



MSW  
Student Handbook  
2017

MASTERS OF SOCIAL WORK DEGREE PROGRAM

Cathryn C. Potter, Ph.D.  
Dean, School of Social Work

Laura Curran, Ph.D.  
Director, M.S.W. Program

Antoinette Y. Farmer, Ph.D.  
Associate Dean for Academic Affairs

Arlene M. Hunter, M.A.  
Associate Dean for Student Affairs



# TABLE OF CONTENTS

<b>Welcome from the Dean</b> .....	1
<b>About the University</b> .....	2
<b>Mission of Rutgers University</b> .....	2
<b>Mission of the School of Social Work</b> .....	3
<b>Accreditation</b> .....	3
<b>Academic Calendar</b> .....	4
<b>Community Standards</b>	
University Academic Integrity Policy .....	5
University Code of Student Conduct .....	12
Family Educational Rights and Privacy Act (FERPA).....	12
University Policy Prohibiting Discrimination and Harassment .....	15
Americans with Disabilities Act (ADA) .....	18
Essential Abilities and Attributes for Continuance in the School of Social Work .....	19
The National Association of Social Workers Code of Ethics .....	21
Council on Social Work Education Core Competencies.....	22
<b>Pathways to the MSW Degree</b>	
Traditional On-Campus Program .....	23
Intensive Weekend Program .....	23
100% Online MSW Program .....	24
Blended Program .....	24
Advanced Standing Programs .....	24
Dual and Joint Degrees .....	26
JD/MSW .....	26
MSW/MDiv.....	26
Joint MSW/PhD.....	27
<b>The MSW Curriculum</b>	
MSW Curriculum Committee.....	28
Generalist Curriculum .....	28
Specialized Curriculum.....	29
Curriculums at a Glance .....	30
Specializations.....	31

Clinical Social Work (CSW) .....	31
Management and Policy (MAP) .....	31
Field Education.....	31
Certificate Programs .....	32
Addiction Counselor Training (ACT) Certificate .....	33
MSW Certificate in Aging and Health .....	34
Promoting Child and Adolescent Well-Being (ChAP) Certificate.....	35
Violence Against Women and Children (VAWC) Certificate.....	36
Certificate in Human Services Management .....	37
Areas of Emphasis.....	37
Designated Emphasis Programs.....	38
Study Abroad Opportunities.....	38

### **Academic Policies and Procedures**

University Academic Integrity Policy .....	42
Turnitin.....	42
Statistics Requirement .....	42
Transfer of Credit .....	42
MSW Grades and Grading Scale .....	43
Required Grade Point Average .....	44
Accessing Grades and Transcripts.....	44
Grade Grievance Policy and Procedures.....	44
Academic Standing Policy .....	46
Academic Difficulty .....	46
Academic Jeopardy .....	46
Class Cancellation .....	47
Religious Holiday Policy .....	47
Time Limits for Degree.....	48
Leave of Absence .....	48
Withdrawal .....	49
Auditing Classes .....	49
Options – General Elective Courses.....	49
Evaluation of Courses and Faculty.....	49

### **Student Support Services**

School of Social Work Office of Student Affairs .....	51
Advisors.....	52
International Students .....	52
Veteran Services .....	53
Disability Services.....	54
Tuition and Fees.....	55
Tuition Waiver Program and Tuition Remission Employee Benefits.....	55
Scholarships .....	56

Research and Graduate Assistantships.....	57
University Office of Financial Aid and Student Accounting Office .....	57
Registration Policies, Procedures and the Registrar.....	58
Summer and Winter Sessions .....	59
Computing Services.....	60
Online Courses and Technical Support .....	60
Writing Support Services .....	61
Books and the Rutgers University Bookstores.....	61
Libraries.....	62
Counseling Services/CAPS.....	63
Rutgers Health Services .....	64
Health Insurance .....	64
Rutgers University Student Identification Cards .....	65
Rutgers Net ID and Email Address .....	65
Housing and Residence Life .....	67
Parking and Transportation Services .....	67
Organizations .....	68
School of Social Work Graduate Student Association .....	68
SSWGSA Executive Council .....	68
University Graduate Student Association.....	68
Social Workers Advocating for LGBTQIA and Gender Non-Conforming Equal Rights (SWAGGER).....	69
Honor Society – Phi Alpha.....	69
SSW Alumni Association .....	70
Graduation Certification and Preparation .....	70
Graduation and Diploma Application .....	70
Licensure and Certification .....	71
Career Services.....	71
Continuing Education.....	72

### **The Centers at the School of Social Work**

Institute for Families .....	73
Center for Gambling Studies.....	73
Office for Global Programs .....	74
Center for Leadership and Management .....	74
Center for Prevention Science .....	74
Center on Violence Against Women and Children .....	75
Huamin Research Center .....	75

### **General Policies**

Emergency Action Plan .....	76
Active Shooter Policy and Guidelines .....	78
Adverse Weather Policies and Procedures.....	80



## WELCOME FROM THE DEAN



**Cathryn C. Potter**  
**Dean**

Welcome to the Rutgers School of Social Work! We are glad you have joined us for this important time in your education. Your professional journey will lead you to an exciting and rewarding career in social work. We look forward to preparing you for that career, and will look forward to partnering with you in many ways in the future.

This handbook will guide you through the policies and procedures of the MSW program. We have tried to think of everything, but when in doubt, be in contact with your advisor. Our student services faculty and staff are here to help support you as you work your way toward the MSW degree.

Please accept my best wishes for your success, both here and in the career to come. Be sure to take the time to make the most of this once-in-a-lifetime chance to study and learn among a wonderful set of fellow students, and in partnership with one of the nation's finest social work faculty members.

Cathryn Potter

## ABOUT THE UNIVERSITY

**Rutgers, The State University of New Jersey, is a leading national research university and the state of New Jersey's preeminent, comprehensive public institution of higher education.**

Established in 1766 and celebrating a milestone [250th anniversary](#) in 2016, the university is the eighth oldest higher education institution in the United States. More than 67,000 students and 22,000 faculty and staff learn, work, and serve the public at Rutgers locations across New Jersey and around the world. Rutgers comprises

- [Rutgers University–New Brunswick](#)
- [Rutgers Biomedical and Health Sciences](#)
- [Rutgers University–Newark](#)
- [Rutgers University–Camden](#)

## MISSION OF RUTGERS UNIVERSITY

As the premier comprehensive public research university in the State's system of higher education, Rutgers, The State University of New Jersey, has the threefold mission of

- **providing for the instructional needs of New Jersey's citizens** through its undergraduate, graduate, and continuing education programs;
- **conducting the cutting-edge research** that contributes to the medical, environmental, social, and cultural well-being of the state, as well as aiding the economy and the state's businesses and industries; and
- **performing public service** in support of the needs of the citizens of the state and its local, county, and state governments.

Each component of the University's mission reinforces and supports the other two.

Rutgers is dedicated to teaching that meets the highest standards of excellence, to conducting research that breaks new ground, and to providing services, solutions, and clinical care that help individuals and the local, national, and global communities where they live.

## **MISSION OF THE SCHOOL OF SOCIAL WORK**

The mission of the School of Social Work is to develop and disseminate knowledge through social work research, education, and training that promotes social and economic justice and strengthens individual, family and community well-being in this diverse and increasingly global environment of New Jersey and beyond.

The mission of the School of Social Work is shaped by values of the profession of social work, the state of development of the profession's knowledge and skill base, and the special roles and responsibilities of a State University with its commitments to excellence in teaching, research, and public service. Its mission is further influenced by considerations of demographic trends which New Jersey, the nation, and the social work profession must address in the twenty-first century. The School's mission is to serve New Jersey's citizens through the preparation of practitioners for social work careers, through public service of the faculty and students, and through knowledge development and dissemination aimed at understanding, preventing, and ameliorating existing and emergent social problems. Special attention is given to the development of educational programs and community partnerships which respect and enhance the rich diversity of the population of New Jersey. This includes concern about the poor, the oppressed, those vulnerable to discrimination or injustice and other at-risk populations.

## **ACCREDITATION**

The School of Social Work offers an undergraduate program in social work leading to the Bachelor of Arts degree and a graduate program in social work leading to the Master of Social Work degree. The School of Social Work is fully accredited by the Council on Social Work Education (CSWE).

The CSWE is a nonprofit national association representing individual members, as well as graduate and undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country.

# ACADEMIC CALENDAR

Students are notified of starting and closing dates for each semester, scheduled holidays, and other important scheduling information. The Thanksgiving week schedule is rearranged to ensure consistency.

## ACADEMIC CALENDAR FOR FALL 2017 – SPRING 2018 MSW STUDENTS

### Start of Fall MSW Classes

Tuesday classes: September 5 (first day of the Fall semester)  
Wednesday classes: September 6  
Thursday classes: September 7  
Monday classes: September 11

Please note the following:

**Thanksgiving Recess: Tuesday, Nov 21<sup>st</sup>- Friday, Nov 24<sup>th</sup> (no classes)**

**CLASSES WILL BE HELD ON Monday, November 20<sup>th</sup>**

**Field Placement hours are not cancelled the week of Thanksgiving**

### End of classes for MSW

Monday classes: December 18  
Tuesday classes: December 19  
Wednesday classes: December 20  
Thursday classes: December 21

**Winter Recess: 12/23/17 – 1/12/2018**

### Start of Spring MSW Classes

Tuesday classes: January 16 (first day of the Spring semester)  
Wednesday classes: January 17  
Thursday classes: January 18  
Monday classes: January 22

### End of MSW classes

Tuesday Classes: May 1  
Wednesday Classes: May 2  
Thursday Classes: May 3  
Monday classes: May 7 (last day of classes)

**Please note:** Spring break is Saturday, March 10 to Sunday, March 18. There are no classes during Spring Break.

# COMMUNITY STANDARDS

## University Academic Integrity Policy

### Rutgers University Academic Integrity Policy

<http://academicintegrity.rutgers.edu/academic-integrity-policy/>

Effective September 1, 2013

### I. Academic Integrity

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community.

The principles of academic integrity require that a student:

- 
- properly acknowledge and cite all use of the ideas, results, or words of others.
- properly acknowledge all contributors to a given piece of work.
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- all student work is fairly evaluated and no student has an inappropriate advantage over others.
- the academic and ethical development of all students is fostered.
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The University administration is responsible for working with faculty and students to foster a strong institutional culture of academic integrity, for providing effective educational programs that create an understanding of and commitment to academic integrity, and for establishing equitable and effective procedures to deal with allegations of violations of academic integrity. The faculty shares with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members<sup>2</sup> are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity. Faculty members are strongly encouraged to provide a statement concerning academic integrity and a link to the Academic Integrity Policy on their course syllabi.

*<sup>2</sup> For purposes of the Academic Integrity Policy, the term faculty member includes not only tenured, tenure-track, and nontenure-track faculty members, but also part-time lecturers, coadjutants, TAs, staff members, and administrators who are serving as the instructor of record in a course; i.e., the instructor responsible for assigning final course grades*

## **II. Violations of Academic Integrity and Recommended Sanctions**

### **A. Types of Violations**

This section describes various ways in which the principles of academic integrity can be violated. Examples of each type of violation are given but neither the types of violations nor the lists of examples are exhaustive.

**Plagiarism:** Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
- Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other nontextual material from other sources without proper attribution.

**Cheating:** Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others. Some common examples are:

- Receiving research, programming, data collection, or analytical assistance from others or working with another student on an assignment where such help is not permitted.
- Copying another student's work or answers on a quiz or examination.
- Using or possessing books, notes, calculators, cell phones, or other prohibited devices or materials during a quiz or examination.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructors involved.
- Preprogramming a calculator or other electronic device to contain answers, formulas, or other unauthorized information for use during a quiz or examination.
- Acquiring a copy of an examination from an unauthorized source prior to the examination.
- Having a substitute take an examination in one's place.
- Submitting as one's own work a term paper or other assignment prepared by someone else.

**Fabrication:** Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples are:

- Citing a source that does not exist.
- Making up or falsifying evidence or data or other source materials.
- Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.

**Facilitation of Dishonesty:** Facilitation of dishonesty is knowingly or negligently allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. A student who intentionally facilitates a violation of academic integrity can be considered to be as culpable as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation. Some examples are:

- Collaborating before a quiz or examination to develop methods of exchanging information.
- Knowingly allowing others to copy answers to work on a quiz or examination or assisting others to do so.

- Distributing an examination from an unauthorized source prior to the examination.
- Distributing or selling a term paper to other students.
- Taking an examination for another student.

Academic Sabotage: Academic sabotage is deliberately impeding the academic progress of others. Some examples are:

- Intentionally destroying or obstructing another student's work.
- Stealing or defacing books, journals, or other library or University materials.
- Altering computer files that contain data, reports or assignments belonging to another student.
- Removing posted or reserve material or otherwise preventing other students' access to it.

Violation of Research or Professional Ethics: Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication. Some examples are:

- Violating a canon of the ethical or professional code of the profession for which a student is preparing.
- Using unethical or improper means of acquiring, analyzing, or reporting data in a senior thesis project, a master's or doctoral research project, grant-funded research, or research submitted for publication.
- Misuse of grant or institutional funds.
- Violating professional ethics in performing one's duties as a Teaching Assistant or Graduate Assistant.

Violations Involving Potentially Criminal Activity: Violations in this category include theft, fraud, forgery, or distribution of ill-gotten materials committed as part of an act of academic dishonesty. Some examples are:

- Stealing an examination from a faculty member's or University office or from electronic files.
- Selling or distributing a stolen examination.
- Forging a change-of-grade form.
- Falsifying a University transcript.

## B. Levels of Violations and Sanctions

Any violation of academic integrity is a serious offense and is therefore subject to an appropriate sanction or penalty. Academic integrity violations at Rutgers University are classified into two levels called nonseparable and separable. Nonseparable violations are less severe violations for which the possible sanctions do not include suspension or expulsion from

the University; separable violations are more severe violations for which the possible sanctions include suspension or expulsion. Whether a given violation is classified as nonseparable or separable depends on a number of factors including: the nature and importance of the academic exercise; the degree of premeditation or planning; the extent of dishonest or malicious intent; the academic experience of the student; and whether the violation is a first-time or repeat offense.

## 1. Nonseparable Violations

Nonseparable violations are less serious violations of academic integrity. They may occur because of inexperience or lack of understanding of the principles of academic integrity and are often characterized by a relatively low degree of premeditation or planning and the absence of malicious intent on the part of the student committing the violation. These violations are generally quite limited in extent, occur on a minor assignment or quiz or constitute a small portion of a major assignment and/or represent a small percentage of the total course work. Below are a few examples of violations that are most often considered nonseparable, at least when committed by an undergraduate student as a first-time offense. This list is not exhaustive and classification of a given violation as separable or nonseparable is always heavily dependent on the specific facts and circumstances of the violation.

- Improper citation without dishonest intent.
- Plagiarism on a minor assignment or a very limited portion of a major assignment.
- Unpremeditated cheating on a quiz or minor examination.
- Unauthorized collaboration with another student on a homework assignment.
- Citing a source that does not exist or that one hasn't read on a minor assignment.
- Making up a small number of data points on a laboratory exercise.
- Signing in for another student via attendance sheet or clicker in a course in which attendance counts toward the grade.

An alleged second nonseparable violation is treated as an alleged separable violation. Moreover, some violations that would be considered nonseparable for an undergraduate student may be treated as separable for a graduate student<sup>3</sup>.

Sanctions for nonseparable violations include, but are not limited to, one or more of the following, and do not include suspension or expulsion:

- Required participation in a noncredit workshop or seminar on ethics or academic integrity.
- An assigned paper or research project related to ethics or academic integrity.
- A make-up assignment that may be more difficult than the original assignment.
- No credit for the original assignment.
- A failing grade on the assignment.
- A failing grade for the course.

