<tr>
<td>Required Extra-Departmental Courses</td>
<td></td>
</tr>
<tr>
<td>Advising Worksheet for Social Work Majors</td>
<td></td>
</tr>
<tr>
<td>Application Process to Enroll In Upper Division Course</td>
<td></td>
</tr>
<tr>
<td>Reason for Application Process</td>
<td></td>
</tr>
<tr>
<td>Explanation</td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td></td>
</tr>
<tr>
<td>Academic Support Services Information</td>
<td></td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td></td>
</tr>
<tr>
<td>Statement of the Law</td>
<td></td>
</tr>
<tr>
<td>300 Level Categories of Admission and Denial</td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>Policies Regarding Professional, Academic, and Non-Academic Conduct</td>
<td>22-29</td>
</tr>
<tr>
<td>Cognitive Functioning</td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
</tr>
<tr>
<td>Self-Awareness</td>
<td></td>
</tr>
<tr>
<td>Appropriate Personal and Professional Conduct</td>
<td></td>
</tr>
<tr>
<td>Professional Commitment</td>
<td></td>
</tr>
<tr>
<td>Empathy</td>
<td></td>
</tr>
<tr>
<td>Ability to Receive and Utilize Feedback</td>
<td></td>
</tr>
<tr>
<td>Knowledge Base for Social Work Practice</td>
<td></td>
</tr>
<tr>
<td>Presence</td>
<td></td>
</tr>
<tr>
<td>Policies Regarding Termination for the BSW Program</td>
<td></td>
</tr>
<tr>
<td>Policy for reviews of student performance</td>
<td></td>
</tr>
<tr>
<td>Student Alerts</td>
<td></td>
</tr>
<tr>
<td>Alert Form</td>
<td></td>
</tr>
<tr>
<td>Policy for Admission to Practicum</td>
<td></td>
</tr>
<tr>
<td>Additional Academic Policies</td>
<td>30</td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td></td>
</tr>
<tr>
<td>Life Experience</td>
<td></td>
</tr>
<tr>
<td>Use of APA Style of Citation</td>
<td></td>
</tr>
<tr>
<td>School Governance Committee</td>
<td></td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>31-34</td>
</tr>
<tr>
<td>Campus Security Report and Alcohol and Drug Guidelines</td>
<td></td>
</tr>
<tr>
<td>Student Complaint Procedures</td>
<td></td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)</td>
<td></td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td></td>
</tr>
<tr>
<td>Statement of Law</td>
<td></td>
</tr>
</tbody>
</table>
Discrimination Grievance Procedure

Faculty and Staff  35-36

Resources, Services, and Organizations  37-39
- Career Services
- Computing and Information System
- Curry Health Center
- Disability Services for Students
- Foreign Student and Scholar Services
- Student Membership in National Association of Social Workers
Program Overview

Our BSW curriculum is embedded in a liberal arts foundation and is based on the premise that effective practice must address issues and problems at multiple levels utilizing a variety of theoretical frameworks, intervention models and techniques. The School of Social Work educates its BSW students for generalist social work practice that reflects the values and goals for professionals found in the NASW Code of Ethics. Our graduates have the skills to work effectively and ethically with individuals, groups, families, organizations and communities. Further, students are trained to recognize the cultural contexts that shape and condition social problems, and draw on the strengths that individuals, families, groups and communities bring to problem resolution.

What this Means to You

By learning an ecological and strengths based practice perspective you will develop an understanding of complex human issues and social problems. Further, you will acquire the skills to practice with diverse groups of clients and to utilize a range of approaches suited to an array of client and community needs.
UM BSW Mission, Goals, Objectives

Mission of the University of Montana School of Social Work

The mission of the School of Social Work at the University of Montana is to effectively engage in activities integral to preparing skilled baccalaureate and master’s level social work practitioners, while promoting more just and humane social structures and outcomes within Montana, the United States, and internationally.

Goals of the University of Montana School of Social Work BSW Program

1. Build on the liberal arts perspective in preparing generalist social work practitioners who possess the requisite ethical, value, knowledge, and skill base for effective practice at local, state, tribal, regional, national, and global levels.

2. Promote informed citizen participation in addressing issues of social and economic justice particularly when disadvantaged populations are involved.

3. Faculty provide service at the local, state, and national levels and conduct research and scholarly activities related to analyzing and addressing social problems, improved social work practice, and more effective approaches to educational preparation for the field.

Objectives of the University of Montana School of Social Work BSW Program

1. Apply critical thinking skills within the context of professional social work practice (EP 3.0.1)

2. Understand the value base and ethical standards and principles of the profession, and practice accordingly (EP 3.0.2).

3. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice (EP 3.0.4).

4. Practice without discrimination and with respect, knowledge and skills related to client’s age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation (EP 3.0.3)

5. Demonstrate understanding of the history of the social work profession and its contemporary structures and issues (EP 3.0.5).

6. Apply the knowledge and skills of generalist social work practice with systems of all sizes, while exhibiting effective practice in a range of professional social work roles (EP 3.0.6).

7. Use theoretical frameworks supported by empirical evidence to understand and apply to practice individual development and behavior across the life span and the interactions among individuals and families, groups, organizations, and communities (EP 3.0.7).

8. Demonstrate the ability to analyze, formulate, and influence social policies, including understanding the connections between social problems and social policies (EP 3.0.8).
9. Demonstrate basic research skills of ethical collection and analysis of data, evaluation of research studies, application of research findings to practice, and evaluation of one’s own practice interventions (EP 3.0.9).

10. Use communication skills differently across client populations, colleagues, organizational settings, and communities (EP 3.0.10).

11. Use supervision and consultation to promote effective social work practice (EP 3.0.11).

12. Demonstrate appropriate professional, ethical conduct within practice settings and contribute to positive organizational maintenance, development and change (EP 3.0.12).

13. Practice the skills of the generalist social worker in rural settings and underserved areas of the Rocky Mountain West.

14. Assume leadership in developing and disseminating social work knowledge, promoting best practices, engaging in public advocacy, responding to changing social, political, and economic conditions, and promoting social justice and the empowerment of poor, oppressed, and underserved populations.

15. Engage in ongoing professional and programmatic development and renewal through interdisciplinary and inter-professional dialogue; participation in diverse campus, community, regional, national and international teaching service and research efforts, and creation of opportunities for student participation in the above.

16. Promote collaboration in teaching, research, and practice by providing consultation to community agencies, partnering in program development, serving on boards, lending expertise to social welfare advocacy organizations, and creating opportunities for community participation in workshops, training, sessions, and other learning opportunities.
BSW Curriculum

Social Work is a competency-based profession. Each course is carefully designed to ensure that you have the opportunity to learn skills, perspectives, theories required of today’s social workers. Additionally, we ensure that you learn to think critically about the work you do, about the diversity of human needs and conditions you will encounter, and that students have an opportunity to practice what they have learned in a supervised setting.

