The Power Of Social Work

- The Lights Stay On
- Families Function
- Meals Come On Wheels
- Children Find Parents
- Sex Becomes Safer
- It’s OK To Be Yourself
- Stress Is Managed
- Communities Unite
- Poverty Isn’t Feminized
- Employment Opportunities Happen
- Harassment Halts
- Neighbors Compromise
- Life Gets Manageable
- Children Don’t Have Guns
- Problems Get Solved
- Color Is Respected
- Assertiveness Increases
- Homes Stay Heated
- Education is Valued
- Fears Shrink
- People Find Sanity
- Sympathy Becomes Empathy
- Prisoners Don’t Go Back
- Exceptional People Live Normally
- Battered People Find Shelter
- Sexual Preferences Are Honored
- Children Are Immunized
- Substances Aren’t Abused
- Youngsters Get A Headstart
- Doors Are Opened
- Tough Issues Get Handled
- Kids Get Clothes
- Houses Become Homes
- Abuse Is Exposed
- Child Support Gets Paid
- Teens Come Off The Streets
- Roles Are Changed
- Families Are Enriched
- Goals Are Accomplished
- Marriages Are Restored
- Children Smile
- Justice Is Served
- Values Are Examined
- Beliefs Are Respected
- Senior Citizens Find Companions
- People Learn To Love
- We All Benefit
- Loneliness Is Lifted
- Basic Needs Get Met
- Teachers Don’t Get Attacked
- People Eat Better
- Children Get Adopted
- Chores Get Done
- People Stay Sober
- Children Play Safely
- Anxiety Decreases
- Homeless People Find Shelter
- Gays And Lesbians Aren’t Terrorized
- Immigrants Are Welcomed
- Self-Esteem Increases
- Older People Remain Engaged
- Parents Reach Children
- Friends Are Made
- Toddlers Thrive
- Lines Of Communication Open
- People Help Themselves
- Families Reunite
- Barriers Are Hurdled
- Trust Develops
- Emotions Are Healed
- People Die With Dignity
- The Poor Can Afford Taxes
- Children Get Toys
- Relationships Work
- Hopes Are Restored
- Services Protect
- Bonds Are Strengthened
- Diversity Is Savored
- Kids Step Ahead
- Compassion Is Shared
- Prevention Outweighs Treatment
- Empowerment Is Real
- Oppression Ends
- Differences Are Valued
- Family Rips Are Mended
- Violence Stops
- You And Me Become We
- Condoms Get Used
- Hammers Build Houses
- Health Care Is Accessible
- Disabilities Are Surmounted
- Jobs Get Filled
- Crime Drops
- Social Justice Isn’t A Myth

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General Kent Information

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FROM THE DEAN'S DESK

Many of us choose social work to make a difference. Whether it’s fighting for social justice; giving voice to the marginalized; or seeking solutions to racism, violence, and oppression, we work to protect those most vulnerable in our society. We also strive to respond to the tough social issues facing people at home and abroad. Whatever your reason for choosing the Kent School, you will become part of a community of learners leading the way in confronting daunting societal challenges.

At the Kent School, you will find a strong generalist orientation in the foundation curriculum preparing you for work with client systems ranging from individuals to groups, families, organizations, and communities. In the advanced curriculum, you will use complex critical thinking and best-practice evidence to deepen your understanding of social challenges. Our faculty are engaged in interdisciplinary research seeking answers to complex social issues – enhancing the classroom experience. Also, dual degrees in law, theology, women and gender studies, healthcare ethics, and Pan African studies enable students to reach their professional goals within the context of social work.

We make every effort at the Kent School to meet a range of students’ needs as we prepare you for advanced practice in the field of social work. The BSW program offers an exciting opportunity for undergraduate students to learn about generalist evidence-based social work practice on the main campus. The MSSW program with its strong reputation for excellence, gives students the option of studying at the main campus with courses offered during the day, evening, and Saturdays, or online. The Ph.D. program prepares students for research and leadership in addressing challenges extending from the Commonwealth to the world community. I am confident each of these educational ventures will challenge and excite you.

I look forward to welcoming you to the Kent School family!

David Jenkins, Ph.D.
Dean
KENT SCHOOL OF SOCIAL WORK - GENERAL INFORMATION

MASTER OF SCIENCE IN SOCIAL WORK (MSSW)

Introduction
The roots of Kent School date back to 1918 when special courses for social welfare workers were offered through the auspices of the Louisville Welfare League. These courses were offered on a regular basis until 1923 when the program became affiliated with the University of Louisville. For the next 13 years, organized courses on the undergraduate level were offered by the University. In 1936, a full 2-year graduate program was established as the Graduate Division of Social Administration. The program became known as the Raymond A. Kent School of Social Work in honor of a former president of the University of Louisville. In 1994, the Family Therapy Program was added to the school, through which counseling in couple and family therapy is offered. And in 1997 the University of Louisville and the University of Kentucky combined to offer a collaborative program of doctoral study in social work.

Mission
The Kent School of Social Work prepares students to work in a society with complex social problems and needs. Rapidly becoming one of the top research social work programs in the country, the School is able to provide current research information in the preparation of its students for work with individuals, families and communities.

Accreditation
The Master of Science in Social Work program is accredited by the Council on Social Work Education. The Master of Science in Social Work with specialization in Couple and Family Therapy is accredited by the Commission on Accreditation for Marriage and Family Education. The University of Louisville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4907: Telephone number 404-679-4501) to award associate, bachelor, master's, doctoral, and first professional degrees (D.M.D., J.D., M.D.).

Social Work Profession
Social work is a profession concerned with the prevention and amelioration of social problems and the enhancement of the quality of human life. Social workers achieve these goals through direct practice with individuals, families, groups, and community organizations; advocacy; social planning; social policy analysis and formulation; research; and administration. Social work practice helps people mobilize their resources to deal with present circumstances and to enlarge their prospects for the future. Since problems of the individual cannot be seen in any meaningful way in isolation from the broad social and community context in which they occur, social work also takes a leadership role in bringing about institutional and social change.

The Education Program
The School provides a broad-based education for college or university graduates wishing to continue their studies and for professionals returning to school to enhance their skills. The Master of Science in Social Work (MSSW) degree program is designed to help students achieve their maximum potential through a carefully structured curriculum of foundation and advanced course work. Preparation for leadership in advanced professional practice is a vital part of the School’s curriculum. Within this context, the educational goals and objectives of the School include:

Goal I (Curriculum): To ensure that graduates will be prepared at the foundation level to practice social work that is framed by a generalist practice base, and an ability to understand social problems at multiple levels.
Foundation Objectives: Students will learn new knowledge, develop skills and acquire attitudes that will give them the ability to:

<table>
<thead>
<tr>
<th></th>
<th>1. Apply critical thinking skills within the context of professional social work practice.</th>
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<td>2. Communicate the value base of the profession and its ethical standards and principles, and practice accordingly.</td>
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<tr>
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<td>3. Practice without discrimination and with respect, knowledge, and skills related to clients’ age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.</td>
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<tr>
<td></td>
<td>4. Analyze the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.</td>
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<td>5. Interpret and synthesize the history of the social work profession and its contemporary structures and issues.</td>
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<td>6. Apply knowledge and skills of a generalist social work perspective to practice with systems of all sizes.</td>
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<td>7. Use theoretical frameworks supported by empirical evidence to draw conclusions on individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities.</td>
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<tr>
<td></td>
<td>8. Analyze, formulate, and draw conclusions to influence social policies.</td>
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<td>9. Evaluate research studies, assess and apply research findings to foundation practice, and evaluate their own foundation practice interventions.</td>
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<td>10. Use communication skills differentially across client populations, colleagues, and communities.</td>
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<td>11. Use supervision and consultation appropriate to social work practice.</td>
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<td>12. Function within the structure of organizations and service delivery systems and propose skillful actions for organizational change.</td>
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</table>

Goal II (Curriculum): To ensure that our graduates are prepared to utilize theory and research to strategically integrate critical thinking skills into the problems and issues within social work practice.

Advanced Objectives: Students will learn new knowledge, integrate skills, and acquire values and perspectives that will give them the critical thinking skills and advanced ability to:

<table>
<thead>
<tr>
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<th>1. Create, organize and integrate ideas and action on engaging diverse client systems effectively in change.</th>
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<tbody>
<tr>
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<td>2. Assess, conceptualize and analyze theoretical, practice and research problems from multiple perspectives and utilize critical thinking skills to formulate impressions based upon the data.</td>
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<td>3. Analyze, synthesize and evaluate the evidence available to guide advanced social work practice.</td>
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<td></td>
<td>4. Synthesize, formulate and implement a plan of action for social work practice that addresses complex issues and problems, builds consensus and incorporates multiple-level forces on client systems.</td>
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<tr>
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<td>5. Analyze and evaluate data of client progress and outcomes and assess implications and consequences of this progress and outcomes.</td>
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<td></td>
<td>6. Synthesize, create, and organize ideas from theory, research and practice for social justice.</td>
</tr>
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<td></td>
<td>7. Demonstrate the ability to integrate culturally competent skills into all aspects of social work practice.</td>
</tr>
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</table>
Goal III (School’s relationship with the community): To build collaboration and partnerships for community building and problem solving:

Objective The Kent School will provide professional expertise in the community in partnership with agencies and institutions to build a stronger community in the metropolitan region of Louisville.

Goal IV (Overall program goal): To contribute to the development of new social work knowledge through scholarship and research.

Objective: The Kent School will develop research and scholarship that adds to the knowledge base of the social work profession.

MSSW CURRICULUM

Curriculum

Cognitive Flexibility Theory as developed by Spiro (1990) guides the underlying curriculum philosophy. The main premise of the curriculum is to provide students strategies to learn challenging materials, to encourage flexibility in the use of knowledge, and to change the underlying ways of thinking. At the end of their studies students will achieve a deeper, more complex understanding of social work, they will be able to critically evaluate and contemplate the material while experimenting with the flexible application of the knowledge in a variety of contexts. This higher order of thinking that will be developed and promoted with the curriculum is referred to as critical thinking.

This curriculum philosophy responds well to social work as an ever changing and evolving profession which responds to the radically changing needs and demands of society. It is impossible for any curriculum to address each problem or case example social work graduates may face in their practice. Cognitive flexibility theory provides avenues and tools for students to integrate their learning experiences in such a way as to maximize their potential to meet the demands of the profession upon graduation. The curriculum is designed to enhance students’ ability to enable the diverse client systems they work with to make decisions that contribute to the quality and health of these clients systems. The focus will also be on decisions that promote social justice. The curriculum is designed to deliver graduate social workers who think critically about what they do, why they do it, and what outcomes they hope will results from the social work practice they do.

Critical thinking is defined as “the intellectual disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief or action” (Scriven & Paul, 2004). Critical thinking includes specific skills such as problem-solving and the ability to integrate knowledge from multiple disciplines and theories of human behavior. Throughout the curriculum, there is an emphasis on critical reflection, or appraisal of various points of view no matter what the source. The curriculum draws heavily on social science knowledge and integrates this with problem-solving phases such as assessment, intervention, and evaluation. In this respect, the curriculum is designed to teach students to access, integrate, and assess practice and policy related research to solve social problems and to work towards social justice. When critical thinking skills are used effectively, it leads to transparency and promotes social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people.

Bruner’s spiral curriculum format (1991) is used to implement the above mentioned cognitive flexibility philosophy in the development of higher order critical thinking skills. With this format, topics are revisited throughout the curriculum, while increasing the level of difficulty, complexity and depth of the area and linking new knowledge or information to previous levels of learning on the same topic to increase the competency of the students. Students will be introduced in the foundation curriculum to different strategies on how to develop critical thinking. In the advanced curriculum, students will move towards a higher level of complexity in their thinking because they will be required to analyze problems from multiple perspectives, evaluate multiple sources of evidence, and address complex issues and problems incorporating multiple level forces on client systems.
Foundation Curriculum

The foundation curriculum promotes a generalist perspective in which the simultaneous impact of many systemic levels (individuals, families, groups, organizations, and communities) on clients’ lives is critically analyzed and recognized. The foundation builds upon a liberal arts base that fosters an understanding of society as a complex organization of diverse people and ideas. Social problems are understood as occurring within the nexus of culture, conflict, development, ecology, and systems and as such, efforts to help or intervene must include consideration of these forces. Students will be able to critically identify and assess social problems, specifically attending to 1) how such problems are maintained, 2) how they impact the quality of people’s life, 3) cultural sensitivity and appreciation of marginalized people, and 4) how to actively promote social and economic justice. In the foundation year, the focus is on the development of critical thinking skills in all the areas mentioned.

Advanced Curriculum – Advanced Social Work Practice

The advanced curriculum seeks to develop the utilization and application of critical thinking on all levels – in reading professional writing and research, in students’ practicum placements, in the classroom, and in the students’ own thinking. Consistently monitoring practice ethically, evaluating theoretical principles and epistemologies, and utilizing technological advances become basic practice patterns. Specific skill sets developed include: 1) Creating, organizing and integrating ideas and action on engaging diverse client systems effectively in change; 2) Assessing, conceptualizing and analyzing theoretical, practice and research problems from multiple perspectives and utilize critical thinking skills to formulate impressions based upon the data; 3) Analyzing, synthesizing and evaluating the evidence available to guide advanced social work practice; 4) Synthesizing, formulating and implementing a plan of action for social work practice that addresses complex issues and problems, builds consensus and incorporates multiple-level forces on client systems; 5) Analyzing and evaluating data of client progress and outcomes and assess implications and consequences of this progress and outcomes; 6) Synthesizing, creating, and organizing ideas from theory, research and practice for social justice; and 7) Demonstrating the ability to integrate culturally competent skills into all aspects of social work practice.

These skills will be used to actively pursue social change, particularly with and on behalf of vulnerable and oppressed client systems. Students will learn how to become leaders in social change efforts focused primarily on issues of poverty, discrimination, and other forms of social injustice.

To assist graduates in their future professional careers, these skills are organized around three practice foci: 1) children and families, 2) health and mental health, and 3) community and international practice. These domains give opportunity for students to focus on clustered learning within the context of these fields of practice. Recognizing that the employment of students after graduation is often a function of geography and personal circumstance, the school allows students the programmatic option of combining interests among focus areas.

While curricular options do exist for students to develop a certain subject-matter expertise, the recognition of the School that it needs to prepare students more broadly places the principal focus of the concentration work on a high-level critical thinking about social work engagement and also on the translational knowledge and skills that support the graduates’ movement from one field of practice to another. Once students learn how to learn and how to think about social work practices, and they understand the components of ethical practice and the responsibility to increase specific field-of-practice expertise, they will be better equipped to practice in a world where knowledge changes and transforms what we do on a rapidly accelerating curve.

Practicum Education

For additional information, please go to:
http://louisville.edu/kent/academics/field-education

All students admitted to the 60 credit-hour program are required to satisfactorily complete SW 670, SW 671, SW 672 and SW 673 (950 clock hours) in approved practicum sites. Students admitted to the 30 credit-hour program are required to satisfactorily complete SW 672 and SW 673 (500 clock hours)
practicum in an approved site. A growing number of students face the necessity of having to be employed full-time while undertaking their MSSW degree requirements. The Kent School Faculty understands this and tries to address such circumstances through both the evening and weekend classroom course schedule and through limited options in undertaking the practicum requirements. The School’s present policies about on-job field placements are explained below and in The Field Education Handbook. If employed in a human services agency meeting the Kent School’s criteria as a placement site, the student may apply to undertake the practicum at her/his place of employment. This may be accomplished when the agency is willing to shift the student’s work role and supervision in such a manner as necessary to meet the School’s educational objectives for practicum instruction.

Practicum education is offered in a concurrent format so that students enrolled in a practicum course must be enrolled simultaneously in a practice course, i.e.; SW 670 with SW 604, SW 671 with SW 605, SW 672 with SW 640 (Adv Prac II), and SW 673 with SW 677 (Adv Prac III).

Policy Concerning On-Job Practicum
A request for an on-job placement must be made at the time of application for the practicum. Students must have been employed within the agency where a placement is being requested a minimum of 6 months by the start of the practicum semester. The on-job practicum must be different in scope and content from the student’s regular job. The practicum supervisor must hold an MSW degree from an accredited program and have 2 years of post-master's social work experience, and must be a different person than the student’s work supervisor. The educational objectives remain the same for on-job practicum as for other practicum. Each request will be carefully reviewed by the Office of Field Education. Please see the Field Education web page for additional information about on-job practicum.

Practicum Credit
Course credit for the Practicum (3 hours for SW 610, SW 611, SW 612, SW 613, SW 670, SW 671, SW 672, or SW 673) is earned only when the practicum has been completed. Students who withdraw from the practicum do not earn any credit - either in terms of clock hours or course credit hours - for any time spent in the placement, just as students who withdraw from other courses do not earn any credit for the hours they have attended class. Under exceptional circumstances, when students are transferred from 1 placement setting to another by the Kent School Office of Field Education the number of clock hours - if any - credited for the initial placement is determined by Practicum Faculty in consultation with the Office of Field Education. Credit for such hours is not to be routinely expected by the student. Subsequent Practicum Faculty and agencies may be willing to allow this credit and accept a transferred student for fewer than the number of clock hours typically required (450), but are not obliged to do so.

Electives
The Kent School of Social Work provides electives as enrichment to the specialized learning in the advanced year. Social work jobs call for skills and knowledge that are broader than any narrowly defined specialization. For example, mental health workers are asked to know psychopathology, substance abuse, managed care, AIDS, and a range of other substantive areas. Many school social workers share the need for the same content. In addition, it is noted that social workers frequently change jobs, often to another field of practice. Social work education seeks to teach students to think critically, analyze systematically, and know where to find information and resources within the context of social work history, development and values. It is this type of education that best prepares students to function in a rapidly changing society.

In this curriculum paradigm, electives are considered enrichment. Some of this enrichment is in the form of very specific course content that aligns with a specific focus area or specialization. For example, a person interested in the health and mental health focus area, may elect to take a course in psychopathology to prepare for work in a mental health center or private practice. In another case, the enrichment may take the form of a complementary course such as a student focused on children and families taking a management course to prepare for career possibilities or the student interested in
community and international practice, taking a course in family intervention to understand the complexities of family practice. Or, the enrichment may take the form of exploration as in the case of the student taking an aging or child welfare course to better understand those fields of practice and to prepare for various job prospects. Finally, the enrichment may include a course of general interest such as a women’s issues course which crosses numerous focus areas, but may not correspond specifically to the direct focus of the student. Students admitted into specializations or dual degree programs have limited abilities to choose electives. For most of these special programs, specific electives are designated. More details are given under the MSSW specializations and dual degree section.

REGULAR AND SPECIAL PROGRAMS

MSSW 60-hour Regular Program

Students who are admitted and do not have a Council on Social Work Education accredited Bachelor of Social Work degree enter the **60-hour REGULAR PROGRAM**. This program can be completed with either a 2 or 3 year curriculum plan. Specific plans are outlined under Curriculum Plans. The next table provides a basic description of the courses needed to complete this program (all courses are 3 credit hours each):

<table>
<thead>
<tr>
<th>Foundation Coursework</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Number of Course</td>
<td>Semesters offered</td>
</tr>
<tr>
<td>601 Human Behavior and the Social Environment I (HBSE)</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>619 Human Behavior and the Social Environment II (HBSE)</td>
<td>Spring and Summer</td>
</tr>
<tr>
<td>602 Social Welfare Institutions, Policies and Services</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>622 Issues in Policy &amp; Service Delivery</td>
<td>Spring and Summer</td>
</tr>
<tr>
<td>603 Social Justice Practice</td>
<td>Fall and Summer</td>
</tr>
<tr>
<td>604 Social Work Practice I</td>
<td>Fall</td>
</tr>
<tr>
<td>605 Social Work Practice II</td>
<td>Spring</td>
</tr>
<tr>
<td>670 Foundation Social Work Practicum I (225 clock hours/semester)</td>
<td>Fall</td>
</tr>
<tr>
<td>671 Foundation Social Work Practicum II (225 clock hours/semester)</td>
<td>Spring</td>
</tr>
<tr>
<td>626 Research Methodology &amp; Design</td>
<td>Spring (only weekdays and online) and Summer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Coursework (Pre-requisite: all Foundation Courses)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Number of Course</td>
<td>Semesters offered</td>
</tr>
<tr>
<td>640 Advanced Social Work Practice II</td>
<td>Fall</td>
</tr>
<tr>
<td>641 Social Justice and Injustice in Social Welfare Policies</td>
<td>Fall, Summer</td>
</tr>
<tr>
<td>677 Advanced Social Work Practice III: Working with Organizations and Multi-Level Work with Complex Cases</td>
<td>Spring</td>
</tr>
<tr>
<td>668 Advanced Research Practice I</td>
<td>Fall</td>
</tr>
<tr>
<td>669 Advanced Research Practice II</td>
<td>Spring</td>
</tr>
<tr>
<td>672 Advanced Social Work Practicum I (250 clock hours/semester)</td>
<td>Fall</td>
</tr>
<tr>
<td>673 Advanced Social Work Practicum II (250 clock hours/semester)</td>
<td>Spring</td>
</tr>
<tr>
<td>Electives (3 electives are required - 9 credit hours)</td>
<td>Fall, Spring, Winter, Summer</td>
</tr>
</tbody>
</table>

MSSW 30-hour Advanced Standing Program

Students holding a CSWE accredited Bachelor of Social Work degree with a cumulative grade point average of 3.00 and a cumulative social work GPA of 3.25 or higher may be enrolled in the **30-hour ADVANCED STANDING** Program. This program equates to completing the 30- hour advanced portion of the 60-hour program. No academic credit is given for life or work experience. Advanced Standing is limited to applicants who have earned BSW degrees within the last 7 years, at the time of enrollment in...
the Kent School. This program can be completed with either a 1 or 2 year curriculum plan. Specific plans are outlined under Curriculum Plans. The next table provides a basic description of the courses needed to complete this program (all courses are 3 credit hours each):

<table>
<thead>
<tr>
<th>Name and Number of Course</th>
<th>Semesters offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>640 Advanced Social Work Practice II</td>
<td>Fall</td>
</tr>
<tr>
<td>641 Social Justice and Injustice in Social Welfare Policies</td>
<td>Fall, Summer</td>
</tr>
<tr>
<td>677 Advanced Social Work Practice III: Working with Organizations and Multi-Level Work with Complex Cases</td>
<td>Spring</td>
</tr>
<tr>
<td>668 Advanced Research Practice I</td>
<td>Fall</td>
</tr>
<tr>
<td>669 Advanced Research Practice II</td>
<td>Spring</td>
</tr>
<tr>
<td>672 Advanced Social Work Practicum I (250 clock hours/semester)</td>
<td>Fall</td>
</tr>
<tr>
<td>673 Advanced Social Work Practicum II (250 clock hours/semester)</td>
<td>Spring</td>
</tr>
<tr>
<td>Electives (3 electives are required - 9 credit hours)</td>
<td>Fall, Spring, Winter, Summer</td>
</tr>
<tr>
<td>Integrative seminars may be required for some specializations</td>
<td>Fall and Spring</td>
</tr>
</tbody>
</table>

**MSSW Saturday Courses**

The Kent School offers courses primarily for working students or commuters from other areas to earn an MSSW degree by attending some classes on Saturday. Advanced Standing students may take all core course on Saturdays if desired. 60-hr students on a 3-year curriculum plan can take up to two courses Saturday. Students who are employed full-time are discouraged from trying to complete the rigorous academic schedule in 2 years and encouraged to consider the 3 year track.

Students will still be required to take their practicum hours during the week since practicum agencies are typically open during regular M-F business hours (weekend practicum hour possibilities are rare). They may also have trouble finding an elective of their choosing on a weekend, requiring them to take the electives they want during the week or online. Specialization students who are required to take integrative seminars will need to take those seminars during the week.

**MSSW Online Program**

There are two options for earning a Master of Social Work degree online:

1. Standard 60-hr MSSW—current and future social work professionals who have a bachelor's degree in any area of study other than Social Work can complete a 60 credit hour program and earn a Master in Social Work degree online.
2. Advanced Standing 30-hr MSSW—social work professionals who have already earned a Bachelor of Social Work within the last seven years may enroll in the MSSW online degree and complete a 30 credit hour program. Applicants must have a minimum undergraduate coursework GPA of 3.0, and a minimum Social Work coursework GPA of 3.25.

Students enrolled in the Master of Science in Social Work Online program may choose to specialize in the areas of: Psychosocial Oncology, Gerontology, Mental Health, Alcohol and Drug, Forensic Social Work, Counseling, or Military Social Work and must apply by the Early 12/15 Specialization Deadline.

The online program's structure, quality and rigorous coursework mirror those in the on-campus program. The combination of online learning and real-world practicum (hands-on supervised field instruction, completed in the community of choice) helps our students gain valuable field-related knowledge as well as critical thinking, self-discipline and time management skills.
Credit for Learning Program (CFL)--Only available for Cabinet for Health and Family Services Employees

The Credit for Learning Program (CFL) is an innovative partnership between the University of Louisville (UL), the Cabinet for Health and Family Services, University of Kentucky (UK), Western Kentucky University (WKU) and Eastern Kentucky University (EKU) designed specifically to advance the professional development of child welfare practitioners. The program offers new and tenured protection and permanency workers the opportunity to take graduate social work courses and earn up to 9 elective credit hours as a non-degree graduate student or as a current Kent School degree seeking student. These courses fulfill some of the professional development requirements for new and tenured protection and permanency employees of the Cabinet for Health and Family Services.

CFL Program Requirements

Cabinet employees can complete all three of their electives through the CFL Program. The electives can be taken at any of the participating universities. All CFL classes not taken at UofL must be transferred in by Kent School through the normal process and students are responsible to ensure that transcripts are submitted to the School of Interdisciplinary and Graduate Studies as soon as possible. Only grades of B or better will be transferred in and none of these classes will count towards the cumulative GPA on the student’s transcript. Therefore, only courses taken at the Kent School will count towards the cumulative GPA. It is strongly recommended that students complete all of their CFL classes before their last semester at Kent. Taking a CFL class in the semester in which they will graduate could delay the posting of the MSSW degree on their transcript.

If students begin their employment with the Cabinet in the middle of a semester, they must be careful not to exceed any course load requirements for a semester when enrolling into a CFL class (16 credit hours allowed per semester). Under certain circumstances, the student may be required to drop one of the required core courses in order to be enrolled in a CFL class. Students must contact the Coordinator of CFL if they anticipate any conflict between their Kent School classes and their CFL classes. If students in the non-degree program decide to apply for the MSSW program, they can transfer up to 9 elective credits into their MSSW degree to count as their electives. They can only transfer classes that were taken within six years of the start of their MSSW program.

International Social Work Program

Kent School has a very active international program. Since 1990, Kent students have studied in Germany, South Africa, Argentina, Hungary, Italy and England. In the last 10 years, over 100 students from Germany have studied at Kent School as part of this international exchange. In addition, the school typically has at least one Fulbright scholar student from Germany studying at Kent each year. Faculty have been visiting scholars/lecturers at the Kent School from such countries as Germany, South Africa, Finland, Poland, Hungary, Italy, Russia and China.

The Kent School has formal exchange agreements with Oulu Polytechnic, Finland; Catholic School of Social Work, Munich, Germany; College of Health, Nyiregyhaza, Hungary; Rand Afrikaans University, Johannesburg, South Africa; and West China University of Medical Sciences, Chengdu, China.

Students interested in the international program are encouraged to discuss opportunities with Dr. Thomas R. Lawson, Director of the International Program. http://louisville.edu/kent/academics/mssw-internal-pages/social-work-exchange-program
MSSW SPECIALIZATIONS

The Kent School of Social Work offers the opportunity for qualified students to enroll in specializations and dual degree programs. Currently, nine different specializations are offered: Couple and Family Therapy, School Social Work, Alcohol and Drug Counseling, Gerontology, Mental Health, Psychosocial Oncology, Military Social Work, Forensic Social Work, and Leadership, Management and Supervision.

