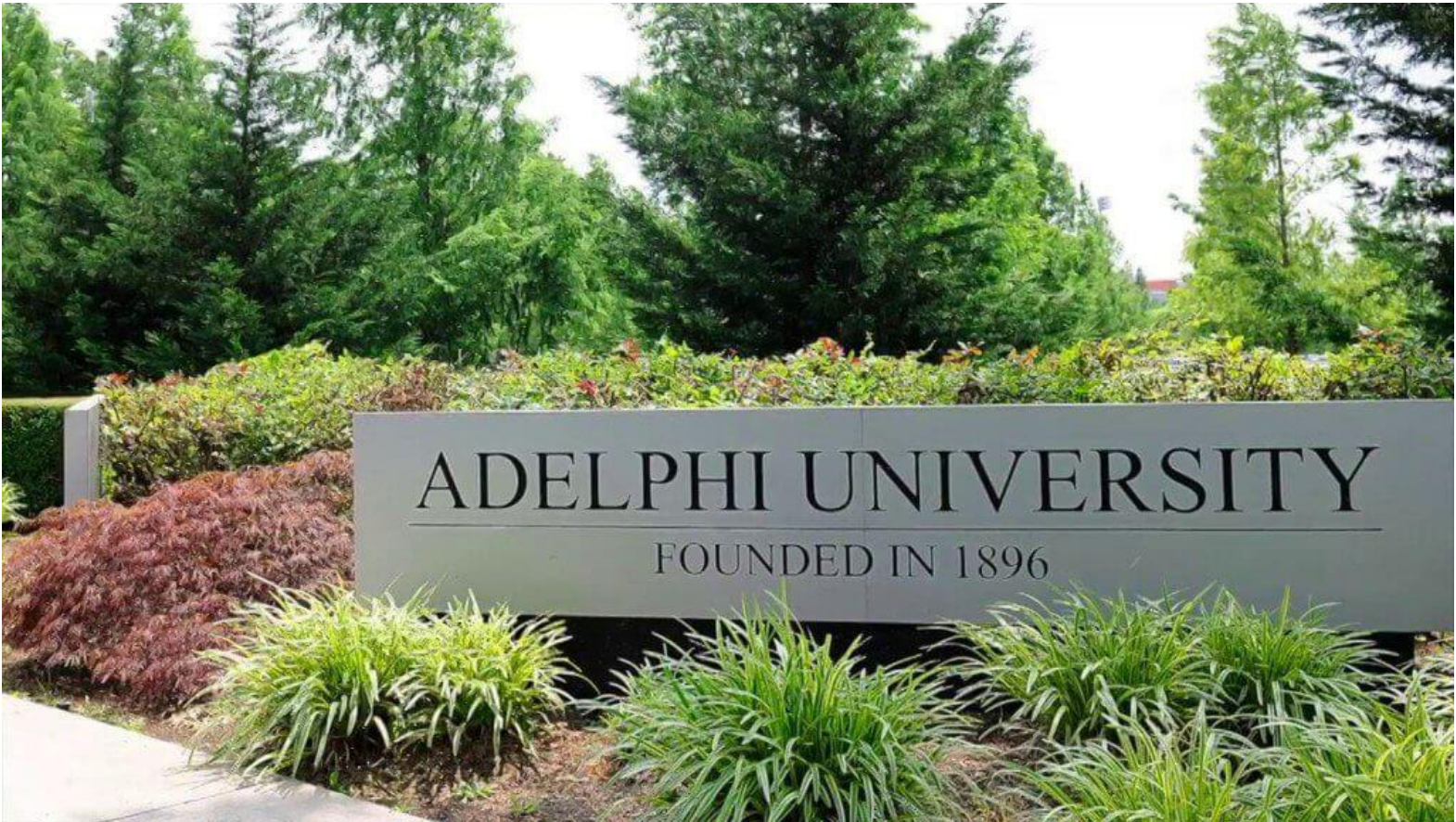


ADELPHI UNIVERSITY



Online Master of Social Work
STUDENT HANDBOOK
2022-2023

Letter from the Director



Congratulations on your acceptance to the Online MSW Program!

On behalf of the students, faculty, and staff of Adelphi University's School of Social Work, we would like to commend you for taking this opportunity to continue your education. The Online MSW Program will allow you to learn in a more flexible structure by interacting with social work educators trained in best practices in online teaching and the use of emerging and innovative technologies.

OMSW is a cohort-based part-time MSW program that combines online and campus-based instruction. Students participate in a five-six campus visits over their 3 years of study and take a combination of campus-based intensive and online courses during the degree program.

Adelphi has committed abundant resources to hybrid learning to help you maximize your experience. To help prepare you for the program below are some important dates and information for you to review.

Best,
Patricia A. Joyce DSW
Associate Professor and OMSW Director

In preparation for the start of your coursework, we've compiled this packet to provide you with important program information, helpful tips, and useful links to help orient you to the program and the University.

Included in this document is the following:

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MSW Mission and Program Goals

Mission of the Adelphi University School of Social Work

The Adelphi University School of Social Work prepares graduates to practice ethically and effectively in diverse cultural and social contexts upon entering the profession and throughout their careers. Through our student-centered curricula, faculty scholarship, and community engaged programs, we provide leadership to advance knowledge, skills, and values for the profession. We are committed to the enhancement of human well-being, the advancement of human rights, and the promotion of social justice for individuals and communities, regionally, nationally and globally.

The MSW program goals of the AUSSW flow from its mission and are as follows:

Goal 1: To provide an integrative course of study which is responsive to student needs, societal conditions, and emerging social issues, and which will prepare students to be effective and ethical practitioners upon graduation and throughout their careers.

Goal 2: To promote faculty scholarship and research that produces knowledge that informs and advances theory, practice, and policy in social work and allied fields towards the goal of impacting the well-being of client systems;

Goal 3: To provide leadership and collaboration with community stakeholders to identify and address unmet and emergent needs, and to develop and support programs which advance the profession, enhance human service delivery, and strengthen community and organizational capacity.

Definition of Generalist Practice

Generalist practice is defined by CSWE as “grounded in the liberal arts and the person and environment construct. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with individuals, families, groups, organizations, and communities. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice. Generalist practitioners incorporate diversity in their practice and advocate for human rights and social and economic justice. They recognize, support and build on strengths and resiliency of all human beings. They engage in research informed practice and are proactive in responding to the impact of context on professional practice.”

Definition of Advanced Practice

The MSW program’s concentration focuses on advanced direct practice with individuals, families and groups, within the dynamic context and challenges specific to contemporary organizations, diverse populations and changing communities. Through this advanced concentration, and as demonstrated through their achievement of advanced practice behaviors, students learn to analyze, intervene, and evaluate in ways that are highly differentiated, discriminating, self-reflective, autonomous, and collaborative, and use consultation and supervision accordingly. Advanced direct practice involves the ability to use individual, group, and/or family intervention, or a combination of

these, as clients' situations and contexts require. It builds on the knowledge, values and skills of the generalist foundation, and involves the ability to: conduct in-depth assessments; identify direct interventions based on evidence and/or practice-derived knowledge which address the strengths and difficulties highlighted in the assessment; carry out selected advanced-level interventions consistent with clients' unique cultural identity, values and preferences; and evaluate the effectiveness of their practice.

In order to best serve clients, our conceptualization of advanced direct practice requires research-informed interventions that are contextualized by the wider social, cultural, political and economic environment and are specific to agency settings, organizations and client communities. The concentration utilizes a range of theoretical perspectives to describe phenomena, ethical interventions, and promote social justice.

Overview of the Online MSW Program (OMSW)

The Online MSW Program (OMSW) is a cohort-based, part-time MSW program that combines online and campus-based instruction. Students participate in 5-6 campus visits over their 3 years of study and take a combination of campus-based intensive and online courses during the degree program. Field instruction is arranged near students' home community. As part of the admissions process, applicants are required to complete an assessment survey. The survey assesses applicant's readiness to learn in an online environment, asking if they have ever taken an online course and their experience in doing so, computer access and capacity, and times that they are most available in their daily schedule for synchronous online courses. Applicants are also required to participate in an interview with the director of the program, one or more faculty from the Admissions Committee, the Director of Outreach, Enrollment and Professional Advisement, and a member of the field department.

Course Formats

The courses in the Online MSW program are based on the following formats:

1. Online (Synchronous and Asynchronous) -
 - a. These courses are delivered completely online either synchronously or asynchronously or a combination of both.
 - b. Synchronous class sessions are scheduled on Thursdays anytime between 7PM and 9PM
2. Intensive/blended
 - a. Intensive blended courses are taught during the residency face to face continue throughout the semester (Maximum of 4 days)
 - b. Synchronous sessions occur every other week on Thursdays between 6:50 PM and 9:50 PM

Students are not allowed to enroll in courses offered in the traditional program unless there are extenuating circumstances.

Orientation

Fall and spring start students participate in an online orientation before the first residency. Summer start advanced standing students participate in an online orientation in early May before starting classes in late May.