To prepare BSW students for entry level practice, the School of Social Work has designed a curriculum that is comprehensive, challenging, and accredited by the Council on Social Work Education.
Coursework Required by School of Social Work

100 Introduction to Social Welfare 3 cr. offered autumn and spring. Overview of human services, programs and problems in meeting social welfare needs, with emphasis on the complexity of social services and their historical development. Analysis of the value, attitudinal, economic and political factors that condition the provision of these services.

200 Introduction to Social Work Practice 4 cr. offered autumn and spring. Prereq., SW 100, sophomore standing. Introduction to social work as a profession, including an examination of goals, guiding philosophy and basic assumptions. Emphasis on a generalist framework of social work practice and the development of beginning analytical and practice skills.

300 Human Behavior and Social Environment 4 cr. offered autumn and spring. Must have approved application on file. Prereq., SW 200. Prereq. or coreq., PSYX 230S (PSYC 240S), junior standing. Using the ecological-social systems framework, the integration of knowledge and concepts from the social and behavioral sciences for analysis and assessment of problems and issues relevant to professional social work practice.

310 Social Welfare Policy and Services 3 cr. offered autumn and spring. Must have approved application on file. Prereq., SW 200. Social welfare history, program planning and analysis with review of selected policies on the national level. Includes international comparisons. Upper-division writing course.

350 Social Work Intervention Methods I 4 cr. offered autumn and spring. Must have approved application on file. Prereq., SW 200; coreq., SW 300. The study and application of the generalist model of social work practice and related techniques and procedures for the assessment, intervention and prevention of problems in social functioning. Emphasis on individuals and families.

360 Social Work Intervention Methods II 4 cr. offered autumn and spring. Must have approved application on file. Prereq., SW 350. The study and application of the generalist model of social work practice and related techniques and procedures for the assessment, intervention and prevention of problems in social functioning. Emphasis on groups and communities.

400 Social Work Research 3 cr. offered autumn and spring. Must have approved application on file. Prereq., SW 360. Utilization of social research findings in social work practice. Techniques for the collection and analysis of clinical data. Special emphasis on research methodology for the assessment of practitioner and program effectiveness.

410 Social Work Ethics 3 cr. offered autumn and spring. Must have approved application on file. Prereq., SW 200, admission into the BSW program. Analysis of specific ethical dilemmas from personal, professional and policy perspectives. Focus on ethical issues common to the helping professions and utilizing codes of ethics as guides to decision-making. The relationship between professional ethical issues and the development of social policy.

487 Advanced Practice I 2 cr. offered every term. Prereq., SW 350 and 360 and approved application to practicum coordinator. Concurrent with SW 487. SW 495 Field Work Practicum I must be taken the first semester for 5 credits, Overall cumulative grade point average of 2.75 or above; and a 3.0 grade average in SW 100, 200, 300, 350 and 360 is required. Supervised field work in public and private agencies and institutions.
488 **Advanced Practice II 2 cr.** offered every term. Prereq., SW 350 and 360 and approved application to practicum coordinator. Concurrent with SW 487. SW 495 Field Work Practicum I must be taken the first semester for 5 credits, SW 489, Field Practicum II will be taken the following semester for 5 credits, for a total of 10 practicum credits. Overall cumulative grade point average of 2.75 or above; and a 3.0 grade average in SW 100, 200, 300, 350 and 360 is required. Supervised field work in public and private agencies and institutions.

495 **Field Work Practicum 10 cr. over two semesters** offered every term. Prereq., SW 350 and 360 and approved application to practicum coordinator. Coreq., SW 495 or 488. Practicum must be taken over two consecutive semesters for a total of 10 credits. Cumulative grade average of 2.75 overall and a 3.0 grade average for SW 100, 200, 300, 350 and 360 are required. Supervised field work in public and private agencies and institutions. Successful completion of the field work practicum requires a passing performance on the school administered professional social work competency examination.
Required Extra-Departmental Courses

**BIOB 101N Discover Biology 3 cr.** Offered every term. Contemporary exploration of the organization and complexity of living organisms and the systems in which they live. The central question of biology—relationship between form and function, acquisition and use of energy, and continuity between generations will be addressed through lectures and laboratory investigations.

**OR**

**PSYX 250N Fundamentals of Biological Psychology 3 cr.** Offered every term. Prereq., PSYX 100S (PSYC 100S). Introduction to the relationships between biological structures and mechanisms and their corresponding psychological processes and events. Origins and adaptations of structures and behaviors as well as the methods used to study these relationships.

**ECNS 101S Economic Way of Thinking 3 cr.** Offered autumn and spring. A critical examination of the market mechanism as a social decision-making device to guide the use of a nation's resources. The limitations of these processes in light of current economic problems such as the rise of the large corporation, monopoly, environmental degradation, economic discrimination and the increasing role of the government.

**PSCI 210S Introduction to American Government 3 cr.** Offered every term. Not open to senior level political science majors except with consent of instructor. Constitutional principles, structures, and the political processes of the national government.

**PSYX 100S Introduction to Psychology 4 cr.** Offered every term. Introduction to the scientific study of behavior in humans and other animals.

**PSYX 230S Developmental Psychology 3 cr.** Offered every term. Prereq., PSYX 100S (PSYC 100S). An overview of research findings on development from infancy through adolescence, with emphasis on application.

**PSYX 233 Fundamentals of Psychology of Aging 3 cr.** Offered intermittently. Prereq., PSYX 100S (PSYC 100S). An overview of theories and research findings in the psychology of adulthood and aging.

**SOCI 101S Introduction to Sociology 3 cr.** Offered every term. Overview of the principles and concepts used in the study of human social interaction, groups, communities and societies. Required of all majors.

**ANTY 122S (ANTH 102S) Race and Minorities 3 cr.** Offered autumn. Analysis of the development and concept of race as a social category and the processes of cultural change within and between ethnic groups.

**OR**

**SOCI 220S Race, Gender and Class 3 cr.** Offered autumn. Prereq., SOCI 101S (SOC 110S). Same as WGS 220S. Analysis of the intersecting structure and dynamics of race, gender and class. Focus on power relationships, intergroup conflict and minority-group status.