Kent School also offers five dual degree programs: MSSW/Juris Doctor at the Louis D. Brandeis School of Law at the University of Louisville, MSSW/Master of Divinity at the Louisville Presbyterian Theological Seminary, MSSW/Master of Arts in Pan-African Studies in the Department of Pan-African Studies at the University of Louisville, MSSW/Master of Arts in Women’s and Gender Studies in the Department of Women’s and Gender Studies at the University of Louisville, and MSSW/MA in Healthcare Ethics. These programs recognize the value of interdisciplinary study and encourage students with interests in social work, law, ministry, Pan-African studies, Healthcare Ethics, or Women’s and Gender studies to pursue degrees simultaneously.

MSSW with specialization in Couple and Family Therapy (CFT)--NOT available to Online students

The Master of Science in Social Work-Couple and Family Therapy Specialization program is dedicated to developing professionals in Couple and Family Therapy (CFT) to work with families within their community contexts. This program prepares students to help families-at-risk by offering an excellent education that focuses on strengthening individuals, families, and communities. The program focuses on innovative applications of family systems, communication, social construction, and social justice theories. This specialization gives social work students the opportunity to focus on families and incorporate CFT skills in their social work practice. Coursework focuses on theoretical foundations, practical application, ethics, integration of research, theory and practice, and supervised clinical practice. Teaching social workers CFT skills fulfills Kent’s mission to affect durable change, not only for the families they work with, but also for the communities in which these families live and work.

The University of Louisville has a long history of involvement in this important area. It began offering its first CFT courses in the 1970s and in 1983 offered students a post-Masters certificate through the School of Allied Health. Eleven years later, the Family Therapy Program became a part of the Kent School of Social Work. This is currently the first and one of only two programs of its kind in the nation —there are only two officially recognized CFT programs housed in a school of social work.

Students completing the Master of Science in Social Work with a specialization in Couple and Family Therapy (MSSW-CFT) earn their MSSW along with credentials in CFT. The MSSW-CFT Specialization curricula meet course requirements for Kentucky licensure and clinical membership in the American Association for Marriage and Family Therapy (AAMFT). This program is accredited by the Commission on Accreditation for Couple and Family Therapy Education.

Regular MSSW-CFT Program Requirements—81 hours

The MSSW-CFT specialization can be completed in either two or three years, and is only available to students admitted to the 81-hour MSSW-CFT program. Requirements include: (1) 18 credit hours of didactic CFT coursework, 2) 48 credit hours of regular MSSW coursework, including 9 hours of coursework that double-counts as training in both social work and CFT, 3) 12 credits of foundation and advanced practicum placements at approved MSSW-CFT practicum sites, and 3) 15 credit hours of ongoing individual and group supervision.

Advanced Standing MSSW with specialization in Couple & Family Therapy Preparation (MSSW-CFT Prep)-42 hours

The Master of Science in Social Work-Couple and Family Therapy Preparation sequence is not equivalent to the MSSW/CFT Specialization (due to the shorter time frame) but is designed to help the Advanced Standing student add CFT training to their MSSW program, as well as providing them the option of continuing to work on CFT licensure upon graduation.
The MSSW-CFT Prep specialization can be completed in one year, and is **only available to students admitted to the 42-hour MSSW CFT Prep program**. Requirements include: (1) 12 semester hours of coursework and supervision in addition to the 30 hours required for the MSSW degree; and, (2) three semesters of advanced practicum placement at an approved couple and family therapy practicum site.

**MSSW with specialization in School Social Work (NOT available to online students)**

The Master of Science in Social Work-School Social Work Specialization program is designed to prepare students for careers in school settings. The goals of the SSW specialization are to (1) prepare Masters level social workers who can help children and their families overcome barriers to learning through interventions in the home, school and community; (2) enable matriculating students, graduates, and other qualified MSWs to meet the Education Professional Standards Board’s (EPSB) requirements for school social work certification; and (3) encourage communities to develop and maintain effective school social work services throughout the state. Students can also earn course credits towards a post-masters certificate in School Social Work. Information on the Post Masters Certificate is provided later in this catalogue.

**Requirements:** The specialization is integrated within the Kent School Masters curriculum. The MSSW at Kent is based on a 60-hour degree program for traditional students and 30-hour program for advanced standing students. Both 30-hour and 60-hour MSSW students can pursue a School Social Work Specialization. The specialization requires currently enrolled MSSW students to complete: (1) 6 credit hours of field education placement (SW 672 and SW 673) in an approved school setting during the student’s advanced year; (2) SW 630: School Social Work: Policy and Practice (3 hrs.)—offered Fall semester only; (3) SW 642 Psychopathology (3 hrs.) (4) EDSP 644 Applied Behavior Analysis (3 hrs.); and, (5) a student portfolio. Please note: if the EDSP courses are taken online they may be synchronous.

**MSSW with Alcohol and Drug Counselor Specialization**

The Master of Science in Social Work-Alcohol and Drug Counselor Specialization program is intended to prepare students for careers as addiction counselors. Substance abuse is among the nation’s most costly and severe health-care disorders. As a result, substance abuse is attracting increasing attention and funding. A shortage of qualified addiction counselors exists, so employment prospects are good. Alcohol and drug counselors with CADC certification are valued, often receiving compensation comparable to those who attain the Licensed Clinical Social Work qualification. Students pursuing a career in clinical substance abuse treatment may begin to fulfill the CADC requirements while completing their Master of Science in Social Work (MSSW) degree. Kent School’s recommended ADCS course of study accommodates MSSW students and will: (1) satisfy many certification requirements; (2) offer specialized knowledge and skills; (3) position the student to advance in an array of substance abuse treatment roles; and (4) connect the student with faculty mentors and community advisors.

**Requirements:** The following course of study is required: (1) 3 elective classes including SW 662: Substance Use and Substance Use Disorders; SW 660: Motivation and Change; and, SW 661: Special Issues in Alcohol and Drug Counseling (which includes 6 hours of ethics training and 2 hours of HIV training that are required for the CADC); and, (2) 6 credit hours of field education placement (SW 672 and SW 673) in an approved substance abuse counseling setting (16 hrs/week), preferably supervised by someone who has their CADC Certification, during the student’s advanced year, and (3) SW 678 and SW 679 ADCS Integrative Seminars I and II (1.5 credit hr each semester).

**MSSW with Gerontology Specialization**

The Master of Science in Social Work-Gerontology Specialization program prepares students for
careers in aging. Social workers in aging help older adults and their families navigate through complex and seemingly impenetrable systems to access needed services. They are also equipped to monitor effectiveness and appropriateness of health and social services to ensure cost effectiveness (Scharlach, et al., 2000). The position paper on geriatric social work education, prepared by the Council on Social Work Education (2002), lists the following areas of expertise that the social worker brings to the interdisciplinary geriatric team: (a) Social workers safeguard and enhance the quality of life for an aging population; (b) Social workers are well trained in case management; (c) Social workers are competent service providers for the poor; (d) Social workers are effective in providing meaningful roles and opportunities for the aging; and, (e) Social workers are skilled in addressing intergenerational family needs.

Currently there is a pressing need to train social workers in aging issues. The National Association of Deans and Directors of Schools of Social Work, along with the New York Academy of Medicine, has undertaken a national strategy to foster resource development and advance social work expertise in working with older adults. The workforce demand projected for gerontological social workers is an urgent cause for action. While the NIA estimated in 1987 that there were fewer than 30,000 social workers working with the elderly, it projected a need for 60,000 to 70,000 social workers by 2010 when the Baby Boomers begin to retire (CSWE, 2002, p.1). Both aging-focused and intergenerational competencies must be fostered, and aging-related issues, challenges and examples “infused” throughout the social work curriculum (NADD Task Force on Aging, 2001).

NASW announced credentials in aging, where students can, after earning their MSSW with a specialization in gerontology, and after writing the state licensure exam, apply to become a Certified Advanced Social Worker in Gerontology.

Requirements: The following course of study is required: (1) 3 elective classes including SW 681: Social Gerontology; SW 682: Social Work Practice with Older Persons; and either SW 615: Mental Health, SW 636: Death and Grief, SW 642: Psychopathology, SW 662: Substance Use and Substance Use Disorders, SW 684: Spirituality and SW; (2) A rotation practicum as part of the Gerontology program during the student’s advanced year (SW 672 and SW 673); (3) 1 additional credit hour each semester of integrative seminars (SW 686 & SW 687), that may include monthly community seminars.

Some students accepted into the gerontology specialization may receive a partial, in-state tuition scholarship. Students meeting the 12/15 specialization deadline will be given preference when awarding scholarships. Applicants who apply to the specialization after 12/15 may still be considered for participation in the specialization if space allows and must still submit all requirements as noted on the scholarship application, but with the understanding that scholarship money may no longer be available. Scholarship information: http://louisville.edu/kent/admissions-1/tuition-financial-aid

MSSW with Mental Health Specialization

The Master of Science in Social Work-Mental Health Specialization program is designed to prepare students to enter into the mental health field by focusing on theoretical perspectives regarding the course and etiology of mental illness, diagnostic and assessment skills, evidence-based approaches, knowledge of mental health services, policies, and programs in the context of social work practices and values. Students complete their advance practicum rotation in a mental health setting providing an opportunity to build collaborative and interdisciplinary skills and professional identity by integrating knowledge with an intricate understanding of mental health practice, policy and service delivery.

Requirements: The specialization is integrated within the Kent School Masters curriculum. The MSSW at Kent is based on a 60-hour degree program for traditional students and 30-hour program for advanced standing students. Both 30-hour and 60-hour MSSW students can pursue a Mental Health Specialization. The specialization requires currently enrolled MSSW students to complete: (1) 6 credit hours of field education placement (SW 672 and SW 673) in an approved mental health agency during the
student’s advanced year; (2) SW 615 Mental Health (3 hrs.); (3) SW 642 Psychopathology (3 hrs.); (4) Choose one from the following: SW 657 Group Methods (3 hrs.), SW 659 Intro to Family Therapy Practice (3 hrs.), SW 660 Motivation and Change (3 hrs.), SW 636 Death & Grief (3 hrs.), OR SW 664 Social Work & Law (3 hrs.); and, (5) SW 691/692 Mental Health Specialization Integrative Seminars I & II (1 credit hr. each semester).

**MSSW with Psychosocial Oncology Specialization**

The Kent School of Social Work offers the first specialization in psychosocial oncology in the nation. The high rate of cancer on local, national and global levels and the potential shortage of oncology social workers are creating the demand for skilled practitioners. Responding to the growing need for social workers who are trained in cancer care, this program will prepare students with the knowledge and skills for meeting the psychosocial health needs of persons with cancer and their families. Students will learn how to apply skills such as assessment, counseling, palliative care, program planning and evaluation in cancer care settings. Our students work in a variety of health settings in the full range of care for cancer patients.

**Requirements:** The specialization is integrated within the Kent School Masters curriculum. The MSSW at Kent is based on a 60-hour degree program for traditional students and 30-hour program for advanced standing students. Both 30-hour and 60-hour MSSW students can pursue a Psychosocial Oncology Specialization. The specialization requires currently enrolled MSSW students to complete: (1) 6 credit hours of field education placement (SW 672 and SW 673) in an approved cancer care setting during the student’s advanced year (students are required to complete a 3-day per week field practicum); (2) SW 647 Psychosocial Oncology I (3 hrs.); (3) SW 648 Psychosocial Oncology II (3 hrs.); (4) one of the following: SW 633 Social Work and Human Sexuality, SW 636 Death and Grief, SW 684 Spirituality and Social Work, PHEP 601 Introduction to Epidemiology (department approval), PHST 600 Introduction to Biostatistics (department approval) (3 hrs.); and, (5) SW649/650 integrative seminars.

**MSSW with Military Social Work Specialization**

The Master of Science in Social Work –Military Social Work Specialization program is designed to prepare students to provide services to persons who have served or are serving in the military and their families. The specialization focuses on theoretical perspectives, and policy implications concerning problems facing service members and their families as well as programs and application of interventions to ameliorate them. It is recognized that those seeking assistance from problems associated with military service may be seen in a myriad of programs both inside and outside the frame of the more traditionally recognized military service delivery systems. Thus students can complete an advanced practicum rotation from one of the many settings which provide the opportunity to work with military members their families or retirees. During their practicum students will be able to hone their skills and collaborate with other professions in the provision of services for this population by integrating knowledge learned with practice.

**Requirements:** This specialization is integrated within the Kent School Masters curriculum. The Military specialization is based on a 60 hour degree program for traditional students and a 30 hour program for advanced standing students. Both the 30 hour and 60 hour MSSW students can pursue the Military Social Work Specialization. The specialization requires currently enrolled MSSW students to complete: (1) 6 credit hours of field education placement (SW 672 and SW 673) in an approved military social work placement in the advanced year, (2) SW 627 Military Social Work (3 hrs.), (3) two of the following electives: SW 615 Mental Health (3 hours), (3) SW 659 Intro to Family Therapy Practice (3 hours), SW 642 Psychopathology (3 hrs.) or SW 662 Substance Use and Substance Use Disorders (3 hrs.), and (4) SW 628/SW 629 Military Social Work Specialization Integrative Seminars I and II (1 credit hour each semester).
MSSW with Forensic Social Work Specialization (available to online students only)

This specialization equips students with unique knowledge and skills essential to multi-system, social justice oriented practice with vulnerable populations as related to law and legal systems, including criminal and civil issues surrounding juvenile and criminal justice, human trafficking, immigration, and mandated treatment. Highlights include opportunities to integrate specialized forensic social work knowledge and skills in tailored advanced practicum settings, Extra supervision in forensic social work to empower students to promote social justice across systems, and Support in post-graduation placement with forensic social work agencies. The National Organization of Forensic Social Work indicates that forensic social workers may provide: consultation, education, and training to juvenile and criminal justice and correctional systems, policy makers, law enforcement, legal representatives and communities, diagnostic and treatment insights regarding persons involved in law and legal systems including children, victims of trafficking, and individuals with cognitive impairment of developmental disabilities as expert witnesses, and policy and program development and behavioral science research in government, private, and public institutions. Students learn to engage, assess, intervene, and evaluate practice with individuals, families, groups, and communities using a strengths-based, person-in-environment perspective to promote social justice for populations involved in law and legal systems.

Requirements: This specialization is integrated within the Kent School Masters curriculum. The Forensic Social Work specialization is based on a 60 hour degree program for traditional students and a 30 hour program for advanced standing students. Both the 30 hour and 60 hour MSSW students can pursue the Forensic Social Work Specialization. The specialization requires currently enrolled MSSW students to complete: (1) 6 credit hours of field education placement (SW 672 and SW 673) in an approved forensic social work placement in the advanced year, (2) completion of the following electives: SW 618 Social Work Incarceration (3 hours), SW 621 Special Populations in the Criminal Justice System, either SW 660 Motivation & Change OR SW 642 Psychopathology, and (4) SW 623/SW 624 Forensic Social Work Specialization Integrative Seminars I and II (1 credit hour each semester).

MSSW with Leadership, Management and Supervision Specialization ( NOT available to online students)

Social workers supervise, manage, and lead people and organizations that serve the most vulnerable populations. According to the Bureau of Labor Statistics, employment of social work managers is projected to grow 18% from 2016 to 2026, much faster than the average for all occupations. Employment growth will be driven by increases in the elderly populations an increases in demand for substance abuse treatment and mental health and health-related services. This specialization will help social workers acquire the knowledge, skills and abilities to supervise, manage and lead in a variety of real world settings. Through an innovative curriculum, active learning teaching approaches, and a focused field practicum, students will develop advanced skills which will enhance their practice as leaders, managers and supervisors. Individualized professional and career development opportunities would include the ability to build relationships with social work leaders in the field.

Requirements: This specialization is integrated within the Kent School Masters curriculum. The Leadership, Management and Supervision (LMS) specialization is based on a 60 hour degree program for traditional students and a 30 hour program for advanced standing students. Both the 30 hour and 60 hour MSSW students can pursue the LMS Specialization. The LMS specialization requires currently enrolled MSSW students to complete: (1) 6 credit hours of field education placement (SW 672 and SW 673) in an approved LMS social work placement in the advanced year, (2) completion of the following electives: SW 643 Introduction to Social Work Leadership/Management (3 hours) and SW 644 Social Work Quality Supervision: The Work, The People, and The Contexts (3 hours), and (3) one of the following electives SW 685 Planning & Community Development (3 hours) or SW 697 Nonprofit Management (3 hours) or or PADM 609 Financial Management of Nonprofits or PADM 612 Grants and Fundraising (3 Hours)and (4) SW 637/SW 638 LMS Specialization Integrative Seminars I and II (1 credit hour each semester).
DUAL DEGREE PROGRAMS

Dual degree programs are only available on campus to regular 60-hour students

MSSW/Juris Doctor Dual Degree Program (MSSW/JD)

Social workers and lawyers often seek to address identical or related societal concerns, albeit from different perspectives; understanding both disciplines embraces one’s effectiveness in both professional capacities. Law courses strengthen the social worker’s understanding of legal doctrine and structures that have impact on social institutions and human conditions; social work courses help lawyers to better understand human behavior, conflict resolution and social welfare institutions.

MSSW/JD Program Requirements

Students who participate in the dual degree program may reduce the aggregate credit hour requirement by 21 hours and earn MSSW and JD degrees in approximately 4 calendar years. Interested applicants must make separate applications to each school and be admitted independently by both the Kent School of Social Work and the Louis D. Brandeis School of Law.

Students may begin their studies in either school. The advanced social work practicum is completed in a legal setting. After being accepted into the MSSW program, students will need to provide the Kent School with a letter of acceptance from the Brandeis School of Law to be considered officially enrolled in a dual degree program.

MSSW/Masters of Divinity Dual Degree Program (MSSW/MDiv)

Social work and ministry concern themselves with issues of human well-being, social justice, families, communities and many other areas of common interest. While each brings a different perspective, these 2 disciplines are viewed as having compatibility and strength upon which one may draw. The Church, as a center of communion and community provides a context around which each of these professions can create avenues of healing and community building.

MSSW/MDiv Program Requirements

Students who participate in the dual degree program may reduce the aggregate credit hour requirement by 42 hours and earn MSSW and MDiv degrees in approximately 4 calendar years. Interested applicants must make separate applications to each school and be admitted independently by both the Kent School of Social Work and the Louisville Presbyterian Theological Seminary.

Students may begin their studies in either school. The advanced social work practicum is completed in a faith-based agency. After being accepted into the MSSW program, students will need to provide the Kent School with a letter of acceptance from the Louisville Presbyterian Theological Seminary to be considered officially enrolled in a dual degree program.

MSSW/Pan African Studies Dual Degree Program (MSSW/PAS)

The dual MSSW/PAS program recognizes the value of professional education in two interrelated fields and encourages students who have an interest in both Pan-African Studies and Social Work to pursue these degrees simultaneously. Pan-African Studies courses strengthen the social worker’s understanding of the historical foundations for policies and structures that have an impact on social institutions and human conditions; social work courses help Pan-African scholars and activists to better understand human behavior, conflict resolution and social welfare institutions. A Pan-African Studies and Social Work combination provides the tools of social change for an historic problem of racial injustice.

MSSW/PAS Program Requirements

Separately, the 2 degrees require 93 credit hours, 60 for Kent and 33 for PAS. Students who participate in the dual program may earn both degrees by completing 66 credit hours, reducing the
aggregate credit hour requirement by 27 hours. Included in these hours are the 2 year-long Kent School practicum experiences, with the second practicum tailored to focus on issues of African Americans, adding that content and experience for the student. After being accepted into the MSSW program, students will need to provide the Kent School with a letter of acceptance from the Pan-African Studies program to be considered officially enrolled in a dual degree program. Students may begin their studies in either school.

Students who participate in the dual degree program may reduce the aggregate credit hour requirement by 27 hours and earn MSSW and PAS degrees in approximately two-three calendar years. Interested applicants must make separate applications to each school and be admitted independently by both the Kent School of Social Work and the Pan-African Studies program.

**MSSW/Women & Gender Studies Dual Degree Program (MSSW/WGST)**

The dual MSSW/WGST program recognizes the value of professional education in 2 interrelated fields and encourages students who have an interest in both Women’s and Gender Studies and Social Work to pursue these degrees simultaneously. Women’s and Gender Studies courses strengthen the social worker’s understanding of the historical foundations for policies and structures that have an impact on social institutions and human conditions; social work courses help Women’s and Gender Studies scholars and activists to better understand human behavior, conflict resolution and social welfare institutions. A Women’s and Gender Studies and Social Work combination provides the tools of social change for an historic problem of gender inequality and injustice.

**MSSW/WGST Program Requirements**

Separately, the 2 degrees require 96 credit hours, 60 for Kent and 36 for WGST. Students who participate in the dual program may earn both degrees by completing 72 credit hours, reducing the aggregate credit hour requirement by 24 hours. Included in these hours are the 2 year-long Kent School practicum experiences, with the second practicum tailored to focus on issues of gender and women, adding that content and experience for the student. After being accepted into the MSSW program, students will need to provide the Kent School with a letter of acceptance from the Women’s and Gender Studies program to be considered officially enrolled in a dual degree program.

**MSSW/MA in Healthcare Ethics Dual Degree (MSSW/BMH)**

The dual MSSW/BMH degree program focuses on providing our social work graduates a contextual experience within the interdisciplinary fields that comprise healthcare ethics in addition to the development of social work skills. Healthcare Ethics is an inherently interdisciplinary field, located principally at the intersection of philosophy, the law, and the health care professions, such as clinical medicine and nursing, but drawing as well from social science disciplines as diverse as sociology, clinical psychology, and social work. In addition to any career options presented by the MSSW, degree holders may then participate in hospital ethics committees, teach medical ethics and humanities, or be prepared for future doctoral-level work in medical ethics and humanities.

**MSSW/BMH Program Requirements**

Students who participate in the dual program may earn both degrees by completing 78 credit hours. Included in these hours are the 2 year-long Kent School practicum experiences, with the second practicum tailored to focus on issues of Healthcare Ethics, adding that content and experience for the student. After being accepted into the MSSW program, students will need to provide the Kent School with a letter of acceptance from the Healthcare Ethics program to be considered officially enrolled in a dual degree program.
2019/2020 MSSW CURRICULUM PLANS

When registering for classes each semester, students should refer to their curriculum plan. The curriculum plans are used to ensure that students proceed through the MSSW program as quickly and successfully as possible. **Students are required to follow their chosen curriculum plan every semester when registering for courses.** Please note: All students initial an agreement when admitted that they will follow their chosen curriculum plan while at the Kent School. **Before making any changes to their chosen curriculum plan, students must have the approval of the MSSW Director—please contact MSSW Advising at msswhelp@louisville.edu to discuss options.** Adding/Dropping classes not indicated on the curriculum plan may delay the students' graduation date and/or affect their financial aid awards!

Go to the appropriate section to select a curriculum plan:

- **Section 1** - 60-Hour Curriculum Plans;
- **Section 2** - 81-Hour Curriculum Plans (MSSW-CFT Specialization);
- **Section 3** - 60-Hour Curriculum Plans (Dual Degree Programs);
- **Section 4** - 30-Hour Curriculum Plans (including 42-hr CFT-prep plan)

**Important notes about the MSSW Curriculum Plans**

- Regular Program or **60-hour** students will have a **curriculum plan with a single letter**. Advanced Standing or **30-hour** students will have a **curriculum plan with double letters**.
- Most curriculum plans begin in the Fall Semester, but some start in spring. Some of the plans for Advanced Standing (30-hour) students as well as the MSSW-CFT 2 year Plan O begin in the summer. Full-time status equals 9 credit hours or more, part-time status equals 6 credit hours. **Please Note: Kent scholarships are not available in summer semesters. Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.**

  - For **60-hour** students: During your foundation year, your curriculum plan will be the generic 60 hour plan without any specialization (plans A – D). Only students in the MSSW-CFT specialization are admitted into the specialization before they begin the foundation year. Students choosing plan C or D who are considering specializing in their final advanced year should take electives corresponding to the specialization they plan to apply to.
  - For **30-hour** students: Please indicate on your Graduate Application for admissions if you are applying to a specialization as this impacts the choices for your advanced practicum site. Dual Degree programs are **not** available to 30-hour students.

Each 3 credit hour graduate MSSW course is scheduled to meet one day each week. Classes on Belknap campus are generally offered during the following times slots:

- Mondays, Tuesdays, Thursdays and Fridays: 9:30 am – 12 pm; 1 pm – 3:30 pm; 5 – 7:30 pm
- Wednesdays, 1 pm – 3:30 pm; 5 – 7:30 pm only
- Saturdays, 9:30 am – 12 pm and 1 pm – 3:30 pm.

In order to determine which specific time slots each class is offered, you will need to check the UL Schedule of Courses: [http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm](http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm)

**Go to, Term: semester & year to be viewed; Subject: Social Work; Press Search Button. DO THIS BEFORE GOING TO ULINK AND WRITE DOWN THE 4-5 DIGIT CLASS NUMBER.**

- **All Students are required to have a working laptop and to abide by all technology requirements per the MSSW Admissions Technology Agreement in the MSSW Application Checklist**
Section 1: 60-Hour Curriculum Plans

60-HOUR PROGRAM

A. 2 Year Full-Time Plan (Fall start)
B. 2 Year Full-Time Plan (Fall start)
C. 3 Year Full-Time Plan (Fall start)
D. 3 Year Mixed Full- and Part-Time Plan (Fall start)
E. 3 Year Full-Time Plan (Spring start)
F. 3 Year Mixed Full and Part-time Plan (Spring Start)
G. 3 Year Full-Time Plan (Summer start)
H. 2 Year Full-Time Plan (Spring start)
I. 2 Year Full-Time Plan (Spring start)

Curriculum Plan A: 2 Year Full-Time Plan

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Curriculum Plan B: 2 Year Full-Time Plan

(NO available for students specializing in Psychosocial Oncology or School Social Work due to required electives not being available in summer semesters)

Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

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*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.
**Curriculum Plan C: 3 Year Full-Time Plan**

If you are considering specializing in your final advanced year, please be sure to register for electives that correspond with the specialization you plan to apply to. Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

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*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.

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**Curriculum Plan D: 3 Year Mixed Full- and Part-Time Plan**

If you are considering specializing in your final advanced year, please be sure to register for electives that correspond with the specialization you plan to apply to. Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

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*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.
**Curriculum Plan E: 3 Year Full-Time Plan (Spring start)**

*If you are considering specializing in your final advanced year, please be sure to register for electives that correspond with the specialization you plan to apply to. Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.*

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*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.*

Curriculum Plan F: 3 Year Mixed Full- and Part-Time Plan (Spring start)

*If you are considering specializing in your final advanced year, please be sure to register for electives that correspond with the specialization you plan to apply to. Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.*

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*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.*
Curriculum Plan G: 3 Year Full-Time Plan (Summer start)

If you are considering specializing in your final advanced year, please be sure to register for electives that correspond with the specialization you plan to apply to. Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

<table>
<thead>
<tr>
<th>First Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>SW 626 Research Methodology &amp; Design</td>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
</tr>
<tr>
<td>SW 603 Social Justice Practice</td>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 622 Issues in Policy and Service Delivery</td>
</tr>
<tr>
<td>(could move an elective here if desired)</td>
<td>Elective 1</td>
<td>Elective 1</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th><strong>Summer</strong></th>
<th><strong>Fall</strong></th>
<th><strong>Spring</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
<td></td>
</tr>
<tr>
<td>SW 670 Foundation SW Practicum I*</td>
<td>SW 671 Foundation SW Practicum II*</td>
<td></td>
</tr>
<tr>
<td>Elective 2</td>
<td>Elective 3</td>
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</tr>
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</table>

**Third Year**

<table>
<thead>
<tr>
<th><strong>Summer</strong></th>
<th><strong>Fall</strong></th>
<th><strong>Spring</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 641 Social Justice Policy</td>
<td>SW 640 Adv SW Practice II**</td>
<td>SW 677 Adv SW Practice III**</td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 669 Adv Research Practice II</td>
<td></td>
</tr>
<tr>
<td>SW 672 Adv SW Practicum I**</td>
<td>SW 673 Adv SW Practicum II**</td>
<td></td>
</tr>
<tr>
<td>Graduate in May</td>
<td></td>
<td></td>
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</tbody>
</table>

*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.

