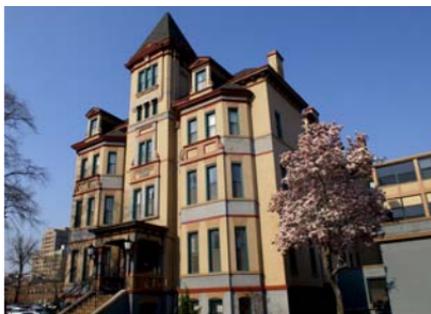


Student *Success* Guide



WAYNE STATE
UNIVERSITY
SCHOOL OF SOCIAL WORK

Real-World Preparation for Real-World Opportunities™

www.socialwork.wayne.edu

Student Success Guide

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Greetings from the Dean

Congratulations on your admission to the Wayne State University School of Social Work. We are pleased that you have chosen to join us as we advance the profession through the education of tomorrow's social workers. Our School of Social Work is rooted in a history of preparing professional social workers to serve challenged, at-risk, vulnerable populations. We continue to build upon our reputation as a practice-oriented school, emphasizing theory for practice and research to identify the most effective methods of intervention that contribute to the well-being of individuals, families, groups and communities.

Our bachelor of social work (BSW) program has been ranked No.1 among all BSW programs in the United States by The Gourman Report since 1995. Our master of social work (MSW) program is ranked in the top fourth of all MSW programs in the nation. The school's faculty members are among the brightest scholars in professional social work education, and they are dedicated to assisting you in reaching your academic and professional goals as BSW beginning generalist practitioners or MSW advanced professional practitioners. Our academic staff is student centered and service oriented. They, too, are committed to your success, and will assist you as needed.

Each member of the professional staff in the school's Office of Admissions and Student Services (OASS) holds an MSW degree and has been trained in student development. Our professional staff members in OASS are available to provide advice on financial aid, academic and tutorial support and career planning. Please do take advantage of their years of experience and professional expertise.

This handbook, prepared by our professional staff in OASS, is intended to provide you with information to access a number of programs, services and polices in support of your professional education. It is not intended to serve as a substitute for the face-to-face advice of our professional staff and faculty, who are partners in your professional education.

Welcome to this outstanding school of social work, which is dedicated to preparing excellent, ethical, competent, caring, professional social workers. I wish you the very best, and again congratulate you on your admission to the Wayne State University School of Social Work.

Phyllis I. Vroom, Dean
School of Social Work

Date

Introduction

The Student Success Guide is designed to assist you in making the transition to professional education in the School of Social Work. We believe that you will find this guide both informative and practical. The guide will provide you with information regarding registration, academic support services, financial aid, graduation, employment and alumni activities.

We recommend that you keep the Student Success Guide as a handy reference throughout your professional education at Wayne State University.

The School of Social Work

The School of Social Work offers opportunity for study at the undergraduate and graduate level to prepare students for practice in the profession of social work. The Bachelor of Social Work degree program prepares students for entry-level generalist practice and is offered full time and part time.

The school offers full-time and part-time study programs leading to the Master of Social Work degree. Students who are holders of a bachelor of social work degree, accredited by the Council on Social Work Education (CSWE), if admitted, shall be granted Pre-Candidate Master's Standing. Pre-Candidate Master's students complete the MSW degree in 10 months.

The undergraduate program leading to the Bachelor of Social Work degree and the graduate program leading to the Master of Social Work degree are accredited by the Council on Social Work Education, the authorized accrediting body for social work education.

Main Campus and University Center - Macomb

BSW students are admitted and assigned to either the University Center - Macomb (UCM) campus or the WSU main campus in Detroit. Students are required to register for and attend classes on the campus to which they were admitted. Any deviation from this policy may result in termination.

MSW courses are offered at the WSU main campus in Detroit. Some courses are offered at Oakland Center in Farmington Hills, Oakland County Community College in Auburn Hills, and the University Center - Macomb campuses. Course offerings vary.