- Disciplinary warning or probation.

<sup>3</sup>In this policy, the term graduate student refers to post-baccalaureate students pursuing advanced degrees of any type or enrolled in a graduate course or courses. The term also includes students in the advanced stages of a professional program that leads to a masters or doctoral degree without conferral of a baccalaureate degree.

## 2. Separable Violations

Separable violations are very serious violations of academic integrity that affect a more significant portion of the course work compared to nonseparable violations. Separable violations are often characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the student committing the violation. Below are some examples of violations that are most often considered separable. Again, the list is certainly not exhaustive and classification of a given violation as separable or nonseparable is always heavily dependent on the exact facts and circumstances of the violation.

- A second nonseparable violation.
- Substantial plagiarism on a major assignment.
- Copying or using unauthorized materials, devices, or collaboration on a major exam.
- Having a substitute take an examination.
- Making up or falsifying evidence or data or other source materials for a major assignment, including falsification by selectively omitting or altering data that do not support one's claims or conclusions.
- Facilitating dishonesty by another student on a major exam or assignment.
- Intentionally destroying or obstructing another student's work.
- Knowingly violating research or professional ethics.
- Any violation involving potentially criminal activity.

Sanctions for separable violations include, but are not limited to, one or more of the following, and may, but need not, involve suspension or expulsion:

- A grade of XF (disciplinary F) for the course.
- Restrictive probation<sup>4</sup>.
- Dismissal from a departmental or school honors program.
- Denial of access to internships or research programs.
- Loss of appointment to academically-based positions.
- Loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities.
- Removal of fellowship or assistantship support.
- Suspension for one or more semesters.
- Dismissal from a graduate or professional program.
- Permanent expulsion from the University with a permanent notation of disciplinary

expulsion on the student's transcript.

The recommendations for sanctions at each level are not binding, but are intended as guidelines for the University community. For both nonseparable and separable violations, the severity of the sanction imposed should be proportional to the severity of the violation committed.

Sanctions for a given violation may be imposed differently on those with more or with less experience as students. Thus violations of academic integrity by graduate students<sup>3</sup> will normally be penalized more severely than the same violations by inexperienced undergraduate students. In particular, violations that would be considered nonseparable for an undergraduate student may be treated as separable for a graduate student.

<sup>4</sup> See part IX of the University Code of Student Conduct for a definition of this sanction.

Some professional schools or programs may have codes of professional conduct with customary sanctions for violations thereof that may be more severe than those recommended under this Policy. These schools or programs have the responsibility to educate their students about their profession's code of professional conduct. Students are responsible for understanding the requirements of the code of professional conduct for the particular professional program in which they are enrolled and the penalties for violating that code.

## University Code of Student Conduct

<http://studentconduct.rutgers.edu/university-code-of-student-conduct/>

## Family Educational Rights and Privacy Act (FERPA)

<http://compliance.rutgers.edu/ferpa/official-notice/>

Rutgers, The State University of New Jersey (“Rutgers”) complies with the Family Educational Rights and Privacy Act (“FERPA”) and makes public announcement of the law. This announcement shall be published as an “official notice” at least twice per year and will also be archived on the Privacy section of the website for the [Office of Enterprise Risk Management, Ethics and Compliance](#). Students with questions about this notice or about FERPA generally should contact the University Director of Privacy at [FERPARU@rutgers.edu](mailto:FERPARU@rutgers.edu) , (973) 972-8093.

FERPA affords students certain rights with respect to their “education records” as that term is defined in the law. These rights include the following:

1. The student has the right to inspect and review his/her education records within 45 days of the date Rutgers receives a proper request for access to such records.
2. The student has the right to request amendment of education records that the student believes are inaccurate or misleading.
3. Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student’s education records, EXCEPT to the extent FERPA authorizes disclosure without consent.
4. The student may direct complaints concerning the alleged failure of Rutgers to comply with the requirements of FERPA to The Office of Enterprise Risk Management, Ethics and Compliance, University Director of Privacy at (973) 972-8093 ([FERPARU@rutgers.edu](mailto:FERPARU@rutgers.edu)), or to the U.S. Department of Education, c/o Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

### Inspection and Review

Students wishing to exercise their rights to inspect and review their education records should submit a written request to the appropriate official at the Rutgers office which is custodian of the records they wish to review. The Rutgers official will make arrangement for access and notify the student of the time and place where the records may be inspected. Students who do not know which Rutgers office is the custodian of the records they wish to inspect should contact their Dean of Students or the University Director of Privacy at (973) 972-8093 ([FERPARU@rutgers.edu](mailto:FERPARU@rutgers.edu).)

## **Amendment of Records**

Students requesting amendment of education records should first review the policies and procedures of their college or school and/or consult with their Dean of Students, or equivalent official. With regard to education records maintained at a Rutgers office other than one within the student's college or school, the student should write the Rutgers official responsible for the record, identify the part of the record the student wants changed and specify why the student believes the record is inaccurate or misleading. If the record custodian denies the request to amend the record, the student will be notified of the decision and advised of his/her right to a formal hearing. A student may obtain additional information on the hearing procedure from the University Director of Privacy after an amendment request has been denied.

## **Disclosure of Student Information without Prior Consent**

There are a number of exceptions to the general rule prohibiting disclosure of personally identifiable information from education records without prior consent of the student. More information concerning these exceptions is available from the Registrar or the website of the Office of Enterprise Risk Management, Ethics and Compliance under Privacy. Some common exceptions used by Rutgers are set forth below; however there are other exceptions where education records are released without prior consent not listed here.

1. FERPA permits disclosure to Rutgers officials with legitimate educational interest in the records being sought. A Rutgers official is a person employed by Rutgers in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors or Board of Trustees, a student serving on an official committee such as a disciplinary hearing board, or a student who is assisting another school official in performing his or her job responsibilities. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her job responsibilities.

2. FERPA allows the University to release student "directory information" without a student's consent, unless the student has requested such information be kept confidential. Rutgers defines directory information as:

- name
- campus address
- campus post office address
- campus telephone number
- date of birth
- Rutgers e-mail address
- RUCS user name / NetID
- permanent (home) address

- permanent (home) telephone number
- school of attendance
- major field of study
- class year
- dates of attendance
- current credit load
- credit hours earned
- degrees received
- dates of degrees
- weight and height of intercollegiate athletes
- most recent previous school attended
- honors and awards
- participation in officially recognized activities
- internships (Applies only to RBHS graduate and professional schools)
- residency or other post-completion placements (Applies only to RBHS graduate and professional schools)

It is the practice of the University to not release a student's date of birth except as required by law or as a validation of positive identification of a student when furnished by a person making an inquiry.

For more information on how to keep your directory information confidential, visit the [Rutgers Online Directory](#) or contact:

**The Office of Enterprise Risk Management, Ethics and Compliance**

**University Director of Privacy**

Rutgers Biomedical and Health Sciences  
 Rutgers, The State University of New Jersey  
 65 Bergen Street, Suite 1346  
 Newark, NJ 07107  
 Phone: (973) 972-8903  
 Fax: (973) 972-7174  
[ferparu@rutgers.edu](mailto:ferparu@rutgers.edu)

Or you can contact the Office of the University Registrar or RBHS school registrar on your campus.

3. Rutgers will, upon request, disclose education records to officials of another institution of higher education at which a student seeks to enroll without obtaining the student's prior consent. Rutgers will also send to other higher education institutions corrected or additional records if education records have previously been sent to that institution under this exception.

The University Office of Student Affairs Compliance publishes an annual notice about your rights under FERPA. You can access a copy of the most recent notice at <http://compliance.rutgers.edu/ferpa/official-notice>.

FERPA permits disclosure of “directory information” such as name, phone number, address, and email address without your prior consent unless you specifically request that it be kept confidential. For more information regarding directory information, view the notice at <http://compliance.rutgers.edu/ferpa/confidentiality>. If you have questions about your rights under FERPA, you may contact The Office of Enterprise Risk Management, Ethics and Compliance and University Director of Privacy at 973-972-8093 or [ferparu@rutgers.edu](mailto:ferparu@rutgers.edu) or visit their [website](#). Outside resources providing more information include the U.S. Department of Education’s websites: Family Educational Rights and Privacy Act (FERPA) at <http://www2.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html>; and Family Policy Compliance Office (FPCO) at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

## **University Policy Prohibiting Discrimination and Harassment**

<http://policies.rutgers.edu/sites/policies/files/00004529.PDF>

The School of Social Work also follows the standards of the Council on Social Work Education by conducting its programs without discriminating on the basis of race, color, gender, age, creed, ethnic or national origin, disability, or political or sexual orientation.

### **Harassment Policy**

#### Policy Prohibiting Discrimination and Harassment

Rutgers, The State University of New Jersey, prohibits discrimination and harassment based upon race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law. Discrimination and harassment compromise the integrity of the university and unfairly interfere with the opportunity for all persons to fully participate in the academic, work, and living environment of the university.

While promoting an environment free from discrimination is everyone's responsibility, the following contact information has been provided for:

#### [Complaints against a Student](#)

Office of Student Conduct - 848-932-9414

#### [Complaints against an Employee](#)

Office of Employment Equity, University Human Resources - 848-932-3980

## **Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

**Prohibited Sexual Misconduct at Rutgers University** includes Sexual Harassment, Gender-based Harassment, Sexual Intimidation, Sexual Exploitation, Sexual Assault and Non-Consensual Sexual Contact, Relationship Violence, Stalking, and Retaliation. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to all programs at Rutgers. Compliance with the law is everyone's responsibility at the university. Listed below, however, are the staff members who have primary responsibility for Title IX compliance:

### **Important Resources**

For confidential victims' services such as crisis response intervention, victims' advocate services, and counseling for survivors of gender-based violence. Contact:

#### **Violence Prevention and Victim Assistance**

3 Bartlett Street  
New Brunswick, NJ 08901  
College Avenue Campus  
Rutgers University

If you or someone you know has experienced sexual assault, domestic violence, or stalking, contact The Office for Violence Prevention and Victim Assistance to speak with a confidential advocate. Advocates are available 24 hours a day, 7 days a week at 848-932-1181.

To report an incident of gender-based violence to the police, contact:

#### **Rutgers University Police Department (RUPD)**

Public Safety  
55 Commercial Avenue  
Douglass Campus  
848-932-7111 (non-emergency)  
911 (emergency)

## **Resources**

The Rutgers University Policy Prohibiting Discrimination and Harassment can be viewed at <http://policies.rutgers.edu/PDF/Section60/60.1.12-current.pdf>; the Student Code of Conduct can be viewed at <http://judicialaffairs.rutgers.edu/university-code-of-student-conduct>. Additional information on Title IX is available at <http://compliance.rutgers.edu/Title-ix>.

## **Policy against Verbal Assault, Harassment, Intimidation, Bullying, and Defamation**

Intolerance, bigotry, and bullying are antithetical to the values of the university, and unacceptable within the Rutgers community. Verbal assault, harassment, intimidation, bullying, or defamation interferes with the mission of the university, and each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that she or he can to ensure that the university is fair, humane, and responsible to all students. The Policy against Verbal Assault, Harassment, Intimidation, Bullying, and Defamation seeks to establish certain minimum standards in order for the community to be able to fulfill its mission.

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment, or defamation should report such incidents to the dean or the dean of students of their college, school, or campus. In addition, students may contact:

*The Office of Student Conduct:*

New Brunswick - Director of Student Conduct - 848-932-9414

Newark – Manager for Campus Activities - 973-353-5022

Camden - Associate Chancellor for Student Affairs - 856- 225-6050

Individuals who wish to discuss any matter with the police or feel they are in need of immediate police attention may contact the Rutgers University Police Department:

New Brunswick: 732-932-7111

Newark: 973-353-5111

Camden: 856-225-6111

Some complaints can be and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

## **Americans with Disabilities Act (ADA)**

The University Office of Student Affairs Compliance monitors compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) at Rutgers University. We provide advice and support to university units to assist in achieving full compliance with these laws.

### **Students**

The community of Rutgers University is committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the Americans with Disabilities Act Amendments (ADAA) of 2008. An individual with a disability who is qualified for admission will have the same access to programs, services, and activities as all other students. Rutgers University will make reasonable modifications to its policies, practices, and procedures unless doing so would fundamentally alter the nature of the service, program, or activity, or pose an undue administrative or financial burden. The university will provide services in a manner that promotes independence and inclusion in all aspects of university life.

For more information on accommodations and services for students with disabilities, visit <https://ods.rutgers.edu/> and <https://ods.rutgers.edu/our-office/faq> .

If you have questions regarding campus accessibility during public events, acquiring TTY's, the accessibility of public events, wheelchair rental or accessibility vans, the calculator advisory policy, course substitutions and waivers, or to file a complaint or grievance please contact:

[The Office of Disability Services for Students](#).

<https://uhr.rutgers.edu/americans-disabilities-act-compliance>

## **Essential Abilities and Attributes for Continuance in the School of Social Work**

The following standards, distinguished from academic standards, describe the physical, cognitive, emotional, and character requirements necessary to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and practice. Acquisition of competence as a social worker is a lengthy and complex process that will be undermined by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

Students in the School of Social Work are expected to possess the following abilities and attributes at a level appropriate to their years in the program. They are expected to meet these standards in the classroom and in their field education practice. Attention to these standards will be evaluated in students' classroom and practicum performances.

### ***Attendance***

The social work student must be able to attend classes and field education placements.

### ***Participation***

The social work student must have the ability to participate in classes and in field education placements. Students must be able to acquire, integrate, and effectively communicate data to students, faculty, supervisors, and clients.

### ***Communication Skills***

The social work student must communicate effectively and sensitively with other students, faculty, staff, clients, and professionals. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient comprehension of spoken and written English to understand the content presented in the program.

### ***Self-Awareness***

The social work student must know how his or her values, attitudes, beliefs, emotions, and past experiences affect his or her thinking, behavior, and relationships. The student must be willing to examine and change his or her behavior when it interferes with his or her working with clients and other professionals and must be able to work effectively with others in subordinate positions, as well as with those in authority.

### ***Professional Commitment***

The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work, which are the dignity and worth of every individual and his or her right to a just share of society's resources.

***Knowledge Base for Social Work Practice***

The professional activities of social work students must be grounded in relevant social, behavioral, and biological science knowledge and research. This includes knowledge and skills in relationship building, data gathering, assessment, interventions, and evaluation of practice.

***Objectivity***

The social work student must be sufficiently objective to systematically evaluate clients and their situations in an unbiased, factual way.

***Empathy***

The social work student must endeavor to seek to comprehend another individual's way of life and values. He or she must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

***Energy***

The social work student must be resistant to the undesirable effects of stress, exercising appropriate self-care, and developing cooperative and facilitative relationships with colleagues and peers.

***Acceptance of Diversity***

The social work student must appreciate the value of human diversity. He or she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, ethnicity, religious affiliation (or lack thereof), gender, ability, sexual orientation, and value system.

***Interpersonal Skills***

The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals. These include compassion, altruism, integrity, and the demonstration of respect for and consideration of others.

***Professional Behavior***

The social work student must behave professionally. The social work student must demonstrate practice social work skills competently, ethically, and legally, in the service of clients, consumers, and communities.

## The National Association of Social Workers Code of Ethics

The National Association of Social Workers (NASW) *Code of Ethics* is intended to serve as a guide to the everyday professional conduct of social workers. Students at the Rutgers University School of Social Work are expected to adhere to the NASW *Code of Ethics*: <http://socialworkers.org/nasw/ethics/ProceduresManual.pdf>

### NASW ETHICAL PRINCIPLES

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

#### **Value: Service**

**Ethical Principle:** *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

#### **Value: Social Justice**

**Ethical Principle:** *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

#### **Value: Dignity and Worth of the Person**

**Ethical Principle:** *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

#### **Value: Importance of Human Relationships**

**Ethical Principle:** *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important

vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value: Integrity**

**Ethical Principle:** *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value: Competence**

**Ethical Principle:** *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

## **Council on Social Work Education (CSWE) Competencies**

Social work competence is the ability to integrate and apply social work knowledge, values, and skills to practice situations in a purposeful, intentional, and professional manner to promote human and community well-being.