Curriculum Plan H: 3 Year Full-Time Plan (Spring start)

If you are considering specializing in your final advanced year, please be sure to register for electives that correspond with the specialization you plan to apply to. Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

<table>
<thead>
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<tbody>
<tr>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
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</tr>
<tr>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 603 Social Justice Practice</td>
<td></td>
</tr>
<tr>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
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</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 622 Issues in Policy and Service Delivery</td>
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</tr>
<tr>
<td>SW 670 Foundation SW Practicum I*</td>
<td>SW 605 SW Practice II*</td>
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</tr>
<tr>
<td>SW 626 Research Methodology &amp; Design</td>
<td>SW 671 Foundation SW</td>
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**Second Year**

<table>
<thead>
<tr>
<th><strong>Fall</strong></th>
<th><strong>Spring</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 641 Social Justice Policy</td>
<td>SW 677 Adv SW Practice III**</td>
</tr>
<tr>
<td>SW 640 Adv SW Practice II**</td>
<td>SW 669 Adv Research Practice II</td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 673 Adv SW Practicum II**</td>
</tr>
<tr>
<td>SW 672 Adv SW Practicum I**</td>
<td>Elective 2</td>
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<tr>
<td>Elective 1</td>
<td>Elective 3</td>
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<td>Graduate in May</td>
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</tbody>
</table>

*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.
**Curriculum Plan I: 3 Year Full-Time Plan (Spring start)**

If you are considering specializing in your final advanced year, please be sure to register for electives that correspond with the specialization you plan to apply to. Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

<table>
<thead>
<tr>
<th>First Year</th>
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<th>Summer</th>
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<tbody>
<tr>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
<td></td>
</tr>
<tr>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 622 Issues in Policy and Service Delivery</td>
<td></td>
</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
<td></td>
</tr>
<tr>
<td>SW 670 Foundation SW Practicum I*</td>
<td>SW 671 Foundation SW Practicum II*</td>
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<table>
<thead>
<tr>
<th>Second Year</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>SW 603 Social Justice Practice</td>
<td>SW 640 Adv SW Practice II**</td>
<td>SW 641 Social Justice Policy</td>
<td></td>
</tr>
<tr>
<td>SW 626 Research Methodology &amp; Design</td>
<td>SW 668 Adv Research Practice I</td>
<td>SW 677 Adv SW Practice III**</td>
<td></td>
</tr>
<tr>
<td>Elective 1</td>
<td>SW 672 Adv SW Practicum I**</td>
<td>SW 669 Adv Research Practice II</td>
<td></td>
</tr>
<tr>
<td>Elective 2</td>
<td>Elective 3</td>
<td>SW 673 Adv SW Practicum II**</td>
<td></td>
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</tbody>
</table>

Graduate in August

*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.
Specializations for 60-Hour Curriculum Plans

For specialization students, the electives and the advanced practicum (SW 672 & SW 673) are determined by the specialization. Please see the notes below to determine which electives and integrative seminars must be taken to meet the requirements of the specialization. We cannot guarantee that these specialization classes will be offered at days and times that meet your schedule. Please review the Schedule of Courses to determine what semester the classes are offered. In addition, some of these classes may be offered online and will be subject to higher tuition rates.

**MSSW-School Social Work**
- SW 630 School Social Work
- SW 642 Psychopathology
- EDSP 644 Applied Behavior Analysis

**MSSW-Gerontology**
- SW 681 Social Gerontology
- SW 682 Social Work with Older Persons
- One of the following electives: SW 615 Mental Health, SW 636 Death & Grief, SW 642 Psychopathology, SW 662 Substance Use & Substance Use Disorders, SW 684 Spirituality and Social Work
- SW 686 Integrative Seminar I (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 687 Integrative Seminar II (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

**MSSW-Psychosocial Oncology**
- SW 647 Psychosocial Oncology I
- SW 648 Psychosocial Oncology II
- One of the following electives: SW 633 SW and Human Sexuality, SW 642 Psychopathology, SW 636 Death and Grief, SW 684 Spirituality and SW, PHEP 601 Introduction to Epidemiology (department approval), PHST 600 Introduction to Biostatistics (department approval)
- SW 649 Psychosocial Oncology Integrative Seminar I (Fall) (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 650 Psychosocial Oncology Integrative Seminar II (Spring) (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

**MSSW-Forensic Social Work**
- SW 618 Social Work Incarceration
- SW 621 Special Populations in the Criminal Justice System
- SW 660 Motivation & Change OR SW 642 Psychopathology
- SW 623 Forensic Social Work Integrative Seminar I (Fall) (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 624 Forensic Social Work Integrative Seminar II (Spring) (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

**MSSW-Military Social Work Specialization**
- SW 627 Military Social Work
- Two of the following electives: SW 615 Mental Health, SW 659 Intro to Family Therapy Practice, SW 642 Psychopathology, SW 662 Substance Use & Substance Use Disorders
- SW 628 Fall Military SW Integrative Seminar (1 hr) (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 629 Spring Military SW Integrative Seminar (1 hr) (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

**MSSW-Alcohol & Drug Counseling**
- SW 660 Motivation & Change
- SW 661 Advanced Issues in Substance Abuse Treatment
- SW 662 Substance Use & Substance Use Disorders
- SW 678 Adv ADCS Integrative Seminar I (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 679 Adv ADCS Integrative Seminar II (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

**MSSW-Mental Health**
- SW 615 Mental Health
- SW 642 Psychopathology
- One of the following electives: SW 657 Group Methods, SW 659 Intro to Family Therapy Practice, SW 660 Motivation and Change, SW 636 Death & Grief
- SW 691 MH Integrative Seminar I (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 692 MH Integrative Seminar II (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

**MSSW-Leadership, Management and Supervision**
- SW 643 Introduction to Social Work Leadership/Management
- SW 644 Social Work Quality Supervision
- One of the following electives: SW 685 Planning & Community Development, SW 697 Nonprofit Management, PADM 609 Financial Management of Nonprofits, PADM 612 Grants and Fundraising
- SW 637 LMS Integrative Seminar I (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 638 LMS Integrative Seminar II (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)
Section 2: 81-Hour Curriculum Plans
(MSSW-CFT Specialization)

81-HOUR PROGRAM
MSSW-CFT SPECIALIZATION

<table>
<thead>
<tr>
<th>Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O.</td>
<td>2 Year Full-Time MSSW-CFT (FALL START)</td>
</tr>
<tr>
<td>P.</td>
<td>3 Year Full- and Part-Time MSSW-CFT (FALL START)</td>
</tr>
<tr>
<td>Q.</td>
<td>3 Year Full and Part Time MSSW-CFT (SPRING START)</td>
</tr>
<tr>
<td>GG.</td>
<td>3 Semester Advanced Standing MSSW-CFT Prep (SUMMER START)</td>
</tr>
</tbody>
</table>

Curriculum Plan O: 2 Year Full-Time MSSW-CFT Weekday Plan (Fall Start Date)

This plan is only available to students who have been interviewed and accepted into the MSSW-CFT Specialization. Courses listed in bold type are CFT Specialization courses. Please note: The 2-year program is for students who are able to carry a rigorous academic course load and are able to make financial arrangements that will allow them to focus on their academic obligations without working more than very part-time. Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

### First Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 603 Social Justice Practice</td>
</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
</tr>
<tr>
<td>SW 610 Foundation CFT Practicum I*</td>
<td>SW 622 Issues in Policy and Service Delivery</td>
<td>SW 626 Research Methodology &amp; Design</td>
</tr>
<tr>
<td>SW 700 Foundations of Family Therapy: Theory and Practice</td>
<td>SW 611 Foundation CFT Practicum II*</td>
<td>SW 723 FT Supervision III</td>
</tr>
<tr>
<td>SW 701 FT Assessment^</td>
<td>SW 703 Contemporary Issues in CFT SW</td>
<td></td>
</tr>
<tr>
<td>SW 721 FT Supervision I*</td>
<td>SW 722 FT Supervision II*</td>
<td></td>
</tr>
<tr>
<td>18 credit hours</td>
<td>18 credit hours</td>
<td>12 credit hours</td>
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### Second Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Graduate in May</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 641 Social Justice Policy**</td>
<td>SW 677 Advance SW Practice III (3)**</td>
<td>Note: This program of study fulfills all degree requirements for the MSSW and the CFT Specialization.</td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 669 Adv Research II (3)</td>
<td>Upon Completion: Apply for the MFT Associate (Associate status of Licensure)</td>
</tr>
<tr>
<td>SW 612 Adv CFT Practicum I**</td>
<td>SW 613 Adv CFT Practicum II (3)**</td>
<td></td>
</tr>
<tr>
<td>SW 702 Couple Therapy** SW 724 FT Supervision IV**</td>
<td>SW 704 Integrating FT(3)</td>
<td></td>
</tr>
<tr>
<td>SW 705 Prof Issues and Ethics in Social Work: CFT (3)</td>
<td>SW 725 FT Supervision V (3)**</td>
<td></td>
</tr>
<tr>
<td>15 credit hours</td>
<td>18 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

*SW 604, SW 610 & SW 721 (Fall) and SW 605, SW 611 & SW 722 (Spring) must be taken simultaneously.**SW 702, SW 612 & SW 724 (Fall) and SW 677, SW 613 & SW 725 (Spring) must be taken simultaneously. ^SW 701 FT Assessment replaces SW 640 Adv SW Practice II for CFT specialization students.
Curriculum Plan P: 3 Year Full- and Part-Time MSSW-CFT Weekday Plan

This plan is only available to students who have been interviewed and accepted into the MSSW-CFT Specialization. Courses listed in bold type are CFT Specialization courses.

*Please Note: The 3-year program allows a student to complete some of their foundational SW courses and continue to work before beginning their family therapy coursework. However, the course load becomes increased each year and in the second and third year it would be very difficult to maintain anything more than part-time work. Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

<table>
<thead>
<tr>
<th>First Year</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
<td></td>
</tr>
<tr>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 622 Issues in Policy and Service Delivery</td>
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</tr>
<tr>
<td>SW 603 Social Justice Practice</td>
<td>SW 626 Research Methodology and Design</td>
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</tr>
<tr>
<td>9 credit hours</td>
<td>9 credit hours</td>
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<table>
<thead>
<tr>
<th>Second Year</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
<td>SW 641 Social Justice Policy</td>
</tr>
<tr>
<td>SW 610 Foundation CFT Practicum I*</td>
<td>SW 611 Foundation CFT Practicum II*</td>
<td>SW 723 FT Supervision III</td>
</tr>
<tr>
<td>SW 700 Foundations of Family Therapy: Theory and Practice</td>
<td>SW 703 Contemporary Issues in CFT</td>
<td></td>
</tr>
<tr>
<td>SW 701 FT Assessment ^</td>
<td>SW 722 FT Supervision II*</td>
<td></td>
</tr>
<tr>
<td>SW 721 FT Supervision I*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 credit hours</td>
<td>12 credit hours</td>
<td>6 credit hours</td>
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<table>
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<th>Third Year</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 677 Adv SW Practice III**</td>
<td>Graduate in May</td>
</tr>
<tr>
<td>SW 612 Adv CFT Practicum I **</td>
<td>SW 669 Adv Research Practice II</td>
<td>Note: This program of study fulfills all degree requirements for the MSSW and the CFT Specialization.</td>
</tr>
<tr>
<td>SW 702 Couple Therapy** SW 724 FT Supervision IV**</td>
<td>SW 613 Adv CFT Practicum II**</td>
<td>Upon Completion: Apply for MFT-Associate (Associate Status of Licensure)</td>
</tr>
<tr>
<td>12 credit hours</td>
<td>18 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

*SW 604, SW 610 & SW 721 (Fall) and SW 605, SW 611 & SW 722 (Spring) must be taken simultaneously.

**SW 702, SW 612 & SW 724 (Fall) and SW 677, SW 613 & SW 725 (Spring) must be taken simultaneously.

^SW 701 FT Assessment replaces SW 640 Adv SW Practice II for CFT specialization students.
Curriculum Plan Q: 3 Year Full Time MSSW-CFT Plan (Spring Start)

This plan is only available to students who have been interviewed and accepted into the MSSW-CFT Specialization. Courses listed in bold type are CFT Specialization courses. The 3-year program allows a student to complete some of their foundational SW courses and continue to work before beginning their family therapy coursework. However, the course load becomes increased each year and in the second and third year it would be very difficult to maintain anything more than part-time work. Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

<table>
<thead>
<tr>
<th>First Year</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 602 Social Welfare Institutions, Policies and Services</td>
</tr>
<tr>
<td>SW 602 Social Welfare Institutions, Policies and Services</td>
<td>SW 626 Research Methodology &amp; Design</td>
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<tr>
<td>SW 626 Research Methodology &amp; Design</td>
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<td>9 credit hours</td>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
</tr>
<tr>
<td>SW 610 Foundation CFT Practicum I*</td>
<td>SW 611 Foundation CFT Practicum II*</td>
</tr>
<tr>
<td>SW 700 Foundation of Family Therapy: Theory &amp; Practice</td>
<td>SW 703 Contemporary Issues in CFT</td>
</tr>
<tr>
<td>SW 701 FT Assessment ^</td>
<td>SW 722 FT Supervision II*</td>
</tr>
<tr>
<td>SW 721 FT Supervision I*</td>
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<tr>
<td>15 credit hours</td>
<td>12 credit hours</td>
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<table>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 677 Adv SW Practice III**</td>
</tr>
<tr>
<td>SW 612 Adv CFT Practicum I **</td>
<td>SW 669 Adv Research Practice II</td>
</tr>
<tr>
<td>SW 702 Couple Therapy**</td>
<td>SW 613 Adv CFT Practicum II**</td>
</tr>
<tr>
<td>SW 724 FT Supervision IV**</td>
<td>SW 704 Integrating CFT</td>
</tr>
<tr>
<td>SW 705 Prof Issues/Ethics SW:CFT</td>
<td>SW 725 FT Supervision V **</td>
</tr>
<tr>
<td>SW 701 FT Assessment replaces SW 640 Adv SW Practice II for CFT specialization students</td>
<td></td>
</tr>
<tr>
<td>12 credit hours</td>
<td>18 credit hours</td>
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</tbody>
</table>

*SW 604, SW 610 & SW 721 (Fall) and SW 605, SW 611 & SW 722 (Spring) must be taken simultaneously.

**SW 702, SW 612 & SW 724 (Fall) and SW 677, SW 613 & SW 725 (Spring) must be taken simultaneously.

^SW 701 FT Assessment replaces SW 640 Adv SW Practice II for CFT specialization students
Plan GG. 3 Semester Advanced Standing MSSW/CFT Prep  
(Summer Start Date)

<table>
<thead>
<tr>
<th>Advanced Standing MSSW: CFT Prep (42 hours)</th>
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<tbody>
<tr>
<td>This Advanced Standing MSSW-CFT Prep sequence is <em>not</em> equivalent to the MSSW-CFT Specialization (due to the shorter time frame available) but is designed to help the Advanced Standing student add CFT training to their MSSW program, as well as providing them the option of continuing to work on MFT licensure upon graduation.</td>
</tr>
<tr>
<td>Please Note: Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer (before 1st year)</th>
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<tbody>
<tr>
<td>SW 723 FT Supervision III (3)</td>
</tr>
<tr>
<td>SW 641 Social Justice Policy (3) (or fall)</td>
</tr>
<tr>
<td>SW 642 Psychopathology (3) (or fall)</td>
</tr>
<tr>
<td>Min 6 credit hours required for f-t enrollment</td>
</tr>
<tr>
<td>6 or 9 credit hours</td>
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<table>
<thead>
<tr>
<th>Fall (1st year)</th>
<th>Spring (1st year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 641 Social Justice Policy (3) (or summer)</td>
<td></td>
</tr>
<tr>
<td>SW 642 Psychopathology (3) (or summer)</td>
<td></td>
</tr>
<tr>
<td>SW 668 Adv Research I (3)</td>
<td></td>
</tr>
<tr>
<td>SW 612 Adv CFT Practicum I (3)**</td>
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</tr>
<tr>
<td>SW 700 Foundations of Family Therapy: Theory &amp; Practice</td>
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</tr>
<tr>
<td>SW 701 FT Assessment (3)**^</td>
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</tr>
<tr>
<td>SW 724 FT Supervision IV (3)**</td>
<td></td>
</tr>
<tr>
<td>15 or 18 credit hrs</td>
<td></td>
</tr>
<tr>
<td>18 credit hrs</td>
<td></td>
</tr>
<tr>
<td>Graduate with MSSW in May</td>
<td></td>
</tr>
</tbody>
</table>

**SW 701 & SW 612 (Fall) and SW 677 & SW 613 (Spring) must be taken simultaneously.**
^SW 701 FT Assessment replaces SW 640 Adv SW Practice II for CFT-Prep Students

Option Post-Master’s CFT Study for CFT Prep Students ONLY*  
Please note: post-masters study requires CFT graduates to submit a new post-masters non-degree seeking graduate application (fee = $30)

<table>
<thead>
<tr>
<th>Post Master’s Program Option for MSSW: CFT Prep Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (1st year)</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>SW 702 Couples Therapy (3)</td>
</tr>
<tr>
<td>3 credits hrs</td>
</tr>
<tr>
<td>SW 704 Integrating Family Therapy(3)</td>
</tr>
<tr>
<td>SW 705 Prof. Issues &amp; Ethics in Social Work: CFT (3)</td>
</tr>
<tr>
<td>6 credits hrs</td>
</tr>
</tbody>
</table>

*Students who plan to go on to Post-Master’s CFT Study, should fill out the online application with Graduate Admissions after their MSSW graduation as a post-master's/non-degree status student in order to register for the remaining CFT courses. The application can be found at [www.louisville.edu/graduate](http://www.louisville.edu/graduate).**  
**Once MFT-Associate status has been granted, graduates can begin accruing the 1,000 clinical contact and 200 supervision hours required to become a Licensed Marriage & Family Therapist in the state of Kentucky.
### Section 3: Dual Degree Curriculum Plans (60-hr students only)

<table>
<thead>
<tr>
<th>60-HOUR PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUAL DEGREES</td>
</tr>
<tr>
<td>MSSW/Juris Doctor* (JD)</td>
</tr>
<tr>
<td>MSSW/Masters of Divinity* (MDiv)</td>
</tr>
<tr>
<td>MSSW/Master of Arts in Pan African Studies* (PAS)</td>
</tr>
<tr>
<td>MSSW/Master of Arts in Women &amp; Gender Studies* (WGST)</td>
</tr>
<tr>
<td>MSSW/Master of Arts in Healthcare Ethics* (BMH)</td>
</tr>
</tbody>
</table>

*At this time, dual degrees are only available to Regular Program (60-hour) students.

#### MSSW/Juris Doctor Dual Degree

If you are enrolled in the MSSW/JD dual degree program, and you need more information on alternative curriculum plans, you will need a specialized plan that is approved by the MSSW Director—please contact MSSW Advising staff for assistance at msswhelp@louisville.edu. A typical plan in the Law dual degree includes 1 year at Kent School, followed by the second year in the alternate academic school. The following is only an example of a Full-Time 4 year plan.

<table>
<thead>
<tr>
<th>First Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
</tr>
<tr>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 622 Issues in Policy and Service Delivery</td>
</tr>
<tr>
<td>SW 603 Social Justice Practice</td>
<td>SW 626 Research Methodology &amp; Design</td>
</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
</tr>
<tr>
<td>SW 670 Foundation SW Practicum I*</td>
<td>SW 671 Foundation SW Practicum II*</td>
</tr>
</tbody>
</table>

#### Second Year

Follow the standard first year curriculum at the Law School

<table>
<thead>
<tr>
<th>Third Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>SW 641 Social Justice Policy</td>
<td>SW 677 Adv SW Practice III**</td>
</tr>
<tr>
<td>SW 640 Adv SW Practice II**</td>
<td>SW 669 Adv Research Practice II</td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 673 Adv SW Practicum II**</td>
</tr>
<tr>
<td>SW 672 Adv SW Practicum I**</td>
<td></td>
</tr>
</tbody>
</table>

#### Fourth Year

Follow the standard second year curriculum at the Law School

*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

** SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.
MSSW/Master of Divinity Dual Degree

Please send a copy of your acceptance letter from Seminary to MSSW Advisors, (msswhelp@louisville.edu). If you are enrolled in the MSSW/MDiv dual degree program, you will need a specialized curriculum plan approved by the MSSW Director—please contact MSSW Advising staff for assistance at msswhelp@louisville.edu. A typical plan in the Divinity dual degree includes 1 year at Kent School, followed by the second year in the alternate academic school. The following is only an example of a Full-Time 4 year plan.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
<td>No Courses</td>
</tr>
<tr>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 622 Issues in Policy &amp; Service Delivery</td>
<td></td>
</tr>
<tr>
<td>SW 603 Social Justice Practice</td>
<td>SW 626 Research Methodology &amp; Design</td>
<td></td>
</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
<td></td>
</tr>
<tr>
<td>SW 670 Foundation SW Practicum I*</td>
<td>SW 671 Foundation SW Practicum II*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow the standard first year curriculum at the Seminary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>SW 641 Social Justice Policy</td>
<td>SW 677 Adv SW Practice III**</td>
<td>Graduate with MSSW in May</td>
</tr>
<tr>
<td>SW 640 Adv SW Practice II**</td>
<td>SW 669 Adv Research Practice II</td>
<td></td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 673 Adv SW Practicum II**</td>
<td></td>
</tr>
<tr>
<td>SW 672 Adv SW Practicum I**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow the standard second year curriculum at the Seminary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.
### MSSW/Master of Arts in Pan African Studies Dual Degree

If you are enrolled in the MSSW/PAS dual degree program, you will need a specialized curriculum plan approved by the MSSW Director—please contact the MSSW Advising team at msswhelp@louisville.edu for assistance. The following is only an example of a Full-Time 2 year plan.

The advanced practicum (672 and 673) is determined in collaboration with PAS. Kent School will work with PAS to place a student in a social work context in an agency or organization that has an impact on African Americans and the learning contract will designate the work to focus on that group. The advanced research practicum replaces the PAS requirement for a Master’s thesis. The Kent School will require all students in the dual degree program to develop a research project that relates to African Americans. The Kent School will work with the PAS Chair to ensure the scope of intent meets the program’s plan.

#### First Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
<td>***PAS course</td>
</tr>
<tr>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 622 Issues in Policy and Service Delivery</td>
<td>***PAS course</td>
</tr>
<tr>
<td>PAS 615/SW 603 Social Justice Practice</td>
<td>SW 626 Research Methodology &amp; Design</td>
<td>SW 641 Social Justice Policy</td>
</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
<td></td>
</tr>
<tr>
<td>SW 670 Foundation SW Practicum I*</td>
<td>SW 671 Foundation SW Practicum II*</td>
<td></td>
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</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 640 Adv SW Practice II**</td>
<td>SW 677 Adv SW Practice III**</td>
<td>Graduate with MA in PAS and MSSW in May</td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 669 Adv Research Practice II</td>
<td></td>
</tr>
<tr>
<td>SW 672 Adv SW Practicum I**</td>
<td>SW 673 Adv SW Practicum II**</td>
<td></td>
</tr>
<tr>
<td>PAS 602 Theories &amp; Issues in Pan African Studies</td>
<td>***PAS course</td>
<td></td>
</tr>
<tr>
<td>***PAS course</td>
<td>***PAS course</td>
<td></td>
</tr>
</tbody>
</table>

*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.

***Courses from Pan-African Studies must include:

- 3 core credit hours in Historical Studies, 3 core credit hours in Social Studies, 3 concentration credit hours in Historical Studies, 3 concentration credit hours in Cultural Studies and 3 concentration credit hours in Social Studies. (Graduate Pan-African Studies website: [http://louisville.edu/panafricanstudies/graduate-program](http://louisville.edu/panafricanstudies/graduate-program))
MSSW/Master of Arts in Women & Gender Studies Dual Degree

If you are enrolled in the MSSW/WGST dual degree program, you will need a specialized curriculum plan approved by the MSSW Director—please contact MSSW Advising at msswhelp@louisville.edu for assistance. The following is only an example of a Full-Time 3 year plan. The advanced practicum (672 and 673) is determined in collaboration with WGST. The Kent School will work with WGST to place a student in a social work context in an agency or organization that has an impact on women and gender issues, and the learning contract will designate the work to focus on that group. Collectively with the advanced practicum, the advanced research practicum replaces the WGST requirement for a Master’s thesis. The Kent School will require all students in the dual degree program to develop a research project that relates to women and gender issues. The Kent School will work with the WGST Chair to ensure the scope of intent meets the program’s plan.

<table>
<thead>
<tr>
<th>First Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>SW 601 Human Behavior &amp; the Social Environment I</td>
<td>SW 619 Human Behavior &amp; the Social Environment II</td>
<td>No courses</td>
</tr>
<tr>
<td>SW 602 Social Welfare Institutions, Policies &amp; Services</td>
<td>SW 622 Issues in Policy and Service Delivery</td>
<td></td>
</tr>
<tr>
<td>SW 603 Social Justice Practice</td>
<td>***WGST 603: History of American Feminism</td>
<td></td>
</tr>
<tr>
<td>***WGST 602 Feminist Research and Theory in the Social Sciences</td>
<td>***WGST course from one of four core areas</td>
<td></td>
</tr>
<tr>
<td>***WGST 600: Research/Writing (1-hour course)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 604 SW Practice I*</td>
<td>SW 605 SW Practice II*</td>
<td>SW 626 Research Methodology &amp; Design</td>
</tr>
<tr>
<td>SW 670 Foundation SW Practicum I*</td>
<td>SW 671 Foundation SW Practicum II*</td>
<td>SW 641 Social Justice Policy</td>
</tr>
<tr>
<td>***WGST course from one of the core areas</td>
<td>***WGST course from one of the core areas</td>
<td></td>
</tr>
<tr>
<td>***WGST course from one of the core areas</td>
<td>***WGST elective</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW 640 Adv SW Practice II**</td>
<td>SW 677 Adv SW Practice III**</td>
<td>Graduate with MA in WGST and MSSW in May</td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 669 Adv Research Practice II</td>
<td></td>
</tr>
<tr>
<td>SW 672 Adv SW Practicum II**</td>
<td>SW 673 Adv SW Practicum II**</td>
<td></td>
</tr>
<tr>
<td>***WGST elective</td>
<td>***WGST elective</td>
<td></td>
</tr>
</tbody>
</table>

*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.

***The following is a list of WGST core courses and elective options required for the dual degree:

**Foundation Courses:**

One of the following courses in Women's/Gender History: WGST 630: Feminism in Western Civilization, WGST 631: Women in Europe and the U.S. in the 20th Century, WGST 633: Women in 19th-Century America, WGST 532: History of American Sexualities, or WGST 591/691: Topics in WGS [example: Latin American Women]

One of the following courses in Gender, Race, and Colonialism (choose 1 not chosen in another category): WGST 643: Black Women's Voices, WGST 640: Women's Health in Africa, WGST 558: Women and Leadership in Developing Nations or WGST 591, 593, 691, 692: Topics in WGS [example, Southern Women, Black and White]

One of the following courses in Humanities Perspectives on Women/Gender (choose 1 not chosen in another category): WGST 622: The Body in Popular Media, WGST 520: Women's Personal Narratives, WGST 560: Feminist Philosophical Literature, WGST 571: Francophone Women Writers and Critics, WGST 593/692: Topics in WGS [example, Feminist Theology]


**Concentration courses:** Three concentration electives in WGST

(Graduate Women & Gender Studies website: https://louisville.edu/wgs/)
**MSSW/Master of Arts in Healthcare Ethics Dual Degree**

If you are enrolled in the MSSW/BMH dual degree program, you will need a specialized curriculum plan that is approved by the MSSW Director—please contact MSSW Advising staff at msswhelp@louisville.edu for assistance.

