

UH GRADUATE COLLEGE OF SOCIAL WORK | MSW PROGRAM

*New Student*  
**HANDBOOK**

[uh.edu/socialwork](http://uh.edu/socialwork)

**FALL 2020**

**UNIVERSITY of HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK

## Table of Contents

<b>WELCOME</b> .....	<b>2</b>
<b>MSW STUDENT SUPPORT SERVICES</b> .....	<b>3</b>
Wellness Resources .....	3
Student Life Resources .....	4
Academic Resources .....	5
Financial Resources .....	6
GCSW Resources.....	6
<b>GET INVOLVED</b> .....	<b>7</b>
<b>ACADEMICS</b> .....	<b>8</b>
Curriculum Overview.....	8
Degree Plans .....	9
<b>FIELD EDUCATION</b> .....	<b>12</b>
<b>STUDENT STANDARDS POLICY</b> .....	<b>13</b>
<b>CSWE EPAS</b> .....	<b>13</b>
<b>NASW CODE OF ETHICS</b> .....	<b>13</b>
<b>ACADEMIC ADVISING</b> .....	<b>13</b>
New Student Glossary .....	13
Expectations of Students.....	14
<b>DIRECTORY</b> .....	<b>15</b>
<b>BUILDING ART HIGHLIGHTS</b> .....	<b>18</b>
<b>NOTES PAGE</b> .....	<b>19</b>

## **WELCOME!**

Dear MSW Student:

Welcome to the MSW Program at University of Houston Graduate College of Social Work, and congratulations on your admission to one of the top 25 ranked social work programs in the country. The students, faculty, and staff of the GCSW look forward to getting to know you and working with you over the next one to three years. In order to clarify the way the program is organized and prepare you better for your time with us, we have assembled this handbook to familiarize you with the program and help with some of the questions you are likely to ask along the way. We wish you the very best!

Sincerely,  
GCSW Faculty & Staff

## MSW STUDENT SUPPORT SERVICES

**If You Need Accommodations for a Disability, Register at the Justin Dart, Jr. Center for Students with DisABILITIES ([www.uh.edu/csd](http://www.uh.edu/csd))** The Center for Students with DisABILITIES (CSD) office provides accommodations and support services to UH students who have any type of temporary or permanent health impairment, physical limitation, psychiatric disorder, or learning disability. To find out more about their services and to begin the registration process with their office, please visit their website. **Faculty cannot make accommodations unless you have registered at the CSD office and accommodations are not retroactive- only proactive- so please contact the office to apply for yours soon if needed.**

UH Sugar Land Campus and Online Program: While typically the Center for Students with DisABILITIES requires an in-person intake appointment, students who live outside the Houston area can request a phone or virtual appointment.

### ***Wellness Resources***

#### **Counseling & Psychological Services (CAPS)**

As a student, you may encounter academic, emotional and social concerns at some point in your time at UH. CAPS is available to help students cope and work towards self-understanding and improvement of psychological, interpersonal and academic functioning. CAPS is located at both the Main Campus and within the Division of Student Affairs and Enrollment Services suite and the George Building room119 at the UH Sugar Land campus, by appointment. Call (713) 843-5454 to schedule a weekday appointment. For more information: [CAPS Student Services](#)

Online Program: Students can call CAPS for crisis counseling and/or referral services.

#### **Student Health Center & Pharmacy**

The University of Houston Health Center is a comprehensive primary healthcare facility. The Health Center offers affordable and accessible quality primary medical and mental health care. The pharmacy offers prescription and non-prescription medications at competitive prices often lower than off campus. Pharmacy services are available to all currently enrolled students, faculty and staff. For more information: [Student Health Center](#)

#### **Campus Recreation**

Campus Recreation provides the UH community an inclusive environment that cultivates the development of life skills through engaging and meaningful recreation programs, facilities and service. The Campus Rec is home a host of Rec Sports and Family Programs including, Intramural Sports and Sports Clubs. Students taking one or more semester hours automatically become Campus Recreation and Wellness Center (CRWC) members when they register and pay the student fee. For more information: [Campus Recreation Center](#)

#### **CougarSafe: UH Emergency Communications**

The University of Houston is an open campus filled with people who care about each other. Because of its open accessibility, all students, faculty and staff are encouraged to exercise a sense of personal responsibility for their own safety and well-being, and the safety and well-being of others. While crime can happen anywhere, when we act as a community that knows and cares about the safety of others, ourselves and our property, we lessen the likelihood of being victimized, and we showcase our Cougar Pride. For more information: [UH Campus Safety](#)

For the Main Campus, call [713-743-3333](tel:713-743-3333) for a [security escort](#) or to report a crime. Call from any [emergency campus phone](#), located on the blue light poles around campus. In case of a personal emergency on campus, you can contact the UH Police Department at **(713) 743-3333** or 911 from a campus phone.