**OR**

**GPHY 121 Human Geography 3 cr.** Offered autumn and spring. Introduction to Human Geography focuses upon the linkages between geography and society including analysis of regions, ethnic groups, urban landscapes, migration and population change, geopolitics, economics, and cultural differences.
ADVISING WORKSHEET FOR SOCIAL WORK MAJORS

Total number of semester credits required for a B.A. degree in social work: 120
Minimum number of social work credits required for degree: 40
Maximum number of social work credits allowed for baccalaureate degree: 60
Admission into the School of Social Work GPA 2.75 overall including transfer courses and 3.00 in SW 100 & SW 200

REQUIRED SOCIAL WORK COURSES
(must be taken as traditional letter grade)
(a letter grade below C- will not be considered as a completed major requirement)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 100</td>
<td>Intro to Social Welfare</td>
<td>3</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td>SW 200</td>
<td>Intro to SW Practice</td>
<td>4</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td></td>
<td>(prereq. SW 100)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PREREQUISITES STRICTLY ENFORCED

Must have approved application to enter SW upper division core courses:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 300</td>
<td>Human Bhvr &amp; Soc Environ</td>
<td>3</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td>SW 310</td>
<td>Soc Welf Policy &amp; Services</td>
<td>4</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td>SW 350</td>
<td>SW Intervention Methods I</td>
<td>3</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td>SW 360</td>
<td>SW Intervention Methods II</td>
<td>3</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td></td>
<td>(prereq SW 350)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 400</td>
<td>SW Research</td>
<td>3</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td>SW 410</td>
<td>Social Work Ethics</td>
<td>3</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td>SW 487</td>
<td>Advanced Practice I</td>
<td>2</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td></td>
<td>(coreq. SW 495)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 488</td>
<td>Advanced Practice II</td>
<td>2</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td></td>
<td>(prereq. SW 487)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(coreq. SW 495)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 495</td>
<td>(Sec 01) Field Work Practicum I</td>
<td>5</td>
<td>_____________</td>
<td>____</td>
</tr>
<tr>
<td>SW 495</td>
<td>(Sec 02) Field Work Practicum II</td>
<td></td>
<td>_____________</td>
<td>____</td>
</tr>
</tbody>
</table>

TOTAL CREDITS = 40
## EXTRA-DEPARTMENTAL REQUIREMENTS
**(must be taken as traditional letter grade)**
**(a letter grade below C- will not be considered as a completed major requirement)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOB 101N: Discover Biology (with a lab)</td>
<td>3</td>
<td>_____</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYX 250N: Fund. Of Biological Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECNS 101S: Economic Way of Thinking (fall/summer only)</td>
<td>3</td>
<td>_____</td>
</tr>
<tr>
<td>(will accept ECNS 201 &amp; 202 as substitute)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSCI 210S: Intro to American Government</td>
<td>3</td>
<td>_____</td>
</tr>
<tr>
<td>PSYX 100S: Introduction to Psychology</td>
<td>4</td>
<td>_____</td>
</tr>
<tr>
<td><strong>PSYX 230S:</strong> Developmental Psychology (child/adol)</td>
<td>3</td>
<td>_____</td>
</tr>
<tr>
<td><strong>PSYX 233:</strong> Fundamentals of Psychology of Aging</td>
<td>3</td>
<td>_____</td>
</tr>
<tr>
<td>SOCI 101S: Principles of Sociology</td>
<td>3</td>
<td>_____</td>
</tr>
<tr>
<td>ANTY 122S: Race and Minorities (fall/summer only)</td>
<td>3</td>
<td>_____</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI 220S: Race, Gender and Class (fall only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GPHY 121: Human Geography</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Students may take PSYX 230S (Developmental Psychology – life span) 3 credits at College of Missoula instead of UM’s PSYX 230 &amp; 233, if desired.) Make sure you pick the section with a C behind it.</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### UNIVERSITY UPPER DIVISION REQUIREMENT - 39 CREDITS AT OR ABOVE 300 LEVEL ARE REQUIRED FOR GRADUATION FOR ALL STUDENTS AT UM

Social work majors completing the required MAJOR coursework at UM will automatically have 33 credits applied toward this 39 credit minimum (see below). **Therefore, 6 credits of work remain at or above the 300 level and these can be taken under any discipline:**

<table>
<thead>
<tr>
<th>Course and Credits: SW 300 3 cr</th>
<th>Course and Credits: SW 400 3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course and Credits: SW 310 4 cr</td>
<td>Course and Credits: SW 410 3 cr</td>
</tr>
<tr>
<td>Course and Credits: SW 350 3 cr</td>
<td>Course and Credits: SW 487/488 2 cr each</td>
</tr>
<tr>
<td>Course and Credits: SW 360 3 cr</td>
<td>Course and Credits: SW 495/495 5 cr each</td>
</tr>
</tbody>
</table>

**THESE CREDITS TOTAL: 33 CREDITS**

**LIST THE ADDITIONAL 6 CR. BELOW:**

<table>
<thead>
<tr>
<th>Course and Credits:</th>
<th>Course and Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>
APPLICATION TO ENROLL IN UPPER DIVISION SOCIAL WORK COURSES AT THE UNIVERSITY OF MONTANA

REASON FOR APPLICATION PROCESS
The UM social work major prepares students for beginning level professional social work practice. Social workers provide services to vulnerable populations and therefore the School of Social Work is responsible for preparing students for these challenges. Further, the School of Social Work has an obligation to identify students who might not be suitable for the major or for profession.

Social work is a profession that demands skills in oral and written communication. This application process helps to identify students who may need additional assistance or advising because of poor writing skills or other problems that impede learning. In this sense, the application process serves to enhance student advising.

Students are reminded that a separate application process is required for the social work field practicum (Social Work 495). Departmental approval is required for all practicum placements. This application is submitted as students complete 300 level social work core courses.

EXPLANATION
A UM social work major or transfer student wishing to enroll in required social work courses at the junior level (SW 300, 310, 350, 360, 400, 410, 487, 488, 495 sec 01 and 02) or senior level must apply for admission. An approved application is required prior to taking junior or senior level courses.

Students can apply for admission to the 300 level core courses in the term preceding anticipated entrance into the 300 level social work core courses.

INSTRUCTIONS
Answer all the questions completely and truthfully. Falsification or the withholding of information may be grounds for the rejection of this application, for denying acceptance into a social work class and for refusing to approve your graduation with a major in social work. NOTE: Those reviewing your application may request your official college transcript(s) or seek verification of your statements.

ACADEMIC SUPPORT SERVICES INFORMATION
Students have access to a range of campus-based academic support services including Disabilities Services for Students (DSS), the Writing Center, the University College, the Educational Opportunities Program, and the American Indian Student Assistant Program. Students with disabilities who wish to request reasonable accommodations in social work courses or practicum placements must make those requests known to the instructor or the practicum coordinator, as well as to the University of Montana Disability Services for Students office. Together, the student, DSS, and the faculty member and/or practicum coordinator will agree upon what accommodations are necessary and reasonable. DSS will authorize the implementation of those accommodations. The community agencies providing the practicum sites will also be involved in the design and implementation of accommodations.
EQUAL OPPORTUNITY
The University of Montana-Missoula is committed to a program of equal opportunity for education, employment and participation in University activities without regard to race, color, sex, age, religious creed, political ideas, marital or family status, physical or mental disability, national origin or ancestry, or sexual orientation.