Residential Components

Students are required to attend on campus residencies in January and August for the three years that he/she is enrolled in the MSW program. The residencies meet from 8 AM to 6 PM over four days or less. Students take classes during the residencies, as well as interact with faculty and other cohorts during lunch. Meals and snacks are provided on certain days during the residency.

Housing

The residential components are mandatory and students are responsible for lodging and transportation to campus. During the residential components, students will have the option to stay at Homewood Suites by Hilton Carle Place. Students can book by calling the hotel (516)747-0230 and asking for the Adelphi University rate. The current rate is \$165.00/night for King Studio Suites and \$175.00/night for King One Bedroom Suites. Students are not required to stay at Homewood Suites for their residency.

Excused Absences

An absence in an online course consists of a student not completing the required coursework due in given week or missing a synchronous session. Students are expected to notify their instructor 24 hours prior to any absence.

Excused absences are determined at the instructor's discretion and may require documentation of the reason for the absence. Excused absences from the residencies for illness or personal reasons (e.g., death in the family) must be made up. Plans for making up extended absences (e.g., prolonged illness; jury duty) should be discussed with the student's advisor and course instructor. Make-up assignments for synchronous sessions or weekly assignments are at the discretion of the instructor.

Instructors will notify the Program Director of significant or a pattern of absences [both excused and unexcused] and provide copies of documentation for the student's file.

For students that miss part of a course offered during a residency, instructors may require one or more of the following options, as well as alternative actions at the instructor's discretion:

- A. Participate remotely (if possible)
- B. Complete a make up assignment, at the discretion of the instructor.
- C. Attend a session of a traditional course of similar content.

Any student that misses more than 20% of a course taught during the residency (20% X total hours course meets during residency = acceptable range of absence), may be required to:

- A. Complete a make-up assignment at the discretion of the instructor.
- B. Complete the remaining aspects of the course as an independent study.
- C. Complete the course with another cohort.

Any student that does not meet any of the above regulations will be automatically reviewed for continuation in the Online M.S.W. program.

Religious Observance

Students who are unable to participate fully in an academic residency on a particular day during the calendared residency dates for reasons of religious observance (e.g., Sabbath, Friday Prayers) must complete the Religious Observance Form and return it to the program director within 3 weeks of the start of the residency.

Getting Started: Step-By-Step

Review this Student Handbook: It will provide you with next steps, as well as be used as reference during the completion of your degree. The Student Handbook provides an overview of all functions and resources, as well as the rules, regulations, and procedures administered by the department. It is the responsibility of ALL graduate students to know and understand their degree requirements. Students are responsible for the fulfillment of those requirements.

Connect with your Academic Advisor: You will be working with Elizabeth Szpilka as your advisor during the initial enrollment. She can be reached at (516) 877-4384 or at eszpilka@Adelphi.edu. She will be making an appointment with you once open planning begins to discuss registration for the upcoming semester. You may contact the office of social work graduate admissions at 516-877-4360 should you have any questions before then. Your deposit must be paid prior to registration.

Setting up eCampus: If you haven't already paid your deposit you can do so [here](#). Once the deposit is paid you can set up eCampus. You will be assigned an eCampus username in order to access the many AU resources available to you online. This information will be sent to you about 72 hours after you have accepted Adelphi's offer of admission into the program. It's important to remember that your University email account and eCampus credentials are unique to you and your student account at Adelphi. They should never be shared with anyone.

Adelphi University Email: All registered Adelphi students are assigned an AU Gmail account that they can continue to use after graduation. AU Gmail and Google Apps are accessible using any desktop, laptop or mobile device with an internet connection. After you log into [eCampus](#), click on the "Student Gmail" icon under the "Services" tab. Save it as one of your "Favorite Services" to access more easily on future visits. Student and alumni addresses end with @mail.adelphi.edu. Faculty and staff email addresses end with @adelphi.edu. Note: After initial email setup all other academic and administrative communication while in this degree program will be through your Adelphi email address. Do not continue to use your personal email to communicate during the program. You are expected to regularly check your Adelphi email for new communication throughout the program.

Online Orientation: Students participate in an online technology orientation that provides them with an overview of the program and the technology utilized in courses. The online technology orientation is completed prior to the first residency. The director of the Online MSW program will email a link to new students' Adelphi email address. A brief orientation and technology training is provided during the first residency.

ID Cards: If you would like to obtain an Adelphi University ID card you can visit Public Safety on the 1st floor of Levermore or email a request to student_photoid@adelphi.edu. This email must be sent from your AU Gmail account and must include the following:

- Full name
- Emergency contact information (name, phone number)
- Copy of your driver's license

- A clear picture of yourself with a plain background. No hats may be worn in the photo. This picture can be taken with a computer camera, however we recommend obtaining a passport picture.

If you do not receive your ID within 14 days of submitting your request, please contact Public Safety at (516)877-3511.

Emergency Alert System Registration: Once you have received your ID, you may customize your information on the Rave Alert emergency notification system, which instantly broadcasts urgent messages and delivers instructions to the campus community. To access the Rave Alert Emergency Notification System, login to eCampus and click “Services”. Then select the “Rave Alert” icon, which will bring you to a new page. You can select and input your contact information [here](#). Please check with your individual faculty member for each course to determine if a campus closing impacts any work assigned in the course.

Registering for Courses: New students currently register for courses, via a google hangout meeting or in -person with Elizabeth Szpilka, the director of outreach, enrollment and professional advisement. Continuing students register online which must be approved by their assigned advisor or field liaison. Students register for courses using C.L.A.S.S. (Course Listing, Advisement and Student Services), which is a service found in eCampus. Please wait until after your welcome call with your advisor to register. This will ensure that you are registering for the correct courses.

Paying your bill: If you are paying without using financial aid, you can make a payment on C.L.A.S.S. using the “Make a Payment” tab. Or you can come to campus and make a payment at our Cashiers Office in the Lower Level of Levermore Hall. If you do not plan on paying out-of-pocket, you will need to complete a Federal Application for Federal Aid Student(FAFSA). For Financial Aid questions or concerns, please call (516) 877-3080 or email financialservices@adelphi.edu using your Adelphi email only. A Student Financial Services representative will not reply to anything other than an Adelphi email account. When communicating with the Student Financial Services office, you must include your Adelphi Student ID number or you will not receive a response. Also, be sure to include a working phone and/or email address. Due to high call volume, emails tend to get faster responses.

Accessing my courses (Moodle): During your orientation, you will be able to view tutorials on various tools in Moodle. Once the semester begins, you can log into Moodle and access your courses. Courses follow a 15-week calendar, except for intensive-blended courses. Moodle is Adelphi’s web-based course management system for online, blended and on-campus courses. You will use Moodle to access course materials, take quizzes or tests, submit assignments, engage in class discussions, and more.

Registered students can access Moodle via Adelphi’s [eCampus portal](#). Click the “Moodle” icon on your My eCampus homepage under the “Enrolled Courses” section. Or you can login directly [via this link](#). Bookmark the ecampus and Moodle links for future reference. Please note: If you do not see your course on Moodle, it means that the instructor has not yet made the course available to students.

You can also find the “Moodle” icon under the “Services” tab on eCampus. For easier access, you can save the “Moodle” icon as one of your “Favorite Services.”

PROFESSIONAL AND ACADEMIC ADVISING

All graduate students are assigned an advisor when they enter the program. Every student receives advisement throughout their academic program. The advisor is responsible for answering academic as well as professional questions, program planning, course approval, field education planning and supervision, life and career goals, and any other related advisement tasks. The School of Social Work emphasizes a broad-based approach to advisement that covers more than decision making around classes, field placements and professional career choices; it also touches on maximizing potential, developing a professional self and raising the standard of ethical and sound practice.

When students first enter the program, they register and receive advisement from an admissions officer who is familiar with the academic program as well as the professional practice of social work. For the OMSW, this will be the Director of Outreach, Enrollment and Professional Advisement. An advisement meeting will be arranged via google hangout or fact-to-face as arranged by the director and the student.

In the OMSW program, students are assigned a faculty member or administrator as their academic advisor. That advisor will assist students in scheduling their courses. In the OMSW program, students will meet with their advisor via phone or Google hangout to discuss their course selections. Students are able to log into their student portal (CLASS) and make their course selections each term. Their assigned advisor must review the course selections and approve before the student is able to register. Students will also have the opportunity for face to face advisement during their residency periods.

All new students to the OMSW are required to attend a mandatory orientation to the program during their first residency. This orientation provides students with an overview of the University, the School of Social Work and University services. The orientation is coordinated by the Online MSW Program Director. The orientation provides students with a detailed review of the School’s mission, graduate curriculum, core competencies and associated practice behaviors and technology including Moodle, CLASS and email. Administrative staff members review the academic integrity and plagiarism policies of the school, NASW Code of Ethics and ethical standards and responsibilities required of social workers. Information about advisement, academic support services including the writing center, Student Access Office, counseling services and the learning center are provided to the students. Information about the Graduate Student Association, school events and networking opportunities are also shared with the students. Finally, all students are given information about the required Recitation Social Work Orientation taken in the first semester of study.