The following is only an example of a Full-Time 3 year plan. The advanced practicum (672 and 673) is determined in collaboration with BMH. The Kent School will work with BMH to place a student in a social work context in an agency or organization that has an impact on healthcare ethics, and the learning contract will designate the work to focus on that group. The Kent School will require all students in the dual degree program to develop a research project that relates to healthcare ethics. The Kent School will work with the Healthcare Ethics Chair to ensure the scope of intent meets the program’s plan.

<table>
<thead>
<tr>
<th>First Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
</tbody>
</table>
| SW 601 Human Behavior & the Social Environment I
SW 602 Social Welfare Institutions, Policies & Services
+SW 603 Social Justice Practice
BMH 680 Foundations of Healthcare Ethics | SW 619 Human Behavior & the Social Environment II
+SW 622 Issues in Policy and Service Delivery
BMH Spring Core (either 681 or 683)
BMH Elective | No courses |

<table>
<thead>
<tr>
<th>Second Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
</tbody>
</table>
| SW 604 SW Practice I*
SW 670 Foundation SW Practicum I*
BMH Fall Core (either 621 or 682)
BMH 684 Clinical Ethics | SW 605 SW Practice II*
SW 671 Foundation SW Practicum II*
BMH Spring Core (either 681 or 683)
BMH Approved Elective | +SW 626 Research Methodology & Design
SW 641 Social Justice Policy |

<table>
<thead>
<tr>
<th>Third Year</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
</tbody>
</table>
| SW 640 Adv SW Practice II**
SW 668 Adv Research Practice I
SW 672 Adv SW Practicum I**
BMH Fall Core (either 621 or 682) | SW 677 Adv SW Practice III**
SW 669 Adv Research Practice II
SW 673 Adv SW Practicum II**
BMH 685 Integrative Healthcare Ethics Capstone | Graduate with MA in BMH and MSSW in May |

*SW 604 & SW 670 (Fall) and SW 605 & SW 671 (Spring) must be taken concurrently.

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.

+ Approved as a BMH course elective.
Section 4: 30-Hour Curriculum Plans

30-hour students who wish to apply to a specialization must do so at the time of the graduate application. Please note that the curriculum plans with a Summer start date are only available to students who met the early bird admission deadline (February 28). Financial aid and Kent Scholarships are not available in summer terms.

### 30-HOUR PROGRAM

<table>
<thead>
<tr>
<th>Name of plan</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AA. 2 Semester Full-Time Plan</td>
<td>(SUMMER START DATE)</td>
<td></td>
</tr>
<tr>
<td>BB. 3 Semester Full-Time Plan</td>
<td>(SUMMER START DATE)</td>
<td></td>
</tr>
<tr>
<td>CC. 4 Semester Full-Time Plan</td>
<td>(SUMMER START DATE)</td>
<td></td>
</tr>
<tr>
<td>EE. 5 Semester Part-Time Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GG. 3 Semester CFT-Prep Plan (37 hours)</td>
<td>(SUMMER START DATE)</td>
<td></td>
</tr>
<tr>
<td>HH. 3 Semester Full-Time Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JJ. 3 Semester Full-Time Plan</td>
<td>(SPRING START DATE)</td>
<td></td>
</tr>
<tr>
<td>KK. 4 Semester Mixed Part-time/Full-time Plan</td>
<td>(SPRING START DATE)</td>
<td></td>
</tr>
</tbody>
</table>

#### Curriculum Plan AA: 2 Semester Full-Time Plan

<table>
<thead>
<tr>
<th>First Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spring</td>
<td>Graduate in May</td>
</tr>
<tr>
<td>SW 641 Social Justice Policy</td>
<td>SW 677 Adv SW Practice III*</td>
<td></td>
</tr>
<tr>
<td>SW 640 Adv SW Practice II*</td>
<td>SW 669 Adv Research Practice II</td>
<td></td>
</tr>
<tr>
<td>SW 668 Adv Research Practice I</td>
<td>SW 673 Adv SW Practicum II*</td>
<td></td>
</tr>
<tr>
<td>SW 672 Adv SW Practicum I*</td>
<td>Elective 2</td>
<td></td>
</tr>
<tr>
<td>Elective 1</td>
<td>Elective 3</td>
<td></td>
</tr>
</tbody>
</table>

*SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.

#### Curriculum Plan BB: 3 Semester Full-Time Plan

**Please Note:** This Plan Begins in the SUMMER SEMESTER Only students who met the early bird deadline (February 28), are eligible for this curriculum plan. Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

<table>
<thead>
<tr>
<th>First Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>SW 641 Social Justice Policy</td>
<td>SW 640 Adv SW Practice II*</td>
<td>SW 677 Adv SW Practice III*</td>
</tr>
<tr>
<td>Elective 1</td>
<td>SW 668 Adv Research Practice I</td>
<td>SW 669 Adv Research Practice II</td>
</tr>
<tr>
<td>SW 672 Adv SW Practicum I*</td>
<td>SW 673 Adv SW Practicum II*</td>
<td>SW 673 Adv SW Practicum II*</td>
</tr>
<tr>
<td>Elective 2</td>
<td>Elective 3</td>
<td>Elective 3</td>
</tr>
</tbody>
</table>

** Graduate in May

**SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.**
**Curriculum Plan CC: 4 Semester Full-Time Plan**

Please Note: This Plan Begins in the SUMMER SEMESTER Only students who met the early bird deadline (February 28), are eligible for this curriculum plan. This plan is NOT available to specialization students because not all 3 specialization electives are offered in summer semesters. Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW Social Justice Policy</td>
<td>SW 640 Adv SW Practice II*</td>
<td>SW 677 Adv SW Practice III*</td>
<td></td>
</tr>
<tr>
<td>Elective 1</td>
<td>SW 668 Adv Research Practice I</td>
<td>SW 669 Adv Research Practice II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SW 672 Adv SW Practicum I*</td>
<td>SW 673 Adv SW Practicum II*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective 2</td>
<td>Graduate in August</td>
</tr>
<tr>
<td>Elective 3</td>
<td></td>
</tr>
</tbody>
</table>

*SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.

**Curriculum Plan EE: 5 Semester Part-Time Plan**

To take SW 668 and SW 669 in your first year, you must be employed at a social service agency for the entire academic year so that you can successfully implement your year-long evidence based practice projects. Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

<table>
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<tr>
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*SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.

**Curriculum Plan HH: 3 Semester Full-Time Plan**

This plan is NOT available to specialization students because not all specialization electives are offered in summer semesters. Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.

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<td>SW 672 Adv SW Practicum I*</td>
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*SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.
### Curriculum Plan JJ: 3 Semester Full-Time Plan

*Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.*

This plan may not work for some specializations.

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<td>Elective</td>
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*Graduate in May*

*SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.*

### Curriculum Plan KK: 4 Semester Full-Time Plan

*Please Note: This Plan Begins in the spring semester.* This plan will not work for most specializations due to specialization electives needed in other semesters. *Please contact the Financial Aid Office to determine eligibility for summer aid at 502-852-5511.*

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*Graduate in May*

*SW 640 & SW 672 (Fall) and SW 677 & SW 673 (Spring) must be taken concurrently.*
Specializations for 30-Hour Curriculum Plans

For specialization students, the electives and the advanced practicum (SW 672 & SW 673) are determined by the specialization. Please see the notes below to determine which electives and integrative seminars must be taken to meet the requirements of the specialization. We cannot guarantee that these specialization classes will be offered at days and times that meet your schedule. Please review the Schedule of Courses to determine what semester the classes are offered. In addition, some of these classes may be offered online and will be subject to higher tuition rates.

MSSW-School Social Work
- SW 630 School Social Work
- SW 642 Psychopathology
- EDSP 644 Applied Behavior Analysis

MSSW-Gerontology
- SW 681 Social Gerontology
- SW 682 Social Work with Older Persons
- One of the following electives: SW 615 Mental Health, SW 636 Death & Grief, SW 642 Psychopathology, SW 662 Substance Use & Substance Use Disorders, SW 684 Spirituality and Social Work
- SW 686 Integrative Seminar I (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 687 Integrative Seminar II (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

MSSW-Psychosocial Oncology
- SW 647 Psychosocial Oncology I
- SW 648 Psychosocial Oncology II
- One of the following electives: SW 633 SW and Human Sexuality, SW 642 Psychopathology, SW 636 Death and Grief, SW 684 Spirituality and SW, PHPEP 601 Introduction to Epidemiology (department approval), PHIST 600 Introduction to Biostatistics (department approval)
- SW 649 Psychosocial Oncology Integrative Seminar I (Fall) (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 650 Psychosocial Oncology Integrative Seminar II (Spring) (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

MSSW-Forensic Social Work
- SW 618 Social Work Incarceration
- SW 621 Special Populations in the Criminal Justice System
- SW 660 Motivation and Change OR SW 642 Psychopathology
- SW 623 Forensic Social Work Integrative Seminar I (Fall) (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 624 Forensic Social Work Integrative Seminar II (Spring) (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

MSSW-Military Social Work Specialization
- SW 627 Military Social Work
- Two of the following electives: SW 615 Mental Health, SW 659 Intro to Family Therapy Practice, SW 642 Psychopathology, SW 662 Substance Use & Substance Use Disorders
- SW 628 Fall Military SW Integrative Seminar (1 hr) (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 629 Spring Military SW Integrative Seminar (1 hr) (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

MSSW-Alcohol & Drug Counseling
- SW 660 Motivation & Change
- SW 661 Advanced Issues in Substance Abuse Treatment
- SW 662 Substance Use & Substance Use Disorders
- SW 678 Adv ADCS Integrative Seminar I (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 679 Adv ADCS Integrative Seminar II (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

MSSW-Mental Health
- SW 615 Mental Health
- SW 642 Psychopathology
- One of the following electives: SW 657 Group Methods, SW 659 Intro to Family Therapy Practice, SW 660 Motivation and Change, SW 636 Death & Grief
- SW 691 MH Integrative Seminar I (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 692 MH Integrative Seminar II (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum II)

MSSW-Leadership, Management and Supervision
- SW 643 Introduction to Social Work Leadership/Management
- SW 644 Social Work Quality Supervision
- One of the following electives: SW 685 Planning & Community Development, SW 697 Nonprofit Management, PADM 609 Financial Management of Nonprofits, PADM 612 Grants and Fundraising
- SW 637 LMS Integrative Seminar I (must be taken with SW 640 Adv SW Practice II and SW 672 Adv Practicum I)
- SW 638 LMS Integrative Seminar II (must be taken with SW 677 Adv SW Practice III and SW 673 Adv Practicum I)
KENT SCHOOL MSSW COURSE DESCRIPTIONS

Required Foundation Courses

SW 601: Human Behavior in the Social Environment I (3)

Social work has historically used the idea of person-in-environment to develop a holistic understanding of human behavior. The purpose of the HBSE sequence with its 2 courses (601 and 619) is to help students breathe life into the abstract idea of person-in-environment. SW 601 is the first course in this sequence and focuses on society at large (e.g. social movements, social institutions and social structure), larger environments (e.g. physical environment, formal organizations and communities) and small groups. The focus is on macro theories as well as the impact of social and economic forces on individuals and social systems. Contents are provided about the ways in which systems promote or deter people in maintaining or achieving optimal health and well-being.

SW 602: Social Welfare Institutions, Policies and Services (3)

This is the first course in the Social Policy and Services (SPS) sequence, and like the second course, its overall purpose is to help students to develop an ability to: 1) analyze social problem conceptualizations; 2) evaluate social program design options that address social problems; and, 3) assess the interrelationships between problem conceptualization and policy options and their impact on social work practice and clients. This first course explores the historical context and evolution of social welfare policy, and how dominant values and contextual factors shape policy in a broad range of social welfare arenas. Particular emphasis is given to analyzing poverty and income maintenance programs. We also focus on social work as a profession and how social work issues, values, and ethical dilemmas are experienced in social policy. Relationships between disenfranchised populations and social welfare policies and practices are stressed, giving particular attention to institutional racism, sexism, classism, heterosexism, and ageism. Students will automatically be registered for the same section of SW 622 Issues in Policy and Service Delivery before early Spring registration.

SW 603: Social Justice Practice (3)

This foundation course is designed to provide students with the knowledge and skills for social work practice with people who are subject to various forms of oppression such as racism, sexism, heterosexism, classism, ageism, and ableism operating at the individual, community and institutional levels of society. Diversity, strengths, and social justice practice are emphasized. Developing greater professional and personal awareness about the impacts of various forms of oppression and social justice responses are addressed.

SW 604: Social Work Practice I (3)

Prerequisites: Concurrent registration with SW 670.

Foundation practice is rooted in a generalist practice model in which the simultaneous impact of many systemic levels (individuals, families, groups, organizations, and communities) on clients’ lives is critically analyzed and recognized. Social Work Practice I is part of a two-course sequence also comprised of Social Work Practice II (605). Both courses are focused on the development of critical thinking skills within the context of professional social work practice. Social Work Practice I (604), addresses the development of the knowledge and skills necessary for generalist social work practice with individuals, families, and small groups. Special attention is given in each course to working with ethnic minorities, LGBTQ populations, women, aging populations, and people with disabilities. In addition, both classes in the Foundation Practice sequence are designed to provide students with an understanding of the social work profession’s mission, values, ethics, and roles.

SW 605: Social Work Practice II (3)

Prerequisites: Successful completion of SW 604; concurrent registration in SW 671.

Foundation practice is rooted in a generalist practice model in which the simultaneous impact of many
systemic levels (individuals, families, groups, organizations, and communities) on clients’ lives is critically analyzed and recognized. Social Work Practice II is part of a two-course sequence also comprised of Social Work Practice I (604). Both courses are focused on the development of critical thinking skills within the context of professional social work practice. Social Work Practice II (605), addresses the development of the knowledge and skills necessary for generalist social work practice with larger groups, organizations, and communities. Special attention is given in each course to working with ethnic minorities, LGBTQ populations, women, aging populations, and people with disabilities. In addition, both classes in the Foundation Practice sequence are designed to provide students with an understanding of the social work profession’s mission, values, ethics, and roles.

**SW 619: Human Behavior in the Social Environment II (3)**
Prerequisites: Successful completion of SW 601.
This second course in the Human Behavior in the Social Environment sequence builds on the first course and focuses on families, dyads, and the individual person (e.g. biological person, psychological person, spiritual person and the life course). This course provides content about theories and knowledge of the human bio-psycho-social-development, including theories and knowledge about the range of smaller social systems in which individuals live. Family and marital life is assessed based on different theoretical perspectives. Human development theory is analyzed, with the focus on a culturally sensitive perspective to these theories. Different alternative lifestyles are investigated and analyzed based on human theories. Content about values and ethical issues related to bio-psycho-social theories are included. Students are taught how to evaluate theory and apply theory to clientsituations.

**SW 622: Issues in Policy and Service Delivery (3)**
Prerequisites: Successful completion of SW 602.
This course emphasizes the interrelationship between problem conceptualization, policy options and their impact on social work practice and clients. Students analyze these interrelationships in the following four areas: child welfare, health, mental health and aging. In addition, students analyze the current delivery system in these four areas from a systems perspective. Most service delivery systems deliver a specific benefit or service, and developing a student’s skill in judging the fit between that benefit or service and the social problem or client need is an important emphasis of this class. Consequently, students explore how reimbursement, planning, quality assurance, case management and client targeting policies affect service outcomes. Students develop their ability to critically assess current service delivery problems as they impact client need, giving particular attention to vulnerable population groups. Students review current social service programs as to purpose, eligibility requirements, service provision and evaluation results.

**SW 626: Research Methodology and Design (3)**
Prerequisites: Successful completion of SW 601, SW 602, SW 670.
This course provides students the foundation knowledge for scientific inquiry. It covers all aspects of the research process from problem formulation to writing of the research report. It introduces students to qualitative, quantitative, and single-subject methods of conducting research and evaluating practice. Ethical issues associated with conducting research and evaluating practice are addressed. The uses of research to inform practice, policy, and to promote social justice are considered.

**SW 670 & SW 671: Foundation Social Work Practicum I (3) & II (3)**
Prerequisites: SW 670: Concurrent registration in SW 604. SW 671: Successful completion of SW 604, SW 670 and concurrent registration in SW 605.
These courses are designed to provide an educationally supervised practicum within a human services organization. This is a generalist fieldwork experience based on the strengths model of social work practice and taken concurrently with the Social Work Practice I and II courses. This practicum integrates class assignments and assists the student in developing a social work perspective and skills in working with a range of client systems: individuals, couples, families, groups, organizations, communities and the larger society. The practicum experience provides for the integration of theory learned across the
foundation courses related to human behavior, diversity, organizational and community dynamics, policy and research. Students practice under the supervision of a qualified agency-based social worker and the guidance of a school-based faculty liaison. An integral feature of the practicum is the sharing of practicum experiences with other students in foundation classes. These classes provide opportunities to present the student's work in a guided learning environment and to strengthen the integration of theory and practice. A minimum of 225 total hours (16 hours per week) of practice within an agency setting is required for each practicum semester. The student continues in the same agency from the fall through the spring semesters, for this two-semester field placement and a grand total of 450 hours in the foundation practicum.

**Required Advanced Courses**


This course focuses on both the historical development of American social welfare policy and the practice of policy analysis in relation to contemporary social welfare policies. Issues central to understanding American social welfare policy such as poverty, racism, sexism, globalization, privatization, faith-based policies, and technology are addressed in this course.

**SW 640: Advanced Social Work Practice II (3)**

Prerequisites: Successful completion of SW 605 or admission into the 30-hour program and concurrent registration in SW 672.

This course uses advanced problem-solving practice models and critical thinking skills designed to guide everyday decisions social workers make, whether they function as direct service providers or case managers supervisors. Social workers who are community organizers and administrators will also benefit from this course, although most of the applications will be related to individual, family and other small group level systems. **Core Themes and Integration:** The core themes of this course are: Engagement, Problem Formulation, Assessment, Intervention and Advanced Interviewing Skills. The course also expands on and provides more advanced understanding of the following themes in **Foundation Practice:** Ecological and Systems Theory, Critical Thinking in planning for Change, Multiple Systemic Levels of Change, Engagement and Evaluation. The course builds on and requires integration of **Advanced Research Course material related to:** Evaluation, Critical Thinking, Problem Solving, and Planned Intervention. The case study you will be required to do in this course relies on work you do in **Field** with client systems. *(SW 701 replaces SW 640 for students in the MSSW-CFT specialization).*

**SW 677: Advanced Social Work Practice III (3)**

Prerequisites: Successful completion of SW 641 and concurrent registration in SW 673.

The course focuses on theories, knowledge and skills needed in working with organizations in the areas of creating change, conducting agency assessments, networking, leadership, strategic planning, project development and management, team building, meeting management, budgeting and finances, fundraising and grant writing, marketing, and interfacing with the media, with a special emphasis on working with groups and organizations that work on behalf of oppressed populations. The last weeks in the course focus on reinforcing and integrating skills from all three practice courses through case-based study conceptualizing practice issues/interventions on macro, mezzo, and micro levels simultaneously.

**SW 668: Advanced Research Practice I (3)**

Prerequisites: Successful completion of SW 626 or admission to the 30-hour program. Access to a social services agency where projects from this class can be implemented (via practicum, work, or other access to an agency)

This course prepares students to critically appraise information gathered through literature reviews, practice wisdom, and consumer perspectives to inform best practices in social work. A plan to incorporate critically appraised information into current micro and/or macro social work practice is
developed and implemented. **Students will automatically be registered for the same section of SW 669 Advanced Research Practice II during spring registration.**

**SW 669: Advanced Research Practice II (3)**

Prerequisites: Successful completion of SW 668. Access to a social services agency where projects from this class can be implemented (via practicum, work, or other access to an agency).

This course prepares students to disseminate best practices information to micro and macro practice settings, and evaluate the impact of their dissemination efforts via use of quantitative and qualitative methods and analysis.

_It is important to note that SW 668 and SW 669 are two research courses delivered in a sequence in which a year-long project is completed in collaboration with an advanced practicum placement. If students experience any disruption in their placement before the start of the SW 669 section of this course sequence, or if students have an interruption in their studies and do not take SW 669 immediately after SW 668, students may be required to undergo an academic review with their research instructor, the research sequence chair and the director of field, to determine the best way possible in which the year-long project can be completed. Students may be required to retake SW 668 to secure a year-long interaction with an advanced practicum placement and successful completion of the research project._

**SW 672 and SW 673: Advanced Social Work Practicum I (3) & II (3)**

Prerequisites: SW 672: Satisfactory completion of all foundation level courses or admission to the 30-hour program and concurrent registration in SW 640. SW 673: Successful completion of SW 672, SW 641, and SW 640 and concurrent registration in SW 677.

This is an advanced level practicum designed to build on the foundation generalist practicum and all the foundation level courses, continuing the strengths model of social work practice. This advanced practicum focuses on the application of advanced theory, knowledge and skills covered in the advanced level curriculum. Students will integrate the competencies developed in their advanced year with practice experience. Students will use theoretical understanding of advanced level social work practice, social policy, social work values and ethics, and communication skills to guide practice interventions. Students will use advanced level research techniques and knowledge along with advanced systems analysis, to assess and evaluate interventions on all levels of social work practice. Students will continue development of their critical thinking skills. This course serves as the summative practice experience. Students practice under the supervision of a qualified agency-based social worker and the guidance of a school-based faculty liaison. An integral feature of the practicum is the sharing of practicum experiences with other students in advanced classes. These classes provide opportunities to present the student’s work in a guided learning environment and to strengthen the integration of theory and practice. A minimum of 250 total hours (18 hours per week) of practice within an agency setting is required for each practicum semester. The student continues in the same agency from the fall through the spring semester, for this two-semester field placement and a grand total of 500 hours in the advanced practicum.

**Elective Courses (open to all MSSW students)**

**SW 615: Mental Health (3)**

Required for MH Specialization students; elective for MSSW-non Specialization students.

This course is designed to familiarize the student with the body of knowledge and the service delivery system known as "mental health." The factors of human experience, which promote mental health or serve as a barrier to healthy functioning will be examined. The student will be encouraged to seek out the client's story and how it interfaces with the dominant story of institutions and agencies which determine public policy. This course will also explore the distinctive role of the social work professional within the complex web of mental health settings. The student will become familiar with major modes of mental health intervention utilized by social workers today. In the context of social work ethics and advocacy beliefs, the student will be challenged to assess his/her own responsibility to the client and the
profession.

**SW 618: Social Work and Incarceration (3)**
Required for Forensic Social Work Specialization students; elective for MSSW-non Specialization students.

The overarching aim of this course is to enhance student knowledge and skills related to strengths-based, macro-level social work practice and advocacy in adult incarceration. By the end of the course, students will have knowledge and skills critical to identifying, describing, appraising, and advocating for policy and practice revision regarding adult incarceration.

**SW 620 Forensic Interviewing and Assessment (3)**
Required for Forensic Social Work Specialization students; elective for MSSW-non Specialization students.

This 3-credit course covers key components of child forensic interviewing and assessment including pre-interview planning, forensic interviewing typology, and potential challenges and clinical considerations in the forensic interview. The course is designed for graduate students majoring in social work, criminal justice, education, sociology, psychology, counseling, nursing, and other areas where knowledge of child maltreatment investigation and advocacy are necessary.

**SW 621 Special Populations in the Criminal Justice System (3)**
Required for Forensic Social Work Specialization students; elective for MSSW-non Specialization students.

The overarching aim of this course is to enhance student knowledge, understanding and skills related to strengths-based, mezzo- and micro-level social work practice with special populations in the criminal justice system. By the end of this course students will develop the knowledge, understanding, and skills to identify the risks and needs associated with these populations at multiple systemic levels and evidence-based assessment and interventions strategies.

**SW 627 Military Social Work (3)**

This course is designed to develop competence in providing services to active duty, reserve, National Guard, veterans, and their families. It focuses on the wide range of challenges, strengths, and interventions that social workers need to learn and utilize in practice when working with this population. It is recognized that the returning veterans from the Global War on Terrorism and their families in addition to the millions of veterans from previous military service likely will exceed the capacity of the Department of Defense and the Department of Veteran Affairs, consequently, many of these service members will be seeking assistance from social workers in the civilian sector. Thus, services to this population will be provided in both civilian and military agencies/facilities consequently training to be competent to assist this population is of great importance to the profession across all settings. This course seeks to develop the requisite, knowledge, understanding and skills necessary for working with service members and their families.

**SW 630: School Social Work: Policy and Practice (3)**
Required for SSW Specialization students; elective for MSSW-non Specialization students.

This course is designed to help prepare you for social work practice in the public schools. It assumes that you have a foundation of knowledge in social work policy, practice, research, and human behavior in the social environment. It also assumes that you have had or currently have field practice or work experience in a human service setting, preferably a school. Through readings, assignments, presentations, and papers, this course will help you examine a range of practice and policy issues related to the delivery of social work services in school settings. The course also addresses current federal and Kentucky laws as they relate to practice with school-age children and their families. School social work professional standards, program development, and certification receive attention as well. An ecological and risk and resiliency framework for practice will be emphasized throughout the course. Additionally, the practice section is based on empirically supported practices and is consistent with Kent School’s curricular focus on the problem-solving process and critical thinking. Finally, special attention is given to children living in
poverty. “School Social Work: Policy and Practice” meets the school social work course requirement for school social work certification in the Commonwealth of Kentucky.

**SW 632: Gay, Lesbian, Bisexual and Transgender (GLBT) Issues and Social Welfare (3)**
Elective for MSSW-non Specialization students.

The purpose of this course is to introduce contemporary topics related to the social welfare of gay, lesbian, bisexual and transgender (GLBT) individuals. Issues addressed are related to development, health disparities, family, research, history and ethics.

**SW 633: Social Work and Human Sexuality (3)**

This course provides knowledge about physical, behavioral, cognitive, emotional and spiritual aspects of human sexuality. At the micro level, the course explores the cultural context of sexuality including an exploration of values, variables affecting sexual functioning, and effective interventions to prevent problems and to treat clients who have sexual concerns. At the macro level the course examines the sociopolitical context of sexuality, laws and policies that focus on sexuality, group efforts to affect such laws and policies, and how all of these factors affect the day today lives of groups, dyads and individuals.

**SW 636: Death & Grief (3)**

Death is one universal human experience: its impact affects not only the client but the social worker, both personally and professionally. Social workers, regardless of their specialty area or practice setting, will be interacting with persons experiencing death and grief. The main purpose of this course offering is to prepare master’s level social workers for effective practice with persons experiencing terminal illness as patients, family or caregivers and persons coping with grief and loss across the life span. This course focuses on affective, as opposed to cognitive learning. Content and theory will be taught, but student outcomes will be directed towards applying knowledge and skills to a variety of issues in various practice settings. To this end, actual case scenarios, decision cases, and contemporary drama will be used to engage students in problem-based learning activities. It is recommended that students have completed HBSE I and II prior to registering for this course.

**SW 642: Psychopathology (3)**

Required for MH and School Social Work Specialization students; elective for MSSW-non Specialization students.

This course examines concepts of labeling theory, stigma, strengths perspective, and the clinical use of diagnostic classification of psychopathology from a social work perspective. The implications of various definitions of psychopathology and the uses of diagnostic systems to inform practice, policy, and to promote social justice are considered.

**SW 643: Introduction to Social Work Leadership/Management (3)**

Required for LMS Specialization students; elective for MSSW-non Specialization students.