For the UH Sugar Land Campus, the Security Office can be found on the first floor of Brazos Hall in room 174 and a satellite desk in the Albert and Mamie George Building. Security can be contacted at [slsecurity@uh.edu](mailto:slsecurity@uh.edu) and at 832-842-2929. Security can be called if students feel they need an escort to their vehicle.

For both campuses, in the event of weather related or other campus wide emergencies, you can access current information by checking the UH website and local media. The university will also communicate with you via text messaging. For this reason, it's important to have your information updated.

### **UH Go**

[UH Go](#) is the official mobile app for the University of Houston. Here you will find university information and easy access to services from the convenience of your mobile device including maps to help guide you across campus, event information, UH Athletics schedules, emergency notifications and alerts, and more.

### ***Student Life Resources***

#### **Welcome Center**

The UH Welcome Center (located at Entrance 1 at the corner of Calhoun & University) houses university representatives from Registration & Academic Records, Student Financial Services, Scholarship & Financial Aid, Parking & Transportation and the University Copy Center. For more information: [Welcome Center](#)

#### **Center for Diversity and Inclusion (CDI)**

The Center for Diversity and Inclusion fosters an inclusive university community by providing services, programs, and support that engage, empower, and educate our highly diverse student population and campus partners. CDI provides workshops, programs, student leadership opportunities, and safe space environments to promote cross-cultural communication and culturally-responsive practices that help diverse communities connect. For more information: [Center for Diversity and Inclusion](#)

#### **International Student Resources**

International Student and Scholar Services provides for the special needs of international students and exchange visitors related to their status as non-immigrants of the United States. It fulfills the University of Houston's responsibility to comply with the laws and regulations of the U.S. and federal government and promotes internationalization through comprehensive services and programs. For more information: [International Student and Scholar Services](#)

#### **Student Center South & Satellite**

The [Student Center South](#), serves as the main student center and is located near University Drive and Calhoun (entrance 1). The Student Center houses the UH Bookstore, McDonalds, Chick Fil A, Freshii, Starbucks, Panda Express and Shasta's Cones, TDECU, and more.

The University Center Annex, called **the Student Center Satellite**, has a food court, game room, and a convenience store. The Satellite is located behind the GCSW.

### **UH Sugar Land Campus Vending & Bookstore**

Vending Services are available in the student lounges located on the first floor of Brazos Hall and the first floor of the George Building. Vending machines accept cash and credit card. Vending refunds are available in the George Building, Room 101. The bookstore, located in Brazos Hall suite 147, serves as the official campus bookstore for UH Sugar Land. For hours, details and services visit their website: <https://www.uh.edu/sugarland/campus-services/bookstore/>.

### **University Information Technology**

UH has a main IT Support Center that is located at the Technology Commons behind MD Anderson Library. They can be contacted at [support@uh.edu](mailto:support@uh.edu) or 713/743-1411. Next door to IT Support Center is CougarByte, a store for laptops, hardware and software. The GCSW also has a Computer Lab. See GCSW Resource Section below for information on the Lab. [University Information Technology](#)

### **Academic Resources**

#### **UH Library Services**

MD Anderson Library is the main library on campus. There is a subject matter expert librarian, assigned to the GCSW maintains an office space at the M.D. Anderson Library. You will hear about opportunities for library tours and workshops at the beginning of the semester. The M.D. Anderson Library is located in the middle of campus near the E. Cullen Building and the University Center.

For the UH Sugar Land campus, the University Branch Library is a joint-collaboration between the [University of Houston System \(UHS\)](#), [Wharton County Junior College](#), and Fort Bend County. UHS students, faculty, and staff may use the Library's resources for their academic needs. For more information about the Library's services, operations, and hours, see the University Branch Library page [here](#) or call 281-633-5100. UHSL faculty, staff, and students will need a county library card to check out materials and use the computer, printing, and learning resources. For more information visit: [Library Services](#)

#### **UH Writing Center**

The University of Houston Writing Center, 234 Classroom and Business Building, is an essential resource to our students. The Writing Center offers one-on-one consultations in which trained Writing Consultants assist students with various types of writing (available by appointment only). Students also have the option to meet online with trained consultants to discuss their writing from any location through our Online Writing Services. For more information: [UH Writing Center](#)

#### **Access UH/ MyUH Online Services Portal**

Access UH provides access to a host web-based services at UH including Blackboard Learn 9, Faculty Course Evaluations, Get Involved, University Career Services, and MyUH Self-Service. For more information: [Access UH](#)

#### **UH Registrar**

The Office of the University Registrar (OUR) supports institutional excellence, student access, and success by maintaining the integrity of academic policies and official student educational records, ensuring compliance with state and federal rules and regulations and certifying students for graduation, athletic eligibility, veteran educational benefits and other purposes. For more information: [Office of the University Registrar](#)

#### **Blackboard**

Blackboard is a virtual learning environment and learning management system that is used for online, face to face and hybrid courses on campus. The Blackboard account allows students to access course syllabi, assignments and exams. When students register for a course that includes Blackboard, they are automatically entered into Blackboard and will see the course about 5 days before the class begins or within 1-2 days of registration after classes begin. For issues with Blackboard, go to [www.uh.edu/blackboard/help](http://www.uh.edu/blackboard/help). To update passwords (required every 180 days), go to [www.uh.edu/password](http://www.uh.edu/password).