When the student enters field, a designated faculty field liaison is assigned who serves as the academic advisor as well as liaison to the field placement. All students enrolled in the OMSW Program are assigned a faculty field liaison. Students can access their assigned advisor information in the student portal account in e-campus and o. Student’s assigned faculty field liaisons are informed of their advisor via email and e-campus at the beginning of the semester in which they start field placement.

The Faculty Field Liaison’s carry the responsibility for helping the student, the field instructor and the agency to meet the educational objectives established for the student’s field experience. Additionally, Faculty Field Liaisons carry academic advising responsibility for the students assigned to them in the field practicum. Liaisons also meet at least once each semester with the student’s field instructor at the agency either in person or via Google hangout. Liaisons are expected to meet

with the student during the first two-four weeks of the semester in which they begin field. Liaisons also meet at least once each semester with the student's field instructor at the agency or via Google hangout. They meet with students virtually every other week during the foundation field placement and once a month during the advanced year placement. Students submit monthly statistic reports and process recordings to their faculty field liaisons throughout the semester for their review.

MSW PROGRAM OF STUDY

The Master of Social Work (M.S.W.) program offers the preparation you need for advanced professional social work practice. Our foundation curriculum provides the knowledge, skills, values and ethics essential to all forms and levels of generalist social work practice. In your advanced year, you will complete a concentration in contemporary, direct practice—and prepare to be an advanced social work practitioner using sophisticated clinical skills in work with individuals, small groups, families and couples.

Organization and Structure of the Master of Social Work Curriculum:

All students in the foundation year of the Adelphi University M.S.W. degree program are required to take the same ten courses. Eight of the ten are academic courses, and two are supervised field internships where you apply theories learned in class to direct practice with clients. The ten required foundation courses are distributed as follows:

- two on social welfare policy;
- two on theories of human behavior;
- two on theories of social work practice;
- one about diversity, oppression and cultural influences in social work practice;
- one in methods of empirical research; and
- two supervised field internships.

In the advanced year of the Master of Social Work program, all students must complete ten courses, two of which are supervised field internships. The eight remaining second-year courses are distributed as follows:

- two courses in advanced social work practice;
- one course in assessment and diagnosis from a social work perspective;
- one course in advanced social work research;
- one course in organizational context for professional practice;
- one elective integrative seminar course;
- two additional elective courses; and
- two supervised field internships

The Role of Field Education:

Field education plays a pivotal role in student education. Through internships in social service settings, students are provided with opportunities to apply knowledge learned in the classroom experience to social work practice with diverse populations in a broad range of agencies. Students develop professional skills and competence in practice during the course of their internships in working with people and communities. Students learn to bring their humanity and authenticity to their practice, to act with professional courage, and to develop a vision about making a contribution toward the amelioration of the significant social problems that face our society.

Field education is viewed as a unique partnership between the School and the agencies with which it affiliates. Through ongoing communication, the agencies and faculty field liaisons work towards the development of a shared educational philosophy and standards in designing and implementing a sound educational program for students. A Field Education Manual is available online, and we encourage students to consult the Manual regarding field work policies, practices, program options and important information to guide you through your field work experiences.

Before you apply for your field placement, you must:

- Meet with your adviser or liaison
- Attend a placement planning meeting
- Then-and only then- meet with the field education department
- Complete an application for your field placement

Once you've applied and an agency has been identified, you'll be notified by the department to set up an interview with the agency.

After the interview, if your placement is confirmed, you will receive an assignment letter via email. The letter will also be copied to the agency, your field instructor and your liaison. This letter provides all contact information for the above-mentioned parties, as well as the start and end date for field placement.

OMSW Students complete field placements in their respective geographical areas. Placement planning will be woven into the admissions processes and agency and field assignment development will begin with the student's enrollment in the program.

For more information about the Field Education component of the program see the MSW field manual which is located online and on the field education Moodle shell.

Plan Of Study, Schedule, and Graduation Requirements

Detailed Plan of Study

Requirements for the Online M.S.W

(64 credits required to complete the degree)

FALL START

Foundation Year - Semester 1 (Fall)

- Program Orientation Credits: 0.00 - Intensive
- SWK (0404) 502 - Professional Development Seminar Credits: 0.00 - Online
- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare Credits: 3.00 Intensive
- SWK (0404) 510 - Recitation Social Work Orientation on Moodle Credits: 0.00
- SWK (0404) 557 - Social Work Research I Credits: 3.00 Intensive/Blended

Foundation Year - Semester 2 (Spring)

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice Credits: 3.00 Intensive
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I Credits: 3.00 Online
- Professional Development Seminar Credits: 0.00 - Online

Foundation Year - Semester 3 (Summer)

- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II Credits: 3.00 Online
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights Credits: 3.00 Online
- Professional Development Seminar Credits: 0.00 - Online

Foundation Year - Semester 4 (Fall)

- SWK (0404) 520 - Foundations of Social Work Practice I Credits: 3.00 Intensive/Blended
- SWK (0404) 693 - Field Instruction I Extended Credits: 4.00 Intensive/Blended (14 hours per week)*

Foundation Year - Semester 5 (Spring)

- SWK (0404) 521 - Foundations of Social Work Practice II Credits: 3.00 Intensive/Blended
- SWK (0404) 694 - Field Instruction II Extended Credits: 4.00 Intensive/Blended (14 hours per week)*

Advanced Year - Semester 1 (Summer)

- SWK (0404) 7XX - Social Work Elective Credits: 3.00 Online
- SWK (0404) 722 - Organization Context For Professional Practice Credits: 3.00 Online

Advanced Year - Semester 2 (Fall)

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3.00 Intensive/Blended
- SWK (0404) 778 - Field Instruction III Extended Credits: 4.00 (Integrative Seminar) Online (14 hrs/week)*
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3.00 Intensive/Blended

Advanced Year - Semester 3 (Spring)

- SWK (0404) 758 - Social Work Research II Credits: 3.00 Intensive/Blended
- SWK (0404) 779 - Field Instruction IV Extended Credits: 4.00 (Integrative Seminar) Intensive/Blended (14 hrs/week)*
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3.00 Intensive/Blended

Advanced Year - Semester 4 (Summer)

- SWK (0404) 7XX - Social Work Elective - Online Credit: 3.00
- SWK (0404) 7XX - Social Work Elective- Online Credits: 3.00

SPRING START

Foundation Year - Semester 1 (Spring)

- Program Orientation Credits: 0.00 - Intensive
- Professional Development Seminar Credits: 0.00 - Online
- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare Credits: 3.00 - Intensive/Blended
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I Credits: 3.00 - Online
- SWK (0404) 510 Recitation Social Work Orientation on Moodle Credits: 0.00
- SWK (0404) 557 - Social Work Research I Credits: 3.00 - Intensive/Blended

Foundation Year - Semester 2 (Summer)

- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II Credits: 3.00 - Online
- Professional Development Seminar Credits: 0.00 - Online

Foundation Year - Semester 3 (Fall)

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice Credits: 3.00 - Intensive/Blended
- SWK (0404) 520 - Foundations of Social Work Practice I Credits: 3.00 - Intensive/Blended
- SWK (0404) 693 - Field Instruction I Extended Credits: 4.00 - Online (14 hours per week)*

Foundation Year - Semester 4 (Spring)

- SWK (0404) 521 - Foundations of Social Work Practice II Credits: 3.00 - Intensive/Blended
- SWK (0404) 694 - Field Instruction II Extended Credits: 4.00 - Intensive/Blended (14 hours per week)*

Advanced Year - Semester 1 (Summer)

- SWK (0404) 7XX - Social Work Elective Credits: 3.00 Online
- SWK (0404) 722 - Organization Context For Professional Practice Credits: 3.00 - Online
- SWK (0404) 694 - Field Instruction II Extended Credits: 4.00 - (Integrative Seminar) Continued from Spring Semester

Advanced Year - Semester 2 (Fall)

- SWK (0404) 710 - Social Work Assessment and Diagnosis Credits: 3.00 - Intensive/Blended
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts Credits: 3.00 Intensive/Blended
- SWK (0404) 778 - Field Instruction III Extended Credits: 4.00 - (Integrative Seminar) Online (14 hrs/ week)*

Advanced Year - Semester 3 (Spring)

- SWK (0404) 758 - Social Work Research II Credits: 3.00 - Intensive/Blended
- SWK (0404) 782 - Advanced Social Work Practice With Groups Credits: 3.00 - Intensive/Blended
- SWK (0404) 779 - Field Instruction IV Extended Credits: 4.00 - (Integrative Seminar) Intensive/Blended (14 hours per week)*

Advanced Year - Semester 4 (Summer)

- SWK (0404) 7XX - Social Work Elective - Online Credit: 3.00
- SWK (0404) 7XX - Social Work Elective (Integrative) Credits: 3.00 - Intensive/Blended
- SWK (0404) 779 - Field Instruction IV Extended Credits: 4.00 - (Integrative Seminar) Continued from Spring Semester

Note:

*Students will be enrolled in extended field instruction, completing 14 additional hours per week over the fall, spring, and summer (SWK 778 , SWK 779 and SWK 689). Students in extended field instruction will be charged an additional fee during the summer semester for continuation of matriculation and field instruction (SWK 689).