What does it mean to be a social work leader? In this course, social work students will be oriented to the theories, styles, traits and factors which build successful social work leaders and managers. Whether working in a small or large non profit, public or private system or in the for profit world, select knowledge, skills and abilities are essential to meeting the needs of vulnerable populations effectively. Coursework will include assessing your leadership/management style and potential, exploring real world case studies and exploring leadership/management simulations. The course will stress the importance of leading for diversity and inclusion in promoting social justice in organizations, community and society.

**SW 644: Social Work Quality Supervision (3)**
Required for LMS Specialization students; elective for MSSW-non Specialization students.

This supervision course provides students with instruction, practice experiences and skill development related to effective supervision in various social service contexts. The course focuses on several models of supervision that are grounded in systems theory, developmental theory, organizational theory, leadership theories, adaptive change theory, and social justice theory. Supervision as related to leadership and the organizational contexts will be explored. There will be a focus on practical skills related to supervision of staff and of volunteers. These skills will include administrative, clinical, supportive, developmental, and educational supervision, as well as performance evaluation.

**SW 647: Psychosocial Oncology I: Interpersonal Practice (3):**

This course focuses on clinical competencies in practice with individuals, couples and small groups. It covers practice throughout the cancer trajectory, including diagnosis, treatment, transition to survivorship, survivorship, palliation, and end of life. It begins with an understanding of psychoneuroimmunology, stress and coping; that is, the study of interactions among behavior, the brain, and the body’s immune system and how psychosocial stressors interact with the body’s neuro-endocrine, immune and other systems. Theories of interpersonal relationships and cultural psychology will also provide frameworks for students in understanding patients within the context of their social environments. Students will learn to apply evidence-based interventions and evaluate their work with patients and families.

**SW 648: Psychosocial Oncology II: Organizations and Communities (3):**

This course covers skills that are needed to make changes on organizational and community levels to provide quality psychosocial care to all patients and families. To this end, the competencies will include 1) developing initiatives that address unmet health/mental health needs and service gaps of diverse patient groups; 2) writing grant proposals to obtain resources and funding to facilitate the provision of psychosocial services to diverse patients; 3) using databases and information technology to evaluate population needs, service provisions and/or organizational effectiveness; 4) using a community-based participatory perspective to advocate for policies that address disparate health needs for patients; 5) working with legislative staff or coalitions on policy issues related to cancer and 6) developing evaluation criteria to monitor the implementation process, cost and outcome of a psychosocial program for cancer patients.

**SW 657: Group Methods (3)**

Required for MH Specialization students; elective for MSSW-non Specialization students.

The values, principles, and skills of group work are analyzed and applied. All major aspects of group life are explored and there is an emphasis on the purposes, content, and forms of various group experiences. The social worker’s role in facilitating the group process is detailed, and there is a special emphasis placed on the beginning processes associated with group methods.

**SW 659: Introduction to Family Therapy Practice (3)**

This course emphasizes understanding assessment, case planning, and intervention in couple and family therapy. The student will be introduced to the major assessment and intervention ideas/skills associated with the major schools of marital family therapy. Skill development will encompass systemic assessment, consensus building, case planning and the tools necessary to conduct an initial interview.

**SW 660: Motivation and Change (3)**

Required for ADCS Specialization students; elective for MSSW-non Specialization students.

The course focus is on theory and evidence based practice methods aimed at engaging resistant people in the process of change: Motivational interviewing (MI) is a client-centered, yet directive method for enhancing intrinsic motivation for change. The prescribed methods are focused on exploring and resolving ambivalence and were developed by William R. Miller & Stephen Rollnick in a seminal book.
that was published in 1991. The MI methods and principles were developed relying on an impressive body of research and it continues to receive enormous research and clinical attention. The second edition of this book (copyright 2002) is recognized as the authoritative source of theory and technique and is suitable for learning and guiding practice; this book will serve as the primary text for this class. Developed as an effective and brief method to engage clients in change processes surrounding addiction problems, more recent research has demonstrated MI as a meta change counseling style that can be adapted to engage clients in change processes for a wide variety of healthy, yet resistant behaviors (e.g. diet, exercise, safer-sex practices, medication compliance, treatment adherence, chemical addiction, gambling, shopping, and other addictive behaviors). MI can be used as 1) a stand alone intervention (e.g. engage the client in a customized weight loss program), 2) a method of increasing client adherence and dose related to some other intervention approach (e.g. engage clients in sticking with some proven weight loss method), or 3) a general counseling / interviewing approach underlying all client interactions. Given the wide variety of application, this class is appropriate for those who are interested in substance abuse practice or in adapting these methods and theory to guide counseling for other behaviors and populations.

**SW 661: Special Issues in Alcohol and Drug Counseling (3)**

Required for ADCS Specialization students; elective for MSSW–non Specialization students.

The course prepares students for practice in specialized alcohol and other drug treatment settings.

The efficacy of addiction treatment practices taught in the course is well documented in research.

**SW 662: Substance Use & Substance Use Disorders (3)**

Required for ADCS Specialization students; elective for MSSW–non Specialization students.

Substance abuse disorders are a highly prevalent issue among most social work practice populations. This is a survey class designed to provide students with basic and fundamental knowledge about substance abuse, and to orient students for social work practice positions including entry-level substance abuse micro or macro practice positions. In addition to the direct effects of substance abuse on the victim—family and community systems are negatively impacted. Hence, the direct and indirect effects of substance abuse are pervasive and commonly impact social work practice outcomes. Substance abuse disorders are complex adversely affecting most domains of human functioning, yet there is much research knowledge available to inform practice. Given the above, a course in substance abuse is an invaluable component of social work education. Given the prevalence of substance abuse among social work populations, a basic understanding of substance abuse is fundamental to social work micro practice. Macro students will also benefit given the abundance of legislative initiatives directed at preventing and reducing the impact of substance abuse on contemporary society.

**SW 664: Social Work & Law (3)**

This course is designed to (1) familiarize social work students with the legal system and the various roles of social workers within the legal arena, (2) increase the social work student’s understanding of the impact of the legal system on social work clients and client groups, (3) increase the social work student’s understanding of the interface of law with professional social work practice, and (4) develop and enhance the skills needed by the professional social worker in situations where social work and the law interface.

**SW 681: Social Gerontology (3)**

Required for Gerontology Specialization students; elective for MSSW–non Specialization students.

This course is designed to enable the student to understand the complexity of the aging process from the perspective of the individual, the family, and society. The course will explore physical, emotional, psychological, social, spiritual, environmental, economic, and demographic aspects of aging. Special attention will be paid to (1) society’s attitudes toward global aging, current models of aging; and to (2) the student’s attitude towards her/his own aging. New and creative ways of being old in this
society will be explored.

**SW 682: Social Work Practice with Older Persons (3)**

Required for Gerontology Specialization students; elective for MSSW-non Specialization students.

Specific knowledge, skills, and values associated with social work intervention with older persons are the emphasis of this course. There is an emphasis on the heterogeneity of the population of older Americans and issues associated with diversity. Taught from a strengths perspective using a narrative collaboration, this course will provide the learner with pragmatic skills needed to work with diverse populations of older adults.

**SW 684: Spirituality and Social Work (3)**

This course provides an in-depth examination of the meaning of spirituality for social work practice. The students will be able to broaden their knowledge of basic spiritual and religious doctrines and principles, their application to social work, and to apply this knowledge within a variety of social work settings. Spirituality is discussed in a very broad perspective with its impact on healing of the mind and body. This course guides students in examining their own spiritual perspectives and possible conflicts with differing perspectives of clients. Students further consider spirituality as a possible vehicle to facilitate client’s growth and change.

**SW 685: Planning & Community Development (3)**

Using theories from the behavioral and social sciences, this course will provide students with a basic theoretical, methodological, value, and skill base in social planning within a context of community development, organization and advocacy. Methods of helping population groups develop and gain meaningful participation in community decision-making processes will be explored. Processes of planning and community development will be analyzed with particular emphasis on the role and influence of the political economic process on social priority determination, and policy and resource development. The course will stress the importance of ethical social work approaches, social and economic justice considerations, and values as central features of social planning and development.

**SW 697: Special Topic Classes**

**International Social Work Elective (3):** Academic credit may be earned through these student exchanges. Students receive lectures on social welfare programs, and interact with students and faculty both formally and informally from the host university. Visits to social welfare agencies range from programs for the elderly to community centers, homeless programs, hospitals, and substance abuse programs. Time is provided for students to experience the culture of the host country as well. Typically, the study abroad is for 2 weeks with preparatory sessions prior to departing for the host country. Students interested should contact Dr. Tom Lawson for more information about the next scheduled International Trip.

**Comparative International Social Policy (3):** This course seeks to provide students with knowledge and information about social policy and programs in selected countries and to compare it to the United States. Students will recognize the influence of the contextual influences of history and culture on the development of social policy within the context of international comparisons. Differences and similarities of policy and programs will be examined between and among countries with a goal of recognizing strengths, weaknesses and gaps.

**SW 699: Independent Study (3)**

Prerequisites: Successful completion of the foundation content and permission of the instructor.

The student is required to submit a proposal for investigating some area or problem in social work not ordinarily offered in the social work program. The report of the student’s study will be presented in a written report.
Elective Courses Taken in Other Units

Graduate social work students may take graduate courses (level 500 and above) in other academic units of the University of Louisville to fulfill elective requirements provided such courses have relevance to social work education and are approved by the student’s faculty advisor and the Associate Dean of Academic Affairs. A maximum of 6 credit hours is allowed. Students currently enrolled in the Kent School should seek prior approval from their advisor and the MSSW Program Director before registering for these classes.

Electives Only available to Cabinet for Families and Health Services Employees

**SW 652: Introduction to Child Welfare Practice (3)**
This course is offered as part of the CFL program at an off-site location determined by the program. Only Cabinet for Families and Health Services Employees are eligible to take this course.

The course focuses on skills of screening, investigation, assessment, case planning, and service delivery within the child welfare system.

**SW 653: Family Casework Skills/Services to Children (3)**
This course is offered as part of the CFL program at an off-site location determined by the program. Only Cabinet for Families and Health Services Employees are eligible to take this course.

This course provides students with exposure to strengths-based, collaborative models of casework practice. Emphasis will be placed on skill development in the areas of assessment, case planning and case management when working with high-risk families. Targeted skills will include practice techniques for utilizing and supporting the family’s own narrative about the challenges they face while assisting them in responding to their need and desire for change.

**SW 655: Family Violence (3)**
This course is offered as part of the CFL program at an off-site location determined by the program. Only Cabinet for Families and Health Services Employees are eligible to take this course.

The focus of this course is on understanding, screening for, assessing, and intervening in various forms of family violence.

**SW 656: Sexual Abuse Assessment (3)**
This course is offered as part of the CFL program at an off-site location determined by the program. Only Cabinet for Families and Health Services Employees are eligible to take this course.

This course is designed to prepare students to screen, assess, and intervene in situations involving child sexual abuse.

**SW 663: Enhancing Child Safety (3)**
This course is offered as part of the CFL program at an off-site location determined by the program. Only Cabinet for Families and Health Services Employees are eligible to take this course.

This course focuses on practice knowledge and skills in the delivery of services to children and youth in foster and out of home care and families that care for them.

**SW 666: Collaborative Practice with Substance Abuse and Mental Health Services (3)**
This course is offered as part of the CFL program at an off-site location determined by the
program. Only Cabinet for Families and Health Services Employees are eligible to take this course.
This course focuses on preparing students to practice collaboratively with substance abuse, mental health, and child welfare services to screen, assess, manage, and refer families to MH and SA services.

**SW 675: Child Welfare Supervision, Coaching, Mentoring Practices & Policies (3)**
This course is offered as part of the CFL program at an off-site location determined by the program. Only Cabinet for Families and Health Services Employees are eligible to take this course.
This course provides students with an understanding of supervision, coaching and mentoring theory, research, practices and policies in the field of child welfare. Students learn about the supervision process, providing supervision, coaching and mentoring in the context of overseeing/managing casework practice. Additionally, students gain knowledge about developing supervision, mentoring, and coaching plans as well as assessment skills to evaluate worker skills and performance in child welfare organizations.

**SW 697: Casework Supervision in Child Welfare (3)**
This course is offered as part of the CFL program at an off-site location determined by the program. Only Cabinet for Families and Health Services Employees are eligible to take this course.
This course introduces students to core concepts and competencies in casework supervision in child welfare. Students will analyze and apply supervisory strategies to promote critical thinking and enhance workers’ skills in family engagement, assessment, clinical and ethical decision-making, case planning, and navigating systems of care. Students will also examine and develop strategies for assessing and managing secondary traumatic stress, burn-out, and professional quality of life.

**MSSW-Couple & Family Therapy Specialization Core Courses**

**SW 700: Foundations of Family Therapy: Theory and Practice (3)**
Prerequisites: Admission in the CFT Program.
This course is family social work preparatory course that covers three foundational elements of family therapy practice, 1) a comprehensive and substantive understanding of the family life cycle, family dynamics, systemic thinking, and interactional theories, 2) an introduction to the major assessment and intervention ideas/skills associated with the major schools of marital family therapy, and 3) the foundational skills that encompass systemic assessment, consensus building, case planning and the tools necessary to conduct an initial interview. Systemic concepts that describe intrapersonal and interpersonal dynamics and their relationship to family development and interaction will be presented as they pertain to the field of couple and family therapy. Foundational concepts will be viewed through the lenses of smaller social (family) systems, language systems, and larger social cultural systems. Students will also be introduced to the role of the marital and family therapist in terms of relationship to clients, a relational approach to understanding clients, and the self of the therapist.

**SW 701: Family Therapy Assessment and Treatment in Diverse Populations (3)**
Prerequisites: Admission in the CFT Program.
This course will focus on more in-depth assessments and interventions regarding specific problem populations faced in marital and family therapy practice. These may include, but are not limited to child and teen behavior, school difficulties, chemical dependency and adult mental health concerns. Emphasis will be given to a critical review and evaluation of the evidence based practices as well as interventions or strategies that represent integrative approaches in the field. Special attention will be given to the use of the DSM-IV and pharmacology as it related to CFT practice. Throughout the course there will be
attention to the ethical and professional issues that arise in working with these populations. (SW 701 FT Assessment replaces SW 640 Adv SW Practice II for MSSW-CFT students and for CFT-Prep students).

**SW 702: Couple Therapy: Theory and Practice (3)**
Prerequisite or Co-Requisite: Admission in the CFT Program, successful completion of SW 703, concurrent registration in SW 724.

This course provides the student with a framework for managing difficult and controversial issues in the field of couple therapy. The student will become versed in couple assessment and couple interventions. Protocols regarding special issues in the field of couple therapy will be taught including divorce, sexual problems, infidelity, domestic violence etc. The course will examine pertinent ethical issues and concerns as it relates to the field of couple therapy.

**SW 703: Macro Couple and Family Intervention Issues in the Profession and Community (3)**
Prerequisite: Admission into the CFT Program, successful completion of SW 700, concurrent registration in SW 722.

Marital and Family Therapy has made significance advances in the development and validation of psycho educational interventions to address complex family problems. This course will review social problems facing families as well as evidence-supported educational programs to address these problems. Particular emphasis will be placed on social problems such as domestic violence, divorce, child maltreatment, substance abuse, mental health and health issues. Students will study concepts, strategies, and skill sets required for systemic work on marital and family therapy casework issues family, local community, and larger societal levels. The tools for learning will include lecture, discussion, role-playing, case reviews, and teamwork on projects designed to develop and enhance specific skills.

**SW 704: Integrating Family Therapy: Theory and Practice (3)**
Prerequisite: Admission into the CFT Program, successful completion of SW 700, SW 701, SW 702 & SW 703.

This is the capstone course in the MSSW-CFT Specialization designed for each student to refine his/her own theory of change. Utilizing critical thinking skills, students will work to integrate intervention models and skill sets in the areas of assessment, treatment /intervention planning, case management, and outcome evaluation. Students will be assisted in integrating the clinical theory, practice, and research coursework and fieldwork in marital and family therapy with their study of change in larger social systems. This course also provides an opportunity for individual students to tailor and deepen their learning about areas of personal interest previously covered in the curriculum.

**SW 705: Professional Issues & Ethics in Social Work: Couple & Family Therapy (3)**
Prerequisite: Admission into the CFT Program, successful completion of SW 702.

This is a capstone seminar in professional issues taken in the last semester of the MSSW/CFT Specialization Program. This course reviews and integrates the graduating student’s learning experiences in SW 721-725 and SW 703 in the area of professional issues and ethics. This course is designed to assist the graduating social work student in their professional development, legal responsibilities, current professional ethics, the role of professional associations, CFT and SW licensure legislation, independent practice considerations, and inter-professional cooperation.

**Supervision Courses**

**SW 721: Family Therapy Supervision I (3)**
Prerequisite: Admission to the Family Therapy Program and concurrent registration in SW 670. Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)

**SW 722: Family Therapy Supervision II (3)**
Prerequisite: Successful completion of SW 721 and concurrent registration in SW 671. Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)
SW 723: Family Therapy Supervision III (3)
Prerequisite: Successful completion of SW 722.
Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)

SW 724: Family Therapy Supervision IV (3)
Prerequisite: Successful completion of SW 723 and concurrent registration in SW 672.
Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)

SW 725: Family Therapy Supervision V (3)
Prerequisite: Successful completion of SW 724 and concurrent registration in SW 673.
Supervision of student work with a variety of families and family problems in community agency settings. (Pass-fail)

MSSW-Couple & Family Therapy Prep Core Courses

SW 642: Psychopathology (3)
Already discussed under electives.

SW 633 SW & Human Sexuality (3)
Already discussed under electives.

SW 672 Advanced Social Work Practicum I (3)
Already discussed under MSSW-CFT Specialization Core Courses.

SW 673 Advanced Social Work Practicum II (3)
Already discussed under MSSW-CFT Specialization Core Courses.

SW 700: Foundations of Family Therapy: Theory and Practice (3)
Already discussed under MSSW-CFT Specialization Core Courses.

SW 701: FT Assessment (3)
Already discussed under MSSW-CFT Specialization Core Courses.

SW 703 Macro CFT (3)
Already discussed under MSSW-CFT Specialization Core Courses.

SW 723 FT Supervision III (3)
Already discussed under MSSW-CFT Specialization Core Courses

SW 724 FT Supervision IV (3)
Already discussed under MSSW-CFT Specialization Core Courses

SW 725 FT Supervision V (3)
Already discussed under MSSW-CFT Specialization Core Courses

MSSW-School Social Work Specialization Core Courses

SW 630: School Social Work: Policy and Practice (3)
Already discussed under electives.

SW 642: Psychopathology (3)
Already discussed under electives.

EDSP 644: Applied Behavior Analysis (3)
Students explore the principles and procedures in the field of applied behavior analysis. Observational methods, single subject designs, and behavior promotion, reduction, and generalization strategies are reviewed in relation to the needs of students with disabilities. Participants are required to develop individual project proposals that demonstrate their ability to design, implement, and evaluate behavioral programs in an effective and ethically responsive manner.
Student portfolio

MSSW-Alcohol and Drug Counseling Specialization Core Courses

**SW 660: Motivation and Change (3)**
Already discussed under electives.

**SW 662: Substance Use & Substance Use Disorders (3)**
Already discussed under electives.

**SW 661: Special Issues in Alcohol and Drug Counseling (3)**
Already discussed under electives.

**SW 678 Integrative Seminar I (1.5)**
Prerequisite: Admission to the ADC Specialization and concurrent registration in SW 672. Supervision of student work with a variety of clients with alcohol and drug abuse issues in community agency settings. (Pass-fail)

**SW 679 Integrative Seminar II (1.5)**
Prerequisite: Admission to the ADC Specialization and concurrent registration in SW 673. Supervision of student work with a variety of clients with alcohol and drug abuse issues in community agency settings. (Pass-fail)

MSSW-Gerontology Specialization Core Courses

**SW 681: Social Gerontology (3)**
Already discussed under electives.

**SW 682: Social Work with Older Persons (3)**
Already discussed under electives.

**Supervision Courses**

**SW 686 Integrative Seminar I (Fall) (1)**
Prerequisite: Admission to the Gerontology Specialization and concurrent registration in SW 672. Supervision of student work with a variety of gerontology clients and their families in community agency settings. (Pass-fail)

**SW 687 Integrative Seminar II (Spring) (1)**
Prerequisite: Admission to the Gerontology Specialization and concurrent registration in SW 673. Supervision of student work with a variety of gerontology clients and their families in community agency settings. (Pass-fail)

MSSW-Mental Health Specialization Core Courses

**SW 615: Mental Health (3)**
Already discussed under electives.

**SW 642: Psychopathology (3)**
Already discussed under electives.

**SW 657: Group Methods (3), SW 659 Intro to Family Therapy (3), SW 660 Motivation and Change (3), OR SW 636 Death & Grief (3)**
Already discussed under electives.
Supervision Courses

SW 691 Mental Health Specialization Integrative Seminar I (Fall) (1)
Prerequisite: Admission to the Mental Health Specialization and concurrent registration in SW 672. Supervision of student work with a variety of mental health clients and their families in community agency settings. (Pass-fail)

SW 692 Mental Health Specialization Integrative Seminar II (Spring) (1)
Prerequisite: Admission to the Mental Health Specialization and concurrent registration in SW 673. Supervision of student work with a variety of mental health clients and their families in community agency settings. (Pass-fail)

MSSW-Psychosocial Oncology Specialization Core Courses

SW 647: Psychosocial Oncology I: Interpersonal Practice (3)
Already discussed under electives.

SW 648: Psychosocial Oncology II: Community Approaches to Promote Health Equity (3)
Already discussed under electives.

Supervision Courses

SW 649 Psychosocial Oncology Integrative Seminar I (Fall) (1):
Prerequisite: Admission to the Psychosocial Oncology Specialization and concurrent registration in SW 672. Students will participate in an innovative interdisciplinary curriculum in palliative care (iCope). The seminar will assist with planning future goals for their career development upon graduation.

SW 650: Psychosocial Oncology Integrative Seminar II (Spring) (1):
Prerequisite: Admission to the Psychosocial Oncology Specialization and concurrent registration in SW 673. Students will participate in an innovative interdisciplinary curriculum in palliative care (iCope). The seminar will assist with planning future goals for their career development upon graduation.

MSSW-Military Social Work Specialization Core Courses

SW 615 Mental Health (3), SW 659 Intro to Family Therapy Practice (3), SW 642 Psychopathology (3), OR SW 662 Substance Use & Substance Use Disorders
Already discussed under electives.

SW 627 Military Social Work (3)
Already discussed under electives.

Supervision Courses

SW 628 Military Social Work Integrative Seminar (Fall) (1)
Prerequisite: Admission to the Military Social Work Specialization and concurrent registration in SW 672.

SW 629 Military Social Work Integrative Seminar 2 (Spring) (1)
Prerequisite: Admission to the Military Social Work Specialization and concurrent registration in SW 673.

MSSW- Forensic Social Work Specialization Core Courses

SW 618: Social Work and Incarceration (3)  
Already discussed under electives.

SW 620: Forensic Interviewing and Assessment (3)  
Already discussed under electives.

SW 621: Special Populations in the Criminal Justice System (3)  
Already discussed under electives.

Supervision Courses

SW 623 Forensic Social Work Specialization Integrative Seminar I (Fall) (1)  
Prerequisite: Admission to the Forensic Social Work Specialization and concurrent registration in SW 672.  
Supervision of student social work practice with a variety of individuals, groups, communities and society as related to legal issues and litigation in both civil and criminal justice systems. (Pass-fail)

SW 624 Forensic Social Work Specialization Integrative Seminar II (Spring) (1)  
Prerequisite: Admission to the Forensic Social Work Specialization and concurrent registration in SW 673.  
Supervision of student social work practice with a variety of individuals, groups, communities and society as related to legal issues and litigation in both civil and criminal justice systems. (Pass-fail)

MSSW-Leadership, Management and Supervision (LMS) Specialization Core Courses

SW 637: Mental Health (3)  
Already discussed under electives.

SW 642: Psychopathology (3)  
Already discussed under electives.

SW 657: Group Methods (3), SW 659 Intro to Family Therapy (3), SW 660 Motivation and Change (3), OR SW 636 Death & Grief (3)  
Already discussed under electives.

Supervision Courses

SW 637 LMS Specialization Integrative Seminar I (Fall) (1)  
Prerequisite: Admission to the LMS Specialization and concurrent registration in SW 672.  
Students will learn to apply theories, methods and practices for leading a productive organization and effectively managing staff, and conflict. Social work's ideological role in society presents unique ethical challenges. Students will be oriented to the National Association of Social Work (NASW) and other standards and techniques for ethical leadership compliance. Finally, students will assess their potential for exerting successful social work leadership/management throughout their practicum and careers.
(Pass-fail)

SW 638 LMS Specialization Integrative Seminar II (Spring) (1)
Prerequisite: Admission to the LMS Specialization and concurrent registration in SW 673. Students will learn to apply theories, methods and practices for leading a productive organization and effectively managing staff, and conflict. Social work's ideological role in society presents unique ethical challenges. Students will be oriented to the National Association of Social Work (NASW) and other standards and techniques for ethical leadership compliance. Finally, students will assess their potential for exerting successful social work leadership/management throughout their practicum and careers. (Pass-fail)

THE MSSW APPLICATION PROCESS

Admission to Kent School of Social Work MSSW Program - Requirements
Persons interested in admission to the Kent School should contact one of the MSSW Admissions Coordinators at msswkent@louisville.edu. We encourage potential applicants to visit the Kent School or to attend a prospective student session. Please consult the Kent Website at http://louisville.edu/kent/ for a list of scheduled sessions.

Kent School seeks students with good interpersonal skills, emotional stability, and the ability to perform well academically. To ensure that entering students meet these standards, the faculty has set the following requirements:

a) A Bachelor’s degree from a regionally accredited institution of higher learning.
b) A minimum of 27 credit hours in liberal arts for preparation:

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<th>COMMUNICATION</th>
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<td>Journalism</td>
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**NATURAL SCIENCE** 3 HOURS

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**HUMANITIES** 9 HOURS

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<td>History</td>
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<td>Foreign Literature</td>
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**SOCIAL SCIENCES** 9 HOURS

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c) An undergraduate GPA of 3.00 is recommended to be considered for admission to the Kent School. While we consider applicants whose undergraduate GPA does not meet this standard, applicants with GPAs less than 2.50 will rarely be considered as the School of Interdisciplinary and Graduate Studies’ standards require a minimum cumulative GPA of 2.50.
Send all application materials to: Graduate Admissions, University of Louisville, Louisville, KY 40292 or gradadm@louisville.edu. The application is complete when Graduate Admissions has received all of the following:

1) A completed online application form with Graduate Admissions. Application forms are available online at http://louisville.edu/graduate with a $65.00 non-refundable processing fee. It is suggested that you apply online at this website and pay your fee with a credit card or electronic check. If you submit a hard copy application, attach a personal check, money order or cashier’s check (U.S. dollars) payable to the University of Louisville. Note: paying your application fee with a check will delay the process for 8 days.

2) An official transcript from each institution of higher learning attended is required including those at which you were enrolled for academic credit as a non-degree student and/or credits which you transferred to another college. All transcripts must bear the official seal and signature of the institution attended. You must request these transcripts directly from the Registrar or appropriate officer of each institution and ask that they send them directly to Graduate Admissions at the University of Louisville. If you have taken courses at the University of Louisville, your U of L transcript will be provided automatically, with no request needed from you. Applicants with a cumulative gpa average less than 2.75 are required to submit an acceptable MAT or GRE score with their application. Dates of testing link are available at http://louisville.edu/testing. Advanced Standing applicants who obtained their BSW within the last 7 years from an undergraduate social work program accredited or in candidacy by CSWE with a cumulative gpa of 3.00 and a social work gpa of 3.25 may be eligible for the Advanced Standing 30-hr program. BSW applicants with less than a cumulative 3.0 GPA and a social work GPA of less than 3.25 will rarely be considered for the 30-hour program and will rarely be allowed to transfer social work coursework from their undergraduate degree toward their MSSW degree.