## **Financial Resources**

### **UH Financial Aid**

The Office of Scholarships and Financial Aid provides financial assistance to students through grants, loans, scholarships and employment. For more information: [Office of Scholarships and Financial Services](#)

### **GCSW Financial Support**

UH GCSW makes every effort to assist students in obtaining financial support for their graduate education. We offer a number of scholarships, stipend programs, assistantships and fellowships to students *as funds are available*. Any non-Texas resident who receives a scholarship of \$1,000 or more will receive in-state (resident) tuition rates. The GCSW Scholarship Application deadline is May 15<sup>th</sup> each year. For more information, contact Cindy Crews at [cjcrews@uh.edu](mailto:cjcrews@uh.edu), 713-743-6370 or go to: [Current GCSW Financial Support Opportunities](#)

### **Graduate Assistantships**

The GCSW has a limited number of Graduate Assistant positions (part-time employment) through individual departments in the college. Your [application](#) and resume should be sent to Ann Liberman at [aliberman@uh.edu](mailto:aliberman@uh.edu).

## **GCSW Resources**

### **GCSW Career Services**

Career Services, along with your degree from the University of Houston Graduate College of Social Work, will unlock lifelong social work job opportunities that will not only enrich your professional life but help you to make our community and our world a better place. Career Services helps you to rethink the employment search from "looking for a job" to "selling your knowledge, experience, skills, and personal attributes" in a manner that helps an employer understand that you are the best person for the job.

Individual appointments, lunchtime speakers, classes, and seminars are all a part of what Career Services offers students and alumni. Workshops are held at both the Main Campus and the UH Sugar Land Campus and many are livestreamed for online students. Virtual appointments are available. Topics covered in workshops and individual appointments include career options in Social Work, current job opportunities, resume development and critiques, effective job search techniques, interview strategies, online resources and salary information. The website is also home to a Job Board and many additional career resources. For more information contact Ann Liberman at [aliberman@uh.edu](mailto:aliberman@uh.edu), 713/743-8071 or go to: [GCSW Career Services](#)

### **GCSW IT Support**

The Center for Information Technology can assist with any technical problems you may have during your semester. The GCSW has an onsite lab that is located in Room 217, 2<sup>nd</sup> floor, which provides access to printing and scanning. Student ID cards (Cougar Card) are required to gain access to the lab and to print. Additional services provided in the lab include access to licensed software, assistance with

student accounts including CougarNet, Blackboard and AccessUH, and access to 15 Windows machines. Lab hours are 8 am – 9 pm M-Th and 8 am – 5 pm Friday and Saturday. Contact information for the lab is [gcswits@uh.edu](mailto:gcswits@uh.edu), 713/743-1782.

### **GCSW Student Lounge and Study Space**

In addition to the computer lab on the second floor of the Social Work Building at the main campus, the GCSW has a large student lounge with a refrigerator and microwave on the second floor in Room 227. Students must have their student ID to enter. The lounge includes student organization boards. Additional study space with an area for group meetings and individual study carrels is available in Room 218 of the Social Work Building.

UH Sugar Land students have access to student lounges located on the first floor of Brazos Hall and the first floor of the George Building.

### **Lactation Rooms**

The GCSW has a Mother's or Lactation Room on the 2<sup>nd</sup> floor, Room 233. To gain access, send an email to [gcswinfo@uh.edu](mailto:gcswinfo@uh.edu) or call 713-743-8075. There are additional lactation rooms across campus. For a full list, see <https://ssl.uh.edu/wgrc/resources/lactation-information/>.

UH Sugar Land Campus: The campus does not have actual lactation rooms on campus, however they do have a private conference room that is available for reservation. The point of contact is Mike Roche and he can be contacted by students directly for reservations. His contact information is [mjroche@central.uh.edu](mailto:mjroche@central.uh.edu), 713-743-8717.

## **GET INVOLVED**

### **Alumni Mentorship Program**

Sharing practical, day-to-day experience and knowledge is imperative for the provision of successful, impactful social work. The UH GCSW Alumni Board sponsors the Student/Alumni Mentorship Program which pairs current MSW students with social workers in the field of their interest. This support allows current MSW students, recent alumni, or those seeking change within the field of social work to make better and more confident decisions to successfully address needs and challenges in their careers. Contact: Ann Liberman at [aliberman@uh.edu](mailto:aliberman@uh.edu), 713-743-8076. Website: <http://www.uh.edu/socialwork/alumni/student-alumni-mentorship/>.