ONLINE MSW - Advanced Standing Program Path

SUMMER START

Advanced Year - Semester 1 (Summer)

- SWK (0404) 7XX - Social Work Elective **Credits:** 3.00 Online
- SWK (0404) 722 - Organization Context For Professional Practice **Credits:** 3.00 Online
- SWK (0404) 502 - Professional Development Seminar **Credits:** 0.00 - Online

Advanced Year - Semester 2 (Fall)

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits:** 3.00 Intensive/Blended
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits:** 3.00 Intensive/ Online
- SWK (0404) 790 - Field Instruction Extended 21 hours/week of Field Instruction **Credits:** 4.00 (Integrative Seminar) Online*
- OR
- SWK (0404) 778 - Field Instruction Extended 14 hours/week of Field Instruction **Credits:** 4.00 (Integrative Seminar) Intensive & Online*

ONLINE MSW - Human Service Professionals (HSP)

FALL START

Foundation Year - Semester 1 (Fall)

- Program Orientation **Credits:** 0.00 - Intensive
- SWK (0404) 502 - Professional Development Seminar **Credits:** 0.00 - Online
- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits:** 3.00 Intensive/blended
- SWK (0404) 510 Recitation Social Work Orientation on Moodle **Credits:** 0.00
- SWK (0404) 557 - Social Work Research I **Credits:** 3.00 Intensive & Online

Foundation Year - Semester 2 (Spring)

-
- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice **Credits:** 3.00 Intensive/blended
 - SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits:** 3.00 Online
 - SWK (0404) 502 - Professional Development Seminar **Credits:** 0.00 - Online

Foundation Year - Semester 3 (Summer) - No Courses

Foundation Year - Semester 4 (Fall)

- SWK (0404) 502 - Professional Development Seminar **Credits:** 0.00 - Intensive & Online
- SWK (0404) 520 - Foundations of Social Work Practice I **Credits:** 3.00 Intensive & Online
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights **Credits:** 3.00
- OnlineSWK (0404) 601 - O Y R Professional Seminar **Credits:** 4.00 Online

Foundation Year - Semester 5 (Spring)

- SWK (0404) 502 - Professional Development Seminar **Credits:** 0.00 - Intensive & Online
- SWK (0404) 521 - Foundations of Social Work Practice II **Credits:** 3.00 Intensive & Online
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II **Credits:** 3.00 Online

Advanced Year - Semester 1 (Summer)

- SWK (0404) 7XX - Social Work Elective **Credits:** 3.00 Online
- SWK (0404) 722 - Organization Context For Professional Practice **Credits:** 3.00 Online
- SWK (0404) 790 - 15 hours/week of Field Instruction **Credits:** 4.00 (Integrative Seminar) Intensive & Online*

Advanced Year - Semester 2 (Fall)

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits:** 3.00 Intensive/Blended
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits:** 3.00 Intensive/Blended
- SWK (0404) 791 - Field Instruction III Extended 15 hours/week of Field Instruction **Credits:** 4.00 (Integrative Seminar) Intensive/Blended*

Advanced Year - Semester 3 (Spring)

- SWK (0404) 758 - Social Work Research II **Credits:** 3.00 Intensive/Blended
- SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits:** 3.00 Intensive/Blended
- SWK (0404) 792 - Field Instruction IV Extended 15 hours/week of Field Instruction **Credits:** 4.00 (Integrative Seminar) Intensive/Blended*

Advanced Year - Semester 4 (Summer)

- SWK (0404) 7XX - Social Work Elective - Online **Credit:** 3.00
- SWK (0404) 7XX - Social Work Elective **Credits:** 3.00 - Intensive/Blended

- SWK (0404) 689 - Field Instruction Continuous Matriculation 15 hours/week of Field Instruction **Credits:** 0.00 (Integrative Seminar) Intensive & Online*

ONLINE MSW - HSP

SPRING START

Foundation Year - Semester 1 (Spring)

- Program Orientation **Credits:** 0.00 - Intensive
- SWK (0404) 502 - Professional Development Seminar **Credits:** 0.00 - Online
- SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits:** 3.00 - Intensive/Blended
- SWK (0404) 510 - Human Behavior Theory For SWK Practice I **Credits:** 3.00 - Online
- SWK (0404) 510 - Recitation Social Work Orientation on Moodle **Credits:** 0.00
- SWK (0404) 557 - Social Work Research I **Credits:** 3.00 - Intensive/Blended

Foundation Year - Semester 2 (Summer)

- SWK (0404) 502 - Professional Development Seminar **Credits:** 0.00 - Online
- SWK (0404) 511 - Human Behavior Theory For Social Work Practice II **Credits:** 3.00 - Online
- SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights **Credits:** 3.00 Online

Foundation Year - Semester 3 (Fall)

- SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice **Credits:** 3.00 - Intensive/Blended
- SWK (0404) 520 - Foundations of Social Work Practice I **Credits:** 3.00 - Intensive/Blended
- SWK (0404) 601 - O Y R Professional Seminar **Credits:** 4.00 Online

Foundation Year - Semester 4 (Spring)

- SWK (0404) 521 - Foundations of Social Work Practice II **Credits:** 3.00 - Intensive/Blended
- SWK (0404) 557 - Social Work Research I **Credits:** 3.00 Intensive/Blended

Advanced Year - Semester 1 (Summer)

- SWK (0404) 7XX - Social Work Elective **Credits:** 3.00 Online
- SWK (0404) 722 - Organization Context For Professional Practice **Credits:** 3.00 - Online
- SWK (0404) 790 - 15 hours/week of Field Instruction **Credits:** 4.00 (Integrative Seminar) Online*

Advanced Year - Semester 2 (Fall)

- SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits:** 3.00 - Intensive/Blended
- SWK (0404) 780 - Advanced Social Work Practice With Individuals in Family Contexts **Credits:** 3.00 - Intensive/Blended
- SWK (0404) 791 - Field Instruction III Extended 15 hours/week of Field Instruction **Credits:** 4.00 (Integrative Seminar) Online*

Advanced Year - Semester 3 (Spring)

-
- SWK (0404) 758 - Social Work Research II **Credits:** 3.00 - Intensive & Online
 - SWK (0404) 782 - Advanced Social Work Practice With Groups **Credits:** 3.00 - Intensive & Online
 - SWK (0404) 792 - Field Instruction IV Extended 15 hours/week of Field Instruction **Credits:** 4.00 (Integrative Seminar) Online*

Advanced Year - Semester 4 (Summer)

- SWK (0404) 7XX - Social Work Elective - Online **Credit:** 3.00
- SWK (0404) 7XX - Social Work Elective (Integrative) **Credits:** 3.00 - Online
- SWK (0404) 689 - Field Instruction Continuous Matriculation 15 hours/week of Field Instruction **Credits:** 0.00 (Integrative Seminar) Online*

Note:

*Students will be enrolled in extended field instruction, completing 15 hours per week over the summer of the advanced year and the following fall, spring, and summer terms (SWK 790 , SWK 791, SWK 792 and SWK 689). Students in extended field instruction will be charged an additional fee during the summer semester for continuation of matriculation and field instruction (SWK 689).

Academic Policies and Procedures

Provisional Admittance:

For students who demonstrate the potential for academic and other standards, but do not meet all the criteria for acceptance, the student is accepted as a provisional student. Students accepted provisionally are advised to take a maximum of six credits in their first semester, required to earn a minimum grade of “B” in each course completed. The student’s progress is reviewed throughout the semester for professional standards and academic performance. If the provisional student does not meet the admissions criteria, they are dismissed from the program after the first semester. If the provisional student successfully meets the criteria, the student is granted degree candidacy status and is permitted to continue in the program. Students accepted as provisional students do not begin their field work until their status is converted to degree candidacy. All provisional students are advised by the Director of Online MSW and monitored throughout their provisional semester.

Degree Progression Standards:

Graduate students must maintain a B (3.0) cumulative grade-point average (GPA) in order to be in good academic standing. Any graduate student with a GPA between 2.5 and 2.99 at the end of any semester (or its equivalent) in the School will be placed on probation. Students on probation are informed in writing from the School. Any graduate student on probation who does not raise his or her GPA to 3.0 by the end of the probationary semester will be subject to dismissal from the program.

Academic Probation, Dismissal, and Readmission Policies and Procedures:

Any graduate student with a GPA between 2.5 and 2.99 at the end of any semester (or its equivalent) in the School will be placed on probation. Students on probation are informed in writing from the School. Any graduate student on probation who does not raise his or her GPA to 3.0 by the end of the probationary semester will be subject to dismissal from the program.