STATEMENT OF LAW

It is illegal in the State of Montana to discriminate against anyone because of race, religion, color, political ideas, age, marital status, sex, mental or physical disability, national origin or ancestry in employment, training, public accommodations, financing, education, and government services. With the exception of marital status, this also applies to housing.
300 LEVEL CATEGORIES OF ADMISSION AND DENIAL

This requirement applies to required social work core courses only. Students may enroll in non-required SW 300 and above courses with permission of instructor.

FULL ADMISSION

Students meeting all of the following criteria will be granted full admission.

1. Overall grade point average (GPA) of 2.75 including transfer courses
2. Social Work grade point average of 3.00 in SW 100 & 200
3. Completion of 5 of the 8 required extra-departmental courses

DENIAL OF ADMISSION

Students who do not meet the admission criteria will be denied admission to the upper division social work courses (these are: 300, 310, 350, 400, 410, 487, 488, 495 sec 01 and 02). Students may apply later when they meet the admission criteria, and are encouraged to meet with their advisor to discuss their options.
PART A
(General Information)

Name_____________________________________________________________

Student I.D.: 790-__________________________________________

Current Address: ________________________________________________

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone: _________________________ Email: __________________________

Name of your UM Social Work Advisor: _______________________________

Cumulative (overall) GPA: ______________

Did you transfer credits to UM from another college or university?  ____ no  ____ yes

If yes, name college(s): __________________________________________
For each of the courses listed below, mark with an (X) whether each course has been taken and if so, what grade was received. If explanation is necessary, do so at bottom of page. Students are required to have completed no fewer than 5 of the 8 extra departmental requirements listed below in order to APPLY to enroll in 300 level and above social work core coursework. (ALL 8 ARE REQUIRED FOR THE DEGREE)

IMPORTANT: STUDENTS USING THE 2005-06 UM CATALOG MUST HAVE A C- OR BETTER GRADE IN ALL REQUIRED SOCIAL WORK COURSES AND EXTRADEPARTMENTALS LISTED BELOW.

**EXTRADEPARTMENTAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course taken</th>
<th># of</th>
<th>Grade</th>
<th>Semester taken/</th>
<th>Credits</th>
<th>Received</th>
<th>or to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BIOB 101N</td>
<td>1</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYX 250N</td>
<td>1</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. ECON 101S</td>
<td>2</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. PSYX 100S</td>
<td>3</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. PSYC 230*</td>
<td>4</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. PSYC 233*</td>
<td>5</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. PSCI 210S</td>
<td>6</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. SOC 101S</td>
<td>7</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. SOCI 220S</td>
<td>8</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 102S/</td>
<td>8</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GPHY 121</td>
<td>8</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*PSYX 230 “Sec C” from the College of Technology is equivalent to PSYX 230 & 233
For each **University of Montana** social work course listed below, list instructors' name, grade received, and the semester it was taken.

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor (last, first)</th>
<th>Grade</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 100</td>
<td>________________________</td>
<td>______</td>
<td>__________</td>
</tr>
<tr>
<td>SW 200</td>
<td>________________________</td>
<td>______</td>
<td>__________</td>
</tr>
</tbody>
</table>

In space below, you may offer additional description or explanation that may help the faculty understand your academic background and performance.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**Academic Assistance**

___ yes ___ no  Do you need additional information about UM's services for students having academic support needs? (e.g., writing laboratory, study skills workshops, text anxiety workshops)
PART C
(Expectations of Professional Skills, Competencies, & Ethical Conduct)

The *BSW Student Handbook* describes the professional skills, competencies, and ethical conduct required of BSW students at the University of Montana; it also includes guidelines for ethical practice in the classroom and practicum. Prior to admission to the 300 level of social work courses, students are expected to read the *BSW Student Handbook*, UM Student Conduct Code, and the National Association of Social Workers (NASW) Code of Ethics. Students are expected to conduct themselves in line with the NASW Code of Ethics and to seek consultation and supervision from faculty members or agency field instructors when ethical questions arise.

All students in the BSW Program are also considered members of the social work profession. As such, students must adhere to the professional, ethical, and legal standards prescribed for the practice of social work. The *BSW Student Handbook* describes a set of professional skills, competencies, and ethical conduct relative to the cognitive, physical, emotional, and personal requirements necessary to provide reasonable assurance that students can successfully complete the course of study and participate fully in every facet of social work education and professional practice and in the development of sound professional knowledge, skills, and judgment.

These professional skills, competencies and ethical conduct include the areas of cognitive functioning, communication skills, self-awareness, appropriate personal and professional conduct, professional commitment, empathy, ability to receive and utilize supervision, and knowledge base for social work practice. Further detail on these can be found in the *BSW Student Handbook*.

The School of Social Work has a professional responsibility to ensure that students graduating with the BSW degree have met minimum standards of competence and do not exhibit behavior that could place social work clients or colleagues at risk of physical and emotional harm. If a student is not meeting minimum standards of competence or if a student exhibits behavior that could be harmful to clients or colleagues, corrective action will be taken. Action may include referral to a faculty support team, referral to UM Counseling and Psychological Services, referral to the Dean of Student Services, recommendation for a leave of absence with a plan to re-enter the program, and/or recommendation for termination from the program.

A number of social work settings with responsibility for vulnerable populations prohibit persons who have past criminal and/or DUI or drug offense records from securing employment. Therefore, the BSW program requires students to disclose any convictions of a crime of violence against a person (e.g. assault, child abuse, child sexual abuse, rape, sexual assault, incest, domestic abuse, homicide), or convictions of a DUI or drug offense that have occurred prior to student’s entry into the program or during time in the program.

A criminal record does not necessarily prevent a student from entering or completing the program. However, it may affect practicum placement opportunities. Therefore students are expected to report any past record as well as any arrests or criminal charges that occur during time in the program to the Chair of the School of Social Work or the student’s faculty advisor. Minor traffic offenses are not required to be reported.
The practice of social work can often be stressful. As part of the professional development experience students are expected to demonstrate the emotional and behavioral maturity required to manage stressful situations and do no harm to clients. If a student is not demonstrating the emotional and behavioral ability to manage such situations, corrective action will be taken, which may referral to the Dean of Students, recommendation for a leave of absence with a plan to re-enter the program, or recommendation for termination from the program.

In keeping with the requirements described above, carefully and truthfully answer the following questions:

_____yes ____no  Do you understand that the UM School of Social Work has a professional responsibility to insure that students graduating with a BSW have met minimum standards of competency and do not exhibit behavior that could place social work clients at risk of physical and emotional harm?

_____yes ___no  Have you read the National Association of Social Workers (NASW) Code of Ethics?

_____yes ___no  Is the NASW Code of Ethics compatible with your personal values and believe and can you abide by its principles? If no, explain.