The School of Social Work Office of Admissions and Student Services

The Office of Admissions and Student Services (OASS) serves several purposes for students interested in professional social work education. One of the roles of the OASS is to provide information ranging from admission requirements to alumni participation.

The School of Social Work offers information on professional employment including an up-to-date listing of professional job opportunities. These opportunities are displayed on the Professional Jobs Marquee located near the student mailboxes in the lower level of the Thompson Home. There also is a Jobs Book located on the display table below the marquee. Also available for student use is a link on the school's Web site with references and information on job Web sites. In addition, each spring the OASS offers the Professional Development Series (PDS) which features preparation workshops focusing on licensing, resume writing, interviewing and dress for success to prepare students for future employment. The OASS office also has provided on-site interviewing and information meetings with prospective employers.

Student involvement with the OASS does not end with admission to the school. The office also is available to assist qualified students with a limited amount of financial assistance, financial aid referrals, tutorial support and academic referrals, participation in individualized learning programs, personal counseling referrals, leadership opportunities, study skills workshops, employment opportunities and academic advising.

Academic Advising

All newly admitted students should make formal arrangements to meet with the academic services officer/BSW academic advisor or the MSW academic advisor to complete an academic Plan of Work.

The Plan of Work assists students in staying abreast of their academic course work. The Plan of Work should be completed before the end of the first semester of academic course work in the school. Students also are asked to update their status before beginning the last year in the social work program. Students should schedule an appointment to review the Plan of Work with their advisors.

Withdrawal and Readmission

A student who is considering withdrawal from the BSW or MSW program and who wishes to be reconsidered for admission later must follow regular procedures for admission to the School of Social Work. If the withdrawal

period is less than one academic year, a letter must be submitted to the director of Admissions and Student Services requesting admission later. It should be noted that readmission to the school is not guaranteed. For details, see the section on Policies for Withdrawal and Readmission.

Campus Life

Residence Halls

Wayne State University's new residence halls — Ghafari Hall, South Hall and The Towers Residential Suites — are steps from classes, campus jobs, the Undergraduate Library, Student Center Building and the Mort Harris Recreation and Fitness Center. The facilities have on-site dining, retail and laundry facilities, cable and Internet-ready rooms, private baths in each room and study lounges on each floor. For further information, visit housing.wayne.edu.

Mort Harris Recreation and Fitness Center (MHRFC)

Wayne State University has a state-of-the-art recreation and fitness center with full access for people with disabilities. It features a 15,000-square-foot open fitness area with a variety of cardio and free weight equipment; a 30-foot-high climbing wall; full-size gymnasium with two basketball courts and an option for volleyball; a three-lane walking track, group fitness classes and a women-only workout area. The center is conveniently located in the heart of campus on Gullen Mall, next to the Student Center Building and between the undergraduate and graduate libraries. A fitness center fee is automatically assessed as part of tuition and fees each semester. Students can access the center using a valid WSU OneCard. All patrons must either be members or sponsored by a member. Guest day passes are available for \$7, and the patron must be sponsored by an RFC member. Members may bring their children (ages 17 and younger) to the RFC during the designated times. For further information, visit rfc.wayne.edu.

Registration

Pipeline

Pipeline.wayne.edu is WSU's system that allows students to check financial aid, register for and drop/add classes, pay tuition and fees, check holds and final grades, obtain enrollment verifications and transcripts, register for orientation or training workshops and more. Pipeline can be accessed

using an AccessID number provided by the university. For more information about registration, call (313) 577-3541. For information about AccessIDs, visit computing.wayne.edu/accessid/faq.php or call the Computing & Information Technology Help Desk at (313) 577-4778.

Priority Registration

Priority Registration allows students to register for courses early at pipeline.wayne.edu. A registration deposit is due approximately one month after the start of priority registration. We strongly urge students to register early for the best course selection.