Academic Integrity:

As students at Adelphi University, you are bound by [Adelphi's Code of Academic Honesty](#). The Code of Academic Honesty prohibits behavior that can broadly be described as lying, cheating, or stealing. Violations of the Code of Academic Honesty will include, but not be limited to, the following:

1. Fabricating data or citations
2. Collaborating in areas not approved by the professor
3. Unauthorized multiple submission of one’s own work
4. Sabotage of others' work, including library vandalism or manipulation
5. Plagiarism
6. The creation of unfair advantage
7. The facilitation of dishonesty
8. Tampering with or falsifying records
9. Cheating

10. Other forms of academic dishonesty

Graduate students in violation of The Code of Academic Honesty will be reported to the Chair, or the Chair's designee. He or she will have the power to set a penalty, including immediate expulsion from the program (and therefore from the university). If the graduate student wishes to appeal this decision, he or she may ask for a hearing with the Dean of Social Work- Dr. Philip Rozario. The Dean can overrule or refine the Chair's decision. If the Dean upholds the violation, the Chair will impose the originally recommended penalty.

Students will be notified, in writing, by the program Chair if they are found in violation of the University Honor Code. That letter will detail the Honor Code violation, state the penalty determined by the Chair for the violation, and outline the process for appeal.

Issues related to grades:

If a student feels that a grade they received was arbitrary, they should contact college personnel in the following order:

1. The faculty member teaching the course
2. The Program Director (Patricia A. Joyce DSW, *Associate Professor and OMSW Director, Faculty Director, NYS OMH – Schools of Social Work Project*, joyce2@adelphi.edu, 516-877-4324)

If the student seeks further assistance with the complaint after completing the preceding procedure, he/she can meet with Dr. Philip Rozario, Dean of Social Work.

Dropping and Withdrawing courses:

Students who wish to drop a course from their program after they have processed their initial registration can drop the course using the CLASS system until the deadlines stated on the academic calendar. Students are advised that there is a fee for dropping courses. Dropped courses will not appear on the transcript. Students should be aware that their status as a full-time student will be affected by dropping courses if their resulting credit load is less than 12 credits. It may also affect their financial aid.

Withdrawals from courses are possible after the deadline to drop courses but no later than the ninth week of the semester, the third week of a summer term or the second week of a one month term. Students who wish to withdraw from a course must complete an Action Request Form, obtain appropriate signatures of academic approval and process the form in the Office of the University Registrar by the deadlines stated in the academic calendar. Withdrawals from courses appear on the transcript as a "W". Nonattendance in a course does not constitute an official drop or withdrawal from a course. The student's failure to drop or withdraw properly from a course does not preclude the instructor from submitting a grade for the student on the basis of the work previously submitted.

Click [here](#) for the academic calendar with important dates to remember.

Transfer Credits:

Students may request a review for up to 12 transfer credits. Courses must have been taken within the last five years and have earned a grade of B or better. Only graduate level course work is considered for transfer credit. No life or work experience may be accepted for transfer into the program.

Student Access Office:

If you have a physical, medical, or learning disability that may impact your ability to carry out assigned coursework, contact the Student Access Office (formerly the Office of Disability Support Services). The Student Access Office works to ensure equal access to all of the University's programs, services, and facilities for students with documented disabilities. You can contact this department by phone (516-877-3806), e-mail (SAO@adelphi.edu), or on their website: <http://access-office.adelphi.edu/>. All information discussed with this office will be treated confidentially. Once contacted, the Student Access Office will review your concerns and evaluate your situation. If special measures are required, this office will work with your instructor to ensure that all necessary accommodations are made available to you.

Medical Withdrawal:

Students may need to withdraw from classes due to a serious medical condition. If this is the case, it is important that the student follow the procedure to be withdrawn properly. Information about Medical Withdrawal, including the necessary steps in the process, can be found here: <http://academics.adelphi.edu/asr/pdf/medical-leave.pdf>

Medical Leave of Absence:

The Office of Academic Services sets deadlines each semester for requests for MLOAs. Please check the academic calendar for semester-specific deadlines.

Submit all letters to the Office of Academic Services.

1. Student shall request leave in writing and state reason why request is being made.
2. Student shall submit a letter from a licensed health care provider which contains:
 - A. Diagnosis
 - B. The duration of treatment prior to request
 - C. Plans for treatment during period of leave (if appropriate)
 - D. A positive recommendation that the leave is necessary for medical reasons.
3. Adelphi University retains the right to obtain supplemental medical information.
4. All requests and documentation must be made during the first 10 weeks of the semester for which the leave is requested.
5. Requests for medical leaves will not be considered after the end of the 10th week of the semester. If appropriate, the grade of incomplete may be issued. Emergency situations occurring after the 10th week will be dealt with on a case by case basis.

If a medical leave is approved all current and future courses for which the student is registered will be dropped. The student will not be able to register until cleared by her/his health care provider and be readmitted to the University. See below for details.

Requirements to Return from Medical Leave of Absence

Submit all letters to the Office of Academic Services.

1. Student must request readmission.
2. Student must submit a letter from a licensed healthcare provider.
 - A. If possible the letter should be from the same provider who recommended the leave.

B. If that person is unable to provide the letter, a health care professional from the same specialty may provide the letter.

C. The letter must contain:

- i. treatment that has taken place during the leave.
- ii. if needed, treatment plans after return from leave
- iii. any recommended restrictions (i.e., reduced credit load)
- iv. statement that student is medically able to return to school
- v. recommendation regarding student's ability to return as a student and to function successfully while attending school.

D. Adelphi University retains the right to obtain supplemental medical information

3. Upon readmission copies of the medical documentation for the leave and the return will be filed with the Adelphi Health Services Center.

Program stop outs:

Graduate students in good academic standing requesting a personal leave should submit a written request to the associate dean for academic affairs. The request must include the reason for the personal leave and the expected date of return to school. A maximum of one year leave is permitted. Students who are approved for a personal leave of absence are blocked from registering for classes. When the student returns and is ready to register, the block is lifted. A written request to return following a leave is required. In order to retain earned credits, the student must return to school within five years of the course(s) completed. A student must be in good academic standing, defined as having a cumulative GPA of at least 3.0, in order to be eligible to request a personal leave of absence.

Religious Observances:

If you anticipate being unable to complete one or more course assignments by their due date as a result of any religious observances, you must notify the instructor of this conflict within the first week of class. The instructor will work with you in making alternative arrangements to satisfy any missed coursework.

Graduation Requirements:

Program Feature	Description
Semester Credit Hours	MSW - 64 semester hours Advanced Standing MSW - 32 semester hours
Program Organization	MSW Core Courses (48 credit hours) Fieldwork (16 credit hours) Advanced Standing MSW Core Courses (24 credit hours) Fieldwork (16 credit hours)
Summative Program Experience	Fieldwork

Time to Degree Completion	3 years
Semesters to Complete Degree	9 (Fall, Spring, Summer)
Length of Courses	15 weeks long, except for intensive/blended courses which are 8 - 10 weeks

Registration:

All students must complete the program within four years of matriculation. Students also need to fulfill residency requirements by enrolling in 10 or more credits for two consecutive semesters. Courses in the graduate program are taken sequentially and some courses are taken as a requisite. Advisors and students alike must be familiar with the importance of following the planning worksheet to ensure that all requirements are met and courses are taken in proper sequence. The Course Planning Worksheet is used in conjunction with the program paths to support students in planning their schedules. Not all courses are offered in every semester. These guides are especially helpful in the advisement process as they individualize for students their course choices and their plans of study. For instance, students who are following a part-time program path with summer classes can plan ahead and anticipate their schedules.

Academic Calendar:

The Academic Calendar, which includes deadlines to add, drop, and withdraw from courses can be found at: <http://registrar.adelphi.edu/academic-calendar/>

ACADEMIC PROBATION POLICY:

Graduate students must maintain a minimum of a B (3.0) cumulative grade-point average (GPA) in order to be in good academic standing.

Any graduate student with a GPA between 2.5 and 2.99 at the end of any semester (or its equivalent) in the School will be placed on probation. Students on probation are informed in writing from the School.

Any graduate student on probation who does not raise his or her GPA to 3.0 by the end of the probationary semester will be subject to dismissal from the program.

The probationary semester is defined as the equivalent of either one full-time semester or two part-time semesters. Full-time students placed on academic probation are strongly advised to move to part-time student status in order to focus on improving academic performance.

For all students on academic probation, an academic probation contract is generated that must be reviewed and signed by the student placed on probation. It is a requirement of continuing matriculation that students on academic probation meet with a designated administrator in the School's office of academic affairs to review the contract and develop an educational plan to attain good standing in the program.

Please note: For part-time students on academic probation, students must meet the terms of their first academic probation contract (first semester on probation) in order to advance to the second and final

academic probation contract (final semester on probation). Failure to meet the terms of the first contract may result in dismissal from the program.