3) A Writing Sample: Please see MSSW Application Checklist at www.louisville.edu for detailed instructions. Additionally, if there were gaps or deficiencies in your academic record or if you have ever had an academic review, please address these in an Addendum to your statement. Applicants to the 30-hour program whose applications are complete by February 28, have the option of beginning classes in either Summer or Fall.

4) Three letters of recommendation are required, preferably submitted on a University of Louisville Recommendation Graduate School Form using the “electronic” options when completing your online graduate school application by indicating on the application a request that the form be sent to all recommenders electronically. They can also be submitted in a sealed, signed envelope to Graduate Admissions using the recommendation forms found on http://louisville.edu/graduate. Applicants are required to submit at least 1 academic recommendation. If the applicant has not enrolled in classes within the past 5 years, this requirement may be waived and an additional professional reference should be substituted. Evaluations should be submitted from persons who have been directly responsible for assessing your human service related work/volunteer experience and academic performance. Avoid personal references (friend, co-worker, mentor, clergy, or others of a more personal nature). Applicants who wish to be considered for 30 hour Advanced Standing program must submit their BSW Practicum Evaluation and 1 of their 3 letters of recommendation must be from their Director of Field Education, on-site Practicum Supervisor, or Practicum/Practice Instructor. The School reserves the right to request additional supportive material from persons acquainted with the applicant’s academic and/or practice capabilities.

5) Agreements Form: There are several agreements and waivers that must be read, completed and signed (academic dishonesty statement, release and waiver statement, ethical standards of behavior agreement, technology agreement, practicum agreement, personal commitment contract, and title IX agreement). These agreements can all be found on the MSSW Application Checklist and should be submitted to Graduate Admissions at gradadm@louisville.edu. Agreements form can be accessed via the MSSW Application Checklist at www.louisville.edu/kent.

6) Please submit a resume that includes current/past employment as well as volunteer and service roles.
served and email it to gradadm@louisville.edu after submitting your online application.

7) If you wish to be considered for a specialization, please check our website http://louisville.edu/kent/ or this catalog for any additional admissions procedures or documents necessary for consideration for admission to a particular program (Note: MSSW Online program students are not eligible for CFT and School Social Work specializations). **Prospective CFT specialization students have the best chance of admittance if they get their applications completed and submitted to Kent School as early as possible before the December 15th Specialization deadline. Students should ensure that they have included all the information for the MSSW admissions process as well as the CFT specific requirements (see http://louisville.edu/kent for specifics).** The CFT Specialization admissions process will be conducted on a rolling basis beginning in January, and will continue until the class is full. Each year the CFT Specialization program will also keep a short waiting list to ensure a full class. Students in the 60-hour program may apply for all other specializations when they apply for their advanced practicum placement in their final year of study and must meet the 12/15 specialization deadline. Students in the 30-hour program need to apply for ALL specializations at the point of application to Graduate Admissions.

8) If you wish to be considered for any of the dual degree programs, you must complete the other unit’s application process as well. Please mail an admissions letter from the other unit directly to the Coordinator of Academic Affairs, Kent School of Social Work, Louisville, KY 40292. Until this letter has been received by the Kent School, you will be considered in the MSSW only program; please select a curriculum plan other than the dual degree plan.

9) International students for whom English is not their primary language must show English language proficiency by demonstration of a specified level of proficiency on the TOEFL examination or by successfully completing the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville or by demonstration of a degree award from an acceptable English language institution. A score of 550 on the paper-based TOEFL or a score of 213 on the computer-based TOEFL or 79-80 on Internet-based TOEFL is required. Scores must be submitted before a decision will be made on an application. More information at: http://louisville.edu/graduate/futurestudents/international-applicants A minimum 6.5 is required if taking the International English Language Testing System (IELTS). More info at www.ielts.org and www.ets.org/toefl International students may be required to conduct an official admissions interview with the Admissions Committee as part of the admissions process.

10) International students may be required to have their transcripts evaluated by a credential evaluation service in the U.S. Two possible services include: World Education Services, Inc., at http://www.wes.org and Educational Credential Evaluators at http://www.ece.org/. Students may be required to participate in an interview as part of the admission process. When completing the I-20, students should note that they will be placed in a practicum as part of their education. Admitted students should visit the International Center when they arrive on campus to obtain the proper immigration documentation necessary to begin the practicum. http://louisville.edu/internationalcenter

11) Practicum Accommodations:
**MSSW Online US Citizens Living Abroad:** Applicants who live outside of the US will need to consult with Kent's Director of Field Education, Lynetta Mathis, in advance of applying to the MSSW program to ensure the feasibility of meeting practicum placement requirements in accordance with CSWE policies at lynetta.mathis@louisville.edu. A qualified practicum supervisor must be readily available (eg, the supervisor has an MSSW degree from a CSWE accredited institution or similar CSWE type accreditation) and the applicant must participate in identifying a qualified practicum supervisor with the support of the Field Education Office.

**Reasonable Accommodations for applicants with disabilities:** For other accommodations that may be needed to successfully complete practicum, the applicant should consult with Lynetta Mathis, our Director of Field Education, in advance of applying to the MSSW program at lynetta.mathis@louisville.edu. The focus of the consultation will be to assess the likelihood of obtaining and successfully completing a practicum given the applicant’s unique
accommodations. Successful completion of 900 hours in practicum is a required component of obtaining the MSSW degree. Requests will be considered on a case by case basis and may require referral to and consultation/collaboration with the UL’s Disability Resource Center.

Admission materials can be sent all at once to Graduate Admissions or one at a time as they are completed. Applications will be reviewed by the Admissions Committee only when complete after which there is typically a 4-6 week turnaround time for an admissions decision. Please Note: the Admissions Committee reserves the right to interview any applicant at their discretion. All materials must be received by Graduate Admissions by the deadline for your preferred curriculum plan.

The University Admissions staff will do everything possible to facilitate completion of the applicant’s file. However, it is the applicant’s responsibility to request the items needed and to check with Graduate Admissions at (502) 852-3101 to determine whether they were, in fact, received. No faxes will be accepted. The Kent School Admissions Committee will review the application only when all credentials are on file.

**MSSW Entry Dates**

New regular 60-hr students may begin the MSSW program in the fall or spring semesters. New 30-hr Advanced Standing students may enroll in the fall, spring or summer. 2-year CFT and 1 year CFT Prep students must begin in summer.

**MSSW Admission Application Date**

Applicants may apply to the MSSW program at any time. However, admissions deadlines vary as explained below depending on desired start term and program applied to. Because entry into the program is highly competitive, applicants are encouraged to submit their applications in advance of deadlines to ensure a space. All admissions materials must be received by Graduate Admissions by the deadline date in order for an applicant to be considered for admission by a particular deadline. Kent School deadlines for admission are classified as follows:

**MSSW Program Deadlines**

**September 30**
60-hour applicants who will choose Curriculum Plans E or F for Spring start
30-hour applicants who will choose Plans JJ or KK for Spring Start (specializations may not be available for these plans due to uncertain availability of required electives)

**December 15**
30-hour applicants to any specializations
60-hour applicants outside Kentucky desiring 2 year plan
81-hour—MSSW-CFT Applicants for Early Consideration
Applicants outside Kentucky

**February 28**
Summer Start applicants
Specialization applicants “may” be considered on a case-by-case basis if space allows & an appropriate practicum is available.
Applicants outside Kentucky “may” be considered if an appropriate practicum is available.

**May 30**
Fall start applicants
Online (in-state only) Fall Start
Applicants outside Kentucky desiring a 3 year plan
Exceptions to Deadlines

Applications after December 15 for any specialization will be considered if space in a specialization allows AND if an appropriate practicum site is readily available.

Summer term applications after February 28 will be considered on a case by case basis.

Applications for Fall submitted after May 30 will be considered on a case by case basis if space allows and only if the applicant is willing to choose a curriculum plan with no practicum their first semester (60-hr applicants may choose any 3-year plans, 30-hr students who will be working at the same approved social service agency for the full academic year may choose 2-year plan EE).

Admission into the MSSW 30 hour Advanced Standing Program

Students who have graduated within the previous 7 years from an undergraduate social work program accredited or in candidacy by CSWE with a cumulative grade point average above 3.00 and a social work GPA of 3.25 will be considered for the 30-hour program. BSW students with less than a cumulative 3.00 GPA and a social work GPA of less than 3.25 will rarely be considered for the 30-hour program and will rarely be allowed to transfer social work coursework of their undergraduate degree toward their MSSW degree. If the student received a grade of a B or higher in a particular social work course in their undergraduate work and s/he feels that by repeating that course in the 60-hour program would be unnecessary and redundant, the student can follow the guidelines as stipulated in the following redundancy policy.

Admission into the MSSW 30 hour Advanced Standing Program for Graduates from the U of L BSW Program

Electives taken while enrolled in the BSW program at U of L will not be double counted toward the MSSW degree. If a student repeats an elective in the MSSW program that he/she already took in the BSW program, that class will not count toward their MSSW degree. Students who graduate from UofL BSW and enter as 30 hour Advanced Standing Program students in the UofL MSSW program should be sure to take different electives once enrolled in the MSSW Program.

Redundancy Policy

A student may petition the Associate Dean of Academic Affairs for course credit (for foundation courses only) based on the belief that course material has been mastered. The student could be one who had similar course content elsewhere, including students who earned their BSW but who are being required to complete the 60 hour program at Kent School and students who have a Master’s degree in a related field, but excluding students who earned their BSW degree beyond the 7 year statute of limitations. This should take place well before the start of the semester to ensure placement in proper course. Once the semester has begun, there are no reviews of petitions for courses concurrent with that semester.

The student will be referred to the Sequence Chair and must present syllabi from previous course that corresponds to the Kent School foundation course for which student seeks credit. Student must also present copies of all written assignments and examinations from the previous course (no exceptions). (The course for which the student seeks credit could have conceivably been content mastered in several courses and, in such cases, all syllabi and corresponding assignments and exams must be presented.) Students who are unable to produce the required information will not be eligible for course redundancy consideration.

After review of this material by the Sequence Chair, s/he will require the student to complete sequence-specific assignments (e.g. papers, exams or other written work). Then the Sequence Chair will grade the submitted work for content mastery. If the Sequence Chair feels the student has achieved a grade of a B or better on the completed work, then the Chair will forward a recommendation about the level of mastery to the Associate Dean who will notify the student of action taken.
Possible action related to student petition:

- Student has demonstrated an acceptable level of mastery of the course content expected in the Kent School foundation course about which the student has petitioned, and the student is granted placement out of the course and receives course credit.
- Student has demonstrated insufficient mastery of the course content and is required to enroll in the course about which the student has petitioned.
- Student has demonstrated mastery of some of the course content, but not sufficiently enough to be awarded placement out of the course. In this case, one of the following actions may be taken, based on the preference of the student. For either action, the student must register for credit in the course in question:
  - Student may elect to enroll in the course and attend with other students.
  - Student may work out a system of independent study with the teacher of record to correspond with the content deficiency as established by the Sequence Chair. This may entail partial engagement in the actual class, supplemented with related assignments and exams, or it may be done totally independently based on assignments and exams provided by the instructor. In all cases here, the faculty, in concert with the Sequence Chair and Associate Dean, will develop a learning contract which will be signed by the student and the faculty of record.

Admission into the MSSW-CFT Specialization

Admission to the CFT Specialization program follows admission to Kent School and requires additional material that must be submitted to Graduate Admissions. The following 2 items should be included in a prospective student’s complete application package for the MSSW-CFT Specialization and should be submitted to both the Graduate School and the CFT Program Assistant: (1) A letter of intent explaining the applicant’s interest in the program, knowledge of understanding of family therapy, work experiences in human services (voluntary or paid) and professional goals and expectations; (2) A 5-page summary about significant experiences from the applicant’s family of origin and how those are likely to affect his or her professional development. Please note that without submission of these documents, students cannot be considered for the CFT specialization.

Prospective CFT specialization students have the best chance of admittance if they get their applications completed and submitted to Kent School as early as possible before the December 15th Specialization deadline. Students should ensure that they have included all the information for the MSSW admissions process as well as the CFT specific requirements (see http://louisville.edu/kent for specifics). The CFT Specialization admissions process will be conducted on a rolling basis beginning in January, and will continue until the class is full. Each year the CFT Specialization program will also keep a short waiting list to ensure a full class. Even though you may have requested the CFT specialization on the application to the graduate school and may receive a letter from the graduate school stating admission to the MSSW program, admission to the CFT specialization is separate and determined by the CFT department. Only a limited number of students can be admitted into this specialization. Contact the Director of the CFT program for space availability. For more information, visit the Couple and Family Therapy Program at: https://louisville.edu/kent or contact the Director of the Couple & Family Therapy Program.

Admission into the MSSW 42 hour Advanced Standing CFT Preparation Program

Admission to the CFT-Prep program follows admission to Kent School and requires additional material that must be submitted to the Program Assistant of the CFT program. The following 2 items should be included in a prospective student’s complete application package for the MSSW-CFT Specialization: (1) A letter of intent explaining the applicant’s interest in the program, knowledge of understanding of family therapy, work experiences in human services (voluntary or paid) and professional goals and expectations; (2) A 5-page summary about significant experiences from the applicant’s family of origin and how those are likely to affect his or her professional development. Please note that without submission of these documents, students cannot be considered for the CFT specialization.

Prospective CFT specialization students have the best chance of admittance if they get their
applications completed and submitted to Kent School as early as possible before the December 15 Specialization deadline. Students should ensure that they have included all the information for the MSSW admissions process as well as the CFT specific requirements (see http://louisville.edu/kent for specifics). The CFT Specialization admissions process will be conducted on a rolling basis beginning in January, and will continue until the class is full. Each year the CFT Specialization program will also keep a short waiting list to insure a full class. Even though you may have requested the CFT specialization on the application to the graduate school and may receive a letter from the graduate school stating admission to the MSSW program, admission to the CFT specialization is separate and is determined by the CFT department. Only a limited number of students can be admitted into this specialization. Contact the Director of the CFT program for space availability. For more information, visit the Couple and Family Therapy Program at: http://louisville.edu/kent or contact the Director or Program Assistant of the Couple & Family Therapy Program. Students will only be accepted into this specialization at the beginning of their 42-hour Advanced Standing CFT Prep program of study. Application to the CFT specialization must be made at the same time as the application to the Kent School of Social Work is made.

Admission into the MSSW-SSW Specialization

Consideration for admission into the specialization is dependent upon acceptance into the Kent School’s MSSW Program. For students in the 30 hour program, please apply at the point of admission by the December 15 Specialization deadline. For students in the 60 hour program, please apply by December 15 during the fall before your advanced year of the program. If you plan to become part of this specialization, please take electives that will satisfy the requirements and plan your curriculum accordingly. Application forms and additional information can be found on the School Social Work Web Site at https://louisville.edu/kent. This specialization is not available to online students.

Admission into the MSSW-ADCS Specialization

A limited number of students will be accepted into this program. For students in the 30 hour program, please apply by the December 15 Specialization deadline. For students in the 60 hour program, please apply by the December 15 Specialization deadline the fall before your advanced year. If you plan to become part of this specialization, please take electives and integrative seminars that will satisfy the requirements and plan your curriculum accordingly. For more information, go to: https://louisville.edu/kent or contact the Coordinator of the MSSW-ADCS Preparation.

For CADC requirements: visit for up to date information related to the KY Board of Certification for http://adc.ky.gov/

Admission into the MSSW-GER Specialization

Consideration for admission into the specialization is dependent upon acceptance into the Kent School’s MSSW Program. For students in the 30 hour program, please apply by the December 15 Specialization deadline. For students in the 60 hour program, please apply by the December 15 Specialization deadline the fall before your advanced year. Students admitted to the gerontology specialization may also be considered for a half in-state Gerontology scholarship and must complete the Kent Scholarship application. Applicants who meet the December 15 Specialization admission deadline will have priority for these awards. If you plan to become part of this specialization, please take electives and integrative seminars that will satisfy the requirements and plan your curriculum accordingly.

The scholarship application form is found at https://louisville.edu

Admission into the MSSW-PSO Specialization

For students in the 30 hour program, please apply by the December 15 Specialization deadline. For students in the 60 hour program, please apply by the December 15 Specialization deadline during the fall before your Advanced year. If you plan to become part of this specialization, please take electives and integrative seminars that will satisfy the requirements and plan your curriculum accordingly. For more information, go to: http://louisville.edu/kent/academics/specializations or contact the Coordinator of the
Admission into the MSSW-Military Social Work Specialization (MSSW-MIL)

For students in the 30 hour program, please apply by the December 15 Specialization deadline. For students in the 60 hour program, please apply by the December 15 Specialization deadline the fall before your advanced year. If you plan to become part of this specialization, please take electives and integrative seminars that will satisfy the requirements and plan your curriculum accordingly. For more information, contact the Coordinator of the Military Social Work specialization, Dr. Tom Lawson, (502) 852-6922 or tom.lawson@louisville.edu

Admission into Dual Degree programs

For all dual degrees, students must be admitted into both programs, following the admission guidelines and application procedures for both schools. Please contact the different schools for specific information. Students must submit to Kent School an official acceptance letter from the other program in order to be confirmed in dual degree status at Kent. These letters must be submitted no later than the first week of classes in the Fall semester.

**MSSW/JD Dual Degree**


**MSSW/MDiv Dual Degree**

Office of Admissions, Louisville Presbyterian Seminary, 1044 Alta Vista Road, Louisville, KY 40205-1798 (502) 895-3411 or (800) 264-1839 [http://louisville.edu/kent/academics/dual-degree-programs-curriculum-plans/mssw-master-of-divinity-dual-degree-1](http://louisville.edu/kent/academics/dual-degree-programs-curriculum-plans/mssw-master-of-divinity-dual-degree-1)

**MSSW/PAS Dual Degree**

The criteria for admission into Pan African Studies are described on the following website: [http://louisville.edu/panafricanstudies/academics/graduate-program/master-of-arts-in-pan-african-studies.html](http://louisville.edu/panafricanstudies/academics/graduate-program/master-of-arts-in-pan-african-studies.html)

For additional information, please contact Dr. Latricia Best, Department of Pan-African Studies, (502) 852-5123, lebest01@louisville.edu

**MSSW/WGST Dual Degree**

The criteria for admission into Women’s and Gender Studies are described on the following website: [https://louisville.edu/wgs/graduate-studies/m-a-in-womens-and-gender-studies.html](https://louisville.edu/wgs/graduate-studies/m-a-in-womens-and-gender-studies.html)

For additional information, please contact Dr. Nancy M. Theriot, Professor and Chairperson, Department of Women’s and Gender Studies, (502) 852-8160, nancyt@louisville.edu

**MSSW/BMH Dual Degree**


For additional information, please contact Andrea Sinclair, Program Coordinator of Healthcare Ethics, (502) 852-6501, Andrea.Sinclair@louisville.edu

Deferred Studies

Students who are accepted into the program and defer enrollment must contact MSSW Admissions at msswkent@louisville.edu to update staff regarding their attendance decision. Students are allowed to defer enrollment up to 2 years from being admitted into the program.
Tuition and Fees (check [www.louisville.edu/bursar](http://www.louisville.edu/bursar) for updated rates)

*Tuition Reduction Schedule*

When a student officially withdraws from the University, or from any course or courses for which hourly rates apply, tuition and student activity fee charges and credits are adjusted in the following manner:

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Charge</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal through the first week of the term</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during the second week of the term</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during the third and fourth week of the term</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after the fourth week of the term</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

This policy applies to all tuition and student activity fees except nonrefundable deposits. Summer term refund dates are printed on the Bursar’s website.

Informing Kent School of intent to withdraw does not affect enrollment in courses. Students are responsible for withdrawing from any courses—Kent School does not do this for the student.

Residency Policy

Residency status for students is determined in Graduate Admissions. The status is determined according to the policy on classification of students for fee assessment purposes at state-supported institutions of higher education. Except as provided in the guidelines, it is presumed that a resident has remained in this state in a non-student status for the 12 months immediately preceding the last date for enrollment in the institution.

The domicile of an unemancipated person, as defined in the guidelines, is that of his/her parent. The domicile of a married person is determined by the provisions of the guidelines independent of the residence of the spouse.

*Indiana Tuition Reciprocity*

The University of Louisville is participating in an Indiana Tuition Reciprocity Program for residents of Clark, Crawford, Floyd, Harrison, Perry, Scott or Washington Counties who have been admitted directly into an approved graduate program.

Eligible participants are required to notify Graduate Admissions prior to their first enrollment, and the Registrar’s Office after their first enrollment of any changes in the enrollment status, if they no longer live in one of the eligible counties, or are no longer in an eligible program. The University reserves the right to further investigate and require documentation of eligibility for tuition reciprocity.

Students’ Financial Responsibility

University policy requires that registration fees be paid in full at the beginning of each term on or before the designated due date. Payment may be made by cash, check, money order, charge card (Mastercard, Visa), or financial aid credit. Students who are able to demonstrate a financial inability to fully settle their tuition fees may apply for the University Short-Term Loan Program through the Bursar’s Office. These loans are limited to 75 percent of the registration fees and require installment payments during the semester. A $25.00 processing fee is charged for all loans regardless of the amount borrowed. If financial assistance is required, commitments from the Financial Aid Office should be obtained prior to registration.

The Bursar’s Office will accept a check for payment of University accounts. Checks that are postdated will not be accepted nor will any check be held for deferred deposit. The student who gives the University a check that is later returned by the bank unpaid will have $15.00 added to his or her fees for each such check. If the amount due and penalty are not paid promptly, the student will be subject to legal action. Louisville banks require time to clear checks written on accounts in out-of-city banks before they will honor checks drawn on newly opened accounts.
Students are expected to pay their charges before the deadline based on the information available at the Bursar’s website: [http://louisville.edu/finance/bursar](http://louisville.edu/finance/bursar). A Statement of Account will NOT be mailed. Tuition payment deadlines are available at [http://ulink.louisville.edu](http://ulink.louisville.edu) (Login, Student Services, Tuition-Fees-Payment Options, Financial Responsibility). A late payment fee of $50.00 may be assessed when student accounts are not financially settled by the deadline and students will be dropped from classes without notification. If a student's course registration is cancelled for non-payment, the reinstatement process will require the approval of the student's enrollment unit and payment of a $50.00 reinstatement fee.

**University Financial Aid**

The University of Louisville Financial Aid Office exists to help students meet their educational expenses so that they may begin or continue to attend the University. The Office administers 4 types of assistance scholarships, grants, educational loans, and part-time employment. Any or all of these may be used in varying proportions to help meet financial needs. All awards are made for an academic year but require satisfactory progress toward a degree for continuation. The Financial Aid Office offers loans and part-time employment to graduate as well as undergraduate students. More detailed information about programs, eligibility requirements, and procedures for making application is available at the Financial Aid website: [https://louisville.edu/financialaid](https://louisville.edu/financialaid).

**Scholarships**

One of the major goals in the Kent School is to assure a diverse student body and to provide all students with a multicultural experience. These educational objectives are designed to train professional social workers for practice in a context demanding sensitivity to a plurality of views and concerns. To achieve this end, minority students and students with diversity experience will be given strong consideration. A limited number of scholarships are available to qualified students for graduate study in social work. The scholarships are based on financial need and academic merit and potential and the number and amount of awards vary, just as the amount and availability of funds vary each year.

To be considered for a scholarship from Kent School, a NEW student must meet the *Traditional* application to Kent School **deadline (May 15).** A RETURNING student must have a 3.00 graduate GPA to be considered for a scholarship.

Students must 1) file a Free Application for Federal Student Aid (FAFSA) with the Student Financial Aid Office, ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) by the federal priority February 15th deadline prior to the fall semester for which you plan to be considered in order to be eligible for Kent Scholarships. International students may choose to complete and print the page from the FAFSA4caster from the need estimator at [https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s2](https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s2) in place of the FAFSA, 2) submit a 2-page essay if required (see application), and 3) submit a Kent MSSW scholarship application and essays by the deadline of May15th of each year you plan to be considered.

If chosen for a scholarship award, the student will be expected to: (1) maintain a minimum GPA of 3.0 on a 4.0 scale and (2) remain in Full-Time status (9 credit hours per semester) throughout the time frame specified on the scholarship award letter.

**IMPORTANT: A student must apply or re-apply for scholarships each year by the May 15 deadline in order to be considered for that year, regardless of any prior award.**

The following is a list of the scholarships currently available at Kent School:

1) **Maude Ainslie Scholarship:** Requires a 2-page essay addressing personal and educational goals.
2) **Gerontology Scholarship:** Students interested in this scholarship must be admitted to the Gerontology specialization and is only available when students are entering their final advanced year—preference is given to those who made the December 15 Specialization deadline Kent School Scholarship
3) **Lipetz Scholarship:** Only available to students in their advanced practicum year. The student must be placed in a practicum that has an aging, policy or legislative focus. Requires a 2-page essay addressing goals for that practicum. Deadline for this scholarship is September 15.
4) **Ruth Malcolm Award:** No essay required
5) Gail Huecker Scholarship: No essay required
6) Robert W. Silva Scholarship: No essay required
7) Joe & Carolyn Brown CFT specialization Scholarship: Students must be applying and admitted to the CFT specialization, have a minimum 3.5 gpa, demonstrate financial need, and submit a 2-3 pp essay describing your commitment to working with low income families within the community, particularly diverse populations, as evidenced by prior or current work/volunteer experience, leadership skills and/or professional association memberships

Scholarship details, deadlines and an application are found at: http://louisville.edu/kent/admissions-1/tuition-financial-aid

All applicants will be notified in writing once awards have been made. The guidelines for the determination of financial awards are set by the Scholarship Committee. Inquiries regarding scholarship decisions should be addressed to the MSSW Program Manager. Applicants are strongly encouraged to develop resources to finance their graduate education with the assistance of the Financial Aid Office of the University of Louisville. This office administers a variety of programs to help remove financial barriers. Inquiries about these programs should be addressed directly to that office: Student Financial Aid Office, Houchen’s Building, University of Louisville, Louisville, KY, 40292.

MSSW Graduate Assistantships

Inside Kent School of Social Work

If a graduate assistantship is available at Kent School, the student body will be notified and a formal application and selection process will be followed. Visit our web site on a regular basis if you are interested in a graduate assistantship, however, these are usually only available for Kent Ph.D. students.

Outside Kent School of Social Work

The University has several departments that offer challenging and responsible graduate employment opportunities. To learn more, please go to http://louisville.edu and search on “Assistantship.”

ACADEMIC ADVISING POLICIES AND PROCEDURES

Student ID number and ID cards

Upon admission into the university you will be given a student identification number (please refer to your admission letter to find out your student identification number). This number replaces your social security number and should be used with all correspondence so that University offices can locate you quickly. Please remember and use your student identification, as you will be called upon to use this number for a number of things.

Your student ID number is printed on your student identification card. This card is called the Cardinal Card and will serve as your identification card, library card, meal plan card, and if you have a USBank checking account, it can also be used as your ATM card. The Cardinal Card can be used for facilities access and student elections.

Cardinal Cards are issued in the Campus Card Office. The main office, located on the Belknap Campus, is in the lower level of the Houchens Building in Room 08K. The satellite office, located on the Health Science Campus, is located in the Abell Building first floor security station. If you are a newly admitted student, identification cards will be given to you during the fall admission term. You must bring a photo id, know your student id number and bring the completed Cardinal Card Agreement form (http://louisville.edu/cardinalcard). All found Cardinal Cards should immediately be returned to the Campus Card Office. For more information on Cardinal Cards visit: http://louisville.edu/cardinalcard/

Communication with Kent School faculty and staff

The fastest way to reach most Kent School personnel and university offices is via email. The
Kent School directory of email addresses can be found at: https://louisville.edu/kent It’s a good idea to save email notes for your record and keep a correspondence log to track your interactions with faculty and staff.