### **Cohort Communicators**

Cohort Communicators includes representatives from each MSW cohort (including Advanced Standing student groups) who attend a Zoom meeting once a month with GCSW administrative staff from the Field Office, Office of Admissions and Student Affairs and the Hybrid/Online Program. The communicator's role is to serve as a liaison between their cohort and GCSW staff. Information about GCSW events, deadlines and other information is communicated and then shared by the communicators with their cohorts. Communicators also have the opportunity to share about their cohort's needs to GCSW staff. The goal of the Cohort Communicators program is to enhance the overall student experience and build strong communication lines. Contacts: Amber Mollhagen at [amollhagen@uh.edu](mailto:amollhagen@uh.edu), Jamie Parker at [jparker@uh.edu](mailto:jparker@uh.edu), or Ginger Lucas at [vlucas@central.uh.edu](mailto:vlucas@central.uh.edu).

### **GCSW Ambassadors**

GCSW Student Ambassadors are enthusiastic students who work with the GCSW Admissions and Recruitment team to represent the college and the profession of social work out in the community and with prospective students. We are looking for individuals who are passionate about their professional goals and have a sense of pride in the college. Ambassadors assist with recruitment and retention



events, orientation and other college-wide events. Applicants must be incoming or current students of the GCSW (MSW or PhD) and be in good standing with the GCSW. Contact: Anna Hunter at [anjohns8@central.uh.edu](mailto:anjohns8@central.uh.edu).

### **GCSW Student Organizations**

Joining a GCSW Student Organization is a wonderful way to get involved with other students, faculty and community members who share your interests and professional goals and provides students with leadership and professional development opportunities, and opportunities to engage in social activities and build friendships and a professional network. Some organizations require a small fee for membership. Click here for a full list of organizations - <http://www.uh.edu/socialwork/current-students/organizations/>.

### **Social Work Supper Club**

With 500 MSW students spanning 2 campuses and 3 enrollment models, getting to know the GCSW community outside of the classroom can be a challenge. The Supper Club is an opportunity to meet people from different backgrounds and enrollment models in the MSW program. Students assigned to small groups, usually around 8 per group, plan a gathering once a month during the academic year (September – May). The group can meet online, at one another's homes, at a restaurant, they can go bowling... it is up to the group! The emphasis is to learn about one another, have fun and make connections. Contact: Amber Mollhagen at [amollhagen@uh.edu](mailto:amollhagen@uh.edu) or 713-743-8082.

### **UH Graduate and Professional Student Association (GPSA)**

GPSA provides an interdisciplinary community for University of Houston graduate and professional students to collaborate on academic endeavors and social life experiences. For more information: [GPSA](#)

## **ACADEMICS**

### **Curriculum Overview**

The MSW program at University of Houston consists of 63 semester credit hours for full program and 38 semester credit hours for Advanced Standing. The maximum graduate student MSW course load in the Fall or Spring semesters is limited to 16 semester credit hours (SCH) and 6 SCH in the Summer semester (including all summer sessions) with the exception of pre-approved degree plans that allow for 9 SCH in the Summer semester. Our program offers a 16-hour foundation, which serves as the prerequisite for all following coursework.

### **Advanced Standing**

The Advanced Standing program allows eligible students with a BSW degree to waive the generalist requirements of the MSW program and move directly into upper-level coursework. The Advanced Standing program is 38 semester credit hours and begins in the fall. Advanced standing is available in the face to face, hybrid, and online enrollment models. Two courses (500 clock hours total) of field practicum are required. You can see degree plans for advanced standing in the degree plan section below.

### **Generalist Curriculum**

The intensive generalist curriculum is organized around content on the foundation of professional social work, including coursework in practice, policy, research, and human diversity and development. A practice skills lab and a foundation field practicum (200 clock hours) are also required. The foundation totals 16 credit hours. Students must satisfactorily complete 16 credit hours before enrolling in any advanced courses. Full-time, face to face students complete foundation in one semester while hybrid and online students take two semesters.

**Advanced Curriculum**

In the GCSW curriculum, our two areas of specialized practice or concentrations (Clinical and Macro) refer to *methods* of social work. A social work method is the process of how social work services will be delivered. Students admitted to the full program (non-Advanced Standing) select an advanced concentration in either Clinical Social Work Practice or Macro Practice following the foundation. Twelve credit hours are required for both concentrations. Additionally, students are required to take a "crossover elective course". All students complete advanced courses in Social Welfare Policy Analysis, Multilevel Assessment, and Advanced Research (three credit hours each). The curriculum also includes a three-hour Human Behavior in the Social Environment (HBSE) course entitled Confronting Oppression and Injustice. Finally, all students in the full program complete 900 clock hours of field practicum.