Any graduate student with a GPA below 2.5 at any point in his or her experience at the School will be subject to dismissal from the School.

POLICY AND PROCEDURE FOR GRIEVANCE – Academic Dismissal

Any graduate student dismissed from the program for failure to maintain academic standards has the option to petition the School of Social Work Academic Standards Committee (ASC) for an exception to dismissal.

This option can be exercised on only one occasion. To appeal a dismissal due to low GPA, the student must submit documentation to support the appeal to the chair of the ASC. All material must be sent within two weeks after receipt of the letter of dismissal.

Note: Students on probation cannot take a leave of absence, withdraw from any class, or receive an incomplete in any course during the time they are on probation. Failure to comply with this will result in termination from the program.

Evaluation of Professional Performance:

Students are responsible for knowing and following the Adelphi University Student Code of Conduct and the NASW Code of Ethics. Furthermore, it is the expectation that students demonstrate professional performance in all aspects of the MSW Program. Student's professional performance is evaluated by various stakeholders in the School including classroom faculty, administrators, faculty field liaisons, field instructors, and their peers. To read the [Code of Ethics](#), please visit [NASW's webpage](#).

The following section describes the criteria for evaluation of professional performance in the field and professional communities. This is followed by a discussion of criteria for professional performance in the classroom.

Evaluation of Professional Performance in Field and Professional Community:

Criteria and processes for evaluation of professional performance in field instruction are described in the Field Education Manual (pp.11-13), which lists and outlines performance criteria for each level of field instruction, MSW foundation and MSW advanced. In addition, the role of the field instructor is to assign the student generalist and advanced direct practice opportunities, provide individual supervision, and to make recommendations for a grade (Pass or Fail) to the students' faculty field liaison. The faculty field liaison/advisor's role is to monitor the field placement, promote integration of classroom learning with student social work practice, maintain contact with the agency and field instructor, provide consultation in designing field instruction assignments, collaborate with the student and field instructor to address difficulties that may emerge, to review the field instructor's evaluation and report an Incomplete, Pass or Fail grade for field instruction (See Adelphi University [BSW and MSW Field Education Manual](#)).

In cases where a student is not making progress, in the judgment of the field instructor, or is failing to meet professional performance criteria, a meeting is held with the student, field instructor, and faculty field liaison. If difficulties persist, the student will then meet with the faculty field liaison and the Director of Field Education (or designee). An outcome of this educational process is the development of an "educational contract" which outlines specific, measurable, achievable, and relevant goals for professional development. This contract includes agreed upon time frames for achieving specific goals as well as for monitoring and evaluating the student's performance. Should the student fail to adhere to the terms of the contract or achieve specific goals within the established time frame, the faculty field

liaison will meet with the student and field instructor and then with the student and Director of Field Education (or designee). If an extension or revision to the educational contract is not appropriate, in the judgment of the Director of Field Education, the student will be referred to the School's Academic Standards Committee.

Professional Performance in the Classroom:

Academic and professional standards for classroom include, but are not limited to: performance as required to achieve course objectives and EPAS core competencies and associated practice behaviors; academic honesty (e.g., plagiarism and cheating, see Adelphi's website on [Academic Honesty](#)); course attendance, classroom comportment consistent with professional behaviors, e.g., constructive participation, not engaging in disruptive behavior, putting away electronic devices when requested, etc.

Students are expected to demonstrate professional behavior in the classroom setting. This is addressed in orientation, through advisement, and in course outlines as well as in communications with classroom faculty. For example, students are told that they are expected to store any electronic devices, to limit side conversations, to respect the confidentiality of peers who may disclose personal or practice information, and to behave in a caring and respectful manner with other students and faculty.

Classroom instructors' have options for enforcing these standards, including but are not limited to giving reduced or failing grades for an assignment or entire course, assignment of additional work, referring the student to supports such as the Writing Center, Student Counseling Center, their faculty advisor, or (if applicable) Student Access Office (SAO), or requiring an apology or some other effort to repair a disrupted classroom process. Under the doctrine of academic freedom as operationalized in University policy, instructors have sole authority over students' grades. Instructors also have discretion not to allow a student to attend class. Instructors have the authority to "fail-withdraw" a student.

Professional performance in the classroom is expected to be consistent with the conduct and values expressed in the [NASW Code of Ethics](#), such as respect for the dignity and worth of individuals, treating each person in a caring and respectful manner, being mindful and respectful of individual differences, and commitment to the values of social justice and personal integrity.

Excused Absences: Students' participation is a critical element to the online learning process. An absence in an online course consists of a student not completing the required coursework due in a given week. Students are expected to notify their instructor 24 hours prior to any absence. Make-up assignments for weekly assignments are at the discretion of the instructor. Professors have the freedom to factor class attendance into the final grade. Excused absences are determined at the instructor's discretion and may require documentation of the reason for the absence. Finally, the University requires that students who anticipate being absent, due to their religious observances, will notify their professors at the start of the semester. This will allow the Professor to take these observances into consideration in light of their course exam and assignment schedules.

Netiquette: Proper "network etiquette" should be observed in your postings on the Internet, whether over email, message boards, or class chat sessions. Bad netiquette includes using profanity, personal attacks, emoticons, exclamation points, or UPPER CASE (shouting) to make your point. Re-read your messages carefully before you post, checking spelling, grammar, and tone. Your contributions should be of interest to several readers; don't just post "I agree" responses.

ACADEMIC STANDARDS COMMITTEE (ASC) FOR MSW STUDENTS

*****It is important to note that the Academic Standards Committee reviews student compliance with the criteria, policies and procedures for both Academic and Professional Performance.**

The Academic Standards Committee (ASC) is composed of social work faculty and administrators charged with developing academic and professional standards as well as conducting panel meetings to review reports related to students' unethical and/or unprofessional behavior (professional performance) and recommending appropriate action to the dean.

The ASC has four roles:

1. Develops and recommends academic and professional standards for students in consultation with faculty;
2. Serves as a consultative committee to faculty field liaisons, classroom teachers, and academic advisers regarding professional conduct of students;
3. Conducts hearings and makes recommendations to the associate dean for academic affairs about M.S.W. students facing possible dismissal based on professional performance and conduct in field education or professional community; and
4. Serves as an appeal committee for M.S.W. students who challenge dismissal based on academic grades.

Reasons for referral to the ASC include, but are not limited to a report of unethical and/or professional behavior by the students, submitted by the field instructor, the faculty field liaison, a classroom instructor or other persons relevant to the student's educational program.

Breaches of professional ethics that may warrant a referral to ASC include, but are not limited to:

- Plagiarism and other academic dishonesty;
- Failure to maintain GPA as described under "Grading Policies" ;
- Absence from field without notification;
- Breach of confidentiality;
- Inappropriate relationships and/or boundary problems with clients, staff or other students;
- Failure to disclose a potential conflict or threat;
- Impairment due to alcohol or drug abuse; ● Threatening behavior to clients or others;
- Behaviors that violate the NASW Code of Ethics;
- Failure or at risk for failing to meet field instruction criteria as outlined in the Field Education Manual; and
- Any action, behavior or decision that reflects poor judgment, lack of insight, and/or limited decision-making skills.

POLICIES AND PROCEDURES FOR TERMINATING A STUDENT'S ENROLLMENT IN THE PROGRAM FOR REASONS OF ACADEMIC AND/OR PROFESSIONAL PERFORMANCE

Students are expected to complete all academic and field requirements and comport with expectations for professional performance in the graduate program as they progress toward attainment of the Program's core competencies. There are times, however, when issues arise regarding a student's

academic and/or professional performance that warrant review of the student's continuing progress in the program. There is a commitment to fair gatekeeping policies and procedures that address concerns that may result in termination in the student's enrollment in the program.

Academic Standards Committee Process

The faculty member or administrator who initiates an Academic Standards Committee (ASC) Review Panel shall make the request to the Chair of the ASC through written communication that summarizes the referral which describes the problem area to be addressed and includes relevant material. The student is notified of the nature of the concern or complaint at the beginning of the referral process. The faculty field liaison, the Director of Field Education, the faculty advisor, and/or the Chair of the ASC update the student as appropriate.

The Chair of the ASC determines the need to convene an ASC panel (in consultation with members of the ASC committee when needed).

The student is notified by the Chair in writing and discusses any questions about the process and is advised that he or she can bring a person to the panel to serve as an advocate. The advocate may be an Adelphi faculty member or student. The advocate may not be an attorney or family member.

The Chair of the ASC gathers all relevant materials. The student is given the opportunity to provide a written statement and include any additional materials that she or he believes are relevant to the matter.

Generally, within ten days following discussion with both the student and person who initiated the complaint, a letter indicating the date and time of the panel is sent by the Chair.

The ASC panel is formed (a chair and two faculty committee members). Each panel member should have no prior relationship with the student that may be perceived as a conflict of interest.