Late Priority Registration

Late Priority Registration provides a second opportunity to register for those students who were unable to take advantage of Priority Registration. Late Priority Registration occurs approximately 2 1/2 weeks after the close of Priority Registration. Students who take advantage of this opportunity to register are assessed a registration deposit and a Late Priority Registration Fee.

Late Open Registration

Late Open Registration occurs after the start of classes for a specific semester and is the final opportunity to register. Students who register for the first time during this cycle are assessed a registration deposit and a late registration fee.

Drop/Add

Drop/Add allows students to adjust their schedules at any time during any registration period.

The university accepts cash, certified checks, money orders, VISA or MasterCard for payment of tuition and fees. Payments can be made at pipeline.wayne.edu or at the cashier's offices in the Academic/ Administration Building (AAB), 5700 Cass Avenue, Suite 1100, (313) 577-3650; and in the WSU Welcome Center, 42 W. Warren, Room 217, (313) 577-3057.

Financial Aid

When financial aid is necessary, the School of Social Work will cooperate with the university's Office of Student Financial Aid to develop the best possible student aid plan from various scholarships, stipends, grants and loans available. Financial assistance will not be assigned or awarded until students have confirmed their Intent to Enroll in the School of Social Work after being notified of the admission decision.

Applications for student aid are evaluated by the School of Social Work Scholarship Committee and are based on financial need and scholastic performance. All requests for applications should be made to the school's Office of Admissions and Student Services at (313) 577-4409. All questions pertaining to federal financial assistance should be directed to the WSU Office of Student Financial Aid at (313) 577-3378. See the list of Private Scholarships 2008-2009 on page 33. Please check the Wayne State University School of Social Work web site www.socialwork.wayne.edu for eligibility and requirements.

The Individual Success Plan (ISP)

The School of Social Work administers a program for students who have been formally admitted to the BSW/MSW programs and are seeking support in challenging courses. This program is called the Individual Success Plan (ISP).

The ISP is designed to assist students in the development of techniques necessary to enhance their academic performance. These techniques include study skills, test-taking strategies, time management and the elimination of self-defeating behaviors such as procrastination.

ISP participants also have access to an academic progress report in designated at-risk courses(s). The academic services officer obtains the report by submitting a formal request to the instructor. Participants also can use video and audiotapes and other forms of instructional technology related to successful completion of challenging courses.

Participation in the ISP is strictly voluntary, but participants are asked to sign a contract of participation if long-term monitoring or academic evaluations are requested. The ISP also is highly recommended for students who want support in structured learning experiences.

Social Workers Today Achieve Retention Together (START)

START is a mentoring program based on assisting students with professional, education and leadership opportunities to improve retention and encourage continued education at Wayne State University. START will provide participants with a professional MSW mentor, whose purpose is to provide positive role modeling, networking opportunities and support.

All BSW and MSW social work students are eligible for the START program. To maximize START effectiveness, all participants will be asked to begin the START program in the fall and continue participation until the end of their first year in the School of Social Work.

Participation in the START program is voluntary, but students (mentees) will be expected to maintain regular contact with their assigned mentor during the academic year, as well as participate in all START activities such as luncheons and mentoring programs.

Tutorial Services

The School of Social Work provides a variety of free on-site academic support services. Support services include workshops covering a variety of writing and math/research topics, as well as free one-on-one sessions. The School of Social Work provides free tutorial assistance to all BSW and MSW social work students. Seeking tutorial assistance is an excellent way to ensure success in the School of Social Work.

English/Writing tutor: (313) 577-4339

ETS Criterion/Writing tutor: (313) 577-8969

Research/Math tutor: (313) 577-8109

University Resources

Educational Accessibility Services (EAS)

Educational Accessibility Services is a powerful advocating force for students with disabilities at Wayne State University. The purpose of EAS is to provide students with the resources they need to succeed, and to support their participation in all university programs and activities with dignity and independence. EAS provides information, referrals and direct services to students, faculty and staff at Wayne State University and works to educate and inform the university community about the needs and abilities of students with disabilities.