Students admitted to Advanced Standing are required to participate in the first two days of the foundation (SOCW 6201) and then go straight into the advanced curriculum. Advanced Standing students select a concentration, Clinical Social Work Practice or Macro Social Work Practice. As in the full program, twelve semester credit hours are required for both concentrations. Advanced Standing students are required to complete Social Welfare Policy Analysis, Advanced Research, and the Confronting Oppression and Injustice course, as well as 9 semester credit hours of free choice electives. Advanced Standing students complete 500 clock hours of field practicum.

**DEGREE PLANS**

**Face-to-Face Full Program Degree Plans**

Face to Face Clinical Practice			
Year 1	Fall	Spring	Summer
	Foundations of SW (2 SCH) Policy in the Social Envir (3 SCH) Human Diversity & Devel (3 SCH) Research (3 SCH) Practice Skills (3 SCH) Field Practicum I (2 SCH)	Assessment (3 SCH) DSM (3 SCH) CBI* (3 SCH) Confronting Oppression & Injustice (3 SCH) Field Practicum II (2 SCH)	Elective (3 SCH) Elective (3 SCH)
Year 2	Fall	Spring	Summer
	Evaluation of Practice (3 SCH) BTI (3 SCH) Policy* (3 SCH) Clinical Elective* (3 SCH) Field Practicum III (3 SCH)	Field Practicum IV (3 SCH) Macro Crossover* (3 SCH) Elective (3 SCH) Elective (3 SCH)	
*indicates flexibility on when this course is taken			

Face to Face Macro Practice			
Year 1	Fall	Spring	Summer
	Foundations of SW (2 SCH) Policy in the Social Envir (3 SCH) Human Diversity & Devel (3 SCH) Research (3 SCH) Practice Skills (3 SCH) Field Practicum I (2 SCH)	Assessment (3 SCH) Dynamics of Leadership (3 SCH) Policy (3 SCH) Confronting Oppression & Injustice (3 SCH) Field Practicum II (2 SCH)	Elective* (3 SCH) Elective (3 SCH)
Year 2	Fall	Spring	Summer
	Community Development (3 SCH) Administrative Practice (3 SCH) Program Planning & Eval (3 SCH) Clinical Crossover* (3 SCH) Field Practicum III (3 SCH)	Advocacy (3 SCH) Elective* (3 SCH) Elective (3 SCH) Field Practicum IV (3 SCH)	
*indicates flexibility on when this course is taken			

**Face-to-Face Advanced Standing Program Degree Plans**

Face to Face Advanced Standing Clinical Practice			
Year 1	Fall	Spring	Summer
	Foundations of SW (2 SCH) CBI (3 SCH) BTI (3 SCH) Evaluation of Practice (3 SCH) Field Practicum III or Policy (3 SCH)*	DSM (3 SCH) 4 <sup>th</sup> Clinical Course (Elective) (3 SCH) Confronting Oppression & Injustice (3 SCH) Policy (3 SCH)* Field Practicum III or Field Practicum IV (3 SCH)*	Elective (3 SCH) Elective (3 SCH) Elective or FP IV (3 SCH)*
*Indicates flexibility on when this course is taken			

Face to Face Advanced Standing Macro Practice			
Year 1	Fall	Spring	Summer
	Foundations of SW (2 SCH) Community Development (3 SCH) Administrative Practice (3 SCH) Program Planning & Eval (3 SCH) Field Practicum III or Policy (3 SCH)*	Advocacy (3 SCH) Dynamics of Leadership (3 SCH) Confronting Oppression & Injustice (3 SCH) Policy (3 SCH)* Field Practicum III or Field Practicum IV (3 SCH)*	Elective (3 SCH) Elective (3 SCH) Elective or FP IV (3 SCH)*
*Indicates flexibility on when this course is taken			

**Hybrid and Online Full Program Degree Plan**

Year 1	Fall	Spring	Summer
	Foundations of SW (2 SCH) Practice Skills (3 SCH) Human Diversity & Devel (3 SCH) Field Practicum I (2 SCH)	Policy in the Social Env (3 SCH) Research (3 SCH) Field Practicum II (2 SCH)	Assessment (3 SCH) Elective (3 SCH)
Year 2	Fall	Spring	Summer
	Adv Social Policy (3 SCH) DSM (CP) or Dynamics of Leadership (MP) (3 SCH)	CBI (CP) or Program Planning & Evaluation (MP) (3 SCH) Confronting Oppression & Injustice (3 SCH)	Crossover Elective (3 SCH) Elective (3 SCH)
Year 3	Fall	Spring	Summer
	BTI (CP) or Community Development (MP) (3 SCH) 4 <sup>th</sup> Clinical Course (CP) or Admin Practice (MP) (3 SCH) Field Practicum III (3 SCH)	Evaluation of Practice (CP) or Social Policy Advocacy (MP) (3 SCH) Field Practicum IV (3 SCH)	Elective (3 SCH) Elective (3 SCH)