It’s great to use a closing salutation including your name, your telephone numbers (cell, work, home) and your email address. This comes in handy in the event someone needs to contact you by alternative means and also helps staff when researching any concerns you may have addressed.

Student email

Information on student email, including access information, can be found: https://louisville.edu/email.

Kent School administration, faculty and staff as well as the University’s Bursar’s office, Registrar’s office and Financial Aid office ONLY communicate with students via their university e-mail accounts. Personal email accounts will NOT be used. It is very important that students use their university email accounts and check their email on a regular basis. This is the best way to stay connected with the school and to be informed of any important issues.

Change of Name, Address, Phone Number, etc.

It is the student’s responsibility to contact the Registrar’s Office to update contact information. Please change this information online through ULink (http://ulink.louisville.edu).

Kent School Student Association

KSSA is the voice of undergraduate, graduate and postgraduate students of the Kent School of Social Work. KSSA is designed to represent the concerns and needs of graduate and postgraduate students to the Kent School administration, university administration and student government and to provide programming of special interest to graduate and postgraduate students. Through KSSA, students are appointed to various Kent School standing committees and thereby participate in the development of many of the School’s policies and procedures.

Become involved in KSSA by sending an email to the KSSA council at: kssa02@louisville.edu

Student Advising

In Kent's MSSW program, students have an academic advising team, Connie Uzzell and Erica Osborne. They can assist you with any questions related to academic advising, registration or other curriculum planning needs. It is not required to consult with them to register for courses, so long as you are following your chosen curriculum plan. Your curriculum plan determines which classes you must take in which semester and ensures that you graduate on time. It is required, however, to consult with Advising staff prior to any changes to your chosen curriculum plan. The email address for both Connie and Erica is msswhelp@louisville.edu.

Kent School Portfolio

It is important to keep certain information throughout your tenure at Kent. Some of this information will be useful during your time at Kent, others will be important for licensure after graduation: 1) Student Identification Number; 2) Transcript; 3) Admission Letter from Kent and the Graduate School; 4) Email address and password; 5) Curriculum Plan you are pursuing; 6) Credit Hours required to complete your program; 7) Course Syllabi and Description; 8) Practicum Information (i.e., evaluations, names of pertinent people); 9) Any correspondence from Kent School.

Disability Statement

The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for your class(es), notify the course instructor at the beginning of the semester and contact the Disability Resource Center (Stevenson Hall, 502-852-6938) for verification of eligibility and determination of specific accommodations.
Transfer of Credit

Students in the 60 hour regular program may transfer up to 30 credits of coursework from graduate programs accredited by (or in candidacy with) the Council on Social Work Education so long as a grade of B or better was earned and the courses were taken within the last 3 years. The MSSW Director will establish course equivalency for courses transferred. No credit will be given for previous work or life experience.

Students in the 30 hour program may be able to transfer in up to two elective graduate courses only, so long as a grade of B or better was earned, the courses were taken in the last 3 years, official transcripts are submitted and the content is relevant to social work. Students who are part of the Credit For Learning (CFL) program and employed at the Cabinet for Health and Families may choose to transfer up to 9 CFL credits as electives. Only grades of “B” or better can be transferred in and the courses must have been taken within the last 6 years. For Credit for Learning (CFL) transfers, please see page 17 and/or contact Katie Price at kradm01@louisville.edu.

If you completed another advanced degree and your MSSW studies is an additional graduate degree, you may be allowed to transfer in 6 credits from your previous degree, on the condition that these credits will have relevance to your MSSW studies, a grade of B or better was earned, and they were taken within the last 3 years. If you started another advanced degree prior to your MSSW studies, but did not finish this degree, you may also transfer in up to 6 credits from your previous degree if they match the curriculum and are still relevant in terms of content and were taken within the last 3 years with a grade of B or better. If you started an advanced degree at the University of Louisville, it is possible that more credits may be transferred. Contact the MSSW Director for more information.

Transfer Credit Chart

<table>
<thead>
<tr>
<th>Completed SW degree</th>
<th>UofL</th>
<th>Not at UofL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Other degree</td>
<td>Up to 6 hours, maybe more if they match the curriculum &amp; are currently relevant content</td>
<td>Up to 6 hours within past 3 years, grade of B or better</td>
</tr>
<tr>
<td>Did not complete Other degree</td>
<td>Up to 6 hours, maybe more if they match the curriculum, no time limit</td>
<td>Up to 6 hours within past 3 years, grade of B or better</td>
</tr>
<tr>
<td>Credit for Learning</td>
<td>Up to 9 hours, any grade (A+ to B-)</td>
<td>Up to 9 hours within past 3 years, grade of B or better</td>
</tr>
</tbody>
</table>

Transfer of Credit Procedure (for non-CFL classes)

The student must submit the original transcript with the grade and credit hours received from
the institution to: Graduate Admissions, University of Louisville, Louisville, KY 40292. 2) Once the transcript has been received by the University of Louisville, the student must email a request to the MSSW Director for the class to be considered for transfer; 3) If the transfer is approved, MSSW Advising staff will initiate a transfer request and notify the student when the class has been successfully transferred via the students’ U of L email address. Please note: the student may be asked to submit supporting materials before the transfer of credits is approved (syllabi, course descriptions, tests, papers, etc.).

Critical Thinking Testing
As part of our accreditation evaluation, we require students to take an online California Critical Thinking Skills Test (CCTST) at the beginning of their studies (in August of their first year) and at the end (in April of their final year). The highest post-test score will receive an “Empowering Minds: Award Winning Critical Thinkers” award at the graduation awards ceremony. The scores will only be analyzed in aggregate as part of our overall review of the effect of the curriculum on student’s critical thinking skills.

Semester Calendars
2019-2020 Academic Calendars can be found here: http://louisville.edu/calendars/academic/undergrad-grad

Registration Procedures
The University utilizes an information network called ULink (http://ulink.louisville.edu). This is a web portal, a secure site that pulls key information and features found on many web pages and put it in one central location. Registration is fast and simple. Students are encouraged to use the early registration option each semester to ensure a place in a class that fits your schedule. Before registering please consult the curriculum plan you have already chosen. Please follow this model exactly throughout your tenure at Kent School. If you need to request a change to your curriculum plan, send an email request to the Associate Dean of Academic Affairs for approval.

To find the online schedule of classes, please go to (http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm). Select the appropriate Term and for Subject, select “Social Work” from the drop down menu. Do not make any other changes to this page, simply press the search button. This will provide a list of all courses offered by the Kent School for that term. Find the classes to match your curriculum plan. The online schedule is the most up-to-date schedule. It lists cancelled classes, lets you know how many students are registered in your class, instructs you on whether you should take an additional class with the class you are registering for and gives a course description. Remember to always check the campus location while viewing the online schedule of courses. If classes are listed as a distance education class those are classes that are part of the online program. Rather than gathering in a classroom, students and instructors interact in several ways, primarily online, using both synchronous and asynchronous instruction via the internet. All these distance education courses are charged more than the graduate in-state tuition rate; students are charged this amount even if they have already been billed as a full-time student. The section numbers for distance education courses are 50-59. For more information, please visit http://louisville.edu/online/. Once you have selected the appropriate classes, write down the 4-5 digit number that appears in the first column for each class you wish to take. Then go to Ulink (http://ulink.louisville.edu) and log in. Under the Student Services tab, find the link for Registration-Add Classes. When you get to the screen for adding classes to your schedule, please use the option “Enter Class Number” to enter the 4-5 digit number of the class you wish to take. Press the button beside the box, and follow the steps to add yourself to the class. You will need to repeat this process for each class you wish to add to your schedule. The other option for adding classes are “Search for Classes,” this method is not reliable for Kent School students and should not be used.

On the Registrar’s website http://louisville.edu/registrar/registration-information you will find the listing of scheduled downtimes for registration, please make note of these dates and times. Registration
for classes is only available online over the internet at the ULInk (http://ulink.louisville.edu) website.

**Waitlisting Courses**

The University allows students to place themselves on a waitlist for all courses. Before requesting to be placed on the waitlist, students should be aware of the following:

- **When a student enters a class number on the enrollment panel, there is an option to request being placed on the waitlist if the class is closed.**
- If the course becomes open, the first student on the waitlist will be added into the class by a process that will be run several times a day and more often during peak periods.
- Students are responsible for checking the status of the waitlisted course by logging on ULink and viewing their schedule to see if the course has been added. **Students will not be informed if the add is attempted and fails.** Students will receive an email to their University account if they are added to the course from the waitlist.

- **If the meeting time of the course the student is waitlisted in is not available on the student’s schedule, the student will not be added to the course.**
- If adding the student into the course would exceed the student’s maximum hours for the term, the student will not be added to the course.
- **If a student does not meet the pre-requisites or other restrictions for that course, the student will not be allowed on the waitlist.**
- Students cannot use this for the purpose of trying to find a more suitable time of a course as **enrollment in multiple sections is not allowed.** If you are enrolled in a class and are on the waitlist for the same class in a different section, you will not be added to the waitlisted class. The waitlist will skip over you and add the next student from the waitlist.

- **Students are cautioned not to use the “Swap” option if using the waitlist option as doing this would take them out of the course they are currently enrolled in immediately and may not get into the class they are waitlisted for.**
- The **last day we will allow students to waitlist** for Summer is the first day of the class. For Fall and Spring semesters, the last day to waitlist is through the Wednesday of the first week of classes.
- The **last day that we will move students from the waitlist and enroll them** for Summer is the first day of the class. For Fall and Spring semesters, students will be enrolled from the waitlist through 10:00 pm on the Friday of the first week of classes.
- **Please note that a course that is closed may appear to be open for a short time** if a student drops and there are students on the waitlist. The closed class message given to the student includes a message explaining that - if a course appears to be open with a space, but the student receives back a message that the course is closed, it is due to a student being on the waitlist. The student will be moved off the waitlist by a process we run several times a day and more often during peak registration times.

- **If you check the online schedule of classes, you will see a column titled “Wait”.** This shows the number of student’s waitlisted and the maximum number of students allowed on the waitlist. If there are students on the waitlist and the course is displayed as open, this means the waitlist process has not been run since someone dropped the course. The first student on the waitlist will be moved into the class the next time the process is run.
- Students are first informed of their place on the waitlist when they are initially added to the waitlist. After that, students can view their current place on the waitlist by viewing their schedule online. Faculty may view the waitlist by their normal navigation to the class roster. There is a dropdown box where “waitlist” is an option. Faculty cannot view a student’s place on the waitlist; they simply can view a roster of all students on the waitlist in alphabetical order.
- **Decisions about students on waiting lists will be made 2 weeks before the semester begins.** All communication with students concerning their waiting list status will be sent via the U of L email address only.
Registration into a closed class (class has reached its maximum capacity)

Open Registration Period
To register for a closed class when registration is still open, students should add themselves to the waitlist for the class. It is not necessary to contact the instructor of the course for permission to be over-enrolled, the waitlist is the only method used by the Kent School to add students to closed classes.

If there is a large demand for the full course, the Kent School reserves the right to open another section. In the event that this occurs, we will not allow over-enrollments into closed classes. If you have additional concerns, email the Associate Dean of Academic Affairs to learn of the latest class arrangements.

It is your responsibility to check your online schedule to make sure you are enrolled into all of your classes. It is a good idea to print your schedule for your records anytime there is a change to your schedule. You will not be permitted to attend a class in which you are not enrolled.

Closed Registration Period
When registration has already closed for the semester, a different procedure should be followed. In the event of closed registration, students should contact the Coordinator of Academic Affairs to obtain information on how to enroll into their closed section.

MSSW Full-Time Status and Course Load
Full-time study is defined as a minimum of 9 hours of credit during a regular semester (fall and spring) and 6 hours during the summer. Part-time study is defined as a minimum of 4.5 hours of credit during a regular semester and 3 hours during the summer. Students may carry a maximum of 15 hours in a regular semester as a normal course load. During the summer semester, 12 hours are seen as the maximum enrollment allowed. Any hours over 12 (summer) or 15 (fall and spring) are considered an overload. A student must have official permission from the MSSW Program Director to carry a credit hour overload. The maximum overload is 3 credit hours. Permission to enroll for excess hours is rarely granted.

CFL students should take special note of their course load. Any course taken for credit through the CFL program counts toward the 15 hour course load. Be careful not to get into a situation where you need to drop a class halfway through the semester. Students wanting to take part in an International Special Topics class, should also take this overload into consideration when registering.

Changing Course Schedules: Dropping and Adding Courses
The University of Louisville Academic Calendar indicates the final date for adding or dropping courses for each semester (http://louisville.edu/calendars/academic/undergrad-grad.html). The student should check carefully regarding this date, as no course may be added thereafter. After the last posted date to withdraw, the student must obtain the approval of the MSSW Director. Only in rare circumstances will permission be granted.

Students can use the online registration option to drop or add a class when registration is still open. If a course is dropped within the first week of classes (see Academic Calendar, above, for dates), the course name is removed from the transcript. If a course is dropped after the first week, the course will appear on the transcript with a grade of Withdraw (W). Refer to the Semester Calendar http://louisville.edu/student/services/registrar/reginfo.html for the last day to drop a class and have it deleted from your record and receive a 100% tuition reduction. To add a course after the registration period has ended, the student should first confirm via the online schedule of courses that space is available. Please note that students are not automatically dropped or withdrawn from courses due to lack of attendance. It is the student’s responsibility to use the web to drop or withdraw from courses subject to the deadlines listed on the appropriate term of the Semester Calendars (http://louisville.edu/registrar/academic-calendars). The system is normally available Sundays through Thursdays, from 1:30 am to midnight, Fridays from 1:30 to 10 pm; and Saturdays from 7:00 to midnight.
Withdrawing from Courses

After the last day of the drop-add period and up to the last day to drop without academic penalty, you may process your withdrawal via ULink. During this period, a grade of "W" is assigned to all withdrawn courses. After the last day to drop without academic penalty, you must have the approval of the dean's office or you will get an F grade.

Auditing Courses

Students may register for courses on an audit basis, only if approved in writing by the MSSW Program Director and the instructor of the course. Audited courses are listed on the student's transcript but carry no credit, and no grade is recorded. Students are not allowed to audit classes without registering as an auditor. A drop/add form (forms are located online at the Registrar’s website at [http://louisville.edu/registrar/forms/DropAdd.pdf](http://louisville.edu/registrar/forms/DropAdd.pdf)) must be completed and submitted to the Associate Dean of Academic Affairs and then submitted to the Registrar’s Office for processing.

Class Cancellations

Kent reserves the right to cancel classes at any time. Although Kent School tries to prevent any unnecessary cancellations, they reserve the right to cancel a class with less than 10 students enrolled. Sometimes the classes will still be offered, even in the event of low enrollment, due to special circumstances. It is therefore important not to drop a class with low enrollment and first wait for official notification before acting. The advising office will send notifications to all students informing you of the classes that will be cancelled prior to the start of the semester. The Registrar’s office may also send notification to you that your class has been cancelled. In the event of a cancelled class, please check the online schedule of courses to find and add a new class.

Classroom Assignment Changes

From time to time the university must make changes to classroom locations. You may receive notification via email that your classroom has been changed. In most cases, the University room scheduler has made the change. The instructor and the students enrolled are the only students notified. Please note that some room changes are only for specified dates. Please print the note for future reference. It is your responsibility to note when and where your class meets. If you have questions, contact your instructor.

MSSW Program Withdrawal Policy

A currently enrolled student who plans to withdraw from the Kent School must send a written request to withdraw from the school to the MSSW Director. This letter can be sent via mail or email. It is the students responsibility to take care of all university business (i.e., financial aid, work study, library fees, parking, etc) prior to leaving the university. Be forewarned: If you are registered for any classes when you withdraw, you must go through ULink and remove yourself from those classes to avoid tuition charges, you will not be automatically removed from your classes. Policies, procedures, and requirements are subject to change. It is your responsibility to ensure that you are aware of these procedures by visiting the university websites at [http://louisville.edu/kent](http://louisville.edu/kent); [http://ulink.louisville.edu](http://ulink.louisville.edu); or [http://louisville.edu](http://louisville.edu).

Leave of Absence

When students are unable to maintain continuous enrollment, they may be granted a leave of absence. Students requesting a leave of absence are required to write a letter via mail or email to the advising office at msswhelp@louisville.edu indicating the reason for the absence and the anticipated date of return. Students who are on a leave of absence will be placed in an inactive status within the admissions office. All course work must be completed within a 6-year period from the student’s matriculation. A leave of absence puts this period on hold for the length of the absence, up to 2 years. If a student is unable to return within 2 years of the start of the leave of absence, they will be considered withdrawn and will need to reapply to the Kent School.
Return Policy
The student is responsible for satisfying any outstanding obligations prior to contacting the advising office and requesting a return to the program. The advising office will review the request to return with the MSSW Director and determine any actions plans in moving forward.

Re-Enrollment
Returning students who have not been enrolled for 2 years or less and have not enrolled into another institution must complete a re-enrollment form after permission is granted by the Associate Dean of Academic Affairs that they can continue their studies. Re-enrollment forms are located at the Registrar’s website at: http://louisville.edu/registrar/forms/registrar-forms Submit the completed form to the Registrar’s Office in the Houchens Building on Belknap Campus.

Writing Guidelines (APA)
Kent School requires student papers to conform to the APA (5th edition) writing style. Students are recommended to use or have access to the APA manual for those questions that go beyond the scope of writing pointers. Please note that quite a few of the writing recommendations listed at the Kent School APA website are outside the scope of the APA guide but are required aspects of writing scholarly documents at Kent School. The University’s Writing Center located on the third floor in Ekstrom Library is available to assist students with writing papers. Please contact them at http://louisville.edu/writingcenter/

Plagiarism
It is expected that a student in the Graduate School will refrain from any form of academic dishonesty, including cheating, fabrication, falsification, multiple submission of the same work and plagiarism. Plagiarism and cheating are serious breaches of academic conduct and may result in permanent dismissal. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty.

Instructors may use a range of strategies (including plagiarism-prevention services at the university) to compare student works with private and public information resources in order to identify possible plagiarism and academic dishonesty. Comparisons of student works will often require submitting a copy of the original work to the plagiarism-prevention service. The service may retain that copy in some circumstances.

The code of Student Rights and Responsibilities defines plagiarism as follows: Representing the words or ideas of someone else as one's own in any academic exercise, such as: a) Submitting as one's own a paper written by another person or by a commercial "ghost writing" service; b) Exactly reproducing someone else's words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference; c) Paraphrasing or summarizing someone else's work without acknowledging the source with a footnote or reference; d) Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference. Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are "common knowledge." Clear examples of "common knowledge" include the names of leaders of prominent nations, basic scientific laws, and the meaning of fundamental concepts and principles in a discipline. The specific audience for which a paper is written may determine what can be viewed as "common knowledge": for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience. Students should check with their teachers regarding what can be viewed as "common knowledge" within a specific field or assignment, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used.

The University’s Writing Center located on the third floor in Ekstrom Library is available to assist students with plagiarism issues. Please contact them at http://louisville.edu/writingcenter/
Grading System

The Graduate School uses a plus/minus grading system. Grade-point averages are calculated by dividing the quality points earned by the number of graded classes attempted (excludes pass/fail and audit classes). Quality points are calculated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Other Grades:
- “I” means incomplete and carries no quality points until a grade is awarded or until it becomes an “F.”
- “X” means course work has not been finished because of the nature of the research or study involved, e.g., thesis work, practicum. This option is not available to MSSW students, only PhD students.
- “W” means the student withdrew and carries no quality points.
- “P” means enrolled on pass-fail basis and did passing work.
- “Au” means audit and does not enter into grade calculations.

Incomplete grades

A grade of “I” (incomplete) may be awarded as a temporary or conditional grade when students are passing a course, but for reasons beyond their control have not been able to complete a relatively small amount of the course requirements by the end of the semester. Typically an incomplete grade is only given for course work that is not completed due to extenuating circumstances. Instructors must approve granting an incomplete, they make their decisions on a case-by-case basis and their decision is final. Students must secure approval for an incomplete before the end of the semester or they will be assigned an F and must retake the course.

Students must apply via email to their instructor for permission to take the grade of incomplete and copy the Associate Dean of Academic Affairs for approval BEFORE the semester ends. Different rules apply for when final grades must be submitted, based on what class the incomplete was received in:

1. CORE curriculum classes taken in the Fall semester that are a prerequisite for the Spring semester (601, 602, 604, 670, 668, 640): All course work must be complete AND graded before the start of the Spring semester.
2. CORE curriculum classes taken in the Spring semester that are a prerequisite for the Fall semester (619, 622, 605, 671, 626): All course work must be complete AND graded before the start of the Fall semester.
3. CORE curriculum classes taken in the Summer semester that are a prerequisite for the Fall semester (626): All course work must be complete AND graded before the start of the Fall semester.
4. All other classes (eg. Electives): All course work must be complete AND graded by the end of the following semester in which the class was originally taken.

Incompletes NOT removed by these dates will be lapsed to F’s.

C Grades

Only six hours of coursework in which a grade of C+, C or C- will be allowed to count towards
the completion of degree requirements. Although additional grades below C- will be calculated in the graduate student’s grade point average, courses in which these grades have been earned will not be counted towards the fulfillment of degree requirements.

**F Grades**
Whenever a grade of "F" is entered for a student, the online grading process will now request additional information. The instructor will be asked to select “EF” (earned failure--student completed the course but did not pass), “UF” (unearned failure--student began the course but stopped attending; this entry will also request the date of last participation) or “NP” (never participated--the student has no documented record of participation in the class). Instructors are not expected to take extraordinary efforts to document participation but should use the records they customarily use in evaluating course work, such as a roll call response, participation in a group activity, or a test grade. The transcript and online grade reports will show only the grade of “F,” regardless of the code entered by the instructor.

**Course Evaluations**
Approximately two weeks before the end of the semester, the Provost’s office will send out a link for students to complete anonymous online course evaluations for each of the classes in which they have been enrolled. Students can access evaluations through Blackboard “‘My UofL” tab or at www.yourwordsheard.com

Kent School takes the evaluations very seriously. After all grades have been posted, each instructor receives their score together with all the qualitative comments made about the class and the teaching style of the instructor after the close of the semester. These evaluations are used every year to revise the curriculum, change instructors where needed and overall to improve the quality of the education at Kent. It is important that students spend the time to provide constructive feedback to faculty at the end of each semester.

**Academic Performance Policies**
Per the academic standards set by the School for Interdisciplinary Graduate Studies (SIGS), students must maintain a B (3.0) or better GPA to be considered in good academic standing and must not receive more than two C grades. The Academic and Professional Standards Review Committee will convene if it is necessary to review the performance of a student. Reviews are held mid-semester before the course withdrawal deadline, at the end of an academic semester, and on an as-needed basis as determined by the MSSW Program Director. The advising office will notify students via email notification if academic reviews are needed.

The protocol for academic reviews is as follows: 1) Any student who receives a failing grade for a course will be referred for review; 2) Any student whose cumulative grade point average falls below a 2.75 will be referred for review; 3) Advanced standing students (30 hour program) with a cumulative GPA below 3.0 in the semester before they graduate will be referred for a review; 4) Students who continue below a cumulative 3.0 GPA for 2 consecutive semesters will be subject to review; 5) Students who have two C grades and a GPA below 3.0 will be subject to review; and 6) Students who have more than 2 incompletes in one semester will be subject to review. Students who are unresponsive to a request for a required academic review run the risk of dismissal from the Kent School. The protocol for academic warnings is as follows: 1) Those whose cumulative GPA is between 2.75 and 3.0 will receive an academic warning; 2) Those who have 2 C grades and a cumulative GPA above 3.0 will receive an academic warning; and 3) Regular standing students (60 hour program) with a cumulative GPA below 3.0 in the semester before they graduate will receive an academic warning. Students receiving an academic warning will be referred to the advisor for oversight and to develop an informal plan of action. A formal review will not be necessary in this case.

Apart from reviews based on GPA, any faculty person may recommend a review for any students who are perceived to be in academic difficulty, who appear to have engaged in inappropriate conduct in violation of the NASW Code of Ethics or the Student Impairment Policy, or the Code of Students Rights and Responsibilities. Written referrals for review are sent by faculty to the advising office. The referral
should indicate specific concerns.

Scholarship Note: If students are receiving a scholarship from the Kent School of Social Work at the time that they have an academic review or warning, there is no guarantee that they will be awarded any money for the following semester(s).

The Academic and Professional Standards Review Committee is composed of faculty members, advising staff, and field staff when applicable. This committee is intended to serve in a problem-solving capacity and is not devised to be adversarial. The function of such a committee will be to: 1) Review identified academic problems, including those from the field practicum, that cannot be resolved through informal channels with the parties involved; 2) Review concerns with student conduct that is contrary to the guidelines for professional conduct for social workers as specified in the Code of Ethics of the National Association of Social Workers; and 3) Recommend to the MSSW Program Director a course of action that arises from Committee deliberations with the student.

Present at the meeting should be the student and the committee. Faculty and other parties who may have pertinent information to share regarding the specific concern may be invited by the committee to present that information. In cases where the field practicum is involved, the practicum supervisor may be invited to present information. These parties external to the deliberation will be present only to present and discuss their relevant information. After a discussion about the expressed concerns, the committee will continue to meet with the student to formulate possible remedies, if needed. The advising staff will write a report of findings with a recommendation to the MSSW Program Director once the review is held. The MSSW Director will notify the student and the faculty making the referral of any resulting decisions of the committee recommendation in a timely manner. The School may choose to modify this process if the seriousness of the concern so indicates (e.g., the incarceration of a student for a serious crime) or with the approval of the student. All meetings/decisions should contain humanist values, with the understanding that the Kent School is to balance the well-being of the student as well as future clients.

Student Conduct in the Kent School

Students entering the Kent School of Social Work, by their formal acceptance into the School, agree to abide by The Code of Ethics of the National Association of Social Workers and the Code of Student Conduct of the University of Louisville.

The NASW Code of Ethics provides guidelines for the professional conduct of social workers. Since the profession is directed by a commitment to core values, the Code provides for conduct related to principles of service, social justice, dignity and worth of the individual, the importance of human relationships, integrity, and competence. These values and the standards inherent in them provide a context for expected behavior during the period of enrollment in the educational programs of the Kent School of Social Work, and for the development of lifelong professional standards. Issues of concern related to this area are referred to the Academic and Professional Standards Review Committee.

Students whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their ability to perform in the classroom or in the field should seek consultation with their academic advisor or field liaison, and the MSSW Program Director. Students should take appropriate action by seeking professional help, taking a voluntary leave of absence from the school, making voluntary adjustments in workload, or taking any other steps necessary to protect clients. Students who do not take remediative action or whose remediative action does not result in improvement may be referred for an academic review.

Kent School of Social Work Graduate Student Impairment Policy

Definition of Impairment:

The University of Louisville Kent School of Social Work adheres to the following definitions of impairment:

“Impaired graduate students show an inability to insightfully understand and resolve their own issues so that these issues do not interfere with the therapeutic process” (Bemak, Epp, & Keys, 1999, p. 21). This can be reflected in one or more of the following ways: “(a) an inability and/or unwillingness to acquire and integrate professional standards into one’s repertoire of professional
behavior, (b) an inability to acquire professional skills in order to reach an acceptable level of competency, and (c) an inability to control personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with professional functioning” (Lamb, Presser, Pfost, Baun, Jackson, & Jarvis, 1987, p. 598).

This definition of impairment is in sync with the NASW Code of Ethics, Section 4.05:

(a) Social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility.

(b) Social workers whose personal problems, psychological distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.

