

UH GRADUATE COLLEGE OF SOCIAL WORK | **MSW PROGRAM**

New Student
HANDBOOK

FALL 2018

UNIVERSITY of **HOUSTON**

GRADUATE COLLEGE of SOCIAL WORK

uh.edu/socialwork

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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 to prepare you better for your time with us, we have prepared this handbook to familiarize you with the program and to anticipate some of the questions you are likely to ask along the way. We wish you the very best!

Sincerely,
GCSW Faculty & Staff

MSW NEW STUDENT CHECKLIST

- ☐ **Activate Your UH Computer Account (www.uh.edu/infotech)** You receive a number of IT services as a UH student including computer and e-mail accounts, access to computer labs and library resources, discounts on software, etc. Visit the above website to find out more on activating your CougarNet Accounts, email aliases, and Blackboard accounts. You also have the option to call the 24-hour help line at 713-743-1411 or email support@uh.edu to activate the accounts.

- ☐ **Register for Classes**
You can register through your AccessUH at <https://accessuh.uh.edu/login.php>
 - Click on the myUH (PeopleSoft) Login Tab
 - Enter your assigned PeopleSoft ID # and password you create.
 - Click on Student Center
 - Click on Enroll and then enter Fall 2018
 - Enter the 5-digit section numbers of the classes for which you are enrolling
 - Click submit

- ☐ **Once you have your CougarNet Name -- Log in to AccessUH**
AccessUH is your gateway to the University of Houston's information and computing resources. Log into AccessUH with your CougarNet UserID and password and you will get immediate access to other critical systems that you use on a daily basis such as Blackboard LEARN, Cougar Card Services, Parking, UH Self-Service and myHousing.

- ☐ **COUGAR CARD (Student ID Card)**
For as long as you are a University of Houston student, your Cougar Card will be the single most important piece of student identification you possess. The Cougar Card is a multi-purpose ID that integrates a number of functions for daily usage around our campus. You can make purchases, gain access to academic or administrative buildings and rooms, athletic and special events, the Campus Recreation and Wellness Center and both on and off campus residential housing each with a simple swipe of your Cougar Card.

Main campus students can get your Cougar Card through AccessUH, Cougar Card Icon. You can also visit the Cougar Card Office located in the UH Main Campus Welcome Center Parking Garage, Suite 151. UH Sugar Land students can get a Cougar Card at the UH Sugar Land Cougar Card office at the Albert & Mamie George Bldg, Room 101. The phone number is 832-842-2940 and hours are 8:00 am – 5:30 pm M – Th and 8:00 am – 5:00 pm on Fridays.

For more information: [Cougar Card](#)

- ☐ **Get Your Parking Permit**
You may register for parking through your AccessUH, Parking Icon or at www.uh.edu/parking or in person at the Office of Parking and Transportation Services which is located in the Welcome Center (Entrance 1 at corner of Calhoun and University). If you register online, a permit will be mailed to you within the first two weeks of the semester. The closest parking area to the GCSW is Zone B (formerly lot 16B; near Elgin and Cullen intersection). Please note: all students parking at the Main Campus including Hybrid will need a permit.

There is no parking permit requirement for the UH Sugar Land campus for fall 2018.

Purchase Your Required Texts

You may wait on this item until you have your final course selections, but, once you do, know book stores serving UH include the UH Bookstore on the basement level of the Student Center South (near Entrance 1). Here you can choose between buying, renting and selling textbooks in addition to purchasing UH apparel & more. If time allows, you can also purchase books online on sites such as Half.com and Amazon.com. If you order online, make sure you are getting the correct edition of the required text.

Complete Your Summer Writing Assignment

All students enrolling at UH GCSW for their first semester who have not already taken SOCW 6201 are required to take this class. **Refer to the Summer Writing Assignment Handout in your Confirmation Packet for details about the writing assignment.**

Make Sure Your Personal Information is Up-to-Date

Be sure to update your information (mailing and e-mail addresses, phone numbers, name changes, etc.) in AccessUH, Self-Service Icon. The GCSW will use your UH email address to communicate with you.

Get Connected to GCSW!

If you have not already joined the “UH - GCSW Fall 2018 Admits” Facebook group, please join. It is a great way to connect to your peers. Also search and “like” the main GCSW Facebook page, “UHGCSW”. Advisors will also share information and weekly newsletters with you via a virtual student lounge in Blackboard. You will see this option in your Blackboard courses after the fall semester begins.

Stay Informed with the Remind App

Sign up to receive text messages from your advisors! Information will be shared at orientation.