CP – Clinical Practice; MP – Macro Practice

**Hybrid and Online Program Advanced Standing Degree Plan**

<b>Year 1</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
	Foundations of SW (2 SCH) Policy (3 SCH) DSM (CP) or Dynamics of Leadership (MP) (3 SCH)	CBI (CP) or Advocacy (MP) (3 SCH) Confronting Oppression & Injustice (3 SCH)	Elective (3 SCH)
<b>Year 2</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
	BTI (CP) or Community Development (MP) (3 SCH) 4 <sup>th</sup> Clinical Elective (CP) or Administrative Practice (MP) (3 SCH) Field Practicum III (3 SCH)	Evaluation of Practice (CP) or Program Planning & Evaluation (MP) (3 SCH) Field Practicum IV (3 SCH)	Elective (3 SCH) Elective (3 SCH)

CP – Clinical Practice; MP – Macro Practice

**FIELD EDUCATION**

The Field Practicum is an essential component of the College's professional education for social work practice. The purpose of field education is to provide students with opportunities for development, integration, and reinforcement of competence through performance in actual service delivery situations. As students undertake learning within the reality of agency life, theory from the classroom is applied, skills are developed and refined, and attitudes and values are examined. Students are afforded opportunities for analysis of the effects of social policy on programs and services, opportunities for the development of research questions in relation to practice efforts, and opportunities for evaluation of practice interventions.

The UH-GCSW is affiliated with over 300 social service agencies in the Greater Houston area and beyond. Field instruction is provided by qualified social workers practicing within those agencies and is overseen by faculty field liaisons from the College. For more information on field requirements, see the GCSW [webpage for field education](#).

## **MSW STUDENT STANDARDS**

The MSW Student Standards Guide is a comprehensive set of policies and procedures for MSW students in the Graduate College of Social Work. The document features everything you need to know to earn an MSW degree at the GCSW, including the forms needed for administrative requests. The MSW Student Standards document is available online for your reference here:

<http://www.uh.edu/socialwork/current-students/policies/>.

## **CSWE 2015 EDUCATIONAL POLICY AND ACCREDITATION STANDARDS (EPAS)**

The GCSW Student Standards is informed by the Council on Social Work Education accreditation standards. Accreditation is a system for recognizing educational institutions and professional programs as having met a certain level of performance, integrity and quality that entitles them the confidence of the educational community and the public they serve. In 2008 CSWE adopted a competency-based education framework for its EPAS to focus on student learning outcomes. For the most current EPAS and the competencies outlined for social work students, click here:

<https://www.cswe.org/getattachment/Accreditation/Standards-and-Policies/2015-EPAS/2015EPASandGlossary.pdf.aspx>

## **NASW CODE OF ETHICS**

Our professional organization, NASW, provides us with a Code of Ethics that serves as a guide to the everyday professional conduct of social workers. This Code includes four sections, the preamble which summarizes the social work profession's mission and core values, the purpose which provides an overview of the Code's main functions and a brief guide for dealing with ethical issues or dilemmas in social work practice, Ethical Principles which presents a framework based on social work's core values, that inform social work practice and the Ethical Standards section which guides social workers' conduct. It is another important document for you to become familiar with as you begin your professional life as a social worker. Click here to read the [Code of Ethics](#).

## **ACADEMIC ADVISING**

Each student is assigned an academic advisor. It is expected that advisors meet with their advisees at least once a semester during the academic year. During the meeting, student progress in the program and overall program experiences can be discussed. In addition, student program-related issues, concerns and questions should be addressed. Should the student experience any academic difficulties, the academic advisor may work with the student and other faculty and administrators as needed to formulating an action plan.

### ***MSW NEW STUDENT GLOSSARY***

**Academic Advisor:** Professional staff member who works with students to help with course planning and other academic matters. You will receive your academic advisor assignments at orientation. The academic advisor also helps students with issues that emerge during the program.

**Areas of Specialized Practice or Concentrations:** All MSW students are required to select one of two concentration choices: Clinical Practice or Macro Practice. Full program students will begin to take their concentration courses after their foundation classes are completed. Advanced standing students will take concentration courses in their first semester.

**CSWE:** Council on Social Work Education (CSWE) is the national accreditation entity for social work education.

**Blackboard:** Blackboard is a virtual learning environment and learning management system that allows faculty to add resources for students to access online.

**Clinical Social Work:** The application of theories, methods, skills, values and ethics needed to enhance the cognitive, mental, emotional, behavioral, physical and social well-being of individuals, couples, families, groups and communities. Its methods are relationship-centered, contextualized, culturally sensitive and strengths focused and includes knowledge about biopsychosocial functioning - and - evidence based interventions.