<https://www.cswe.org/Home.aspx>

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

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

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

Competency 5: Engage in Policy Practice

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

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

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

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

## **PATHWAYS TO THE MSW DEGREE**

As the school's largest program, the master of social work (M.S.W.) prepares students for professional roles in the full array of major human services. The M.S.W. prepares students for advanced social work practice. This includes preparing people to assume administrative leadership roles in the state's social welfare departments and agencies at all levels of government, as well as in the voluntary sector. It also includes preparing skilled direct-service providers to function in both public and private sectors of social welfare. This is accomplished in a program that maximizes individualization of learning and student choice.

The M.S.W. program is accredited by the Council on Social Work Education ([CSWE](#)). The school's curriculum is designed to address the wide range of knowledge, values, tasks, and skills required to prepare competent and effective social work professionals. The school emphasizes the preparation of social workers who are committed to practice with the poor, vulnerable populations, and the oppressed and who work to alleviate poverty, oppression, and discrimination.

The School of Social Work offers a full range of programs leading to the M.S.W. degree. The M.S.W. curriculum is divided into two levels: the generalist curriculum and the specialized curriculum. The first level requires 30 credits and the second level requires 30 credits, to complete a total of 60 credits for graduation. The generalist curriculum must be completed successfully before entry into the specialized curriculum.

### **Traditional On-Campus Program**

The traditional on-campus MSW program may be completed in either two, three, or four years and is offered at all three Rutgers campuses – New Brunswick, Newark, and Camden. Both specializations (Clinical Social Work and Management and Policy) are offered in the traditional on-campus program as well as the full array of certificates. Hybrid, weekend, and online formats may be available on a limited basis in the traditional program.

### **Intensive Weekend Program**

This program is designed to enable students in the helping professions to pursue their MSW while continuing to work full time. Students employed in behavioral health, child welfare, or other human services can expect to complete their MSW education in three years including fall, spring, and summer sessions.

Classes are held at off-campus locations throughout New Jersey. All courses are delivered in a hybrid and concentrated format.

Field requirements are generally fulfilled at the student's place of employment, in a capacity or department that differs from their customary work assignment.

## **100% Online MSW Program**

The 100% Online MSW program in Clinical Social Work offers the flexibility and convenience of online learning. The program offers a specialization in clinical social work.

Students in this program complete their MSW in three years across three semesters – fall, spring, and summer. Classes are held in an asynchronous format which means that there is not a fixed meeting time. Courses have regularly scheduled assignments and due dates similar to a traditional class, and students and faculty interact via threaded discussions and other web-based technologies. Students begin field placement at a social service agency in the third semester and complete two separate field placements across the remaining semesters.

## **Blended Program**

The Blended program offers students the flexibility and convenience of online learning combined with a traditional in-person classroom setting for advanced coursework.

Students in this program complete their MSW in three years including fall, spring, and summer sessions. In the first two years, classes are offered solely online in an asynchronous format which means they are not held during a fixed meeting time. However, students have regularly scheduled assignments and due dates. In the third year, students take a combination of online and on-campus advanced courses.

Students may register for their on-campus classes to be taken at the Rutgers campus of their choice. Field placement begins in the summer of the first year and continues in the third year. Students can choose to specialize in either Clinical Social Work or Management and Policy. The three-year program structure provides students with significant flexibility and an extended time frame to complete their MSW while still offering the benefits of a live classroom to acquire advanced practice skills and competencies.

## **Advanced Standing Programs**

The School offers an Advanced Standing Master of Social Work (MSW) program for students who have earned a baccalaureate degree in social work from an undergraduate social work program accredited by the Council on Social Work Education or the Canadian Association of Social Worker (CASW.)

Students with foreign degrees cannot be considered for advanced standing and must complete the full program. However, those students with foreign undergraduate degrees in social work

may contact the Council of Social Work Education (CSWE.org) to inquire about a transcript review and eligibility determination.

Twenty-one credits from an advanced standing student's undergraduate degree in social work from an accredited program are applied toward the student's MSW degree.

### **Traditional On-Campus Advanced Standing Program**

The traditional on-campus Advanced Standing program is available in a classroom format on all three Rutgers University campuses: New Brunswick, [Camden](#), and [Newark](#). Students may complete their degree in either one year or two years. Both specializations (Clinical Social Work and Management and Policy) are offered as well as the full array of certificates.

Advanced Standing students in the on-campus program **must** begin in the summer. During this time, they are required to complete two courses and begin a field education placement which will continue throughout the following fall and spring semesters.

### **Intensive Weekend Advanced Standing Program**

The Intensive Weekend Advanced Standing program is taught off-campus. Students in the Intensive Weekend Advanced Standing program will join existing cohorts in Jersey City, Parsippany, Bordentown or Mays Landing when these cohorts enter their second year of study in the fall. Intensive Weekend Advanced Standing students may complete the requirements for the MSW degree in two years across the fall, spring, and summer sessions.

Intensive Weekend Advanced Standing students begin field education in September and following completion of Orientation, Field Workshops and *Writing for Social Workers*. Field education placement continues year round throughout the entire program.

### **100% Online Advanced Standing Program**

The 100% Online Advanced Standing program is taught in an asynchronous format. 100% Online Advanced Standing students begin the program in the fall semester and may complete the requirements for the degree in two years across the fall, spring, and summer sessions. Field education placement is completed over four semesters.

## Dual and Joint Degrees

Rutgers University School of Social Work offers the following degrees:

Juris Doctor/Master of Social Work (JD/MSW)  
Master of Social Work/Master of Divinity (MSW/MDiv)  
Joint MSW/PhD Program

### **JD/MSW**

The School of Social Work in collaboration with [Rutgers University Law School](#) has established an accelerated dual degree program in law and social work through which a student can obtain the Juris Doctor (JD) and the Master of Social Work (MSW) degrees. With the accelerated program, a full-time student can expect to complete the degrees in four years rather than the five years normally needed to complete both degrees separately.

Students interested in the program need to apply for admission individually to the School of Social Work and to the law school, and then need to satisfy admission requirements for the respective schools. To receive the dual degrees, participating students are required to meet the academic standards of both programs throughout their courses of study.

The dual degree program is appropriate for students in both the social work Management and Policy and the Clinical Social Work specialization.

The program offers two paths of study. In the first path, the student begins the program at the law school and completes the program at the School of Social Work. In the second path, the student begins the program in the School of Social Work and completes the program at the law school.

### **MSW/MDiv**

Rutgers University School of Social Work and [Princeton Theological Seminary](#) offer an accelerated program in social work and ministry leading to a Master of Social Work (MSW) and Master of Divinity (MDiv). The program is designed for students who expect to enter forms of ministry requiring competence in the disciplines of theology and social work.

The dual MSW/MDiv program allows a student to complete both degrees in four years. The first two years of study are spent exclusively at Princeton Theological Seminary. In the third year, a dual degree student completes the requirements for the MDiv while concurrently taking coursework and field education placement at the School of Social Work. In the fourth and final year of the program, students take all their coursework and field education placements at the School of Social Work.

## **Joint MSW/PhD**

The School of Social Work offers a combined [MSW/PhD program](#). Students may apply to the program with their application to the MSW program or they may apply in their first year as a matriculated student in the Rutgers MSW Program.

Students in the joint program must be registered full time. They will take a block field placement in the summer following completion of their generalist curriculum in the MSW program and begin taking PhD courses in the fall of their second year. The selection and sequencing of PhD courses will be made in consultation with the PhD Program Director and the student's academic advisor.

# THE MSW CURRICULUM

## MSW Curriculum Committee

The purpose of the Curriculum Committee of the School is to address issues in MSW curriculum policy, and the integration of the BASW and MSW curricula, as well as issues related to dual degrees and a combined MSW/PhD option.

### Functions

The functions of the Curriculum Committee include, but are not limited to, the following:

- Conducting an ongoing review and analysis of the goals of the curriculum to assure that the overall MSW program is current and consonant with the needs of the field
- Reviewing course outlines to assure that course goals and objectives, readings, and supplementary materials are consonant with the goals of the curriculum
- Reviewing and approving new MSW courses
- Considering additions or changes to the curriculum as initiated by the management and policy specialization or clinical social work discussion groups

The Curriculum Committee is chaired by the Director of the MSW Program and membership is comprised of both elected and nominated faculty as well as ex-officio members. There is also a student representative to the Curriculum Committee.

## Generalist Curriculum

All students, except those with baccalaureate degrees from programs accredited by the Council on Social Work Education, are required to take all of the generalist courses. These courses contain a body of knowledge, values, and skills essential for social work practice. This common base is transferable among settings, population groups, and problem areas. The generalist curriculum consists of courses in generalist social work practice with corresponding field instruction, human behavior and the social environment, psychopathology, introductory social work research methods, social welfare policy and services, and a course focused on diversity and oppression. Successful completion of the entire generalist program is required before beginning the specialized curriculum, with one permitted exception: \*the general elective may be taken during the specialized curriculum.

The required generalist curriculum courses are:

19:910:500 Social Work Practice I with Individuals, Families, and Groups (3) – must be taken with Field Education Practicum I

19:910:501 Social Work Practice II with Organizations and Communities (3) – must be taken with Field Education Practicum II  
19:910:502 Human Behavior and the Social Environment (3)  
19:910:504 Social Welfare Policy and Services I (3)  
19:910:505 Methods of Social Work Research I (3)  
19:910:506 Diversity and Oppression (3)  
19:910:507 Psychopathology (3)  
19:910:508 Field Education Practicum I (3)  
19:910:509 Field Education Practicum II (3)  
19:910:\_\_\_ \*General elective (3)

For additional course information, see the [Generalist Curriculum Courses](#) in the catalog.

Students are required to complete an introductory statistics course that covers descriptive and basic inferential statistical procedures before they begin the specialized curriculum.

## Specialized Curriculum

The specialized curriculum consists of a specialization in a method of advanced practice, an advanced research course, an advanced policy course, a human behavior distribution requirement, field instruction, and electives. Only after successful completion of the generalist curriculum courses and the statistics requirement may students begin the specialized curriculum. Students must select a specialization in Clinical Social Work (CSW) or Management and Policy (MAP).

The required advanced courses are:

### CSW students:

19:910:511 Clinical Social Work I (3) and 19:910:512 Clinical Social Work II (3) – must be taken with Field Education Practicum III and IV, respectively

### MAP students:

19:910:535 Management Practice and Theory (3) and 19:910:536 Program and Strategic Planning (3) – must be taken with Field Education Practicum III and IV, respectively

### All students:

19:910:542 or 584 or 585 Social Welfare Policy and Services II (3)  
19:910:595 Methods of Social Work Research II (3)  
19:910:600 Field Education Practicum III (3)  
19:910:601 Field Education Practicum IV (3)  
19:910:\_\_\_ Advanced Practice Distribution Requirement (3)  
19:910:\_\_\_ Human Behavior Distribution Requirement (3)  
19:910:\_\_\_ General elective (may be generalist or advanced) (3)

19:910:\_\_\_ General elective (may be generalist or advanced) (3)

## Curriculums at a Glance

The charts called “Curriculums at a Glance” were developed to enable students to easily identify the courses generally taken each semester in a particular MSW program. The Curriculum at a Glance for each of the MSW programs listed below may be viewed through its associated link:

### Traditional (On-Campus)

#### Advanced Standing:

[https://socialwork.rutgers.edu/sites/default/files/advanced\\_standing\\_curriculum\\_at\\_a\\_glance\\_-\\_may\\_2017.pdf](https://socialwork.rutgers.edu/sites/default/files/advanced_standing_curriculum_at_a_glance_-_may_2017.pdf)

#### Two Year and Four Year:

[https://socialwork.rutgers.edu/sites/default/files/curriculum\\_at\\_a\\_glance\\_-\\_2017.pdf](https://socialwork.rutgers.edu/sites/default/files/curriculum_at_a_glance_-_2017.pdf)

#### Intensive Weekend:

[https://socialwork.rutgers.edu/sites/default/files/intensive\\_weekend\\_program\\_curriculum\\_sequence\\_2017\\_18\\_cswe.pdf](https://socialwork.rutgers.edu/sites/default/files/intensive_weekend_program_curriculum_sequence_2017_18_cswe.pdf)

### 100% Online

Advanced Standing: [https://socialwork.rutgers.edu/sites/default/files/online\\_-\\_advanced\\_standing\\_-\\_fall\\_start\\_-\\_curriculum\\_at\\_a\\_glance\\_2017.pdf](https://socialwork.rutgers.edu/sites/default/files/online_-_advanced_standing_-_fall_start_-_curriculum_at_a_glance_2017.pdf)

Spring Start: [https://socialwork.rutgers.edu/sites/default/files/online\\_-\\_spring\\_start\\_-\\_curriculum\\_at\\_a\\_glance\\_2017.pdf](https://socialwork.rutgers.edu/sites/default/files/online_-_spring_start_-_curriculum_at_a_glance_2017.pdf)

Summer Start: [https://socialwork.rutgers.edu/sites/default/files/online\\_-\\_summer\\_start\\_-\\_curriculum\\_at\\_a\\_glance\\_2017.pdf](https://socialwork.rutgers.edu/sites/default/files/online_-_summer_start_-_curriculum_at_a_glance_2017.pdf)

Fall Start: [https://socialwork.rutgers.edu/sites/default/files/online\\_-\\_fall\\_start\\_-\\_curriculum\\_at\\_a\\_glance\\_2017.pdf](https://socialwork.rutgers.edu/sites/default/files/online_-_fall_start_-_curriculum_at_a_glance_2017.pdf)

#### Blended:

[https://socialwork.rutgers.edu/sites/default/files/blended\\_curriculum\\_at\\_a\\_glance\\_2017.pdf](https://socialwork.rutgers.edu/sites/default/files/blended_curriculum_at_a_glance_2017.pdf)

## Specializations

Specializations enhance and extend the generalist curriculum. A specialization focuses on advanced methods of social work practice by size and type of client system. Specializations are designed to develop greater depth in knowledge and skills building upon the generalist curriculum. Students may specialize in:

- Clinical Social Work (CSW)
- Management and Policy (MAP)

Students must select a specialization prior to entering the specialized curriculum. Both specializations require two advanced practice methods courses (6 credits) and 6 credits of advanced field instruction. The intensive weekend and 100% online program only offer a specialization in clinical social work.

### Clinical Social Work (CSW)

The specialization in Clinical Social Work prepares students to conceptualize, provide, and supervise the delivery of social work services to individuals, couples, families, and small groups. Emphasis is on developing competence in those helping processes used to prevent problems and to enhance, develop, and restore social functioning. Courses required for the specialization and which must be taken concurrently with a Clinical Social Work field education practicum are:

- 19:910:511 Clinical Social Work I (3)
- 19:910:512 Clinical Social Work II (3)

### Management and Policy (MAP)

The specialization in Management and Policy is designed to prepare social workers to perform administrative functions, as well as planning, organizing, and policy functions within organizations, communities, and in the larger society. Courses required for the specialization and which must be taken concurrently with a Management and Policy field education practicum are:

- 19:910:535 Management Practice and Theory (3)
- 19:910:536 Program and Strategic Planning (3)

## Field Education

The Master of Social Work program involves classroom and field instruction. Deemed by the Council on Social Work Education (CSWE) to be "the signature pedagogy" of social work, field education is the experience which prepares the learning social work student to become the practicing professional social worker. The CSWE requires that all master's students spend a

minimum number of hours in an approved field education placement. Students at the School of Social Work spend 1,125 hours in field instruction.