_____yes ___no  Have you ever been convicted of a crime of violence against a person (e.g. assault, child abuse, child sexual abuse, rape, sexual assault, incest, domestic abuse, homicide). If yes, describe the offense and when it occurred.

_____yes ___no  Do you understand that you are expected to report any arrests or criminal charges during the time you are in the BSW Program?

_____yes ___no  Do you understand that the abuse or dangerous use of alcohol and other drugs which interferes with your performance is reason for dismissal from the BSW program and reason for refusing to approve of graduation for a social work major?

_____yes ___no  Do you understand that a student’s personal, emotional, mental or behavioral stability are necessary to avoid placing social work clients at
risk of physical or psychological harm and are therefore required for all social work majors?

___yes ___no

Social work practice can often be stressful. Do you understand that coping with high levels of job-related stress and working appropriately in emotionally charged situations may be required for successfully completing the social work program?

___yes ___no

Do you agree to abide by the expectations of professional skills, competencies, and ethical conduct listed above and in the BSW Student Handbook?

___yes ___no

Do you understand that if you fail to meet these expectations you may be expected to follow through on a corrective action plan and that you may be recommended for termination for the BSW Program if you are not able to meet these expectations?

(By your signature, you testify that the answers given above are truthful).

Student’s Signature _____________________________Date Signed: __/__/__
PART D
(Application Resume)

Please include a one-page resume with your application. This resume is not only a description of your experiences, but it is also a measure of your ability to follow directions and pay attention to detail. Therefore, please prepare your resume with both thought and care.

There are different formats for a resume, and you may select the one that you prefer. However, please include the following in your one-page resume:

Name/address/contact information

Education

Paid Work Experience

Volunteer Experience

You may include other categories that you believe are noteworthy, but those four should be the focus of your resume.

Max Page Limit – 2

Career Counseling Resume Link:

http://www.umt.edu/career/CareerCounseling/Handouts/Employment/Resume/default.php
Policies Regarding Professional, Academic and Non-Academic Conduct

Cognitive Functioning: Students must be able to participate fully in classes and practicum, process new information, draw logical inferences, and demonstrate critical thinking and problem-solving skills. They must be able to use and maintain a range of professional records, documents, and record-keeping systems. Students must be free of significant deficits in memory, attention, impulse control, or judgment that interfere with obligations of professional practice.

Communication Skills: Students must demonstrate the ability to communicate effectively and sensitively with other students, colleagues, faculty, staff, clients, and other professionals. Students must demonstrate the ability to express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. Students are expected to develop and demonstrate interpersonal skills necessary for forming professional helping relationships. Students are expected to have sufficient skills in spoken and written English to understand and utilize the content present in the program.

Self-Awareness: Students are expected to develop a critical awareness of their own values, attitudes, beliefs, emotions, and past experiences and the ways they impact thinking, behavior, and relationships. Students must demonstrate the capacity to separate their own values from those of clients, an appreciation for the personal values systems of others, and respect for differences among people. Students must be willing to examine their own behavior and make changes accordingly if it interferes with their capacity to work effectively with peers, clients, and other professionals.

Appropriate Personal and Professional Conduct: Students are expected to meet generally accepted standards of professional conduct, personal integrity, and emotional stability required for professional practice. They are expected to form professional relationships and set appropriate, culturally sensitive, professional boundaries with clients, colleagues, faculty, and others students. Students are expected to demonstrate the emotional and mental capacities to cope with the stress inherent in social work. Students must not allow personal problems, psychological distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional responsibilities and relationships. Students are expected to seek and use appropriate help for personal, emotional, or medical problems that interfere with professional or academic performance, compromise judgment, or place at risk the best interests of those to whom one has professional responsibility. Disruptive behavior toward colleagues, clients, faculty, staff, or fellow students will not be tolerated.

Professional Commitment: Students are expected to demonstrate knowledge of and commitment to the goals of social work and to the ethical standards of the profession as outlined in the Code of Ethics. They must develop and demonstrate the ability to apply ethical principles and processes for ethical decision-making in practice. Students are expected to engage in practice
that promotes social justice and challenges discrimination based on race, ethnicity, national origin, gender, sexual orientation, age, class, marital status, political belief, religion, or mental or physical disability. Students are expected to protect the rights and honor the integrity and worth of all persons.

**Empathy:** Students must seek to comprehend another individual’s way of life and values. Students must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

**Ability to Receive and Utilize Feedback:** Students must demonstrate the ability to receive feedback from faculty and agency supervisors and utilize feedback to enhance professional development. At times this means changing behavior or patterns that can impede professional conduct. Students are expected to develop and demonstrate skills in providing feedback to others.

**Knowledge Base for Social Work Practice:** The professional activities of social work must be grounded in relevant theoretical knowledge and research. This includes knowledge and skills of engagement, assessment and co-learning, planning and intervention, critical reflection, evaluation, and transition. Students are expected to develop and demonstrate knowledge and skills appropriate to BSW or MSW practice.

**Presence:** Students must demonstrate their presence in the program through attendance and participation in their course work.
Policies Regarding Termination from the BSW Program

A student may be terminated from the program if he or she engages in unethical or illegal behavior or is demonstrably deficient in the preceding list of abilities and attributes. The process for termination is described below.

Termination for Academic Reasons: A student may be terminated from the program or the following reasons:

- Failure to meet or maintain academic standards as established by the University of Montana and the School of Social Work; this is automatic and may take place without a review or further procedure.
- Academic misconduct such as cheating, lying, or plagiarism (see Student Conduct Code).
- Falsifying of academic records or other forms of scholastic dishonesty.

Termination for Non-academic Reasons: A student may be terminated from the program for non-academic reasons.

A student may be terminated from the social work program if she or he engages in unethical behavior or is demonstrably deficient in the preceding list of abilities and attributes. Students enrolled in the program must demonstrate through their classroom and practicum performance an understanding of and a commitment to social work values, principles, ethics, and competency in fundamental skills. Students are required to act in accordance with the National Association of Social Worker’s Code of Ethics. Students violating the Code of Ethics will be subject to disciplinary action which may include low performance evaluation, removal from the practicum, or expulsions from the program. In some cases, violation of the Code of Ethics may place the student as liable in civil or criminal action. Students may also be terminated from the program if a personal, emotional, mental or behavioral problem that is exhibited in any area of the student’s life appears to place social work clients, colleagues or other students at risk of physical or psychological harm.