**Field Practicum/Field Education:** Your field placement or internship in the MSW program. Full program students will take 4 field courses for a total of 900 clock hours in the field in two different settings. Advanced standing students take 2 field courses for a total of 500 clock hours in one setting.

**Field Liaison:** The GCSW field office representative who assists you with your field placements. They will visit you at your field site and meet with you and your field instructor.

**Field Instructor:** The person who provides you with supervision and instruction while at your agency. This person is usually an employee of the agency at which you are assigned.

**GCSW:** Graduate College of Social Work

**LMSW:** Licensed Master Social Worker

**LCSW:** Licensed Clinical Social Worker

**Macro:** Social work in communities, organizations & policy settings. Think big picture and systems.

**Micro:** Clinical social work. Therapy (individual & group) and case management are micro skills.

**NASW:** National Association of Social Workers, the largest membership organization of professional social workers in the world. NASW works to enhance the professional growth and development of social workers, to create and maintain professional standards and to advance sound social policies.

**Social Word:** Weekly newsletter sent to all MSW students which includes updates from the Dean, advisors, the field office and information about events and activities at the GCSW and in the community. A must read!

## ***EXPECTATIONS OF STUDENTS***

Here are a few things to keep in mind about what the faculty and staff expect of you as a new MSW student.

- If you don't know or understand, ask the appropriate person.
- Take advantage of college and university resources.
- Meet with your Academic Advisor at least once a semester.
- Meet with your Field Liaison at least once a semester.
- Check your e-mail daily and read all GCSW e-mails.
- Finish all required tasks and paperwork by stated deadlines.
- Address grievances through appropriate channels.
- Find allies to support you including professors, field faculty, staff and your peers.
- Reach out when you're struggling.
- Practice good self-care.

**DIRECTORY****Main Contact Information**

Phone: 713-743-8075

Fax: 713-743-8149

Email: [gcswinfo@uh.edu](mailto:gcswinfo@uh.edu)Website: [www.uh.edu/socialwork](http://www.uh.edu/socialwork)

Currently the first floor is undergoing a renovation. During this time, classrooms are on the second, third and fourth floors. Administrative Offices are on the second and fourth floors. Faculty and Research Offices are located on the third and fourth floors.

Below is a list of the main contacts, in addition to your faculty, you may need while at the GCSW. For a full list of faculty, see our [faculty directory](#). For a list of all staff and administrative offices, see the [staff directory](#). All numbers below have a 713 area code.

<b>Administration / Dean's Office</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Dettlaff, Alan</b> Dean and Maconda Brown O'Connor Endowed Dean's Chair	212	<b>743-7819</b>	<a href="mailto:ajdettlaff@uh.edu">ajdettlaff@uh.edu</a>
<b>Pritzker, Suzanne</b> Associate Professor & Associate Dean of Academic Affairs	201	<b>743-8114</b>	<a href="mailto:spritzke@central.uh.edu">spritzke@central.uh.edu</a>
<b>Robbins, Susan</b> Professor & Associate Dean for Doctoral Education	323	<b>743-8103</b>	<a href="mailto:srobbins@uh.edu">srobbins@uh.edu</a>
<b>Narendorf, Sarah</b> Associate Professor, Associate Dean for Research and Faculty Development	320	<b>743-8672</b>	<a href="mailto:sanarendorf@uh.edu">sanarendorf@uh.edu</a>
<b>Wingfield, Elizabeth</b> Executive Administrative Assistant	211	<b>743-8085</b>	<a href="mailto:ewingfield@uh.edu">ewingfield@uh.edu</a>
<b>Academic Affairs</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Pritzker, Suzanne</b> Associate Professor & Associate Dean of Academic Affairs	201	<b>743-8114</b>	<a href="mailto:spritzke@central.uh.edu">spritzke@central.uh.edu</a>
<b>Leger, Jan</b> Director of Academic Affairs Specializations Coordinator Independent Study	202	<b>743-3249</b>	<a href="mailto:jeleger@uh.edu">jeleger@uh.edu</a>