Field education provides experiential, practical learning for social work students. In field practicum, which is both an academic course for degree credit as well as an intern experience, students become socialized into the social work profession. They serve alongside professional social workers and are supervised by experienced field instructors. The Rutgers School of Social Work field education program is based upon educational policies and standards established by the Council on Social Work Education. The core professional competencies that the student acquires and demonstrates while working in field education are the evidence of her or his success.

Social work students intern at organizations throughout New Jersey, greater New York City, and greater Philadelphia. The 100% online program offers field placements across the country. While some sites may require some evening or weekend hours, field placement cannot be provided for evenings and weekends only. The field agencies with which Rutgers School of Social Work formally affiliates every year provide opportunities for students to train in child welfare, corrections, housing and homelessness issues, LGBTQ issues, community organization and development, domestic violence prevention and intervention, crisis intervention, behavioral health, aging, addictions, healthcare, agency management, veterans services, nonprofit finance, fundraising, strategic planning, policy analysis, human resources, nonprofit marketing and more.

A student's specialized field year placement provides opportunities to concentrate upon either clinical social work or management and policy. Field education faculty and liaisons bring years of experience and professional expertise to training students so that each student has a rich learning experience.

For more information on field education, please visit <https://socialwork.rutgers.edu/current-students/office-field-education>.

## **Certificate Programs**

Certificate programs are ideal ways for students to focus their studies on a particular area of interest. The School offers four Certificate programs to MSW students: Addiction Counselor Training (ACT), Aging and Health (A&H), Promoting Child and Adolescent Well-Being (ChAP), and Violence Against Women and Children (VAWC). These Certificate programs differ from Areas of Emphasis in that the former have firm requirements set by the School of Social Work while the latter have flexible requirements as defined by the student. While both Certificates and Areas of Emphasis will be noted on a transcript, Certificate program students also receive a hardcopy certificate. Please note the availability of certificate programs by program option below.

	ACT	A&H	VAWC	ChAP
MSW Traditional	√	√	√	√
MSW Blended		√	√	√
MSW 100% Online			√	
Postgrads	√			

The IW does not offer certificates due to its program structure.

Highlights of each Certificate program appear below. Information about each Certificate program’s application process, deadlines, and requirements may also be found on the School of Social Work website under the “Academics” tab.

### **Addiction Counselor Training (ACT) Certificate**

Dual-licensed clinicians (LCADC/LCSW or LPC) will be the clinical leaders in NJ. The ACT Certificate Program provides a six-course curriculum that covers all five domains and the educational hours needed for the CADC/LCADC. The program includes an advanced field placement in a DMHAS-approved agency in which the student is supervised for the MSW and LCADC. (ACT participants who already hold a clinical master’s degree may fulfill the experience hours Certificate requirement EITHER through their employment in a DMHAS-approved agency OR registering and paying for a supervised internship through the ACT program.)

ACT provides:

- All the required LCADC education hours in a 6-course curriculum
- Convenient hybrid course format that reduces in-class hours to 4 or 5 days per semester
- Courses on Fridays (New Brunswick) or Saturdays (Camden and Newark)
- For MSW students: advanced field placement at a DMHAS-approved treatment organization
- Preparation for the application process and licensing exams
- Individualized advising and specialized workshops while enrolled in the program
- Mentorship from dual-credentialed clinicians and other addiction professionals

The following are eligible to apply to ACT:

- Clinicians with a masters or doctorate in a counseling/mental health discipline who wish to earn their LCADC
- MSW students who wish to earn their LCADC education hours while taking the courses required for the MSW degree – students must be in the Clinical Social Work specialization.
- Incoming masters or doctoral students in other counseling disciplines wishing to earn their LCADC education hours while completing their degree

NOTE: ACT is unique among the Certificate programs in that MSW/ACT students may complete the ACT program as postgrads in the program if they complete their MSW degree first.

[Curriculum at a Glance for MSW/ACT students](#)

[Curriculum at a Glance for Advanced Standing MSW/ACT students](#)

[Curriculum at a Glance for ACT Postgrads](#)

For further information, please visit the ACT website at

<https://socialwork.rutgers.edu/academics/master-social-work-msw/addiction-counselor-training-act-certificate-program> .

For questions, email [ACT@ssw.rutgers.edu](mailto:ACT@ssw.rutgers.edu).

### **MSW Certificate in Aging and Health**

The Rutgers University School of Social Work Programs on Aging is committed to training and developing a gerontological workforce that is prepared to provide leadership and demonstrate excellence in meeting the challenges and maximizing the strengths of an aging population. Professionals with passion and skills in social work and aging are in high demand. The National Institute on Aging projects that by 2020, approximately 70,000 social workers with expertise in aging will be needed to serve the growing older adult population - nearly double the current pool. Moreover, the U.S. Department of Labor has projected that social work jobs in health will increase more quickly than in any other area of social work, in large part because of the aging of our population.

The **MSW Certificate in Aging and Health** provides optimum focus for the MSW student with an interest in working with aging populations. The Certificate is open to students enrolled in any traditional (on campus) MSW program (two-year, three-year, four year, or Advanced Standing) or the Blended MSW program. Students may take classes on any of the three Rutgers campuses (New Brunswick, Camden, and Newark) and be in either specialization (Clinical Social Work or Management and Policy).

The MSW Certificate in Aging and Health Program is embedded within the master's curriculum so that students are not required to complete any additional work beyond the credit requirements of the core MSW curriculum. Instead, the Certificate requires students to focus activities in the area of aging and health that fulfill the general requirements of the MSW curriculum. There are four courses, an advanced field placement in the area of aging and health, and attendance at one Interprofessional Educational (IPE) event required to earn the Certificate.

Certificate students who demonstrate exceptional promise as leaders in the field of aging are encouraged to apply for a **Fellowship in Aging**. This fellowship is tied to the student's advanced field placement and includes special mentoring, a student project which is presented toward

the end of the internship and is highlighted on the School of Social Work website, and a financial award of \$2,000.

Easy-to-follow Curriculums at a Glance are available for students in these MSW programs:

- [Traditional MSW/CSW specialization](#)
- [Traditional MSW/MAP specialization](#)
- [Advanced Standing CSW specialization](#)
- [Advanced Standing MAP specialization](#)
- [Blended MSW](#)

For further information, visit the Programs on Aging website at <https://socialwork.rutgers.edu/academics/master-social-work-msw/programs-aging>.

For questions, email [aging@ssw.rutgers.edu](mailto:aging@ssw.rutgers.edu).

### **Promoting Child and Adolescent Well-Being (ChAP) Certificate**

The Certificate in Promoting Child & Adolescent Well-Being Certificate prepares social work students to critique and implement developmentally-informed interventions with infants, children, and adolescents, regardless of their practice specialization and across a range of domains and systems.

#### Focus

Students either choose to focus their coursework and internship experience on a **single child-serving system, multiple systems, or a specific youth population**. Wherever they focus, they will develop and enhance skills to serve as change agents for children and adolescents in high risk environments.

Some of these area of focus are:

- Child welfare
- Children's mental health
- Education
- Juvenile justice
- Residential group homes
- Health facilities, and other areas

#### Coursework

MSW students take:

- One of two core certificate courses: ***Developmental Perspectives on Child Well-being or Adolescents at-Risk***

- Four advanced year courses, including one of two certificate courses
- A specialized field placement focused on child and youth settings
- Several approved electives focused on infants and toddlers, children, adolescents, and transition-age youth

#### Field Placement

Students also complete a two-semester field placement with guaranteed experience in a setting focused on at least one of the following areas:

- Infants
- Toddlers
- Pre-school
- Middle childhood,
- Pre-adolescents
- Adolescents
- Emerging adults/transition to adulthood

#### Service activity

Students participate in one service activity or enrichment event during each semester of the academic year. These events may include:

- Workshops
- Lectures
- Volunteer participation in a community event focused on promoting child and adolescent well-being

The certificate is now available to students enrolled in the traditional or the blended MSW programs.

For more information about applying, please email [childcertificate@ssw.rutgers.edu](mailto:childcertificate@ssw.rutgers.edu).

### **Violence Against Women and Children (VAWC) Certificate**

Through its Center on Violence Against Women and Children (VAWC), Rutgers School of Social Work offers a VAWC Certificate to MSW students. The certificate program offers students the opportunity to enhance their specialized year studies on issues of violence against women and children in order to be prepared to enter the field upon graduation.

#### **Requirements:**

Students in the certificate must fulfill the following academic requirements:

#### **VAWC coursework (12 credits)**

- Violence and Abuse in Adulthood OR Violence and Abuse in Childhood
- SWPS II: Violence Against Women and Children (Advanced Social Policy)

- Two electives related to violence against women and children, as approved by VAWC staff.

### **Advanced year field placement**

- Must be at a VAWC related placement that focuses on key areas related to violence against women and children, including prevention, practice, nonprofit management, and policy.
- Placement will be arranged in conjunction with the field office and VAWC.

A note about VAWC Field Placement:

Students accepted into the VAWC Certificate Program are provided a VAWC-relevant field placement (working in the areas of domestic violence, sexual violence, stalking, child abuse and neglect, and trafficking). Though every effort is made to link the interests of the students with their requested/suggested placements, it cannot be guaranteed that students will receive their top choice of agency or topic area.

Orientation:

Prior to the fall semester, there will be a mandatory orientation for all new VAWC Certificate students. Dates will be sent out well in advance of the event, but it is expected that all accepted students will attend. We offer one orientation session on each of the three campuses: New Brunswick, Newark, and Camden, and one for the online cohort.

For questions, email [vawcmsw@ssw.rutgers.edu](mailto:vawcmsw@ssw.rutgers.edu) or call 848-932-4396.

### **Certificate in Human Services Management**

Offered by the Network for Social Work management, the Human Services Management Certificate is a Certificate available only to MSW students in the MAP specialization. The Network for Social Work Management, an international membership organization for social workers, involving all levels of management and a diverse range of organizations. The Network is the *only* professional association in the United States dedicated to improving the quality of organizations by equipping managers to become effective “people-centered” leaders.

MAP students will be notified of the opportunity to receive the Human Services Management Certificate during their final semester of the MSW curriculum.

For further information, visit <https://socialworkmanager.org/>.

### **Areas of Emphasis**

While Certificate programs allow MSW students to focus their studies on a particular topic and earn recognition for this on their transcripts, these programs have an application process and are defined by the School of Social Work with specific course and field requirements. Areas of Emphasis focus on *student*-identified and *student*-driven topics, populations, or specializations.

Areas of Emphasis allow MSW students to define study areas that are not represented by Certificate programs and to develop their own individual, unique area of emphasis.

Areas of Emphasis are optional and should include at least three courses in the chosen subject and a pertinent field placement. The courses may include a combination of electives, distribution requirements, and a social policy course. Students may also opt to enroll in relevant graduate-level courses from another Rutgers University graduate/professional school. Students must seek prior approval from the School of Social Work's Office of Student Affairs for courses taken from other departments to ensure that these courses will be applied toward their MSW degree.

Individual Areas of Emphasis are not pre-approved. Students may wish to consult with their advisor to discuss a possible Area of Emphasis. Approval for or denial of an Area of Emphasis will be given in a student's final semester. Students will receive an email from the Associate Dean of Student Affairs with instructions and a form (Area of Emphasis Declaration Form) that must be completed and returned to the Office of Student Affairs by the noted deadline. Students will be notified whether their Area of Emphasis was approved or denied.

Students in a Certificate program are also welcome to identify an Area of Emphasis *if it is different from their Certificate subject*. For example, a student in the Aging and Health Certificate program would not be approved for an Area of Emphasis in gerontology, but could be approved for an Area of Emphasis in Global Social Work if the student could support this with relevant coursework and field experience.

### **Designated Emphasis Programs**

The following Areas of Emphasis have been pre-defined by the School of Social Work into Designated Emphasis Programs. Information about each program, including a list of courses that may be taken, is available by clicking the associated link:

- [Social Policy](#) – for MAP students only
- [Global Social Work](#)
- [Mental and Behavioral Health](#)
- [LISTA \(Latino/a Initiatives for Service, Training and Assessment\)](#)

### **Study Abroad Opportunities**

The School of Social Work has several study abroad programs that offer students outstanding opportunities to examine social welfare policy and social work practice in other countries, as well as develop a deeper understanding of another culture. Currently, the School of Social Work offers courses in China, Romania, India, Israel and Mexico.

Overviews of the programs appear below. For details, visit the School of Social Work website at <https://socialwork.rutgers.edu/academics/master-social-work-msw/study-abroad-programs-through-school-social-work> and the [Study Abroad](#) website.

### **China – summer session**

The aims of the course are to introduce students to the social welfare system in China, including the growing field of social work practice, and to examine social welfare issues and challenges China is now facing in response to its rapid economic development, strict one-child policy, and other issues.

Students will be enrolled in *Social Welfare Systems of China: Processes and Challenges*, an intensive two-week course worth 3 credits. The course will begin with an online pre-departure orientation and preliminary readings. The in-country instruction will be based at Renmin University of China in Beijing.

After the completion of the intensive course, students enrolled in the service learning practicum will stay in China for an additional two weeks of service placements. Past placements have included an under-resourced school of migrant children, a philanthropic organization, and a mental illness facility. Social Work students who complete the practicum will receive 70 hours of field education credit, which can be applied to School of Social Work Fall/Spring Field Education Hours.

### **Romania – summer session**

The School's study abroad program to Romania offers a unique opportunity for students to integrate classroom learning into practice through a service learning experience in a community-based organization while completing a semester of field credits (3 credits) for either Field I 19:910:508 (225 hours) or Field III 19:910:600 (337.5 hours). This 6 week block field placement during the summer will include 4 weeks in-country, one week pre-departure orientation, and one week post, re-integration week. The pre-departure hours will focus on orientation to a global perspective with particular attention to human rights and vulnerable populations, culture and norms, the specific placement setting, schedules and supervision, review of requirements for journal/process recordings and time sheets, developing a learning contract, and team-building for the student group. Students completing Field III requirements will also go over policy assignments. Post-trip hours will focus on re-integration, final course paper, and transfer of knowledge to future placements and practice.

Students who complete their field requirements in the summer are required to register for their appropriate practice course in the fall and utilize their summer field experience as the basis for assignments. They will not be required to complete a field placement in the fall. In the spring semester students will be assigned at a local field placement in order to complete their Field II 19:910:509 or Field IV 19:910:601 field requirements.

As part of their field experience students will engage in reflective seminars with Romanian social workers, students, and professors. Students will learn about the evolution and status of social work in Romania such as educational requirements, legislation, standards of practice, and regulations. Students will learn about the evolution of the public and private (non-profit) social services system in Romania from the post-Revolution years beginning in 1990 to present. There will be a specific focus on the establishment and growth of the non-profit sector and its role in the delivery of social services and the growth of democracy through advocacy and empowerment. European and global comparisons about social work and social services will be highlighted. Students will expand their conceptual frameworks and vocabulary to incorporate global standards and practices.

### **India – winter session**

Students on this program will examine how persons with severe mental illnesses can achieve recovery. Students will learn about the structural barriers to achieving mental health recovery, including poverty, violence, social exclusion, stigma, the intersections of class and caste, homelessness, and how these hamper or help individuals with severe mental illness. The course is designed to be experiential and comparative, exposing students in the field to real-life practices and challenges of caring for individuals with mental illness in India's poorest social strata.

#### **The Program**

- Study how poverty, social ecology, and culture affect mental healthcare delivery to a rapidly developing urban society.
- Learn about ways individuals achieve recovery from mental illness, and how these strategies and challenges differ from mental health practices in the United States.
- Experience life in the heart of one of India's bustling metropolises, from colonial history to the contemporary arts and culture.