Services:

- ❖ Reasonable Accommodations
- ❖ Pre-enrollment Consultation
- ❖ Alternative Testing
- ❖ Advocacy
- ❖ Counseling
- ❖ Sign-Language Interpreters
- ❖ Accessible Parking
- ❖ Information and Referrals
- ❖ Study Rooms with Adaptive Equipment

For additional information, call EAS at (313) 577-1851, (313) 577-3365 TTY, e-mail eas@wayne.edu or visit eas.wayne.edu.

Academic Success Center

The Academic Success Center provides university students with tutorial and self-guided support programs to assist with problem areas such as mathematics, computer literacy, reading and study skills. For additional information, the Academic Success Center at (313) 577-3165 or visit success.wayne.edu.

Tips and Tools for Success

10 Ways to Succeed in College

1. Know that you deserve and earned the right to be in college based on the admissions standards of the professional School of Social Work
2. Learn to ask for help and receive it!
3. Develop realistic expectations based on your academic preparation, and seek tutoring if needed.
4. Surround yourself with positive, goal-oriented, supportive individuals.
5. Learn how to study more effectively. Take a course designed to improve your study skills, critical thinking and reading skills.
6. Get to know your professors. Talk to other students about the teaching style of a potential professor. You may be interested in taking the time to visit potential professors and ask them about their teaching style and what they may expect from students.
7. Use your academic advisor! Visit every semester to stay abreast of your status. Your advisor may have information on professional and/

or summer employment opportunities. He or she also may provide you with educational opportunities, or assist you in coping with academic or bureaucratic challenges.

8. Secure a mentor. A mentor can help you understand the profession, act as a referral source for professional positions, act as a networking guide, and simply provide you with guidance and support.
9. Take time out for yourself. Pamper yourself. Exercise regularly, indulge in your favorite activity. This may help to reduce anxiety levels during stressful periods.
10. Apply yourself and know that you can succeed!

How to Write a Paper: A Five-Point Plan

Once you have selected a topic of interest to you, or you have been assigned one, the process of writing a paper can be a challenging experience without a specific plan to guide you. A plan is an outline that specifically tells you where you are going with a topic or idea. Below you will find several tips for writing a paper. Think of these tips as your beginning roadmap to an interesting and informative paper.

1. Research your topic. Before beginning a research paper, you should visit the library. The library will provide you with information relevant to your topic in books, articles, journals, and on the Internet. Your supporting documentation will provide you with credibility as well as a list of information sources — bibliography.
2. Introduction/thesis statement. The introduction or thesis statement will tell the reader your topic. The statement should be approximately two or three sentences (depending on the topic), and should stimulate the reader's interest. Your thesis statement communicates to the reader a summary of your paper.
 - a. Consider beginning with a surprising statistic.
 - b. Start with a controversial remark or statement about the topic
 - c. Consider beginning with a quotation from a noted authority related to the topic. If you do, be sure to cite appropriately!
3. First paragraph/second paragraph. Your first paragraph should include specific support for the introduction/thesis statement. It should include an opening sentence (topic sentence) that makes specific reference points related to the topic. The second paragraph keeps the reader hooked.

- a. The opening paragraph should:
 - i. Show personal interest/involvement in the subject.
 - ii. Tell why you are writing about the topic, why the subject is important, and to whom.
 - b. The second paragraph must be linked to the opening paragraph, and briefly present supporting information, while engaging the reader. The reader should be left with a feeling of captivation and a desire to read further.
4. The body. The body is the “meat” of your paper and provides information, argumentation and substantiation. The body clearly illustrates opinions or theories and later substantiates (shows support and documentation through referencing).
- a. Be specific. When presenting a statement/idea/opinion be able to show documentation that supports it. Provide references demonstrating what other authorities have found, and how these findings may or may not support your statements. You may wish to compare the literature on your topic. Be careful that your work is connected and is not presented as loosely linked statements.
 - b. Be thorough. Don't simply touch the surface when writing about the topic. Explore and experience your topic as you would like the reader to. You are the expert and your reader depends on you for information.
 - c. Be complete. The final paragraph of the body should leave the reader feeling fulfilled. The reader should not be left with unresolved emotions resulting from underdeveloped statements by the writer.