<b>Lucas, Virginia (Ginger)</b> Clinical Assistant Professor & Director, Online MSW Program	412 (UHSL BH302 )	<b>743-8399</b>	vlucas@central.uh.edu
<b>Mollhagen, Amber</b> Assistant Dean for Admissions & Student Affairs	110E	<b>743-8082</b>	amollhagen@uh.edu
<b>Parker, Jamie</b> Clinical Assistant Professor & Director of Field Education	207	<b>743-9658</b>	jparker@central.uh.edu
<b>Admissions &amp; Student Affairs</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Mollhagen, Amber</b> Assistant Dean for Admissions & Student Affairs	110E	<b>743-8082</b>	amollhagen@uh.edu
<b>Caxton-Martins, Trenadia</b> Admissions Counselor II	110HA	<b>743-7642</b>	tcaxtonm@central.uh.edu
<b>Crews, Cindy</b> MSW Academic Advisor for Online & Hybrid Scholarships Coordinator	110D	<b>743-6370</b>	cjcrews@uh.edu
<b>Hunter, Anna</b> Director of Recruitment Ambassadors Coordinator	110F	<b>743-0207</b>	anjohanson12@uh.edu
<b>Rosen, Micol</b> MSW Academic Advisor for Face to Face Students Graduation Coordinator	110CA	<b>743-0376</b>	mrosen@central.uh.edu
<b>Career Services &amp; Professional Development</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Liberman, Ann</b> Director, Alumni Career & Professional Development	110G	<b>743-8071</b>	aliberman@uh.edu
<b>Cavallaro, Nick</b> Coordinator, Continuing Education	110L	<b>743-1997</b>	swcareer@central.uh.edu
<b>Curriculum Coordinators</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Brown, Aabha</b> Clinical Assistant Professor & Foundation Coordinator	313	<b>743-8672</b>	sanarendorf@uh.edu

<b>Pritzker, Suzanne</b> Associate Professor & Director, Austin Legislative Internship Program, Macro Concentration Coordinator	415	<b>743- 8114</b>	spritzker@uh.edu
<b>Gearing, Robin</b> Associate Professor, Clinical Concentration Coordinator, MH-RITES Center	301	<b>743- 0318</b>	<a href="mailto:rgearing@central.uh.edu">rgearing@central.uh.edu</a>
<b>Field Education</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Parker, Jamie</b> Clinical Assistant Professor & Director of Field Education	207	<b>743- 9658</b>	jparker@central.uh.edu
<b>Gonzales, Shelley A.</b> Assistant Director of Field and Assistant Clinical Faculty	205	<b>743- 7848</b>	sagonz12@central.uh.edu
<b>Griffin, Jacqueline</b> Executive Secretary, Field Office	205	<b>743- 8088</b>	jfluelle@central.uh.edu
Field Coordinator for Online & Hybrid Students	206	<b>743-</b>	
<b>IT Support</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Nguyen, David</b> IT Manager, GCSW	217	<b>743- 1782</b>	dnhhuy26@central.uh.edu
<b>Rodriguez, Haydee</b> User Services Specialist 1, GCSWITS	217	<b>743- 1782</b>	hdrodrig@central.uh.edu
<b>Focused Learning Opportunities</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Amtsberg, Donna</b> Trauma Education Program Director Clinical Assistant Professor	411	<b>743- 1491</b>	dkamtsberg@uh.edu
<b>Leung, Patrick</b> Professor & Director, Office for International Social Work Education Study Abroad	444	<b>743- 8111</b>	pleung@uh.edu
<b>Pritzker, Suzanne</b> Associate Professor & Director, Austin Legislative Internship Program	415	<b>743- 8114</b>	spritzker@uh.edu

<b>Sampson, McClain</b> Assistant Professor. Director, Center for Latina Maternal and Family Health Research. GLOBE Project Director	403	<b>743-6719</b>	mmsampson@uh.edu
<b>Fulkerson, Rachel</b> Program Manager, GLOBE	427	<b>743-1568</b>	rfulkerson@uh.edu
<b>Shippard, Vanessa</b> CWEP – Field Coordinator	434	<b>743-8157</b>	vrshippa@central.uh.edu
<b>Walker, Arnitia</b> CWEP - Director	432	<b>743-1394</b>	amitchell3@uh.edu
<b>University Contacts</b>			
<b>Name</b>	<b>Room #</b>	<b>Ext.</b>	<b>E-mail</b>
<b>Helbing, Rachel</b> Librarian	L220F MD Anderson Library	<b>743-5462</b>	<a href="mailto:rrhelbin@central.uh.edu">rrhelbin@central.uh.edu</a>

## BUILDING ART HIGHLIGHTS

### Calligraffiti

Located on the on east side on GCSW building, Calligraffiti was installed by artist eL Seed. It's purpose is to bridge the ancient classical art of Arabic calligraphy with 21st century street expressions. It reads, in the poetic script of Arabic: "Knowledge is the food of genius, and my son, let no opportunity escape you to treasure up knowledge." -Sam Houston

### Malala Painting

The painting of Malala on the 2<sup>nd</sup> floor of the building is the product of a student project in the Global Justice course and was done to raise awareness of the right of every girl to access free, safe, and quality education around the world.

### Pulling Together Mural

The "Pulling Together" Tile Mosaic Mural located on the first floor of the Social Work Building was created by public artist Reginald Adams and dedicated March 31, 2000. The mural covers seven interior walls of the GCSW lobby and includes life-sized images of people pulling chains of oppression that prevent entry into a world characterized by Social and Economic Justice for All. Many of the images are of faculty, students, staff, and community members of the GCSW from the year it was dedicated.

**Notes:**