The ASC panel should provide an opportunity for all information and differing perspectives to be heard. Generally, the Chair makes introductions and reviews the policies and procedures. The faculty member or administrator who initiated the panel is given an opportunity to speak as well as other attendees who have relevant information. The student makes a statement as well as the advocate if present. The Chair and committee members are given an opportunity to ask questions reflecting upon what has been said by all parties. The ASC committee then meets privately to discuss all relevant information presented and reviewed with respect to the referral and to discuss possible outcomes.

A recommendation is arrived at after careful deliberation and by majority vote. The recommendation shall be communicated in writing to the Associate Dean for Academic Affairs and will include the rationale for the specific recommendation made. The recommendation may include, but is not limited to: no action; probation with conditions of remediation; withdrawal with option to request readmission following recommendation of remediation; or dismissal from the program.

The Associate Dean for Academic Affairs renders the decision which is sent to the student in writing via certified mail and copied to the Chair of the ASC and the person who initiated the panel, generally after ten days after the receipt of the recommendation.

POLICY AND PROCEDURES FOR GRIEVANCE

Academic Standards Committee determination:

The student has the right to appeal the decision of the Associate Dean in writing to the Dean of the School of Social Work on the basis of significant and relevant new information or a procedural error in the panel process or an assertion that the process was biased or unfair within five days upon receipt of the decision.

Once the request for an appeal is received by the Dean, a decision will be rendered on eligibility for appeal usually within ten days.

If grounds are not met, the request for an appeal will be denied with no further appeal options.

If the Dean believes that the appropriate grounds are present, he or she may either ask the original ASC panel to reconvene or ask the Chair of the ASC to form a new panel. The Dean may choose to uphold or reverse the decision with or without the convening of a panel depending on the merits.

All aspects of the process and decision shall be kept confidential except to those who have an educational need to know the outcome.

SCHOOL OF SOCIAL WORK AD-HOC GRADUATE GRIEVANCE REVIEW COMMITTEE

Consistent with the University protocol (at the associate dean level of review), at the discretion of the associate dean for academic affairs of the School of Social Work, an MSW Graduate Grievance Review Committee may be convened on an ad-hoc basis in the event an MSW student chooses to file a grievance pertaining to an academic or non-academic matter in the School of Social Work. The associate dean for academic affairs receives and reviews the grievance first to determine the appropriate pathway for the complaint, guided by the Office of the Provost's University Protocol for Student Complaints (detailed above), the School's grievance review policy, and also in accordance with the AAUP Collective Bargaining Agreement where applicable.

If warranted, the associate dean for academic affairs may convene an ad-hoc grievance review committee consisting of the associate dean for academic affairs and two to three social work faculty members.

If the committee reviews a grievance and finds that the evidence is insufficient to make a recommendation or take action, a final decision is rendered and communicated to the student by the associate dean for academic affairs.

If the committee reviews a grievance and finds that the evidence supports making a recommendation or taking further action, the associate dean for academic affairs will attempt to resolve the matter further in consultation with the parties involved in the grievance.

If the situation cannot be resolved, the committee's recommendations shall be sent to the Dean, the highest administrative officer of the School, for further action.

APPENDIX A:

NASW Code of Ethics

See: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

APPENDIX B:

Adelphi Anti-Discrimination Harassment and Retaliation Policy

See: <https://www.adelphi.edu/hr/title-ix/>

Financial Information

Student Financial Services Office:

If you are using financial aid to assist in paying for this degree, contact Adelphi's Office of Student Financial Services if you have questions regarding your specific financial aid situation.

Email: financialservices@adelphi.edu

Phone: (516) 877-3080

In Person: [Levermore Hall](#), Lower Level

SFS Regular Semester Hours

Monday–Thursday: 8:30 a.m.–6:00 p.m.

Friday: 9:00 a.m.–4:30 p.m.

Office Closures/ Early Closings

Friday, July 3, 2020, Independence Day Closed

Summer Session Temporary Hours

Monday - Thursday: 8:30 a.m.–4:30 p.m.

Friday: 9:00 a.m.–4:30 p.m.

Payment Plans:

The tuition rate for students enrolled in the Online MSW program is \$830 per credit hour. Students have access to their financial account information through the CLASS system. Once your registration is complete, a forwarding link will automatically send you to Adelphi's online payment website. Adelphi accepts e-checks, Discover, Visa, and MasterCard.

Tuition and fees are payable in full at the time of registration. Students pre-registering for the Fall and Spring semesters will be billed in June and November, respectively. The University offers a semester payment in full option or the convenient monthly payment plan for the Fall and Spring semesters.

More information regarding payment plans is available here:

<https://www.adelphi.edu/admissions/aid/payments/>

Third Party Payments:

Students choosing this option should contact Student Financial Services to arrange third party billing service. They can be contacted here:

Office of Student Financial Services
Adelphi University
Levermore Hall, Lower Level Room 1
1 South Avenue
P.O. Box 701
Garden City, NY 11530-0701
p - 516.877.3080
f - 516.877.3380
e - financialservices@adelphi.edu

Account Responsibility:

All tuition and fee charges are due at the time of registration, unless a monthly payment is elected. Failure to make payments on time will result in the assessment of late penalties.

Credit Balances and Refunds:

Financial related policies can be found on the Student Financial Services website and eCampus. The refund policy is located at <https://www.adelphi.edu/admissions/aid/refunds/>

Refunds are computed as of the date the Registrar is notified of the withdrawal. The date of the request will determine the tuition liability for the semester. Not participating in a course does not constitute an official withdrawal. Students will be held responsible for payment of all tuition and fees until an official withdrawal is presented to the Registrar.

Also, failure to complete payment does not constitute an official withdrawal. A student who is suspended, dismissed, or who withdraws when under investigation for misconduct will not have tuition refunded for the semester in which such an action is taken.

All refunds of credit balances must be requested from the Office of Student Financial Services. All students who withdraw from the University prior to the first day of classes will receive a credit for all tuition and fees, less the mandatory withdrawal fee.

Past Due Accounts:

Students having outstanding indebtedness to the University will not be permitted to register, receive a transcript or grade report, or have a degree conferred. No student may withdraw or graduate from the University in good standing unless all current obligations are paid in full. Federal and state regulations, as well as University policy, precludes the use of any current financial aid for payment of past due charges.

Students applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov.

For more information about financial assistance for graduate students, visit:
<http://ecampus.adelphi.edu/sfs/graduate.php>

Student Support and Campus Resources

AU Online Library:

An integral part of your educational experience, the University Libraries provide an invaluable resource for students, faculty, staff, alumni, and the broader community. Located at the Garden City campus and the Manhattan, Hauppauge, and Hudson Valley Centers, the libraries offer an extensive range of books and other materials and services to support academic studies and enhance research. The University Libraries contain:

- 603,000 volumes
- 786,000 microforms
- 35,000 audiovisual materials
- 80,000 electronic journal titles
- 80,000+ e-book titles
- 265 electronic databases
- University Archives and Special Collections

Library Guide for the Master of Social Work:

The Master of Social Work Program has created a library guide to help you quickly and efficiently find research resources to assist you in completing course and degree requirements.

For more information about the University Libraries, visit <http://libraries.adelphi.edu/>

AU Library Online Information Literacy Tutorial: <http://libraries.adelphi.edu/infolit/>

Writing Center:

The Writing Center is a free service available to all Adelphi University undergraduate and graduate students. We can assist students in all disciplines to become more effective and confident writers, and to hone the craft of critical thinking in approaching the writing process.

We offer in-person tutoring, online tutoring, and Digital Dropbox which enables students to privately upload an assignment to a writing tutor who will provide written feedback. To make an in-person or online appointment, students should go to eCampus. Under “Find a Service,” type in “Tutoring-Learning and Writing Centers.” They will be asked to create an account if they do not already have one. Once logged in, you will be able to access the Writing Center’s scheduling system. Tutoring sessions are 30 minutes, 45 minutes, or 60 minutes. To submit a paper to Digital Dropbox, students should go to:

<https://writing.adelphi.edu/tutoring/digital-dropbox/>

Learning Center:

The Learning Center promotes not only academic success, but also an enriched scholastic experience. We foster critical thinking and the development of creative strategies, and offer a springboard into the intellectual world beyond college.

[Online Learning Center Tutoring](#)

Students can expect an engaged learning environment that is accessible to all individuals no matter their learning needs and talents.

Student Access Office: If you have a disability that may significantly impact your ability to carry out assigned coursework, please contact SAO at 516.877.3806 or send an email to sao@adelphi.edu. The staff will review your concerns and determine, with you, appropriate and necessary accommodations. Please allow for a reasonable time frame for requesting ASL interpreters or transcription services.