If the topic is ever-evolving, such as topics involving current research, your reader should be informed and given the opportunity to explore other sources of data.

5. The conclusion. An effective conclusion rephrases and reiterates the thesis statement. It also summarizes the major points explored in the paper and evaluates the information available. A good paper encourages further thought on the topic without introducing the reader to a completely new subject.

Plagiarism

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What is Plagiarism?

Plagiarism is presenting someone else's words or ideas as your own. The following are all examples of plagiarism:

- ❖ Quoting or paraphrasing materials without citing the source of that material. Sources can include Web sites, magazines, newspapers, textbooks, journals, TV and radio programs, movies and videos, photographs and drawings, charts and graphs — any information or ideas that are not your own.
- ❖ Quoting a source without using quotation marks — even if you do cite it.
- ❖ Buying a paper online or downloading a paper from a free site.
- ❖ Copying or using work by another student.
- ❖ Citing sources you didn't use.
- ❖ Turning in the same paper for more than one class without the permission of both teachers.

Note-taking

The best way to avoid plagiarism is to take careful notes. When taking notes, always do the following:

- ❖ First, read the entire text and summarize it in your own words. Then paraphrase important points and copy usable quotes. Enclose quotes in quotation marks.
- ❖ Carefully distinguish between material that is quoted, material that is paraphrased, material that is summarized, and your own words and ideas. Consider using different colored ink for each type of source.
- ❖ Include in your notes all the information you will need to cite your sources. Copy all source information into your working bibliography using the format your teacher has provided.
- ❖ Print any Web pages you use. Write the URL and the date on the Web page if it isn't included on the printout.
- ❖ Save all your notes and printouts until you receive your final grade.
- ❖ You must cite the source of every quote, every paraphrased passage, and every summarized idea you use in a research paper. Commonly known facts, such as dates or definitions, do not need to be cited unless you take those facts directly from a specific reference source, such as an encyclopedia. If you're not sure whether a source should be cited, include it just in case.

Sources must be cited both in the body of the paper and in the bibliography. In the body of the paper, you must do the following:

- ❖ Copy quoted material exactly, enclose it in quotation marks, and name the author immediately before or after the quote. Use the same procedure for summarized or paraphrased material, but omit the quotation marks.
- ❖ Cite the source information (title, publisher, date, and so on) for the quote or paraphrased or summarized information either in parentheses within the text or in a footnote.
- ❖ List on a reference page at the end of your paper the information for all sources you have cited. This is not the same as the bibliography.
- ❖ The bibliography is a list of all the sources you used — both those you cited and those you used for research, but did not cite directly. The bibliography should follow the format your teacher has provided.

Writing the Paper

The following tips on the writing process also will help you avoid plagiarism.

- ❖ Read your notes carefully and make sure you understand the material before you being to write.
- ❖ Write a preliminary draft without looking at your notes. Leave spaces where you think you'll want to include quotes or supporting material. Use your own words as much as possible. No one expects you to write like an expert or a professional writer. You should, however, write like a serious, intelligent student.
- ❖ Cite all sources as you write your rough draft.
- ❖ Read through your final draft and make sure all uncited ideas are your own.

How to Take Tests Successfully

Testing in a course successfully begins the first day of class when many professors present students with a course syllabus. The syllabus is the best tool for passing tests because it presents specific timetables and course expectations. The syllabus shows when to study and what to study.

A regular study schedule will allow for studying in small increments by the week rather than cramming or studying hour upon hour for a course. Incremental study provides a greater likelihood that the information will be learned. To increase the likelihood of testing success, complete the following steps.