#### **Your Host Country: Chennai, India**

Chennai, a former British military outpost, is a now large metropolis of over 4 million inhabitants on India's eastern coast. Tamil Nadu, the state of which Chennai is the capital, has numerous sites of cultural and historical interest, with settlements dating back to the Stone Age. Students will be exposed to the rich culture of Tamil Nadu during their visit.

#### **Academics**

This course is open to Master's and Doctoral-level students in the School of Social Work. Graduate level students with demonstrated interest in psychology, mental health services, area studies, or social development may also apply.

Coursework and field assignments will be overseen by professors from Rutgers as well as

experts from the Tata Institute of the Social Sciences/Banyan Academy of Leadership and Management (TISS-BALM).

### **Israel – winter session**

Concentrating on organizational and community issues in the human and social services and cultural diversity, the program will include field visits to governmental and non-governmental organizations in Beer Sheva, Arad, Eilat, and Jerusalem, among others.

Israel and New Jersey, while different in many respects, are similarly challenged to deal with the increasing diversity of their populations. This course will focus on the delivery of social services in Israel for a variety of age groups and needs. Attention will be given to the challenges presented by Israel's diverse ethnic, political, and religious populations. This study tour to Israel provides a cross-national experience that will promote analytical thinking among the participants, enabling them to identify and analyze common issues and themes.

### **Mexico – winter session**

This course provides students with the historical and current information on vulnerable populations in the Yucatán and the education and practice of social work in Mexico. The course of study and service learning will emphasize knowledge and skill-building in community engagement and development that is specific to social work practice in Mexico, specifically, and Latin America, more broadly.

The program is based at Universidad Autónoma de Yucatán in the city of Merida, the capital of the Yucatán.

# **ACADEMIC POLICIES AND PROCEDURES**

## **University Academic Integrity Policy**

This policy appears in section Community Standards, beginning on page 5. You may also view the policy in its entirety at the link below:

### **Rutgers University Academic Integrity Policy**

<http://academicintegrity.rutgers.edu/academic-integrity-policy/>

Effective September 1, 2013

## **Turnitin**

Academic Integrity is the cornerstone of any university and students must make the necessary efforts to adhere to academic integrity guidelines and prevent plagiarism and other violations by learning about proper citation, references, and college level research and writing. One tool that many Rutgers University faculty utilize to prevent and detect academic integrity violations is Turnitin. This internet-based plagiarism-prevention service was created by iParadigms, LLC, and first launched in 1997.

Faculty and instructors may require students to utilize Turnitin and the tool may be used in Sakai, eCollege and Canvas educational software platforms. Turnitin compares each document submitted with a database comprised of current and archived documents and commercial databases of journal articles and periodicals and student papers previously submitted to Turnitin. Turnitin allows faculty and instructors to review if there are any overlap items and how much of the submitted document may be from another source(s.)

If your faculty utilize Turnitin, be sure to familiarize yourself with the policies, procedures and guidelines provided by the faculty member.

## **Statistics Requirement**

Students are required to complete an introductory statistics course that covers descriptive and basic inferential statistical procedures before they begin the specialized curriculum.

## **Transfer of Credit**

Graduate courses successfully completed at another institution may be accepted for credit toward the Master of Social Work (MSW) degree, provided such courses are in areas of social work or are judged to be highly relevant to social work. A maximum of 21 transfer credits may

be granted to a candidate for the MSW degree at Rutgers. Approval of the Associate Dean for Student Affairs is required.

A minimum grade of B is required for transfer credit. Graduate courses for which transfer credit is sought must have been completed within the last six academic years in order to be considered. Admissions officers and student affairs staff review student transcripts and any identified coursework meeting criteria for transfer credits. Admitted students will be notified of transferrable credit prior to submission of the admission deposit, confirming enrollment. Other graduate credit that may be equivalent to coursework within the MSW program can also be considered by the Office of Student Affairs once the student has been admitted. Course syllabi are typically needed for evaluation of courses.

Academic credit for life experience and previous work experience will not be considered for transfer credit towards the MSW.

## **MSW Grades and Grading Scale**

### **Grading System**

Students in the School of Social Work are graded in each course at the end of each semester as follows:

#### MSW Grading Scale

A	92-100	4.0
B+	87-91	3.5
B	82-86	3.0
C+	77-81	2.5
C	70-76	2.0
F	0-69	0.0

The School does not assign the grades of D or D+ in its MSW courses nor are there any minus grades at the MSW level.

TF - Temporary grade - A TF is used for all incomplete and temporary grades. Temporary grades are given at the discretion of the instructor when the student is not able to complete the coursework requirements due to extenuating circumstances at the very end of the semester. If a student does not complete the course requirements, the grade will change to a F. Normally, students are provided with a maximum of two weeks after the semester ends to complete all course requirements.

W - Withdrawal - A W is applied to the student's transcript when a student officially drops a course or withdraws after the add/drop period through the first twelve (12) weeks of the semester. No course may be dropped after the twelfth (12<sup>th</sup>) week of the semester.

IN - Incomplete - The grade of Incomplete is only assigned to Field Education courses.

XF – Disciplinary Failure

## Required Grade Point Average

To qualify for graduation, a student must earn a total of 60 credits and maintain a cumulative grade-point average of 3.0 (B.)

## Accessing Grades and Transcripts

Students at Rutgers University can view their course grades, credits, and GPA online through the following methods. To view grades, students must know their Net ID and password and be registered for the current semester.

- Students may access grades using the myRutgers portal at <http://my.rutgers.edu>. They will need to log in first with their Net ID and password and then look in the "Academics" tab for grades.
- Students can also access this information through the Office of the Registrar's website at <http://nblogistrar.rutgers.edu/> by clicking on the "Graduate Students" tab and then on "View Grades and Transcripts."

Rutgers University Transcript and Verification Request Application allows all current and former Rutgers students to submit requests for official transcripts and verifications of enrollment online at <http://registrar.rutgers.edu>. The documents may be picked up in person at one of the registrar's offices or mailed to the address specified by the requester. Please allow 7-10 business days for delivery by mail, or five business days if you plan to pick up your transcript or verification of enrollment in person.

## Grade Grievance Policy and Procedures

Students from time to time have had grievances or complaints relative to their academic learning in class or in the field setting. There are two bases for grievances: faculty computational error or the faculty member is alleged to have been arbitrary or capricious.

### **Grade Grievance — Class**

1. A grade grievance may be initiated by the student meeting with his or her academic advisor. The grievance must be made within two weeks of the posting of the grade. The advisor and student should explore all possibilities for an understanding of and an informal resolution to the grievance.
2. The second step, if necessary, is for the student and the advisor to meet with the instructor within 10 working days of the filing of the grievance to discuss it and its possible resolution.
3. The third step, if necessary, is for the student to prepare and submit to the designated lead teacher a written statement of the grievance. This should include documentation for the grievance. The lead teacher will call a meeting to include the student, advisor, and instructor. The grievance is discussed and its possible resolution explored. The lead teacher will provide a written disposition to the student, the instructor, and the advisor within 10 working days, or two calendar weeks, of his or her assessment of the validity of the grievance.
4. Finally, if the student is unable to get a satisfactory response in step three, the student and his or her advisor may appeal to the Dean of the School within 10 working days for a final decision.

### **Grade Grievance — Fieldwork**

1. A grade grievance may be initiated by the student notifying his or her advisor and by submitting a letter outlining a basis of the grievance to the Associate Director of Field Education within two weeks of notification or posting of the grade. The Associate Director of Field Education will render a decision in writing whether or not to uphold the grade within two weeks of receipt of the grievance letter.
2. If the outcome of step one is not satisfactory to all involved parties, the student may appeal in writing to the Executive Director of Field Education. This appeal must be communicated in writing no later than one week after the student has received the letter from the Associate Director of Field Education. Within one week of receipt of this letter, the Executive Director will render a decision as to whether or not to uphold the grade.
3. If the outcome of step two is not satisfactory to all involved parties within one week of the determination of the Executive Director, the MSW Program Director will make a determination as to whether to uphold the grade within two weeks of receipt of the grievance letter. The MSW Program Director's decision is final and binding.

It is in the interest of all involved parties to resolve such situations as expeditiously as possible.

## **Academic Standing Policy**

Students are required to maintain a minimum cumulative grade-point average (GPA) of 3.0 each semester, which is also the minimum GPA required to graduate from the Master of Social Work program. Students must also meet any conditions imposed at the time of admission to remain in good academic standing.

### **Academic Difficulty**

Student GPAs are reviewed each semester by the Office of Student Affairs at the School of Social Work. A student is considered to be in academic difficulty and will be placed on academic probation if any of the following conditions apply:

1. The student has earned a semester GPA of less than a 3.0 and his or her cumulative GPA is 3.0 or better.
2. The student received an F in an elective course.
3. The student received an incomplete in fieldwork.
4. At any point during the semester, there is evidence of inadequate field performance.

The associate dean for student affairs will notify both the student and the student's academic advisor regarding the student's academic probationary status.

### **Academic Jeopardy**

Students are required to maintain a minimum cumulative GPA of 3.0 each semester. A minimum 3.0 cumulative GPA is also required to graduate from the Master of Social Work program.

A student is considered to be in academic jeopardy and will not be permitted to continue at the School of Social Work, if at the conclusion of any given semester, any of the following conditions apply:

1. The student has a cumulative GPA of less than 3.0.
2. The student has a semester GPA of less than 2.49.
3. The student received a grade of F in a required course.
4. The student received a grade of F in fieldwork.

A student in academic jeopardy will be notified in writing by the Associate Dean for Student Affairs. A copy of the notice will also be sent to the student's academic advisor and the Associate Dean for Academic Affairs.

A student in academic jeopardy is automatically dismissed but may appeal the dismissal in writing to the Associate Dean for Academic Affairs within two calendar weeks of the notification of dismissal.

The student must address the reason(s) for the low GPA or failing grade and develop a specific written plan to resolve the problem. The student should meet with an academic advisor to develop and review this academic plan.

The Associate Dean for Academic Affairs will review the student's written statements and academic plan, and the student will be notified in writing within two weeks of the date that the Associate Dean receives the written appeal.

If a student is not satisfied with the Associate Dean's decision, the student may appeal to the Dean of the School of Social Work in writing within two weeks of receipt of the Associate Dean's decision. The Dean will notify the student in writing within two weeks of the date that the Dean receives the student's written appeal. The decisions of the Dean are final.

## **Class Cancellation**

It is the general policy of the University not to cancel classes because of inclement weather. However, because of the occasional hazards of night driving in the winter, exceptions may be made for evening classes, and under exceptionally hazardous conditions, exceptions may be made for daytime classes.

Announcements concerning campus status will be made over the following stations: WRNJ (1510 AM), WCTC (1450 AM), WCBS (880 AM), WINS (1010 AM), WKXW (101.5 FM), WRSU (88.7 FM), and NEWS12 (cable). Additionally, information will be available through RU-TV's Rutgers info channel 3, the Rutgers University–New Brunswick operating status page at <http://newbrunswick.rutgers.edu/about/operating-status>, the Rutgers University–Camden operating status page at <http://www.camden.rutgers.edu/page/weather-and-emergency-information>, the Rutgers University–Newark operating status page at <https://www.newark.rutgers.edu/weather-and-campus-operating-status>, and from Rutgers Campus Information Services at 848-445-INFO (4636).

Arrangements for makeup work are announced by individual instructors.

## **Religious Holiday Policy**

It is University policy (University Regulation on Attendance, Book 2, 2.47B, formerly 60.14f) to excuse without penalty students who are absent from class because of religious observance, and to allow the make-up of work missed because of such absence. Examinations and special required out-of-class activities shall ordinarily not be scheduled on those days when religiously observant students refrain from participating in secular activities. Absences for reasons of religious obligation shall not be counted for purposes of reporting.

Students are advised to provide timely notification to instructors about necessary absences for religious observances and are responsible for making up the work or exams according to an agreed-upon schedule.

<https://scheduling.rutgers.edu/scheduling/religious-holiday-policy>

## **Time Limits for Degree**

Time limits - from matriculation to completion of requirements - to earn the MSW degree are as follows:

Once matriculated, MSW students must complete the degree within four academic years, excluding approved leaves of absences.

## **Leave of Absence**

All matriculated MSW candidates must register each fall and spring semester until earning their degree. Students considering a leave of absence should review their decisions and plans to complete their coursework with their academic advisor.

A request for a leave of absence must be made in writing to the Office of Student Affairs ([studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu)). Once approved, the student will be registered during the established registration period for 19:910:800 Matriculation Continued (0 credits). Students pay a fee each semester while on approved leave. Matriculation continued status is available only to students who are not present on campus and not using faculty time or university research facilities. Leaves of absence may not extend beyond two regular semesters. Students who do not formally resume studies after two semesters of approved leave must apply for readmission through the Office of Graduate and Professional Admissions.

Students must successfully complete at least one semester of coursework to be eligible for a leave of absence. New students have the option to defer their admission.

Students on leave who pay the matriculation continued fee maintain their matriculated status, RU email address, and continue to receive emails from the University and the School of Social Work. Students on a leave are able to register for the following semester at the same time as other matriculated students.

Courses and credits attained by a student at another academic program or institution during a leave of absence from the School of Social Work will not be considered for transfer of credit towards their MSW degree.

## **Withdrawal**

A graduate student who wishes to withdraw from all courses does so by submitting a written notice to the School of Social Work's Office of Student Affairs in New Brunswick. A student who leaves the University without officially withdrawing receives a failing grade in each course. The date on which the Office of Student Affairs receives the written notice governs the academic and financial consequences of withdrawal. Written notices should be sent to [studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu).

The privilege of official withdrawal is not granted after the 12th week of the semester; students who leave school during this period are still considered officially enrolled and will receive final grades for the semester.

It is the student's responsibility to reference the registrar's graduate calendar for withdrawal dates, deadlines, and refund information.

Please note that notification to the instructor or field education office(s) does not fulfill the student's obligation to communicate directly and in writing with the School of Social Work's Office of Student Affairs in New Brunswick in all matters pertaining to changes in registration and withdrawal.

## **Auditing Classes**

Auditing a class at the School of Social Work is not permitted.

## **Options – Elective Courses**

Students enrolled in the School of Social Work may register for a course offered by another unit of the University, with the approval of the Associate Dean for Student Affairs. Additional approvals may be required. Courses taken at another unit of the University will count as electives. Courses must be graduate level for the course to be applied toward the Master of Social Work degree. To register, use the online schedule of classes at <http://registrar.rutgers.edu>.

## **Evaluation of Courses and Faculty**

The Student Instructional Rating Survey (SIRS) is a University-wide survey of students for their comments about their experiences in the classroom. The results are used by the individual instructors, departments, the School and the University for the assessment and improvement of teaching.

Students are expected to complete course evaluation surveys. The online course evaluation system provides security and confidentiality. When the course evaluation survey is launched for a semester, students will be contacted through email.

# **STUDENT SUPPORT SERVICES**

## **School of Social Work Office of Student Affairs**

The Office of Student Affairs assists MSW students in the School of Social Work to ensure that they have an efficient and productive experience. To facilitate that goal, we offer:

- New Student Orientations
- Support for Registration
- Academic Advising
- Career Events
- Licensing Information
- Graduation/Convocation

### **Mission Statement**

The Office of Student Affairs at the School of Social Work assists and collaborates with MSW students, faculty and university departments to provide a supportive and inclusive learning environment that fosters student success, professionalism, and ethical behavior from initial contact through program completion.