Code of Student Conduct at U of L

The Code of Student Conduct is the University's policy regarding non-academic discipline of students. The Code is set forth in writing in order to give students general notice of non-academic prohibited conduct. The primary purpose for the imposition of non-academic discipline in the University setting is to protect and preserve a quality educational environment in the campus community. The University is not designed or equipped to rehabilitate students who do not abide by the Code. It may be necessary to remove those students from the campus and to sever the institutional relationship with them, as provided in the Code. The University is concerned with the rights of individuals as well as the general welfare of the University community. The Code of Student Conduct provides the rules, regulations, and procedures for acceptable standards of behavior and for due process. The Code should be read broadly and is not designed to define non-academic misconduct in exhaustive terms. For further information about the Code of Student Conduct, please contact the Office of Campus Life, W302 Student Activities Center, (502) 852-5787. http://campuslife.louisville.edu/policies/studentconduct.html

Dismissed Students

If the Academic and Professional Standards Review Committee decides to dismiss a student from Kent School and if this dismissal is approved by the MSSW Program Director and the Dean, students will only be allowed to return to Kent School in rare cases. Students who wish to return must write an appeal letter to the Associate Dean of Academic Affairs, stating their reasons why they think they can return to Kent School to complete their studies.

Academic Grievances

A uniform student grievance procedure is contained in The Redbook, (Chapter 6, Article 6.8) the official document for the governance of the University. http://louisville.edu/graduatecatalog/graduate-student-academic-grievance-procedure

Nonacademic Grievances

Students enrolled in the University of Louisville are governed by the nonacademic grievance procedures administered by the Office of the Vice-President for Student Affairs. Guidelines are set out in the Redbook, Chapter 6, Article 6.7. http://louisville.edu/dos/help/studentgrievance

MSSW Time Requirement

Students must have completed all requirements for the MSSW degree 4 years from the date of matriculation (first enrollment). This applies to both full-time and part-time students. In cases where circumstances dictate, the Dean may extend the time to 6 years, but no more.

MSSW Candidacy

Degree Candidacy is intended to meet the enrollment need of students who have completed all
formal course work and thesis/dissertation hours but who are continuing to perform research for the Masters degree or complete course requirements in other required course-work. It is the responsibility of the student and his/her advisor to maintain contact throughout the program of study to ensure continuous progress towards the timely completion of the degree.

Although a student must complete all required courses before entering Degree Candidacy, students have the option of taking additional specialized courses, e.g. courses offered by visiting or new faculty, while in Degree Candidacy (in those cases payment of both the candidacy fee and the course tuition will be required).

When necessary, a student may enroll in Degree Candidacy in order to meet the requirement that all students must be enrolled in the Graduate School during the semester in which he/she wishes to graduate.

Enrollment in Degree Candidacy requires the approval of the Graduate School. Once a student is admitted to candidacy, enrollment in Degree Candidacy status must be continuously maintained year round (i.e. Fall, Spring, and Summer) until the degree is awarded. The only exception to this policy of continuous enrollment is if the Graduate Dean has granted the student a formal leave of absence.

Once a student enrolls in Degree Candidacy, the Registrar will automatically enroll the student in Degree Candidacy until the student applies to graduate. Failure to pay the candidacy fee will be cause to cancel a student’s Degree Candidacy. In order to restore Degree Candidacy, the student must receive approval of the Associate Dean of Academic Affairs and that of the Graduate Dean. To reestablish Degree Candidacy, the student will be required to pay the candidacy fee for each semester during which candidacy was voided and/or not maintained.

**Degree Application / Commencement**

During the first month of your final semester of courses, students should complete an online Application for Degree. Applications are available online at the ULink Website (http://ulink.louisville.edu). Log on using your user id and password; click on the student services folder; scroll over to the Registration/Student Records section; click on the Degree Application and complete the form (remember to print the degree confirmation for your records). In order to participate in graduation ceremonies you will need sign up online and submit your cap and gown order. To use the Commencement website, go to [http://louisville.edu/commencement](http://louisville.edu/commencement). You must indicate your intent to participate and submit your cap and gown order before the deadline stated on the web site.

Your official degree will take up to six weeks after graduation to show on your transcript. *No personal letters for licensure or employment purposes can be given to students. These letters can also not be given before commencement due to specific university restrictions.* Please plan your licensure exam or employment date to accommodate this six week delay after commencement to get an official transcript showing your degree. Please visit the commencement webpage on a regular basis for any updated information on when your official diploma will be available. After you graduate in May or August or December, you can expect to receive an email 6 – 8 weeks after the graduation ceremony telling you that your diploma is ready to be picked up. After receiving the notification, you may make arrangements with the Registrar’s Office to pick up your diploma.

There are only 2 commencement ceremonies each year. Students who graduate in the Spring semester are eligible to walk during the May commencement only. Students who graduate in the Summer and Fall semesters are eligible to walk during the December commencement only.

**Information directly from the Registrar's website:** [http://louisville.edu/registrar/commencement-information.html](http://louisville.edu/registrar/commencement-information.html)

If you are planning to receive your degree, you will need to fill out a degree application online. The degree application process will be available on the Web through ULink (http://ulink.louisville.edu). All candidates for degrees, whether or not participating in Commencement, must apply for degrees according to the deadlines above.
After the online form is submitted, you will receive an online confirmation that it was successful. You will not hear anything regarding the status of your degree application until after the semester grades are in and an advisor in your enrollment unit can review for approval. If you have any questions regarding eligibility or qualification of degree requirements, please contact your advisor.

**General Instructions**

- There are no honor cords or special cum laude designations for graduate students.
- All communication from the Graduate School will be to your University of Louisville email address. Please check that account for messages from the Kent School or Graduate School or other offices within the University.
- If you have any questions or concerns regarding your graduation, feel free to contact our office. You may contact us by phone at (502) 852-6528 or by email at commence@louisville.edu. Our campus address is 160 Houchens Building.
- For your records, please print a copy of your degree application. This will provide proof that you have applied for your degree.
- Please note that your degree application is effective for the current semester in which you applied to receive your degree. In the event that you do not complete requirements to receive your degree in the semester in which you applied, you will need to reapply for the semester in which you plan to graduate. Applications for degree do not roll over to the next semester.
- In order to continue registering as a graduate student after graduation, you will need to reapply to the University through the Office of Graduate Admissions.
- Click on the link for "Degree Name" on the last page to enter your name as you wish it to appear on your diploma and in the Commencement Program.
- Please take this opportunity while you are on ULInk to check the accuracy of your address and phone information. You may review and update this information under the “Personal Info” menu.

**Diplomas will arrive** at the Registrar's office approximately six to eight weeks after the end of each term/semester. A notification will be sent to all graduates when diplomas arrive and are ready to be picked up in the Office of the Registrar, Houchens Building.

**If you live out of town**, your diploma can be mailed to you. After the diploma arrival date, students may call the Office of the Registrar at (502) 852-6522 to arrange mailing. Diplomas cannot be mailed to local addresses including: Anchorage, Buckner, Clarksville, Crestwood, Goshen, Jeffersonville, LaGrange, Louisville, Mt. Washington, New Albany, Pewee Valley, Prospect or Shepherdsville.

If you wish to order a duplicate diploma, you may do so online at [http://louisville.edu/registrar/forms/diploma_form.pdf](http://louisville.edu/registrar/forms/diploma_form.pdf).

**Commencement**

Please visit the commencement web site at [www.louisville.edu/commencement](http://www.louisville.edu/commencement) for updated information regarding commencement.

**Social Work Licensure Boards**

The following information is provided for those who wish to obtain licensure after graduation. The web sites will give you full information about the laws and regulations for licensure, the exam dates, application forms, exams for BSW/basic and MSW/intermediate or advanced generalist and MSW/clinical, etc.

**Kentucky Board of Social Work Examiners**

[http://bsw.ky.gov](http://bsw.ky.gov) Contact Administrative Coordinator Nina Anglin at [Nina.Anglin@ky.gov](mailto:Nina.Anglin@ky.gov) or at 502-
564-2350
P.O. Box 1360; Frankfort, KY 40602. Board meets: third Monday of each month.

**Kentucky Board of Certification for Alcohol and Drug Counselors**

[http://adc.ky.gov/](http://adc.ky.gov/) Board Administrator: Karen Lockett at karenl.lockett@ky.gov or at 502-564-3296 ext. 222

Board meets: first Tuesday of the month.

**Kentucky Board of Certification of Marriage and Family Therapists**

[http://mft.ky.gov/](http://mft.ky.gov/) Board Administrator: Carolyn Benedict at carolyn.benedict@ky.gov or at 502-564-3296 ext. 239

Board meets: third Thursday of each month.

Another link to assist in preparing for the LMFT exam: [http://www.mftlicense.com/](http://www.mftlicense.com/)

**Indiana Behavioral Health and Human Services Licensing Board. Formerly “Indiana Social Worker, Marriage and Family Therapist and Mental Health Counselor Board”**

[http://www.in.gov/pla/social.htm](http://www.in.gov/pla/social.htm) 402 West Washington Street, Room W072; Indianapolis, IN 46204; 317-234-2064; Email: pla5@pla.in.gov

**Ohio Counselor, Social Worker, and Marriage and Family Therapist Board**

http://www.cswmft.ohio.gov/ 77 South High Street, 16th Floor, Columbus, OH 43215-6108 614-466-0912.

**Association of Social Work Boards**

To locate information about the laws and licensure exam and application for any state within the United States, please go to: [http://www.aswb.org/](http://www.aswb.org/) Social Work Examination Services; 132 Naples Road Brookline, MA 02446, 800-933-8802, [http://www.swes.net](http://www.swes.net), email: info@swes.net

**Preparing for the CSW and LCSW Examination Course**

This course is offered through the Kent School of Social Work, U of L, Continuing Education program. Several sessions are offered each year. All previous students who have completed this course have successfully passed the exam on their next attempt following this course! Refer to the calendar of classes for dates and locations and registration of this course: [https://louisville.edu/kent/continuing-education](https://louisville.edu/kent/continuing-education)

**Graduate Students from Other Academic Units**

Students who are matriculated in other academic programs at the University of Louisville may be permitted to take Kent School courses when space is available and permission is granted by the instructor. Should these students subsequently be admitted to the School, courses taken and satisfactorily completed may be applied to degree requirements provided they were completed within 5 years of enrollment and a grade of “B” or better was earned. Students are not permitted to enroll in required practice courses or practicum courses.

**Visiting Students**

Graduate students enrolled in another institution of higher education may be permitted to take Kent School courses when space is available and permission is granted by both the instructor and the MSSW Program Director. Priority will be given to students currently enrolled in a CSWE accredited master in social work program. Visiting students must complete the non-degree student application process with the Graduate School.

**Kent School Alumni Association**

The Kent School Alumni Association, a very active organization of over 2800 members worldwide, assists the School by recruiting outstanding students, providing scholarships, raising funds for the School, and promoting the values of the program. Visit their website at: [https://louisville.edu/kent/Alumni](https://louisville.edu/kent/Alumni)
Please go to the National Student Clearinghouse
(http://www.studentclearinghouse.org/secure_area/DVEV/dvev_bridge.asp) to request verification of your Kent School MSSW degree.

POST MASTERS COURSE CREDITS

School Social Work Post-Masters Course Credits

Program Requirements
Individuals with MSSW’s from accredited schools will be recommended for SSW certification through the EPSB upon completion of the required electives and a portfolio. The specialization requires post MSSW students to complete: (a) SW 630: School Social Work: Policy and Practice (3 hrs. s); (b) one approved education course in special education (3 hrs. s); (c) one approved education course in behavior management (3 hrs. s); and (d) a student portfolio.

Admission Procedures
Consideration for admission into this program is dependent upon successful completion of an accredited MSSW program. Applications are accepted at any time and will be processed quickly. To apply for admission to the Graduate School, please submit your Graduate School Kent Non-Degree application http://graduate.louisville.edu/, 2 letters of recommendation, a curriculum planner with the electives you plan to take filled in, a completed TC-1 Form (available at http://louisville.edu/kent/academics/specializations, and an official transcript with your MSSW posted to the Coordinator of the MSSW-SSW Specialization Program.

BACHELORS DEGREE IN SOCIAL WORK (BSW)

Bachelor social work programs, under the accreditation banner of the Council on Social Work Education, are directed in matters of curriculum to promote the knowledge, values and skills of the profession. At the baccalaureate level, students are prepared for entry into the profession as generalist practitioners. Guided by program mission and goals, the generalist model is built upon a conceptual framework that includes relevant theories and knowledge to build practice skills. The professional level courses at the junior and senior year level are grounded in the liberal arts and carefully integrate that knowledge into the learning of professional content. The Educational Policy and Accreditation Standards of CSWE establish the base of program learning expectations.

Those interested in learning more about Kent’s new BSW program should consult the BSW catalogue at https://louisville.edu/kent/programs/bsw

PH.D IN SOCIAL WORK

Kent's Ph.D. in Social Work prepares Social Workers with MSWs for academic positions in CSWE accredited Schools of Social Work nationwide, or for top level policy, planning, and analytic positions in both public and private sectors. While the MSW (or MSSW) is the terminal practice degree, the Ph.D. is the terminal research degree in Social Work, the highest academic degree in Social Work and other professions. Those interested in learning more about Kent's doctoral program should contact Bibhuti Sar, Ph.D., 502-852-3932 or b.k.sar@louisville.edu or browse the doctoral program website at: http://louisville.edu/kent/academics/doctor-of-philosophy-in-social-work

UNIVERSITY OF LOUISVILLE

Introduction
The University of Louisville is a metropolitan urban educational center that has had close
historical and legal ties to the City of Louisville and Jefferson County. It traces its origins to the Jefferson Seminary, founded in 1798.

In 1837 a city ordinance established a municipal institution of higher learning on the old seminary site. It later became known as Louisville College. The University of Louisville emerged in 1846, at which time the College merged with the former independent Louisville Medical Institute, and a School of Law was created.

Over the next century many new academic programs were added to the original schools, and enrollment grew slowly. The University remained a municipally chartered institution until July 1, 1970, when it became a part of the Kentucky state system of higher education. Since that time enrollment has doubled and now totals more than 23,000. U of L now has more than 1,800 faculty, representing some of the best scholars from around the world.

Campuses

The University of Louisville’s campuses span the city. The 169-acre Belknap Campus is the center of most undergraduate instruction, as well as most of the University’s schools and colleges. About 3 miles away, near the downtown business district, is the Health Sciences Center, a modern medical complex with its own library and teaching hospital for undergraduate and professional students in health-related disciplines. Shelby Campus, in eastern Jefferson County, is the site of the Kent CFT program, the Child Welfare Training Project, Champs/Stepping Up, Credit for Learning (CFL) courses, and many continuing education programs.

Libraries

The University offers an extensive library system designed to support graduate research in a variety of fields. The University Libraries consist of the Ekstrom Library, the Bridwell Art Library, and 4 libraries serving the student and faculty in the areas of Music, Law, Health Sciences, Engineering, Physical Sciences and Technology, and the University Archives and Records Center. Total library holdings number approximately 1,350,000 physical volumes. The libraries subscribe to over 13,000 journals and to over 100 electronic journal citation databases. In addition, the libraries hold over 1.5 million items in microform. The William F. Ekstrom Library on Belknap Campus is a depository for United States government publications and receives approximately 70% of titles available from the Government Printing Office. This department also has selected reports of the several divisions of the United Nations, as well as selected Kentucky state publications. The Photographic Archives, located in the Ekstrom Library, contains a collection of over 1.2 million still photographs covering a great variety of subjects.

The University Libraries provide access to electronic resources and databases covering a wide spectrum of subjects for faculty, staff, and both undergraduate and graduate students. The Interlibrary Loan units of the Ekstrom and Health Sciences libraries provide access to the collections of the Kentuckian Metroversity member schools, the Louisville Free Public Library, and other libraries throughout the state and nation for materials not owned by the University Libraries. The U of L libraries' collections are accessed through the Minerva online catalog.

Information Technology Services

The Office of Information Technology is responsible for the planning, implementation, deployment, and management of information technology services in support of the instructional, research, administrative, and service programs of the University of Louisville. Most information is easily accessible via their website: http://louisville.edu/it/. IT’s helpdesk can be reached at 852-7997.

UofL provides a variety of resources for students, including computer accounts, email, discounted software and personal computers. The Blackboard system provides instructional resources and an online community for students, and the ULink system is where you can register for classes, manage your accounts, view your transcript, and more. For a quick Get Started guide go to http://louisville.edu/it/accounts/Getting_Started_Students.html.
Accounts and Passwords
http://louisville.edu/it/services/accounts/
Learn about the types of accounts available to you and how to manage them. Also set your nickname and preferred email address here.

Blackboard
https://blackboard.louisville.edu/webapps/portal/frameset.jsp
Go to the Blackboard learning system and community

Computer Purchases
http://louisville.edu/it/services/computers/student-purchases/
How to purchase a personal computer as a student

Computer Repair
http://louisville.edu/it/support/helpdesk/itech-xpress-walk-in-computer-repair
Have your personal PC repair through the iTech Xpress store by submitting an online request form.

Computing Centers
http://louisville.edu/it/services/computing-centers/
About public computers centers across campus

Copy Centers
http://louisville.edu/it/services/printing/
About copy centers and their services

Email for Students
http://louisville.edu/email
Email options for students

Emergency Alert
http://louisville.edu/alert
Receive real-time text and email messages during an emergency. If you are a resident, get emergency broadcasts through the phone in your room.

HelpDesk
http://louisville.edu/it/support/helpdesk/
Go to the HelpDesk for questions or to report problems

ITech Xpress (IT Store)
http://louisville.edu/it/services/software/students.html
Online and retail store for discounted academic software, hardware, and other technology accessories.

Residence Services
http://louisville.edu/it/services/students/residence.html
Learn about the network, telephone, and cable TV options available for resident students. Also find information about the University's Clean Access system for resident students.

ULink Login
http://ulink.louisville.edu/
Go to the ULink system to manage accounts, register, view transcripts and more.

**Student Health Services and Travel Medicine Belknap Campus (502) 852-6479**
Student Health and Counseling Building, 2207 S. Brook Street
Hours: Monday - Friday 8:00 AM - 5:00 PM (Days and hours of operation are subject to change. Please call number listed or 852-5555 for current information.)

**Health Sciences Campus (502) 852-6446**
Hours: Monday - Friday 8:00 AM - 5:00 PM (Days and hours of operation are subject to change. Please call number listed or 852-5555 for current information.)

**Services:** Allergy Injections, Laboratory Services, Physicals and Pap Smears, Limited on site Prescriptions, Low cost birth control pills, STD's testing, and Contraception services

**Payment:** The health service accepts most major health insurance plans. VISA and MasterCard accepted. Payment is expected at the time of service.

**Student Health Insurance:** The University of Louisville sponsors a student health plan offered through student resources. For more information contact the Student Insurance Advocate at 852-6519.

**Housing**
Housing information can be obtained via website: [http://louisville.edu/housing/](http://louisville.edu/housing/) or you can contact the Housing Office at (502) 852-6636.

**Veteran's Education Benefits**
[http://louisville.edu/admissions/apply/transfer/veterans/education-benefits](http://louisville.edu/admissions/apply/transfer/veterans/education-benefits)
Under various public laws, certain veterans and dependents of veterans are eligible to receive financial benefits while enrolled in the University of Louisville. Students eligible to receive VA education benefits from the Montgomery GI Bill active duty, reserve/guard or dependent, must contact the U of L Veteran Affairs Office to complete the application process:
Carissa Genry, Veteran Affairs/Registrar’s Office, (502) 852-0998. Send email to Carissa.gentry@louisville.edu
For more information regarding veteran’s benefits go to the GIBILL website at [www.gibill.va.gov](http://www.gibill.va.gov).

**Once received, applications are mailed to the St Louis VA Regional for processing. It will take at least 12-14 weeks for processing and disbursement of the first payment. It is the student’s responsibility to work out financial arrangements with the Bursar’s Office before the beginning of the semester.**

**Privacy of Student Records**
The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office of the Department of Education concerning alleged failures by the institution to comply with the Act.

The University has adopted a policy that explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy can be obtained from the University Archives and Records Center, Ekstrom Library. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Director, University Archives and Records Center.
Student Organizations
The University, through the Student Government Association, has established special regulations governing the organization and the social conduct of student groups. The rules are formulated for all organizations in the University and therefore take precedence over the rules of any academic unit. Officers of any student group need to familiarize themselves with the rules and regulations of the Recognized Student Organizations and of the school. These may be secured via the Student Government Association website http://www.uoflsga.org/

Student Rights and Responsibilities
It is the student’s responsibility to read the University’s bulletins and official announcements, particularly the Student Handbook, to keep informed about grades, credits, requirements, and quality points, and to abide by the regulations of both the University and his/her college or school.

The Affirmative Action/Equal Employment Opportunity Policy of the University of Louisville
The University of Louisville is an affirmative action, equal opportunity employer. Therefore, it is the policy of the University to comply with federal, state and local affirmative guidelines for implementing these laws. It is also a university commitment not to discriminate in employment decisions on the basis of sexual orientation. The purpose of this policy is to provide equality of opportunity, as well as to encourage and provide opportunities for those whose employment has been limited by discrimination in the past.

UofL Policies related to the classroom

University Policy on Excused Absences for University-Sanctioned Events
(approved 9-6-06 by Faculty Senate)
Although each college, school, or academic unit of the University of Louisville creates its own regulations concerning class attendance, all units hold students responsible for materials covered, lectures given, papers due, exams scheduled, or other evaluative measures administered. The academy requires student participation in the learning process, measurement of student progress, and the fulfillment of basic course requirements.

However, because the university recognizes that educational experiences extend beyond the classroom and campus, faculty are expected to be flexible with students who are acting as official representatives of the university, or participating in university-sanctioned events or activities that require absence from class. A university sanctioned event or activity shall be one in which a student represents the university to external constituencies in academic or extra-curricular activities. These include but are not limited to student government congresses, intercollegiate athletic and debate contests, music competitions, academic meetings, and conferences. The deans, the student government association, or faculty sponsors of recognized student organizations may petition the provost to designate other events or categories of events as university-sanctioned.

When students’ participation in university-sanctioned events or activities requires them to be absent from a class (or classes) during which an examination or other measurement of academic progress is scheduled, faculty are expected to provide students with opportunities to be evaluated at other times or by comparable alternative evaluation methods within a reasonable period of time prior to or after the absence.

Faculty members are expected to provide students in their classes with clear syllabi, including attendance requirements and dates for required measurements or field experiences. Attendance policies should allow excused absences for university-sanctioned events.

Students who seek excused absences to attend university-sanctioned events are expected to follow the instructions below, and are expected to complete assignments on time, actively participate in other class sessions, and to make up work missed as agreed upon with the faculty member. Students are expected to attend regularly at other times.

Official notice of a university-sanctioned event shall consist of an excused absence request letter

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from the sponsoring unit or program to the faculty whose class (es) will be missed, delivered by the student. The excused absence letter may request blanket approval for a series of events or approval of a single event. If the event or class of events has not already been designated as university-sanctioned, the letter must be signed by the provost or her/his designee. The letter must be delivered to and received by the faculty member at the beginning of the semester for a series of events or a minimum of one week prior to the event or activity. The letter shall include the following data:

- Name, date(s), and location(s) of the event(s).
- Date of departure from campus and exact time when the student is expected to report for departure.
- Date of return to campus and exact day and time that the student will be expected to return to class.

The faculty member will respond in writing. Approval indicates that the instructor will provide opportunities for students to be evaluated at other times or by comparable alternative evaluation methods, within a reasonable period of time prior to or after the absence, without academic penalty.

If the letter requests blanket approval at the beginning of the term for a series of absences and the faculty member determines that the absences will seriously compromise the student’s performance in the course, the faculty member may deny the excused absence request within the first week of classes, thereby allowing the student to drop the course and add another. If the letter requests absence from an exam or other evaluative measure later in the term (but at least one week in advance) and the faculty member determines that the requested absence will compromise the student’s performance in the course, the faculty member may deny the excused absence.

The student may appeal denial of an excused absence to the provost or the provost’s designee. Students who believe themselves to be penalized by an instructor, either by a disproportionate task to make up missed work or a grade reduction, may also appeal. Reprisals for following the policy or for reporting a failure to follow the policy are prohibited.

On occasion, students will not anticipate an absence for a university-sanctioned event until late in the term and will be unable to provide a week’s notice. Such events include but are not limited to post-season tournaments or participation in a regional or national competition. In such instances, the student will provide the faculty member with a letter from the sponsor of the event as soon as the event is scheduled, and the faculty member is asked to be as flexible as possible.

**University Policy on Work-Restricted Religious Holidays**

(approved 1/12/00 by Faculty Senate; approved 4/24/00 by Board of Trustees)

Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students’ requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first 2 weeks of the semester.

Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines. Note: A calendar of typical work-restricted holidays is available at [http://louisville.edu/diversity/documents/work-restricted-holy-day-policies-and-calendar](http://louisville.edu/diversity/documents/work-restricted-holy-day-policies-and-calendar). Information about specific holidays is also available by phone from the University Multi-ethnic and Cross-cultural Programs at 852-8867.

**Policy/guidelines for students with disabilities**

(UofL’s policy conforms to the ADA Act of 1990 and section 504 of the Rehabilitation Act of 1973)

The University of Louisville is committed to providing equal opportunity for persons with disabilities in full compliance with the Americans with Disabilities Act of 1990 (ADA), and section 504 of the Rehabilitation Act of 1973 (504). It is the responsibility of every student, faculty, and staff member of the university community to assure compliance in all university operations and provide a welcoming environment for persons with disabilities. (Please see [updated 7/26/19] 2019-2020 Kent School MSSW Catalogue 91
http://louisville.edu/hr/employeerelations/eeo-affirmative-action for the full policy statement.)

The Disability Resource Center (Robbins Hall) is responsible for the coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. For information on note taking, reader, and tutoring services and to find out how to apply for these support services, please visit the Disability Resource Center web page at http://louisville.edu/disability/ or call 852-6938.

**University Policy on Sexual Harassment**

(UofL’s administratively approved policy conforms to Title VII – outgrowth of 1972 Affirmative Action Plan)

The University of Louisville strives to maintain the campus free of all forms of illegal discrimination as a place of work and study for faculty, staff, and students. Sexual harassment is unacceptable and unlawful conduct and will not be tolerated in the workplace and the educational environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or participation in a university-sponsored education program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Faculty, staff, students, and administrators must adhere to this anti-harassment policy. The Provost, Vice Presidents, Deans, Directors, and heads of departments, divisions, and offices are specifically responsible within their particular organizations for publicizing, implementing, and enforcing this policy.

**Retaliation**

Discrimination in any University employment or academic decision against persons who seek redress under the procedures outlined below is prohibited.

**Disciplinary Action**

If an individual is shown to have violated the sexual harassment policy, the individual will be subject, depending upon the seriousness of the violation, to disciplinary action up to and including termination of employment or expulsion from the University.

The Provost, Vice Presidents, Deans, Directors, and heads of departments, divisions, and offices are required to enforce this policy. Failure to do so constitutes a violation subject to separatedisciplinary action.

**Procedures**

If you believe you have been a victim of sexual harassment, there are 2 ways to seek assistance. Procedures are outlined on the HR - Affirmative Action web site at http://louisville.edu/hr/employeerelations/sexualharassment

**University Policy Concerning Consensual Sexual Relations**

(approved 3/3/99 by Faculty Senate; approved 9/27/99 by Board of Trustees)

Sexual relations between students and faculty members, or between students and other university employees with whom they have an academic or evaluative relationship, are fraught with the potential for exploitation. The respect and trust accorded a professor or a supervisor by a student, as well as the power exercised by the professor or supervisor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship render both the faculty member or supervisor and the institution vulnerable to possible later allegations of sexual harassment, in light of the significant power differential that exists between students and faculty members or supervisors.

In their relationship with students, members of the faculty or university employees who supervise students are expected to be aware of their professional responsibilities and avoid apparent or actual
conflict of interest, favoritism, or bias. No faculty member or supervisor may participate in the evaluation of a student’s performance or any decisions that may reward or penalize the student if a sexual relationship exists or has existed between the student and that faculty member or supervisor.

University Career Center

The University Career Center is a multifaceted organization serving students in a variety of ways. Please visit their website for the latest services and information:
https://louisville.edu/career/