1. Develop a daily/weekly time management schedule (see below). The time management schedule will allow you to see at a glance study time arranged for a specific course, free time and time spent on employment. If used regularly, the time management schedule can help you cope with procrastination while providing a sense of control and structure.

When developing a study schedule, experts recommend that you designate one day for studying per course. For example, Monday evenings will be set aside for studying “Research Methods” from 7 p.m. to 10 p.m. During this time, a 10-minute break has been built in between each hour of study time.

2. Review the syllabus and determine which areas require designated study time. Remember, it is perfectly “legal” to ask an instructor what to expect on the exam. Your test results may be improved if you take time to meet with the instructor during office hours two or three weeks before the exam to ask these questions. During this meeting, you may ask the instructor to review your notes and to provide advice. You also may wish to follow up with the instructor one week before the exam to discuss the topics on which you have focused.
3. Explore textbook chapter headings as they may provide you with a good source of potential test questions.
4. Avoid cramming! Begin your test preparation studies at least three weeks before each exam.
5. Develop note cards to test yourself. Simply purchase 5-by-7- inch index cards, write a potential test question on the front of the card and the correct answer on the back of the card. This is an effective way of testing how much you actually know, and note cards are easily carried wherever you go. You can use your cards when waiting for the bus, waiting for a class to begin or whenever you have idle time of 15 minutes or less. Remember, always change the order of your cards so that you are testing what you know and not simply what you have memorized.
6. Test yourself. During the designated study time for a course and approximately two weeks before the exam, begin giving yourself a written exam based on your note cards. Check your answers after the exam.
7. Avoid studying with students who are not regular class attendees or who bring little or nothing to the academic relationship. When studying with these groups you may find that you are acting as a “tutorial source” while gaining little support and direction for your studies.

8. Study lightly the night before the big exam (spend approximately two hours reviewing notes, chapter headings and note cards). It is important not to overstudy the night before. Trust that you have studied smartly and get a good night’s sleep.
9. Never tell yourself that you can’t remember an answer, because your subconscious will remember that you told it you can’t.
10. Develop relaxation techniques that you can perform quietly before beginning an exam. This will help to relax your body and mind while allowing for better recall and maximum testing results.

Networking

What is it?

Networking is the process of creating contacts with groups and/or individuals who hold similar goals and interests. Many types of networks exist, such as professional, educational, informative and social. The process of networking can occur in a variety of settings ranging from organized conferences to pre-class discussions, and can be somewhat frightening to the beginner.

The Beginning

When developing new professional networks it is important to determine the purpose or goal of establishing the network. Ask yourself why this particular network is important. Any well-meaning network is almost doomed from the outset without a well-established plan. If finding a professional job is a goal, a network may be established specifically to assist you in achieving this goal. Networks should be cultivated, not abused or called upon only when something is needed. Networks can include instructors, advisors, field supervisors, peers and anyone who may provide you with direction and support.

We may develop networks for a variety of reasons, but a good network is one that grows with us as we grow and helps us to reach our full potential. To ensure successful networking, follow these tips:

How to Network: An Overview

1. Have a goal in mind
 - a. To obtain a professional job
 - b. To develop new friendships
 - c. To develop an academic support system/study partner
 - d. To develop key contacts
2. Choose your Setting
 - a. If the setting is formal, such as a cocktail party/conference, seek out key participants and others involved in organizing the event. They can act as a good source in getting you started.
 - b. If you are shy, arrive early to formal gatherings so that you may meet people as they enter. This may also increase your confidence as the event progresses.
 - c. Interact with other new beginners — they may very well be the power players of tomorrow.
3. Recognize Multiple Leaders
 - a. Remember, networks are not just comprised of well-established professionals; they may also include individuals who are just getting started and need support. These may be support networks that provide reciprocal motivation.
 - b. Your network can include members of an agency's maintenance staff/cleaning staff who assist you in getting what you need within the agency. It can be as simple as obtaining extra plastic bags for a staff party when the staff believed the supply to be tapped out.
4. Avoid the Negativity Welcome Wagon
 - a. Avoid joining negative conversations about others with unfamiliar individuals. Participation of this sort may limit your potential for growth, and may also "brand" you as untrustworthy. You may also wish to avoid socializing with negative individuals as they may cloud your judgment while limiting your circle of potential contacts.
 - b. Be patient before developing contacts, gauge the climate before joining cliques/loosely associated groups.
 - c. Before speaking, listen, listen, listen!