Therefore, the Office of Student Affairs is committed to:

- Value every prospective and current student by acknowledging and respecting individuality, potential, culture, and diversity
- Provide high quality, interactive, and personalized administrative support and academic advising
- Respond in a timely and appropriate manner to questions and concerns regarding admissions, student records, registration, course curriculum and enrollment management as well as the School's policies and procedures
- Develop and maintain accurate student records
- Support faculty to promote positive student outcomes
- Model professional behavior that encourages students to become responsible and ethical social workers and community members

- Connect students with campus resources and provide guidance for navigating University departments, policies, and procedures
- Develop programs and events for students that enhance learning and professional development outside the classroom
- Provide accurate and relevant information regarding social work licensing processes for current students and alumni
- Coordinate and facilitate informative, welcoming, and celebratory events for the School of Social Work including orientations and convocation

## **Advisors**

The School of Social Work embraces an adult learner model of advising, where advising sessions or contact is usually scheduled and initiated by the graduate student. Advisors assist students with developing a course sequence that will allow them to complete the MSW program and graduate in a timely manner. Students may consult with their advisor about program requirements, specialization, career options, and extenuating circumstances that might impede their progress in the program. Advisors also assist students with interpreting the academic policies and regulations of the School of Social Work, but ultimately each student is responsible for understanding and meeting MSW program requirements. Students are not required to contact their academic advisors, but they are encouraged to do so at any time during their matriculation. Advisors are available in person or via email and telephone.

## **International Students**

The Center for Global Services coordinates cultural programs and immigration-related services for approximately 3000 international students, scholars, faculty, and their dependents, and serves the broader campus community in an administrative and advisory capacity. The Center's mission is to provide quality and timely services, to demystify federal immigration regulations as much as possible for the university constituencies and to assist members of the campus' international community in the cultural adjustment process.

### **Curricular Practical Training (CPT) Form**

International Students on an F1 Student Visa are required to have appropriate work authorization for practical training to undertake any off-campus employment. A Curricular Practical Training (CPT) authorization is available to students whose academic programs require or give degree credit for internships or work experience including the School of Social Work's required field education practicum.

All periods of practical training must be authorized; students must attend a workshop at the Center for Global Services to obtain specific instructions on applying for authorization. Attending the appropriate workshop is mandatory before meeting with the Center's advisor for review and submission of the application. It is very important that students plan ahead for these applications and take into consideration the processing timelines as the Center will not accept last minute applications.

Students should contact the Center with questions. Each international student will be assigned international student advisor.

### **New Brunswick**

Center for Global Services <https://global.rutgers.edu/>

848-932-7015

Email: [globalservices@gaiacenters.rutgers.edu](mailto:globalservices@gaiacenters.rutgers.edu)

### **Newark**

Office of International Student and Scholar Services (OISS) <http://www.ncas.rutgers.edu/oiss>

973-353-1427

Email: [oiss@andromeda.rutgers.edu](mailto:oiss@andromeda.rutgers.edu)

### **Camden**

Office of International Students <http://ois.camden.rutgers.edu/>

856-225-6832

Email: [ois@camden.rutgers.edu](mailto:ois@camden.rutgers.edu)

## **Veteran Services**

### **Office of Veteran and Military Programs and Services (OVMPS)**

The Office of Veteran and Military Programs and Services (OVMPS) at the University is dedicated to ensuring a smooth transition and supportive environment for our students who have served in the United States Armed Forces, and their families, throughout their college careers. The OVMPS collaborates with departments across the University and design programs to assist our students succeed in their academic pursuits.

Rutgers University is committed to assisting students who have served in the United States Armed Forces and their families. Each campus has a dedicated staff.

### **New Brunswick**

Veterans House

Office of Veteran and Military Programs and Services

14 Lafayette Street

New Brunswick, NJ 08901

Phone: 848.932.VETS (8387)

Contact form: <https://veterans.rutgers.edu/contact-us>  
<https://veterans.rutgers.edu>

### **Camden**

Veterans Services  
Campus Center  
326 Penn Street  
Room 301  
Camden, NJ 08102  
(856)225-2791

Email: [frdavis@camden.rutgers.edu](mailto:frdavis@camden.rutgers.edu)  
<http://veterans.camden.rutgers.edu>

### **Newark**

Veteran Affairs  
Coordinator of ADA Services and Academic Support  
Robeson Campus Center, Room 316A  
350 Martin Luther King Jr. Boulevard  
Newark, NJ 07102

Phone: 973-353-5515

<http://www.newark.rutgers.edu/resources-student-veterans>

## **Disability Services**

The University's Office of Disability Services (ODS) is dedicated to the philosophy that all Rutgers University students are assured equal opportunity, access and participation in the University's courses, programs, activities, services and facilities.

In order to receive any kind of disability related accommodations, the student must contact the Office of Disability Services. Accommodations may only be granted by the Office of Disability Services. Accommodations cannot be provided by individual faculty members and instructors. After being admitted to the MSW program, it is in the student's best interest to contact ODS as soon as possible to allow time for reasonable accommodations to be made prior to the start of the semester. Accommodations for disabilities must be set up prior to the beginning of the semester as they cannot be applied retroactively.

Students with a documented disability should visit the ODS website for instructions on applying for reasonable accommodations and services through the University. This site will include contact information for offices on all three campuses. <https://ods.rutgers.edu/>

## Tuition and Fees

Tuition and fees are established each academic year in July by the Rutgers University Board of Governors.

The rates for the 2017-2018 academic year may be viewed by selecting *New Brunswick Campus Graduate Students* on the Office of Student Accounting website at <http://studentabc.rutgers.edu/tuition-and-fees>. Refer to the [Office of Student Accounting, Billing, and Cashiering's](#) website for more information and applicable program fees. A subset of this chart appears below.

2017-2018 Tuition and Fees by Semester  
School of Social Work – New Brunswick Campus

	Full Time Students
Tuition–NJ Resident (12 credits or more)	\$8,424.00
Tuition–Out of State Resident (12 credits or more)	\$14,328.00
	Part Time Students
Tuition–per credit, NJ Resident	\$702.00
Tuition–per credit, Out of State Resident	\$1,194.00
	100% Online Student
Tuition–per credit, NJ or Out of State Resident	900.00

You may also estimate the total cost of attendance by using the *Cost of Attendance Estimator* at <http://studentabc.rutgers.edu/estimator>. Be sure to select New Brunswick as the campus since the MSW program is based in New Brunswick and all MSW students are considered New Brunswick students regardless of where the student attends classes except for the 100% Online students.

## Tuition Waiver Program and Tuition Remission Employee Benefits

### Unemployed Workers Tuition Waiver Program

Rutgers University is a participating institution in the New Jersey Unemployed Workers Tuition Waiver Program and will act in accordance with State law and regulation, N.J.S.A. 18A:64-13.1 et seq and N.J.A.C. 12:23-8.1 et seq, which set forth conditions under which unemployed persons may enroll in a course of instruction at a public college or university in New Jersey,

without payment of tuition or general student fees. This will be part of a job training program detailed in an individual Employability Development Plan approved by a One-Stop Career Center within the New Jersey Department of Labor and Workforce Development.

Students who have been approved to participate in the Qualified Unemployed Workers Tuition Waiver Program are required to submit a separate tuition waiver application prior to each semester or each session of the summer/winter term and the application must be submitted at least five (5) business days before the start of classes. Also, students are required to apply for financial aid (regardless of eligibility status). Students must present the appropriate certification, with original signatures, from the One-Stop Career Center. Such certification, must be received by the Office of the Graduate Registrar no less than five (5) business days prior to the start of classes for the semester or session of the summer/winter term.

Students in the tuition waiver program may register for courses only during the add/drop period beginning with the third day of classes in the fall or spring semester or the first day of classes in a session of the summer/winter term. Applicants are not assessed late fees based on the date required for registration under the program. Stop points may not be exceeded for tuition waiver purposes and students cannot be added to closed courses even with special permission numbers.

Students can use unemployment tuition waiver benefits for all MSW programs except the 100% Online program.

### **Tuition Remission for Eligible University Employees**

Students who are a regularly appointed full-time faculty or staff member at Rutgers University may qualify for tuition remission as long they meet certain eligibility requirements. Students should visit the Human Resources website at <http://uhr.rutgers.edu/> for more information about tuition remission eligibility and benefits or to get a copy of the Tuition Remission Application form. Employees who are eligible for tuition remission must complete a Tuition Remission Application (Form RT 101) each semester and submit this form to the Cashier's Office with their term bill. Students should pay their fees and other charges on their term bill. Tuition is paid in full or at 50%, depending on the student's salary (if staff) or rank (if faculty member).

Students can use tuition remission benefits for all MSW programs except for the 100% Online program.

### **Scholarships**

The School of Social Work offers a number of scholarships for its students. Students are notified by the Office of Student Affairs at the School of Social Work as applications are made available in the summer. Students must complete a Federal Application for Federal Student Aid (FAFSA)

and a short application to be eligible for scholarships. International students are not required to submit a FAFSA.

Scholarships are awarded on a combination of merit and need. All MSW students are eligible to apply for scholarships regardless of specific MSW Program and this includes students who have received a scholarship in previous academic years.

## **Research and Graduate Assistantships**

More than 75 research assistantships are available each year across all three campuses and allow students to work closely with social work faculty or a department at the School. Students are notified by the Office of Student Affairs at the School of Social Work early in the fall semester about available research and graduate assistantships.

Selected students work for approximately six (6) hours per week for \$15/hour. The research assistantships include not only a weekly income but also provide professional opportunities to engage directly with faculty who are conducting cutting-edge research, writing grants, or implementing new programs at the School.

## **University Office of Financial Aid and Student Accounting Office**

### **Office of Financial Aid**

Providing the highest quality service to students in pursuit of their academic goals, the Office of Financial Aid is committed to assisting students and families in planning for and meeting expenses associated with attendance at the university through different types of loans and tuition payment plans.

A majority of graduate students at the university receive financial aid. The amount of support each student receives depends, in part, upon the availability of funds. To apply for student aid, students must complete the Free Application for Federal Student Aid (FAFSA) which is available online at <http://www.fafsa.ed.gov>.

For additional information, all MSW students should contact the New Brunswick Rutgers Office of Financial Aid regardless of what campus they plan to take their courses.

Office of Financial Aid  
620 George Street  
New Brunswick, NJ 08901-1175  
Phone: 848-932-7057  
Fax: 732-932-7385  
<http://studentaid.rutgers.edu>

## **Student Accounting Office**

The Student Accounting, Billing, and Cashiering Office ensures the proper billing of your student account and provides professional, prompt, courteous service to resolve financial problems on an individual basis. This office manages the charges and credits on your account including tuition, fees, housing, dining, miscellaneous fees, payments, financial aid credits, and tuition remission for University employees for every semester that students attend Rutgers. This office is responsible for all types of student bill payments and the distribution of student financial aid refund checks. The staff tracks student financial status, which includes tuition, fee charges, and credits; handles problems that arise with student accounts; administers partial payment plans; sends billing reminder notices; coordinates exit counseling; and collects Perkins loans, institutional loans, emergency loans, and all delinquent receivable accounts.

The department is sometimes referred to as the Bursar's Office, the Campus Business Office, or the Cashier's Office. For questions, MSW students should visit the Student Accounting website at <http://studentabc.rutgers.edu/> or contact the New Brunswick Office of Student Accounting (even if taking courses at another Rutgers campus) at:

Records Hall  
620 George Street  
New Brunswick, NJ 08901-1175  
Phone: 848-932-2254  
Fax: 732-932-1893

## **Registration Policies, Procedures and the Registrar**

### **Student Registration Support**

All matriculated students will receive an email notification from the Office of Student Affairs regarding registration dates and deadlines. Students should reach out to their academic advisor with questions regarding course selection and sequencing. Students are only eligible to register for courses that are open and if they meet all the course prerequisites. Special permission numbers will not be given to students to register for sections that are already closed and/or to override prerequisites. There are no exceptions to these rules.

### **Student Registration Process**

Students register for courses online through the University's Web Registration System (WEBREG) at <https://sims.rutgers.edu/webreg/>. The School will notify students with the date when web registration begins and students are encouraged to register as early as possible for planning and scheduling purposes. The School of Social Work classes tend to fill very quickly.

Once registered students can view their schedule online and use this system to change registration, if necessary.

Students log into the WEBREG using their NetID and password OR their RUID and Personal Access Code (PAC). The PAC number is a 4-digit number composed of the student's birth date and month. For example, if your birthday is January 1<sup>st</sup> then your PAC number is 0101.

The full list of course offerings are available on the University's Schedule of Classes at <http://sis.rutgers.edu/soc/>. Students can use the WEBREG's Course Lookup system to search for and register for classes. The WEBREG system also gives students the option to input the course Index number(s). This five-digit number is listed for each course section on the University's Schedule of Classes.

Students should email ([studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu)) or call (848-932-7520 ext. 3) the Office of Student Affairs if they are having technical difficulties registering for courses.

## Summer and Winter Sessions

The School offers courses through the University's Summer and Winter Sessions. Most MSW program options do not require students to take courses in the Summer and Winter Sessions. However, doing so may assist in staying on track for the degree and lighten the course load in a regular semester. Students may discuss this option with their academic advisors.

\* Certain MSW programs including Traditional Advanced Standing, 100% Online and Blended and Intensive Weekend do require summer session courses that are not optional.

Students who take summer or winter graduate social work courses must go to the appropriate Summer or Winter Session University website for more information regarding tuition and fees as well as important dates and deadlines. The School of Social Work adheres to the withdrawal and refund policies indicated on the Summer and Winter Session University websites. Students are expected to review these important withdrawal and refund deadlines and policies if they register for summer or winter courses.

Students who have questions about summer and winter courses including withdrawal and refund policies can contact the Office of Student Affairs at [studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu) or by calling at 848-932-7520 ext. 3.

## Computing Services

### Office of Information Technology

The Office of Information Technology (OIT) provides excellence in information technology support and service. All MSW students, regardless of campus where classes are being taken, should contact the New Brunswick help desk for general questions (e.g., NetID activation, passwords, or management of University email accounts). Students should contact campus-specific help desks for campus-related IT issues (e.g., wi-fi access in a building or computer lab problems).

#### New Brunswick

848-445-HELP (4357)

Email: [help@oit.rutgers.edu](mailto:help@oit.rutgers.edu).

<https://oit-nb.rutgers.edu/>

#### Newark

973-353-5083

Email: [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu)

<http://ncs.newark.rutgers.edu/>

#### Camden

856-225-6274

Email: [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu)

<http://oit.camden.rutgers.edu/>

## Online Courses and Technical Support

The University uses learning management systems to deliver fully online and hybrid (a combination of online and in-class) courses, and to supplement traditional on-campus courses. The School of Social Work uses Sakai, a tool run at Rutgers by the Office of Instructional and Research Technology, and CANVAS, supported by the Rutgers University Center for Online and Hybrid Learning.

All University courses that are fully online are subject to a \$100 online fee per course. This fee is not applied to hybrid courses or traditional on-campus courses that use CANVAS or Sakai.

#### Sakai

Students log in to Sakai with their Net ID and password by going to

<https://sakai.rutgers.edu/portal>. Students who need technical assistance can contact

[sakai@rutgers.edu](mailto:sakai@rutgers.edu) or 848-445-8721. Sakai Help Desk representatives are available Monday through Friday 8:00 AM-6:00 PM.

## Canvas

Students log in to Canvas with their Net ID and password by going to <https://onlinelearning.rutgers.edu/canvas>. Students who need technical assistance with Canvas can contact [help@Canvas.rutgers.edu](mailto:help@Canvas.rutgers.edu) or the Online Learning Help Desk at 877-361-1134. The Help Desk is available 24 hours a day and 7 days a week.

## Writing Support Services

The Rutgers Writing Program provides instruction to assist students in developing the critical thinking and writing skills that are highly valued at the University.