Any of the following behaviors may result in disciplinary review and/or termination from the BSW program:

- Behavior judged to be in violation of the NASW Code of Ethics
- Violations of the UM Student Conduct Code
- Documented evidence of conviction of a criminal act that is contrary to professional practice, occurring during the course of study, or which occurred prior to admission to the program and became known after admission.
- Drug/alcohol or other forms of addictive behavior that result in significant impairment.
- Failure to address personal, emotional, medical, or legal problems that interfere with professional judgment, performance, and responsibilities.
- Consistent pattern of unprofessional behavior.
- Demonstrable deficiency in the required personal and professional abilities and attributes.
- Disruptive behavior toward students, colleagues, faculty, staff, clients or community members (on campus, in field placement, or in the community)

The student will be subject to review by the full faculty or by an Ad Hoc Student Review Committee of the Faculty regarding termination from the program.

**Policy for Review of Student Performance**

If a student’s behavior is deemed to be in violation of the expected standards of academic and/or non-academic conduct, the following process will occur:

1. The faculty will comply with all procedures as detailed in the University of Montana Student Code of Conduct.

2. In cases not referred directly for investigation by the Dean of Students, the student’s academic advisor and/or Chair of the School of Social Work will meet with the student to identify concerns regarding violation of personal and/or professional standards. The student will be informed that the full faculty or an Ad Hoc Review Committee of the Faculty will be meeting to review and discuss the concerns.

3. The Social Work faculty or Ad Hoc Review Committee will meet and discuss the concerns and possible courses of action. The student will have the right to address the faculty, with a personal representative of the student’s choice present. The possible faculty recommendations include the following:

   a. No action.

   b. A plan and timeline for corrective action by the student.

   c. Recommendation to the Dean of CHPBS for dismissal from the social work program.

4. The student will be informed in writing of the faculty recommendations.

The student has the right to appeal the decisions of the faculty, as outlined in the UM student grievance policy.
**Student Alerts**

If a student is unable to maintain the standards detailed in BSW Student Handbook (Policies Regarding Professional, Academic and Non-Academic Conduct) s/he will receive written notification by a faculty member in the form of a Student Alert which details the faculty member’s concerns and specifies a plan for remediation. Student Alerts are issued in the spirit of assisting students to identify and remedy issues that could negatively impact ability to succeed in the helping profession. A student’s failure to remedy an area of professional, academic or non-academic conduct by the specified time may result in termination from the School of Social Work.
ALERT
Student Professional, Academic and Non-Academic Conduct Report
Student: _____________________________________________________
Faculty: ____________________________Course____________
Date of meeting: ____________________

A student alert has been filed on the above student for reasons detailed below. (If necessary
please refer to the BSW Student Handbook (p. 23) for complete descriptions of the following
categories).

1. Cognitive Functioning:

2. Communication Skills:

3. Self-Awareness:

4. Appropriate Personal and Professional Conduct:

5. Professional Commitment:

6. Empathy:

7. Policies Regarding Professional, Academic, and Non-Academic Conduct Ability to
   Receive and Utilize Feedback

8. Knowledge Base for Social Work Practice:

9. Presence:

Remediation Plan:

Outcomes:

________________________________________________________

Student Signature:________________________________________Date:__________________

Faculty Signature:________________________________________Date:__________________
Policy for Admission to Practicum

Students majoring in social work must complete a supervised practicum of 450 clock hours and a summative competency examination. The practicum is worth 10 credits and must be done over either two semesters or one semester and one summer 10 week session. The practicum provides students with the opportunity to integrate classroom learning with direct field work experiences. Students in practicum enhance their skills and knowledge as well as deepening their commitment to social work values and ethics.

Students must meet the following requirements prior to beginning practicum.

PRACTICUM APPLICATION AND APPROVAL

Students must meet with the practicum coordinator (Tondy Baumgartner) at least 1-2 semesters before planning to begin their practicum placement. Practicum can be done during any academic term, but no application and placement services are available during the summer.

Students must complete a practicum application form (available in the social work office or from practicum coordinator), following an interview with the practicum coordinator.

The application will be approved according to the following requirements: (1) successful completion of social work pre-requisite courses (100, 200, 300, 350, 360); (2) 2.75 GPA overall; (3) 3.00 GPA in core social work classes (SW 100, 200, 300, 350, 360); (4) evidence of personal and professional readiness to complete the practicum; (5) no existing incompletes in any courses.

Consideration is given to students' (1) appropriate personal conduct, including being free from substance abuse and not engaging in behavior harmful to others; (2) required practice skills (helping, communication, writing, etc.); (3) capacity to handle stress; (4) commitment to the social work profession and its values.

The social work faculty approves or disapproves each application for practicum. Students will be notified as to the status of their application at the earliest opportunity.

The BSW Practicum manual is available at The School of Social Work website. This manual describes policies regarding practicum, as well as all necessary forms admissions, learning agreements, memorandum of agreement forms, and evaluation forms. The practicum grading policy is also described in The Practicum Manual including information on The Competency Examination.
**Additional Program Policies**

The program has also developed the following list of policies and procedures that students are asked to follow in completing their program course work and practicum placement. These policies and procedures include:

**Attendance**

Regular attendance in all courses is required the specific attendance policy for each course will be established by the course instructor.

**Incomplete Grades**

The grade of Incomplete ("I") is a temporary grade assigned to students who have not completed course work due to extraordinary circumstances beyond the student’s control. Students requesting an incomplete must request the grade with the instructor and determine the materials to be submitted with a completion deadline listed. Every attempt must be made to complete the required assignments by the end of the following fifteen-week semester. Students cannot register for the practicum until all incompletes have been removed from their academic transcript. It is the students’ responsibility to finish incomplete course work by the deadline or, in cases where an extension has been granted by the course instructor, to request that the instructor notify the UM registrar’s office of the extension. At the time the student turns in incomplete course work, the course instructor will complete a Change of Grade form. It is the responsibility of the course instructor to turn in the Change of Grade form to the School of Social Work for processing.

**Life Experience**

The School of Social Work will not grant course credit for life experience or previous work experience.

**Use of APA Style of Citation**

All social work papers and reports are to use the American Psychological Association (APA) editorial styles for citing sources used (i.e., quotations and ideas drawn from books and articles). Individual teachers may vary in their requirements concerning overall format, title pages, etc. The University Bookstore sells the APA Manual of Style.

**School Governance Committees**

Students are encouraged to actively participate in the formulation and modification of policies affecting academic and student affairs seeking nomination to the Dean’s Committee, Student Affairs Committee, or other such committees as available.
Student Rights and Responsibilities

Campus Security Report and Alcohol and Drug Guidelines

The health and safety of students, faculty, staff, and visitors are of paramount concern to the University of Montana-Missoula. Each year the University publishes an annual report outlining on-campus security and safety information and crime statistics. The report provides important information for security awareness and crime prevention programs, emergency procedures and reporting crimes, plus law enforcement and safety services on campus.

Additionally, the booklet contains the University's policy on sexual assault and information about support services for victims of sexual assault. The booklet also includes information about the University's drug and alcohol policy, programs and support services for substance abuse, and risk management guidelines for University-related events.