Pay Your UH Fee Bill

Once you have registered for classes, your fee bill will populate. You must make your tuition payments on time or your courses will be cancelled. You can access your fee bill through AccessUH, Self-Service Icon. If needed, short term loans are available through UH. Graduate students are eligible for federal financial aid. To apply for financial aid, you must fill out an online FAFSA application. The website for FAFSA is <http://www.fafsa.ed.gov/>.

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) 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.**

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, George Building 119 at the [UH Sugar Land](#) campus, by appointment. Call (713) 843-5454 to schedule a weekday appointment.

For more information: [CAPS Student 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](#) 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 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.

Student Life Resources

Welcome Center

The UH Welcome Center (located at Entrance 1 at the corner of Calhoun & University) houses 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 (www.uh.edu/uc)

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, CougarByte, 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. Our 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/>.

GCSW Student Organizations

The GCSW has a full list of student organizations that need your participation! It is a great way to meet other students and to socialize with students around specific interest areas. Student Organizations need students to lead and run them! Find out more on the GCSW website. For more information: [GCSW Student Organizations](#)

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](#)

Academic Resources

UH Library Services

MD Anderson Library is the main library on campus. Subject matter expert and librarian, Irene Ke (ijke@uh.edu) is 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](http://www.fortbend.lib.tx.us/branches/ub.html) here: <http://www.fortbend.lib.tx.us/branches/ub.html> 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 our trained Writing Consultants assist students with various types of writing (available by appointment only). Students also have the option to meet online with our 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](#)

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. For more information: [Current GCSW Financial Support Opportunities](#)

Professional Development 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. The website is also home to a Job Board and many additional career resources. For more information: [GCSW Career Services](#)

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 eligible students with a BSW degree to waive the generalist requirements of the MSW program and move directly into upper-level coursework. The GCSW 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 under each enrollment model tab.

Foundation

The intensive foundation 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 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. Our specializations (Health and Behavioral Health, Political Social Work, Social Work Practice with Latinos, and Individualized) refer to *fields of practice*. A social work field of practice is the arena or specialized fields in which social work services are delivered.

Students admitted to the full program (non-Advanced Standing) in the Fall of 2018, 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 starting in Fall 2018, 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. Lastly, Advanced Standing students complete 500 clock hours of field practicum.

All students admitted prior to Fall 2018 will complete advanced courses in Social Welfare Policy Analysis, Multilevel Assessment, and an Evaluation course (three credit hours each), and twelve credit hours in their chosen concentration. The advanced curriculum also includes a minimum of 9 credit hours of free choice elective coursework. All students complete 720 clock hours in advanced field practicum. Students select an advanced concentration in either Clinical Social Work Practice or Macro Practice. Nine credit hours are required for Clinical Practice while 12 credit hours are required for Macro Practice. Additionally, all students complete at least one "crossover elective course".

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 th Clinical 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

Hybrid 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)	Elective (3 SCH) Field Practicum II (2 SCH)
	Fall	Spring	Summer
	Policy (3 SCH) DSM (3 SCH)	CBI (3 SCH) Confronting Oppression & Injustice (3 SCH)	Macro Crossover (3 SCH) Elective (3 SCH)
	Fall	Spring	Summer
	BTI (3 SCH) Clinical Elective (3 SCH) Field Practicum III (3 SCH)	Evaluation of Practice (3 SCH) Field Practicum IV (3 SCH)	Elective (3 SCH) Elective (3 SCH)

Hybrid and Online Program Advanced Standing Degree Plan

Hybrid Advanced Standing Clinical Practice		
Fall AS begins here*	Spring	Summer
Foundations of SW (2 SCH) Policy (3 SCH) DSM (3 SCH)	CBI (3 SCH) Confronting Oppression & Injustice (3 SCH)	Elective (3 SCH)
Fall	Spring	Summer
BTI (3 SCH) Clinical Elective (3 SCH) Field Practicum III (3 SCH)	Evaluation of Practice (3 SCH) Field Practicum IV (3 SCH)	Elective (3 SCH) Elective (3 SCH)

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 200 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 regarding field education requirements please consult the [Field Education Manual](#).

MSW STUDENT STANDARDS

The MSW Student Standards Guide is a comprehensive set of policies and procedures for masters students in the Graduate College of Social Work. Please review, sign, and submit the signature page at your MSW Orientation session. 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/>.

ACADEMIC ADVISING

Each student is assigned an academic advisor. It is recommended that advisors meet with their advisees in the fall and spring semesters prior to registration. 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 can also help students with issues that emerge during the program.