### New Brunswick

Rutgers Academic Building  
17 Seminary Place, Room 1125  
Shawn Taylor 848-932-1662  
[sktaylor@rutgers.edu](mailto:sktaylor@rutgers.edu)

### Newark

Writing Center  
Conklin Hall, Room 126  
973-353-5847  
[nwc@andromeda.rutgers.edu](mailto:nwc@andromeda.rutgers.edu)

### Camden

Center for Learning and  
Student Success  
231 Armitage Hall  
856-225-6442  
[rclc@camden.rutgers.edu](mailto:rclc@camden.rutgers.edu)

## Books and the Rutgers University Bookstores

The books you will need for your classes can be viewed by going to the Rutgers Bookstores' websites. If your section is not listed or the books are not listed, then we suggest attending class to hear what the instructor has to say about books. You are not expected to have read the books by the first week of classes. Although you can order and/or buy the books ahead of time, there is no inherent disadvantage to waiting until the first week of classes to obtain your books.

It is not necessary to contact your faculty/instructors to get the information about books before classes begin.

Links to the respective RU Bookstores:

New Brunswick:

<http://rutgers.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=58552&catalogId=10001&langId=-1>

Newark:

<http://newark-rutgers.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=30058&catalogId=10001&langId=-1>

Camden:

<http://universitydistrict.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&langId=-1&storeId=65132>

Note: Unfortunately, it appears that students who receive “book refunds” through their student loans packaged through the New Brunswick Office of Financial Aid are only able to use these “refunds” at the New Brunswick Bookstore. We have been trying to rectify this to allow students to use these monies at the Newark and/or Camden bookstores but, at this point, we have been unsuccessful.

## **Libraries**

Library faculty at Rutgers University Libraries partner with academic faculty and staff to support and enrich the instructional, research, and public service missions of the University. At Rutgers University, librarians manage state of the art print and digital collections and provide exceptional research and information services to members of the Rutgers community and the state of New Jersey. The responsibilities of Rutgers University librarians are manifold: advancing faculty and student research and learning, providing formal and informal instruction, purchasing and organizing library collections, and facilitating access to library resources and services. Library faculty pursue scholarly research in librarianship and other fields and seek opportunities for service to the profession, as well as to Rutgers University libraries, all Rutgers University campuses, the state of New Jersey, and beyond.

### **Social Work Research Guide**

<http://libguides.rutgers.edu/socialwork>

This is a guide to selected Social Work resources available in the Libraries collections and on the Internet. It also includes tips on how to search for scholarly materials and lists resources that can help you organize and document your research.

### **Other Social Work LibGuides**

Start at the library home page <http://www.libraries.rutgers.edu> and select “FIND” from the top red navigation bar. Now select “Research Guides” from the list and click “Social Work” on the Guide menu.

The following librarians are especially knowledgeable in the area of social work; feel free to contact them with questions:

Karen Hartman  
Social Work Subject Specialist  
Alexander Library  
169 College Avenue  
New Brunswick, N.J.  
848-932-6104  
[karen.hartman@rutgers.edu](mailto:karen.hartman@rutgers.edu)

Natalie Borisovets  
John Cotton Dana Library  
185 University Avenue  
Newark, N.J.  
973-353-5909  
[natalieb@rutgers.edu](mailto:natalieb@rutgers.edu)

Vibiana Cvetkovic  
Paul Robeson Library  
300 North 4th Street  
Camden, NJ 08102  
856-225-2832  
[vibiana.cvetkovic@rutgers.edu](mailto:vibiana.cvetkovic@rutgers.edu)

## **Counseling Services**

Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services (CAPS) was created in September 2006 by joining the major mental health services on campus into one organization, as part of the Rutgers Health Service. CAPS now includes Counseling Services, Alcohol and Other Drug Assistance Program (ADAP) and Psychiatric Services. CAPS is dedicated to serving the students and faculty at Rutgers in New Brunswick by providing comprehensive mental health services to the campus community. CAPS strives to provide services that are designed to help students reach and maintain a positive, productive university experience, ranging from various counseling services, educational and preventive initiatives, training programs, outreach and consultation activities, and to provide guidance on how to contribute to a caring healthy community. Their office offers group, individual counseling, or a referral to another community resource.

### **CAPS Services for Graduate Students**

Roughly 27% of CAPS contacts per year are with graduate students. Graduate students develop a unique plan for their care in partnership with a mental health professional. This plan is dependent upon each student's clinical need, personal requirements, resources and history of care.

**New Brunswick**

Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services (CAPS)

848-932-7884

<http://rhscaps.rutgers.edu/home-2/>

**Newark**

Counseling Center

973-353-5805

<http://counseling.newark.rutgers.edu/>

**Camden**

Psychological Services

856-225-6005

[http://healthservices.camden.rutgers.edu/psych\\_counseling](http://healthservices.camden.rutgers.edu/psych_counseling)

**Rutgers Health Services**

Rutgers Health Services is dedicated to health for the whole student body, mind, and spirit. It accomplishes this through a staff of qualified clinicians and support staff. The Rutgers Health Services offers a full range of services including medical and pharmacy can be viewed on their website – see campus specific information below. Students should also visit these websites for more information about required immunizations or immunization forms.

**New Brunswick**

848-932-7402

<http://health.rutgers.edu/>

**Newark**

973-353-5231

<http://health.newark.rutgers.edu/>

**Camden**

856-225-6005

<http://healthservices.camden.rutgers.edu/>

**Health Insurance**

It is mandatory for all full-time graduate students to enroll in the University student health insurance or waive out of the University health insurance plan each semester. Graduate students enrolled for nine (9) credits or more are considered full-time status. Students registered for fewer than 9 credits per semester may be eligible for health insurance through the University. Students should consult with their advisor and [University Health Insurance](#) personnel.

The Student Health Insurance premium is added to your Rutgers term bill each semester once you are registered for full-time credits. Students are automatically enrolled after the deadline in the Student Health Insurance Plan unless comparable coverage is provided. Students must waive online before the deadline or they will be charged for the University health insurance plan. When you access your term bill for the first time each semester, in the pop up window, you will select whether you intend to waive or enroll. This only indicates your intention. The enrollment or waiver process is still incomplete. You must complete the waiver or enrollment form online at [www.universityhealthplans.com](http://www.universityhealthplans.com).

When your waiver or enrollment form has been successfully submitted, you will see a confirmation number and receive an email to your Rutgers University email within 24 hours. If you do not receive the confirmation email, your form may not have been submitted and you should contact the Student Health Insurance Plans administered by United Healthcare Student Resources (UHCSR). Their office can answer questions regarding enrolling or waiving insurance.

Students can visit the website listed above or call 800-437-6448. Students can also contact the University Office of Student Health Insurance at 848-932-8285. Please leave your Rutgers ID#, name, phone number and a brief message or send an email inquiry to [insure@rutgers.edu](mailto:insure@rutgers.edu).

## **Rutgers University Student Identification Cards**

New graduate students may obtain a Rutgers University student identification card. The RUconnection ID Card is the official photo identification card issued to faculty, staff, students, and guests on all Rutgers University campuses. This unified photo ID card serves as the primary form of identity verification throughout the university and is available through RUconnection ID Card Services. Please visit the website at <http://ruconnection.rutgers.edu/> for information regarding locations, hours of operation, card benefits, and replacing lost or stolen cards. Note that ID cards can be obtained only after registering for courses.

Online students are issued an identification letter in place of a regular student ID card. This letter is generated by COHLIT (**Center for Online and Hybrid Learning and Instructional Technologies**) at the start of each term.

## **Rutgers Net ID and Email Address**

### **Rutgers University Email Account**

All students at the School of Social Work are required to have an active University email account. The School will only use emails registered with the University to communicate with students.

Students must set up their official email account and list their delivery email address(es) through the NET ID Management and Service Activation website - <https://netid.rutgers.edu>.

### **Official University Email Address**

This is also known as a student's "personalized", "alias" or "vanity" email address that ends with @rutgers.edu. It is the address that is viewable and associated with your University student records. However, students do not log into this account to read emails. They must log into their delivery email address(es) to view email messages.

### **Delivery Email Address(es)**

These are the email account(s) where students can check and read their email messages. Students can have up to three delivery email addresses but they are required to list at least one. All communication sent to your official email address will be delivered to all email accounts listed as your delivery email addresses.

The University does not guarantee mail delivery to students who forward their mail outside of Rutgers (e.g.: to gmail, yahoo, or other personal email accounts). The School strongly suggest that students do not forward their University emails to a personal email addresses. Emails appearing to be spam will not be forwarded to non-Rutgers delivery addresses.

Students will be held responsible for the instructions, deadlines, and other important information the School sends via email. It is highly recommended that student use their University student email listed as @scarletmail.rutgers.edu as one of their delivery addresses and check that email account on a regular basis. It is imperative to a student's good academic standing that they comply with this directive.

The School of Social Work requires that students read their emails regularly at <http://scarletmail.rutgers.edu>

### **Rutgers Office of Information Technology (OIT)**

Students who have questions or need technical assistance with their NetID, password, or email should contact the Computing Help Desk on your campus:

Camden Campus: 856-225-6274 [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu)

New Brunswick Campus: 848-445-HELP (4357) [help@oit.rutgers.edu](mailto:help@oit.rutgers.edu)

Newark Campus: 973-353-5083. [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu)

## Housing and Residence Life

The University Office of Housing and Residence Life supports the mission of the University by fostering the creation of safe, comfortable, and inclusive residential communities which are conducive to student development. These student-centered communities provide a sense of belonging and teach students to be independent, responsible citizens who value the worth and dignity of all.

Residence Life values excellence, integrity, and innovation and strives to treat all students fairly, with respect and compassion. Their offices work to provide all students with an educational, quality residential experience which meets their needs and interests. Students can also inquire about off-campus housing options.

### **New Brunswick**

848-932-4371

Email: [resident@rutgers.edu](mailto:resident@rutgers.edu)

<http://ruoncampus.rutgers.edu/>

### **Newark**

973-353-1037

<https://housing.newark.rutgers.edu/>

### **Camden**

856-225-6471

Email: [housing@camden.rutgers.edu](mailto:housing@camden.rutgers.edu)

<http://housing.camden.rutgers.edu/>

## Parking and Transportation Services

Department of Transportation Services (DOTS) is committed to providing all members of the Rutgers community with the best possible solutions for getting around campus safely and easily. The University maintains various parking facilities including permit-controlled lots and decks, metered parking spaces, access-controlled lots, and restricted assigned lots.

Transportation to, from, and on campus includes campus transit and shuttle services, walking and bike paths, and public transportation services.

Students who need to park in university parking areas must obtain a permit. The parking permit you will receive and the respective fee is determined by your affiliation as a student and your time spent on campus (i.e. commuter, resident, night commuter, temporary employee, faculty/staff). Based on the parking permit you have, as well as the assignment on your hangtag, there are parking lots that you may park in at designated times.

Links to information that is specific to a University campus appear below.

New Brunswick: <http://parktran.rutgers.edu/>

Newark: <http://nwkparking.rutgers.edu/>

Camden: <https://parking.camden.rutgers.edu/>

## Organizations

### School of Social Work Graduate Student Association (SSWGSA)

All matriculated graduate social work students are automatically enrolled as members and will receive regular emails about School of Social Work Graduate Student Association meetings. Additional information is available online at <https://socialwork.rutgers.edu/current-students/school-social-work-graduate-student-association-sswgsa> or by contacting the association at [sswsga@ssw.rutgers.edu](mailto:sswsga@ssw.rutgers.edu).

SSWGSA is an active student association established in 2005 that:

- supports and encourages social, academic, and professional development of social work best practice by MSW and PhD students
- serves as a conduit for dialogue between students, faculty, and administration
- advocates on behalf of the student body to the administration
- provides volunteer hours and financial support to various non-profit and charitable community service organizations each year

### SSWGSA Executive Council

The SSWGSA executive council meets once a month, September through May. These meetings are generally held in the School of Social Work Building (536 George St.), Room 209. However, students can also attend via video conferencing. Elections are held every spring and officers serve a 12-month term that begins in May. Students interested in holding a council position should send an email to the SSWGSA.

### University Graduate Student Association

The Graduate Student Association (GSA), of which all graduate students are automatically members, sponsors a variety of social and cultural activities for graduate students and represents their interests to the university through its legislative body. The GSA provides free legal advice to students and it sponsors academic programs, films, mixers, trips to New York, and community action programs.

Every graduate student, full-time or part-time, in any of the Rutgers University New Brunswick based graduate and professional schools automatically becomes a member of the GSA. A president, vice president, treasurer, and secretary are elected at large. The GSA's main legislative body is its council, which meets once a month. Every graduate program and department may elect one representative for every 40 students enrolled; schools not organized into departments elect their representatives at large, one for every 40 students enrolled. If you are interested in being a department representative, check with your departmental organization or the association's office. GSA offices are located in the Graduate Student Lounge (GSL) in the Rutgers Student Center on College Avenue in New Brunswick and may be contacted at 732-932-7995. Additional information is available online at <http://gsa.rutgers.edu>.

### **Social Workers Advocating for LGBTQIA and Gender Non-Conforming Equal Rights (SWAGGER)**

SWAGGER is an organization at the School of Social Work dedicated to advocating for the rights and wellbeing of the LGBTQIA community at the School, University, and the community at large. There are general meetings once a month and committees that convene more frequently. For more information about this group, contact Dr. Michael LaSala at [mlasala@ssw.rutgers.edu](mailto:mlasala@ssw.rutgers.edu).

### **Honor Society – Phi Alpha**

Phi Alpha Honor Society is a national honor society for Social Work students and faculty. Phi Alpha was established in 1962 and is the largest national honor society dedicated to recognizing social work students for high academic achievement.

“The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideas. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.” – from the Phi Alpha website

The Rutgers Nu Omicron chapter is the local chapter and among the largest nationwide. It is comprised of students and alumni across the New Brunswick, Newark, Camden, and Mays Landing campuses, as well as online learning and intensive weekend programs.

Every spring, the Committee of the Phi Alpha Honor Society within the School of Social Work invites all students who meet membership criteria to apply for admission into the Nu Omicron Chapter of Phi Alpha.

For further information including membership criteria, visit the Phi Alpha website at <http://phialpha.org>.

## **SSW Alumni Association**

Since 1954, the School of Social Work has graduated more than 13,000 professionals from our programs. Graduates of our school serve society in policy, academic, clinical, and corporate settings, spanning all 50 states and over 20 countries. Alumni are a vital part of the School of Social Work community and are represented by the School of Social Work Alumni Council - <https://socialwork.rutgers.edu/node/59>.

The School of Social Work Alumni Council was chartered in 2013 to promote the lifelong engagement of alumni as members of the School of Social Work community to advance the School's mission. Please feel free to send an email to share ideas, concerns, or to express interest in getting involved as an alumnus/a with the School of Social Work - [alumni@ssw.rutgers.edu](mailto:alumni@ssw.rutgers.edu).

## **Graduation Certification and Preparation**

### **Graduation and Diploma Application**

The Master of Social Work degree is conferred by the University upon recommendation of the faculty of the School of Social Work. Degrees are conferred and diplomas issued for three graduation periods, May and October and January. Beginning in Academic Year 2017-2018, the August diplomas will replace the October diploma. The School of Social Work holds its annual Convocation Ceremony each May. October (August) and January graduates are invited to join May graduates at the May ceremony.

Each MSW candidate must file an Online Diploma Application. Information about graduation and a link to the Online Diploma Application are available at <http://nbregistrar.rutgers.edu> for students who are on track to complete their degree requirements.

Online Diploma Application deadlines are shown below:

- August diploma - TBA
- October diploma - October 1
- January diploma - January 4
- May diploma - March 15

Unless the form is submitted at the appropriate time by the candidate, the degree will not be conferred and graduation will be deferred. If, after filing the application, a candidate is unable to complete the degree requirements by the end of the semester specified, another diploma application must be filed for another semester.

## Licensure and Certification

The School of Social Work offers multiple resources to help prepare students to take the masters level licensing (LSW) test.