The Student Counseling Center (SCC): provides confidential and professional mental health counseling services, resources, and referrals to support the academic and personal success, health, and well-being of Adelphi students without additional charge. Counselors are available to help students cope with a variety of stressors and personal issues that may interfere with their academic and personal experiences. The Center also supports students who may be feeling suicidal or in crisis. To schedule an appointment, please call (516) 877-3646, email scc@adelphi.edu or stop by the SCC. If you need immediate assistance, walk-in services are available during the fall and spring semesters Monday-Thursday, 8:30am-7:00pm; Friday 8:30am-4:00pm. Additional information can also be found by visiting <https://scc.adelphi.edu>. Need support when the SCC is not available? For 24/7 emergency counseling, referral, or assistance, please contact: Long Island Crisis Center (516) 679-1111 National Suicide Prevention Lifeline (800) 273-TALK (8255) Crisis Text Line: Text 741741 Adelphi Office of Public Safety: Off campus: (516) 877-3511 On campus: Extension 5 on any campus phone Last modified July 19, 2019 by BAD 6 911 (for immediate health-related emergency)

AU Online Bookstore:

Adelphi's bookstore is owned and operated by Follett. The bookstore sells all required and recommended textbooks, as well as school and office supplies. The store also carries nursing supplies, Adelphi University clothing and gifts, magazines, reference books, trade paperbacks, candy, greeting cards, and health and beauty products.

Textbooks:

Students can pre-order textbooks for their courses through their eCampus account. Once you login to eCampus, click on the Services tab and scroll to the My Textbooks button. Alternatively, you can contact the Bookstore and purchase your textbooks through this link:

<https://www.bkstr.com/adelphistore/shop/textbooks-and-course-materials>

Follett accepts the following forms of payment for online textbook and learning material purchases:

- Credit Cards (American Express, Discover, MasterCard, Visa)
- University or School Debit Card (available in select schools/stores)
- Student Financial Aid (available for select items)

Veteran Services:

This website, <http://admissions.adelphi.edu/military/how-to-apply/> provides information on applying for veteran financial benefits. The latest legislative information indicates that active, reserve and veteran military students who enroll in undergraduate or graduate programs at Adelphi should be covered for their tuition costs by the new G.I. Bill. Students enrolled in more than 12 credits per semester should be covered for tuition costs through a combination of the G.I. Bill and Adelphi's Yellow Ribbon Program.

The U.S. Department of Veterans Affairs Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program), a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, allows private universities to offer similar low to no-cost tuition benefits that public universities can offer under the bill. Adelphi has agreed to match the Veterans Administration's contribution of 50 percent of tuition costs, so that a qualified veteran would pay little to no tuition if they chose to attend Adelphi. The College of Professional and Continuing Studies is coordinating Adelphi's Yellow Ribbon Program participation. For more information, visit: <http://admissions.adelphi.edu/military/> or contact Christina Wease at cwease@adelphi.edu or 516-877-3411.

Student and Professional Organizations, Events, and Co-Curricular Activities

NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)

With chapters in all 50 states, the National Association of Social Workers (NASW) is the largest organization of professional social workers in the world. The association's primary functions include: creating and maintaining professional standards for social work practice, advancing sound public policies and programs, and providing such membership services as group insurance coverage and subscriptions to NASW News and the Journal of Social Work. NASW also administers its own certification process, the ACSW exam, permitting admission to the Academy of Certified Social Workers, a nationally recognized status.

The NY State Chapter of NASW Website, <https://naswnys.org/>, provides information on each of its divisions, including the Nassau Division and the Suffolk Division. The director of the Hudson Valley Division is Marybeth Gladitsch (HUDSONVALLEY@NASWNYS.ORG).

The NYC Chapter of NASW can be contacted by telephone at (212) 668-0050 or online at naswnyc.org. Applications for membership in the NASW are available in the Student Lounge, Room 206, Garden City, and at our off-site campuses.

NATIONAL ASSOCIATION OF BLACK SOCIAL WORKERS

The National Association of Black Social Workers (NABSW - <https://www.nabsw.org/>) was established in 1968 and advocates to address important social issues that affect the health and welfare of the black community. The organization has many chapters throughout the United States and the Caribbean in addition to several affiliate groups in Africa. The Nassau/Suffolk chapter holds meetings of its Executive Committee at the School of Social Work's Garden City campus. The chapter can be reached by mail at P.O. Box 624, Hempstead, NY 11550.

NATIONAL ASSOCIATION OF PUERTO RICAN/HISPANIC SOCIAL WORKERS

The mission of the National Association of Puerto Rican/Hispanic Social Workers (NAPRHSW - <http://www.naprhsw.com/>) is to organize social workers and other human service professionals to strengthen, develop, and improve the resources and services that meet the needs of Puerto Rican/Hispanic families. The association provides scholarships to deserving students attending colleges/universities affiliated with NAPRHSW on their way to becoming social workers. The NAPRHSW also sponsors workshops, including hosting guest speakers at their general meetings. The association can be reached by mail at NAPRHSW, P.O. Box 651, Brentwood, NY 11717, or at (631) 864-1536.

Graduate Student Council:

Social Work students are free to join or participate in the Graduate Student Council. More information on the council's work and membership can be found [here](#).

OMSW Peer Mentoring Program:

Students in the Online MSW program can either become a student mentor or request a student mentor be assigned to them. OMSW student mentors develop and maintain relationships with new OMSW students, as well as support students as they transition into the program. Mentors offer advice regarding the program, courses, as well as the social work profession.

Key Faculty and Staff

ADMINISTRATION – Online MSW (OMSW) Program		
Patricia Joyce	Program Director	516-877-4324 joyce2@adelphi.edu
Juanita Hotchkiss	OMSW Program Coordinator	845-399-5644 jhotchkiss@adelphi.edu
Aaron Kesselman	Assistant Field Director	akesselman@adelphi.edu
Elizabeth Szpilka	Director of Outreach, Enrollment and Professional Advisement	(516) 877- 4384 eszpilka@adelphi.edu
David Lau	Senior Student Relations Specialist for Online Programs	(516) 877-6020 dlau@adelphi.edu
Administration-Garden City		
Philip Rozario	Interim Dean	(516) 877-4354
Schanica Pickens	Assistant Dean and Director, M.S.W. Program	(516) 877-4439
Telvis Rich	Director, Undergraduate Program	(516) 877-4362
Patricia Durecko	Coordinator of Budgets	(516) 877- 4383
Elizabeth Szpilka	Director of Outreach, Enrollment and Professional Advisement	(516) 877- 4384
Renee Rawcliffe	Director of Continuing Education	(516) 877-4339
Livia Polise	Director of Field Education	(516) 877-4351
Schanica Pickens	Director of Student Engagement and Academic Success	(516) 877-4407
Susan Rotondo	Student Relations Specialist	(516) 877-4420
Kimberly Mullins	University Librarian - Social Work Subject Area Expert	(516) 877-3584 jbyrd@adelphi.edu
Adelphi University Help Desk	Live Technical Support Online Chat	helpdesk@adelphi.edu (516) 877-3340

Technical Requirements and Support

Since this program is delivered fully online, it is important that you have the right hardware and software in place in order to fully participate in your courses and take advantage of Adelphi's services. The following are the minimum technical specifications requisite for participation in this program:

Online Course Expectations

PC System Configuration:

- Operating system: Windows XP SP2
- Processor: 1.5 GHz or higher
- RAM: 512MB or higher
- Hard disk: 60GB
- Ethernet port
- Optical drive: CD-RW or DVD drive
- Microsoft Office

Apple Macintosh System Configuration:

- Operating system: Mac OS X 10.3 (Panther), 10.4 (Tiger), or 10.5 (Leopard)
- Processor: 1.5 GHz or higher
- RAM: 512MB or higher
- Hard disk: 60GB
- Ethernet port
- Optical drive: CD-RW or DVD drive
- Microsoft Office

Additionally, laptops should meet the following minimum specifications:

- Apple Operating System: Mac OS X 10.3 (Panther), 10.4 (Tiger), or 10.5 (Leopard)
- PC Operating System: Windows XP SP2
- Wi-Fi connectivity (802.11b/g/n)
- RAM: 512MB

Lastly, you must have a webcam with bidirectional audio and video capability. This may be integrated into a laptop or it may be an independent webcam connected to your computer via a USB port.

Technical Support Services:

[Adelphi University Help Desk](#) - Live technical support services

[Online Chat](#)

helpdesk@adelphi.edu

(516) 877-3340

Help Desk Regular Semester Hours (Fall and Spring)

Monday–Thursday: 7:30 a.m.–12:00 a.m.

Friday: 7:30 a.m.–6:00 p.m.

Saturday: 8:00 a.m.–6:00 p.m.

Sunday: 10:00 a.m.–12:00 a.m.

[Login and Password Support](#) - forgotten or malfunctioning password and login assistance

[Adelphi Technical Services Catalog](#)

Adelphi uses Gmail - [Adelphi gmail tips, best practices, and support](#)

Adelphi uses Moodle - Adelphi Moodle tips, best practices, and support

[Online Technical Training Videos via Lynda.com](#)

Lynda.com online training is available for free to Adelphi University faculty, staff and students. Use this highly-respected service to spur their learning and development, as well as get just-in-time help on subjects that include management, technology, digital media, web development, and much more. Courses are segmented so you can watch as little or as much as you want.

Online Tech Tutor - [sign up for an appointment here](#)