The booklet is available by writing or calling the Office of Campus Security (406) 342-6131 or the Office of the Vice President for Student Affairs (406) 243-5225, the University of Montana-Missoula-Missoula, Missoula, MT 59812.

Student Complaint Procedures

Under the terms of the faculty-administration contract at the University of Montana-Missoula, there is a formal procedure for students who have a complaint against a faculty member or an administrator. The handbook for resolving complaints against faculty and administration is available from the ASUM office and outlines the steps to be taken to pursue grievances. The ASUM Student Resolution Officer is available to answer questions about procedures and to serve student concerns. Time restrictions are important in the process so students should review procedures immediately if they feel they may have a complaint.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

Consistent with the provisions of the Family Educational Rights and Privacy Act of 1974 and University policy, every person who is or has been a student at this University, and the parents of students under 18 who are not taking postsecondary courses, have the following rights:

1. Upon completion of the appropriate request form and submission thereof to the person responsible for the custod y and maintenance of the records, a student has the right to inspect and review within 45 days from the date of initial request that portion of any official record which directly relates to the requesting student and to have a copy thereof upon payment of the cost of the copy. An "official record" is any record intended to be used for "school use" or to be available to parties outside the school or school system, specifically including but not necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.
The right of inspection and review shall not extend to psychiatric, medical, or counseling records which are intended for personal diagnostic or treatment purposes only. Neither does the right extend retroactively to items of record previously obtained with assurances that confidentiality would be maintained.

With regard to such confidential items, the student has the option of both waiving the right of inspection and review and having those items retained as a part of the record, or of requesting that such confidential items be removed from the student's record and returned to the source or destroyed.

2. The right to a hearing before the Student Court to delete any portion of any record which is inaccurate, misleading or inappropriate. Discrepancies should first be brought to the attention of those responsible for maintaining the records so they may have an opportunity to cure any defects. To the extent defects are not cured, upon request a hearing may be initiated by a written request from the student delivered to the Office of the Vice President for Student Affairs. The matter before the Student Court will be the question of the accuracy or appropriateness of the record itself and will not be extended to questions of the judgment of those who contributed to the record. The court will consider (1) whether the record accurately reflects matters intended to be contained here, (2) whether the record is misleading because in its present form it would lead a reasonable person to an incorrect conclusion, or (3) whether matters within the record are inappropriate because the record does not usually or should not reasonably contain such matters as those in question. Upon appropriate determination of the court, any such matters may be ordered deleted from the record.

3. The right to have education records or personally identifiable information from education records kept confidential and not released to third parties without the written consent of the student, except for release to the following:

a. University personnel for legitimate purposes and to the extent required in the ordinary course of the performance of their duties.

b. Authorized representatives of (a) the Comptroller General of the United States, (b) the Secretary, (c) an administrative head of an education agency, or (d) state educational authorities having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements which relate to such programs. Provided, that, except when collection of personally identifiable data is specifically authorized by federal law any data collected by such officials with respect to individual students shall not include information (including Social Security numbers) which would permit the personal identification of such students and their parents after the data so obtained has been collected.

c. In compliance with judicial order or any lawfully issued subpoena upon condition that the student is notified of compliance.

d. In connection with a student's application for or receipt of financial aid.
4. The right to refuse to permit the designation of any or all categories of personally identifiable information as "directory information" which is not subject to the above restrictions. The University of Montana-Missoula has defined the following as directory information: student's name, addresses including e-mail, telephone number, date of birth, dates of attendance, date of graduation and degree received, school or college, majors, class, student identification photo, and academic awards or honors.

Any student wishing to exercise this right must inform the University Registrar in writing within two weeks after the start of classes of any personally identifiable information which is not to be designated as directory information with respect to that student in that academic year.

5. The right to have available for inspection by the student a written form signed by any representative of the Comptroller General of the United States, the Secretary, or any administrative head of an education agency who requested and was granted access to the records which states the legitimate educational or other interest that each such person had in requesting access to that particular record.

6. The right to have personal student records transferred to third parties only on condition that such parties will not permit any other party to have access to such information without the written consent of the student. All student records transferred to third parties shall have printed or stamped thereon: "No other person may have access to this information without written consent of the student."

**Equal Opportunity**

The University of Montana-Missoula is committed to a program of equal opportunity for education, employment and participation in University activities without regard to race, color, sex, age, religious creed, political ideas, marital or family status, physical or mental disability, national origin or ancestry, or sexual orientation.

**Statement of Law**


It is illegal in the State of Montana to discriminate against anyone because of race, religion, color, political ideas, age, marital status, sex, mental or physical disability, national origin or ancestry in employment, training, public accommodations, financing, education and government services. With the exception of marital status, this also applies to housing.
Discrimination Grievance Procedure

The University of Montana-Missoula has established a discrimination grievance procedure for employees, students, and applicants for employment or admission who claim to have been unlawfully discriminated against because of any University regulation, policy, practice or the official action of any University employee.

The University is prohibited from retaliating against an individual who has made charges, testified, assisted or participated in any way in any proceeding, investigation or hearing in regard to the violations or alleged violations of laws or orders requiring equal educational and/or employment opportunity.

Persons believing they have been discriminated against should contact:

Director, Affirmative Action/Equal Opportunity
University Hall, University of Montana-Missoula

OR

Montana Human Rights Division
PO Box 1728
Helena, MT 59624 1728
(406) 449 2884
Complaints must be filed within 60 days of the alleged discrimination if filing with the University Discrimination Grievance Officer and within 180 days if filing with the MONTANA HUMAN RIGHTS.
Faculty and Staff

The School of Social Work is comprised of eleven faculty members, three part-time field supervisors, and several adjunct instructors. You will be assigned a faculty advisor/supervisor to assist with class selection, advice, advocacy, and practicum-related issues. You are welcome to change advisors if you would prefer an alternative faculty member to serve as your advisor.

The School’s staff members serve multiple functions and can also assist with advising, support, and resource referral. Below is a list of the School’s faculty and staff members and a summary of their areas of expertise.

Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>University/Institution</th>
<th>Area of Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith Anderson, Ph.D., BSW Director</td>
<td>University of Kentucky</td>
<td>Gerontology</td>
</tr>
<tr>
<td>Mary-Ann Bowman, Ph.D, BSW Director</td>
<td>University of California at Berkeley</td>
<td>Grief and Bereavement</td>
</tr>
<tr>
<td>Jim Caringi Ph.D., UAlbany</td>
<td>The University of Montana</td>
<td>Traumatic Stress and Child Welfare</td>
</tr>
<tr>
<td>Kate Chapin, MSW, LCSW, Practicum Director</td>
<td>The University of Montana</td>
<td>Interpersonal Violence, Intervention and Prevention</td>
</tr>
<tr>
<td>Deanna Cooper</td>
<td>University of California, Berkeley</td>
<td>Clinical Instructor</td>
</tr>
<tr>
<td>Janet Finn, Ph.D.</td>
<td>University of Michigan</td>
<td>Gender, community-based research, international social work</td>
</tr>
<tr>
<td>Cindy Garthwait, MSSW</td>
<td>The University of Wisconsin - Madison</td>
<td>Addiction Studies, Gerontology, Service Learning</td>
</tr>
<tr>
<td>Kerrie Ghenie, MSW</td>
<td>Walla Walla College</td>
<td>Child Welfare, Foster Care and Adoption</td>
</tr>
<tr>
<td>Bart Klika, Ph.D.</td>
<td>The University of Chicago</td>
<td>Prevention Science</td>
</tr>
<tr>
<td>Ryan Tolleson Knee, Ph.D., Chair</td>
<td>University of Denver</td>
<td>Program Development, Service Learning</td>
</tr>
<tr>
<td>Ashley Trautman, MSW, JD, Asst Practicum Director</td>
<td>The University of Montana</td>
<td>Social Policy, Tribal Law</td>
</tr>
</tbody>
</table>

keith.anderson@umontana.edu
mary-ann.bownman@umontana.edu
james.caringi@umontan.edu
kate.chapin@umontana.edu
Deanna.Cooper@umontana.edu
janet.finn@umontana.edu
cynthia.garthwait@umontana.edu
kerrie.ghenie@umontana.edu
bart.klika@umontana.edu
ryan.tollesonknee@umontana.edu
ashley.trautman@umontana.edu
Part-time and Adjunct Instructors

Jeff Folsom, MSW, JD  
The University of Wisconsin – Madison  
Rural Mental Health

Mike Perry, MSW  
Eastern Washington University  
Advanced Clinical Interventions

Youpa Stein, MA  
Whole Person Healing: An Expressive Arts Approach

Jennifer Walrod, MSW  
Walla Walla College  
Child Welfare

Staff

Heidi Holzer  
Administrative Associate III, Academic Advisor  
heidi.holzer@umontana.edu

Leslie Clachrie  
Program Coordinator for Center for Children, Families, Workplace Development  
leslie.clachrie@umontana.edu


**Resources, Services, and Organizations**

**Career Services**

The Office of Career Services assists students in developing viable career objectives and the plans necessary to achieve those goals. Assistance is also provided to students and UM alumni who wish to modify their career goals and improve their employment options. Career Services provides a wide array of services designed to facilitate the transition from education to employment, including: career counseling and assessments; workshops on such topics as resume writing, interviewing and job search strategies; videotaped mock interviews; on-campus interviews with employers; credential files services for teachers; alumni referral network program and an on-line job vacancy service.

Career Services maintains an extensive library of current resources on general and specific career options, resume, interviewing and job search reference materials and employment resources from companies, school districts and government entities. The library also maintains listings of current job vacancies from around the country.

**Computing and Information Systems (www.umt.edu/cis/)**

As a campus department CIS is dedicated to the delivery and support of information technologies and related services on the Missoula campuses of the University of Montana. These technologies include computing facilities, network facilities, telecommunications facilities and application support.

As part of the University of Montana, CIS participates in the development and support of information technologies in the community and the western region. This support ranges from networking support for libraries and the K-12 arena to technical support of information resources including the World Wide Web.

As part of The Montana University System, CIS joins with the other technical units of higher education to operate and maintain a statewide information network that interconnects all campuses of the university system as well as other educational and governmental entities of Montana.

See the CIS web site for more detailed information on their equipment and services.
Curry Health Center

The Curry Health Center (CHC) team provides primary health care and prevention services to UM students through Medical, Dental, Counseling, and Health Enhancement departments. Located on campus, CHC specializes in providing high-quality, student-centered, confidential services. Students face new and unique experiences, stresses, challenges, and questions, and CHC is here to help you care for your body, mind, and spirit.

The CHC team is a staff of professionals (doctors, dentists, nurses, counselors, health promotion specialists, etc.) who are ready to meet your needs. These needs may include early treatment of illnesses and injuries, diagnostic and preventive care, short-term intervention and support, information and presentations about relevant health issues, and/or various health promotion and outreach services. We can help you get back to class and achieve your academic and personal goals.

Each department has regular hours Monday through Friday during Fall and Spring semesters. In addition, CHC is open 24 hours, 7 days a week during Fall/Spring semesters to help you deal with urgent problems. For more information call 243-2122 or visit the CHC website at www.umt.edu/CHC

Disability Services for Students

Students with disabilities can expect access at the University of Montana Missoula. Wherever possible, the University exceeds mere compliance with the civil rights laws of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Montana Human Rights Act. The University's programs are readily accessible to and usable by people with disabilities. Program access is delivered to the maximum extent feasible and in the most integrated manner. Disability Services for Students (DSS), a student affairs department, leads the University's program access efforts. DSS provides and coordinates reasonable accommodations as well as advocating for an accessible and hospitable learning environment. Examples of DSS services include priority registration, physical accessibility arrangements, academic adjustment, auxiliary aids (readers, scribes, sign language interpreters, etc.), alternative testing, textbook taping and other alternate formats, assistance technology training, and other reasonable accommodations. To achieve equal access, DSS vigorously pursues the removal of informational, physical, and attitudinal barriers to all University programs. "Expect Access", the DSS handbook for students, and a campus accessibility map are available upon request. Students with disabilities are encouraged to plan ahead and contact DSS prior to arriving on campus. For additional information, contact DSS Director Jim Marks, Lommasson Center 154 or (406) 243-2243 (Voice/Text).
Web site: www.umt.edu/dss/
Foreign Student and Scholar Services

Foreign Student and Scholar Services provides for the general welfare of foreign students by assisting in their reception and orientation, and helping them with housing, integration into the University and community, cultural adjustment, interpretation of immigration regulations and federal laws, and other individual problems that may arise. Other important services include pre-arrival and arrival assistance, personal advising, financial assistance, community services and information, and supervision of the International House. The office also prepares certificates or petitions for exchange visitors on J 1 visas and serves as liaison to federal agencies.

Mansfield Library (www.lib.umt.edu)

The heart of the UM library system is the Maureen and Mike Mansfield Library. Holdings include over one million volumes distributed on five levels in the humanities, sciences and social sciences disciplines as well as extensive collection of periodicals, maps, U.S. Government documents, national publications and microforms. The Mansfield Library maintains a web page describing services for graduate students at www.lib.umt.edu/gen.gradstud.htm.

Student Membership in the National Association of Social Workers

Students are encouraged to join the National Association of Social Workers (NASW). The NASW is a national organization which supports high standards of social work practice. Over 90,000 social workers are members of NASW. NASW offers a number of benefits to its members in the following areas: publications, conferences, workshops, professional standards, professional action, and membership services.

Updated 3/2016