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.

Concentration: 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.

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.

Specialization: In addition to concentrations, the GCSW offers four specializations for students to develop specialized skills and knowledge in defined areas of social work practice. Three of these specializations: *Health and Behavioral Health*, *Social Work Practice with Latinos*, and *Political Social Work* offer students the opportunity to focus their advanced studies in substantive areas of social work directly responding to pressing needs of vulnerable populations in the Houston community. The fourth specialization, *Individualized Specialization*, offers students the opportunity to develop advanced knowledge and skills in a substantive area of social work of interest to them. Specializations are optional and are completed through the use of electives.

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**

Social Work Bldg, Room 110

Phone: 713-743-8075

Fax: 713-743-8149

Email: gcswinfo@uh.eduWebsite: www.uh.edu/socialwork

Classrooms and Administrative Offices are located on the first and second 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.

Administration / Dean's Office			
Name	Room #	Ext.	E-mail
Dettlaff, Alan Dean and Maconda Brown O'Connor Endowed Dean's Chair	212	743-7819	ajdettlaff@uh.edu
Bromfield, Nicole Associate Professor & Associate Dean of Academic Affairs	201	743-4327	nfbromfield@uh.edu
Jennings, Sheara Williams Associate Professor & Associate Dean for Graduate Education	323	743-8120	swilliams3@uh.edu
Torres, Luis R. Associate Professor, Associate Dean for Research & Strategic Partnerships, Director, Center for Drugs & Social Policy Research	320	743-8512	lrtorres@uh.edu
Wingfield, Elizabeth Executive Administrative Assistant	211	743-8085	ewingfield@uh.edu
Academic Affairs			
Name	Room #	Ext.	E-mail
Bromfield, Nicole Associate Professor & Associate Dean of Academic Affairs	201	743-4327	nfbromfield@uh.edu

Leger, Jan MSW Program Manager Specializations Coordinator Independent Study	202	743-3249	jeleger@uh.edu
Lucas, Virginia (Ginger) Clinical Assistant Professor & Director, Online MSW Program	204 (UHSL BH30)	743-8399	vlucas@central.uh.edu
Mollhagen, Amber Assistant Dean for Admissions & Student Affairs	110E	743-8082	amollhagen@uh.edu
Parker, Jamie Clinical Assistant Professor & Director of Field Education	207	743-9658	jparker@central.uh.edu
Admissions & Student Affairs			
Name	Room #	Ext.	E-mail
Mollhagen, Amber Assistant Dean for Admissions & Student Affairs	110E	743-8082	amollhagen@uh.edu
Caxton-Martins, Trenadia Admissions/Office Coordinator	110HA	743-7642	tcaxtonm@central.uh.edu
Crews, Cindy MSW Academic Advisor for Online & Hybrid Scholarships Coordinator	110D	743-6370	cjcrews@uh.edu
Johnson, Anna College Recruitment Manager Ambassadors Coordinator	110F	743-0207	anjohanson12@uh.edu
Rosen, Micol MSW Academic Advisor for Face to Face Students Graduation Coordinator	110CA	743-0376	mrosen@central.uh.edu
Career Services & Professional Development			
Name	Room #	Ext.	E-mail
Liberman, Ann Director, Alumni Career & Professional Development	110G	743-8071	aliberman@uh.edu
Cavallaro, Nick Coordinator, Continuing Education	110L	743-1997	swcareer@central.uh.edu
Curriculum Coordinators			

Name	Room #	Ext.	E-mail
Narendorf, Sarah Assistant Professor & Foundation Coordinator	313	743-8672	sanarendorf@uh.edu
Pritzker, Suzanne Associate Professor & Director, Austin Legislative Internship Program, Macro Concentration Coordinator	415	743-8114	spritzker@uh.edu
Gearing, Robin Associate Professor, Clinical Concentration Coordinator, MH-RITES Center	301	743-0318	rgearing@central.uh.edu
Field Education			
Name	Room #	Ext.	E-mail
Parker, Jamie Clinical Assistant Professor & Director of Field Education	207	743-9658	jparker@central.uh.edu
Gonzales, Shelley A. Assistant Director of Field and Assistant Clinical Faculty	205	743-7848	sagonz12@central.uh.edu
Griffin, Jacqueline Executive Secretary, Field Office	205	743-8088	jfluelle@central.uh.edu
Shah, Nivisha Field Coordinator for Online & Hybrid Students	206	743-0701	nshah8@central.uh.edu
IT Support			
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