### Online Review

This self-study online CANVAS COURSE reviews the process of getting licensed and gives a comprehensive content review as well as sample questions. It is available to all students currently enrolled in the MSW program.

### LSW/LCSW Examination Preparation Courses

These courses are available through the Institute for Families' Office of Continuing Education. The two-day interactive workshop gives participants the opportunity to learn test-taking strategies, practice test taking with sample questions, and identify those content areas of the test where they have strengths as well as content areas where they need to improve their knowledge base.

## Career Services

University Career Services is committed to assisting students with making connections between their academic experience and career paths. Career Services builds relationships with alumni, employers, and graduate schools to optimize internship, job, and career opportunities while creating strategic partnerships with campus departments to assist students in developing and articulating co-curricular experiences that will help to ensure they are competitive in their future pursuits.

Please visit the Career Services website at <http://careers.rutgers.edu/> for further information.

### Job Postings

The School of Social Work is often notified of social work job openings. These posts may be found on the website at <https://socialwork.rutgers.edu/alumni/employment> .

Some internal job openings at the School itself may be found at <https://socialwork.rutgers.edu/node/159>.

Rutgers University also has an extensive employment website at <http://www.rutgers.edu/info/information-job-seekers> which includes openings at the University and Rutgers Biomedical and Health Sciences.

Students and alumni are encouraged to take advantage of these employment resources.

## **Continuing Education**

Rutgers is a hub of lifelong learning, offering a broad variety of options at every stage of your life from youth to retirement, and at every career crossroads, whatever your profession.

So why should you consider hitting the books again after earning your degree?

- Maybe you have hit a plateau at you job and want to increase your skills base so you are qualified to take on a higher-level position
- Perhaps your employer is encouraging or requiring additional job training.
- You may have a license or certification that requires ongoing continuing education.
- You might be looking to shift gears - by choice or by circumstance.
- Or, maybe you just want to learn something new.

Your work is important and your time is valuable. Going to training needs to be worth the time and cost. Rutgers Continuing Studies programs respect the busy life of a professional by providing training designed to be engaging, current, and most of all — useful. You receive skills you can use the very next day — skills that prepare and support you in your work addressing society's toughest problems.

The Rutgers Division of Continuing Studies at the School of Social Work is the largest university-based program of its kind in the country; we are experienced — successfully providing continuing education to social workers and human service professionals for over 35 years. We offer training on a wide range of topics led by dynamic instructors — with over 350 workshops annually and 12 different certificate programs.

Rutgers Division of Continuing Studies is your partner to lifelong learning. Visit the website at <http://lifelonglearning.rutgers.edu/>

## THE CENTERS AT THE SCHOOL OF SOCIAL WORK

The School of Social Work is home to several internationally-known [centers and programs](#) dedicated to creating positive social change. The faculty-led entities create spaces for conversation, collaboration, hands-on training and research that leads to real and lasting changes in our communities.

### Institute for Families

The core mission of the Institute for Families (IFF) is to support and strengthen families and communities by increasing the capacity of human service professionals and organizations. They achieve this through a three-pronged approach that mirrors and supports the University's mission of instruction, research, and public service.

- Training, technical assistance and professional development
- Applied research and evaluation
- Direct service and advocacy

Founded in 2007, IFF harnesses the extensive resources of Rutgers to create a more humane, just, and equitable society. We develop and disseminate knowledge and information throughout New Jersey and beyond that leads to a greater understanding of a range of social issues, and implementation of capacity-building strategies and systems improvements to better address them.

We invite and enjoy strong partnerships and professional collaborations throughout the human service community, including the New Jersey Department of Human Services, the New Jersey Department of Children and Families, the New Jersey Department of Education, and various other community, state, and national organizations, foundations, and professional networks.

### Center for Gambling Studies

The mission of the Center for Gambling Studies is two-fold: to drive global decision-making on gambling-related issues by conducting strategic, non-partisan research and policymaking that is international and multidisciplinary, and to benefit individuals and families adversely affected by gambling problems by initiating innovative training and intervention programs.

Our focus is concentrated in three major projects and programs:

- Policymaking and Harm Reduction
- Counselor and Student Training and Development
- Global and Community Partnerships

## **Office for Global Programs**

Our mission is to promote global citizenship and professional action among social work students, graduates, faculty, and practitioners. We achieve this through education, advocacy, research, and service to vulnerable groups in other parts of the world, as well as immigrants and refugees in our own communities in New Jersey and beyond.

The Office for Global Programs works to bring the world into the classroom through global content that is infused throughout the curriculum as well as provided through specialized international education courses. It strives to expand international research, education, and service opportunities for students and faculty.

## **Center for Leadership and Management**

Established in 2014, the Center for Leadership and Management seeks to bridge the discipline of social work with the fields of leadership and management from both academic and practice perspectives. It assists local, state, national, and global businesses, nonprofits, and governmental agencies in building their management and leadership talents and is dedicated to capacity building, consultation, scholarship, and service activity across industries and sectors.

Drawing on the wealth of experience and talent available at the School of Social Work, as well as the emerging expertise of our Management and Policy program interns, CLM offers consultative services to nonprofits and governmental entities in New Jersey.

## **Center for Prevention Science**

The Center for Prevention Science was established in 2016 with a focus on community-level approaches to prevention. Our mission is to develop and disseminate knowledge through research that builds the capacity of community-based organizations to create changes in public policy or environmental conditions that cause social and health disparities.

The Center has opened its doors to new opportunities and growth. Although much of the center's work has focused on substance abuse prevention, research in other areas of prevention has also been conducted (e.g., the prevention of sexual assault; child abuse and neglect). Research areas of the center include community organizing, substance abuse prevention, health disparities, program evaluation, as well as empowerment theory and measurement.

## **Center on Violence Against Women and Children (VAWC)**

Founded in 2007, VAWC's mission is to work to eliminate physical, sexual, and other forms of violence against women and children and the power imbalances that permit them. These goals are accomplished through a collaborative approach that focuses on multidisciplinary [research](#), [education](#), and [community engagement](#).

Our work is focused on the three major branches of The Center:

- Research and Evaluation
- Education
- Community Engagement

## **Huamin Research Center**

The Huamin Research Center was established in 2012 through collaboration between the Huamin Charity Foundation and Rutgers University, and is based at Rutgers University School of Social Work. The Center's mission is to develop and disseminate knowledge through research and exchange that promotes professional development of nonprofit organizations and strengthens individual, family, and community well-being in China.

We achieve this through research projects and the exchange of information through conferences, workshops, training programs, visiting scholars, and book translations.

The Center cooperates with a number of major Chinese and American universities and research institutions and we have a strong network of partners. Each year The Center hosts several Chinese visiting scholars.

# GENERAL POLICIES

## Emergency Action Plan

The information provided below may also be viewed at <http://eap.oit-nbcs.rutgers.edu/eap.html>.

During an emergency, proper action saves lives. For your safety, please familiarize yourself with these basic steps which pertain to students, faculty and staff on all University locations.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are not expected to utilize these devices nor are they trained in their use due to the danger to their personal safety, which would result from attempting to extinguish a fire. Many buildings are protected by automatic sprinkler systems and/or fire standpipe systems. All major buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored by Rutgers University Police Department (RUPD) Communications Center. Special hazards such as chemical storage, high voltage electrical, cooking, spray painting and computer installations are protected by fixed suppression systems in addition to the aforementioned types of built-in protection. There are no fire hoses for building occupant use located in any University building; fire hose connections are for fire department use only.

If you discover a fire or smell smoke, sound the building fire alarm by pulling the manual pull station and begin to evacuate the building. Know the locations of the manual fire alarm pull stations and how they operate. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of a spreading fire. Contact the RUPD's Communications Center using the Emergency or Non-Emergency numbers to report the incident.

<b>RUPD Communications Center</b>		
<b>University Location</b>	<b>Emergency</b>	<b>Non-Emergency</b>
New Brunswick/Piscataway	Obtain an Outside line then dial 9-1-1	732-932-7111
Newark	Obtain an Outside line then dial 9-1-1	973-972-4491 or 973-353-5111
Camden	Obtain an Outside line then dial 9-1-1	856-225-6111
Farms, Research Stations, & other University Facilities	Obtain an Outside line then dial 9-1-1	732-932-7111

1. Upon hearing a building fire alarm signal, which could be a bell, horn, or voice message immediately begin evacuation. Close doors behind you. Use the nearest safe exit, DO NOT use elevators. Full evacuation of the building is required upon an activation of the fire alarm system. Once you have evacuated the building, re-entry is permitted only after approval from the appropriate emergency responder (e.g. Emergency Services, municipal Fire Department or other mutual aid responder).
2. In most emergency situations, you will be required to immediately evacuate the building. In circumstances where immediate evacuation may not be warranted (e.g. active shooter, shelter in place, bomb threat, etc.) you will be notified of what actions are necessary through established communication mechanisms. This may be via uniformed responders on the scene, 911 dispatcher, your supervisor, telephone, webpage, emergency text notification system, radio, television, or public address announcement.
3. When leaving the building, assemble in an area established by the specific evacuation plan for your building (if required), your supervisor, or 100 feet from the main entrance of the building where you will not hinder the approaching firefighters and apparatus. Upon arrival at the assembly point, a survey of staff members/students/visitors present shall be conducted to determine if anyone failed to evacuate the building. If anyone is discovered to be missing, immediately report that information to the Emergency Responders (Police, Fire or Emergency Services).
4. If caught in smoke or heat, stay low where the air is better and attempt to reach a safe exit or area of refuge.
5. Know the location of all exits from your building. All required exits in University facilities are properly marked with illuminated EXIT signs and directional arrows.
6. If unable to leave your room or office due to heat or heavy smoke in the hallway, or due to physical disability, call RUPD and give your exact location so the firefighters can be directed to you. If you require special assistance during an evacuation due to a physical disability, the University "Emergency Evacuation of Physically Handicapped Individuals" plan can be obtained at: <http://rues.rutgers.edu/emergencyevachandicapped.php>.
7. During an emergency event, the appropriate emergency resources will be dispatched.

If you have any questions regarding this emergency action plan, please contact the following:

University Location	Department	Title	Phone Number
All	Rutgers University Emergency Services	Chief	848-932-4800

All	Rutgers Environmental Health and Safety	Director	848-445-2550
All	Rutgers Office of Emergency Management	Director	848-932-4880
New Brunswick	Rutgers University Police Department - New Brunswick Division	Chief	848-932-3913
Newark	Rutgers University Police Department - Newark Division	Chief	973-353-5581 or 973-972-6393
Camden	Rutgers University Police Department - Camden Division	Chief	856-225-6009

Additional safety and health information can be obtained from the following university web sites:

University Location	Department	Website
All	Rutgers University Emergency Services	<a href="http://rues.rutgers.edu">rues.rutgers.edu</a>
All	Rutgers Environmental Health and Safety	<a href="http://rehs.rutgers.edu">rehs.rutgers.edu</a>
All	Rutgers Office of Emergency Management	<a href="http://emergencymanagement.rutgers.edu">emergencymanagement.rutgers.edu</a>
New Brunswick	Rutgers University Police Department - New Brunswick Division	<a href="http://rupd.rutgers.edu">rupd.rutgers.edu</a>
Newark	Rutgers University Police Department - Newark Division	<a href="http://nwkpolice.rutgers.edu">nwkpolice.rutgers.edu</a>
Camden	Rutgers University Police Department - Camden Division	<a href="http://rupd.camden.rutgers.edu">rupd.camden.rutgers.edu</a>

## Active Shooter Policy and Guidelines

Additional information including helpful videos and registration for emergency text notifications may be found at <http://rupd.rutgers.edu/shooter.php>.

### Guidelines

#### **If you are outside a building when someone begins to shoot at people in the area:**

- Immediately take cover (hide behind something hard that will stop or slow bullets), or circumstances permitting, enter an unaffected building.
- In the event neither cover nor entering a building is possible, run in a zigzag fashion away from the sound of gunfire. Dial 9-1-1.

**If you are in a building when someone begins to shoot at people in the area:**

*If possible without compromising your safety, **EXIT immediately** and Dial 9-1-1.*

If leaving would jeopardize your safety, secure your immediate area by:

- Locking and barricading doors
- Turning off lights
- Closing blinds and/or locking windows
- Keep quiet. Silence cell phones (not even vibrate); turn off radios and computer monitors.
- Stay out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets).
- Do not stand by doors or windows
- Do not huddle in masses.
- A plan must be made with the occupants of a room if the suspect(s) should enter.

**Contacting the Authorities:**

- Call 9-1-1
- Even if phone lines are overwhelmed and your call does not go through, stay calm and continue to call 9-1-1.

**What to Report:**

- Shooter(s) location, number of suspects and their identities if known.
- Race/gender, clothing description, physical features of suspect(s).
- Type of weapons (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc.
- Your specific location building name and office/room number.
- Number of people at your specific location.
- Injuries, number of persons injured and types of injuries.

**Un-Securing an Area:**

- Remember, the shooter will not stop until they are stopped by an outside force.
- Consider the risks before un-securing (unlocking) rooms.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

If you are approached by police officers, keep your hands visible. Do not run up to them if you see them approaching. They are trained to handle active shooters in certain situations. An initial team of police officers will be trying to stop the shooter and will not be stopping to assist others at this time.

## Adverse Weather Policies and Procedures

The information below may also be viewed at <http://eap.oit-nbcs.rutgers.edu/eap.html>.

The purpose of this information is to remind the Rutgers community of university policy concerning adverse weather conditions and to identify sources through which accurate weather-related information will be disseminated to students, faculty, and staff.

In the event of a delayed opening, class cancellation, or closure of the university, the earliest possible notification will be made. If you are designated as an essential services employee and you are advised that your services are needed, you must report for work if the university or a particular campus is declared as closed for any length of time due to a weather-related emergency. Please note that the term "essential services personnel" only applies when employees (who have been given status of essential services personnel) are informed that their services are required, and there is a delayed opening or closure of the university.

You can find information about Rutgers' operating status by going to <http://uwide.rutgers.edu/status>. Additionally, you can find operating status updates on the following pages:

- [Rutgers University-New Brunswick](#)
- [Rutgers University-Newark](#)
- [Rutgers University-Camden](#)
- [Rutgers Biomedical & Health Sciences](#)

If you are a student or not designated as being needed as an essential services employee for purposes of the weather emergency, and the university does not close, your decision regarding travel during inclement weather is a personal one and should be based on your particular circumstances.

Faculty and staff not designated as essential services employees for purposes of weather emergencies, with appropriate approval from your supervisor, may wish to take personal leave rather than commute in adverse weather.

University policy 60.3.16 addresses university operations during inclement weather. This policy can be accessed at the University Policy Library web site at <http://policies.rutgers.edu> or <http://policies.rutgers.edu/PDF/Section60/60.3.16-current.pdf>.

Campus Information Services (CIS) plays a primary role in disseminating Adverse Weather related information to the university community, including the announcement of delayed openings, office closings, and class cancellations. Additional methods are also utilized to disseminate the information, which include e-mail, websites, campus television and local radio/television stations.

Faculty and staff may also be notified of campus status through their departmental telephone chains and are encouraged to review their group's emergency telephone chain and update them as needed.

Please use the information resources listed above and refrain from calling the Rutgers University Police Department (RUPD) regarding possible cancellations, closures, or delays. Maintaining the ability of the RUPD to receive emergency calls is vital. A large volume of calls can tie up police phone lines at critical times.

We will strive to communicate emergency-related information as broadly as possible and in a timely fashion. Because weather emergencies often occur outside of normal work hours, we ask that you keep a copy of this communication at home; employees are also encouraged to keep an updated list of the home telephone numbers of colleagues both at work and at home.

#### Weather Related Information

- [National Weather Service](#)
- [NJ Office of Emergency Management](#)
- [Rutgers Weather Center](#)