School of Social Work and University Policies

The School of Social Work has an official policy manual that contains all policies for the school and selected university policies. A CD of the policy manual can be obtained in the Office of Admissions and Student Services. In addition, the CD includes policies relevant to Field Education. Many policies have been provided within this success guide. If you have any questions, please contact the Office of Admissions and Student Services. The following is a list of the policies included in this handbook.

- ❖ Academic Advisement Policy for BSW
- ❖ Academic Advisement Policy for MSW
- ❖ Policy on Incomplete Grades for BSW/MSW Students
- ❖ Policy on Academic Termination and Reinstatement Policy and Grade Appeals Procedures
- ❖ Policy on Withdrawal and Readmission and Procedures for Withdrawal from the Undergraduate and Graduate Programs
- ❖ Student Leave of Absence Policy
- ❖ School of Social Work Field Education Health Clearance Policy
- ❖ Nondiscrimination and Equal Opportunity and Nondiscrimination of Persons with Disabilities

Academic Advisement Policy for Bachelor of Social Work Students

All newly admitted students to the bachelor of social work (BSW) program must make formal arrangements to complete an academic Plan of Work (POW) before the end of the first semester of enrollment in the BSW degree program.

The POW serves as a written record of all completed (or remaining) prerequisites, co-requisites, professional courses/field work, electives and university general education requirements. The POW will be completed in consultation with the School of Social Work academic services officer (ASO) who serves as academic advisor to all BSW students. Upon conclusion of this session, the student is provided a copy of his/her POW. The POW will serve as a contract and record of requirements for the BSW degree. All BSW students are asked to update their POW at the conclusion of the junior year. It is during this second advising session that the student receives information on the undergraduate graduation application process, the MSW Advanced Standing Program, financial aid options available at the graduate level and employment opportunities for the student who wishes not to pursue graduate education.

Academic Advisement Policy for Master of Social Work Students

All newly admitted students must meet with the MSW academic advisor to develop an academic Plan of Work before beginning the MSW program. Students are encouraged to meet with the advisor, who holds an MSW degree, at least once per semester to review this plan. Mandatory registration and scheduling meetings are scheduled before the start of the program. The MSW academic advisor is available to meet with students who make scheduled appointments or arrive during designated walk-in periods.

In addition to the academic adviser, students also may access their faculty adviser for field placement and other related information during appointed office hours.

Policy on Incomplete Grades for BSW/MSW Students

The Mark of "I"— Incomplete: University Policy

The mark of "I" is given to undergraduates or graduate students when they have not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. The student should be passing at the time the grade of "I" is given. A written contract specifying the work to be completed should be signed by the student and instructor. Responsibility for completing all course work rests with the student.

The mark of "I" will be changed to a letter grade when the student completes the course work as arranged with the instructor or, if the instructor has left the university. Work must be completed within one calendar year. There are NO extensions.

The mark of "I" will not be awarded if, in the instructor's judgment, it is necessary for the student to attend subsequent sessions of the class. If regular attendance is necessary to complete course work, the student must register for the class for the semester in which attendance is planned. The student will be assessed tuition and applicable fees for the second registration. If the student decides to register for the course after assignment of an "I," then the mark of "I" for the original election will be changed to a Withdrawal/Passing ("WP"), and the student will be responsible for tuition and applicable fees for the second registration. Students are responsible for notifying their department and the department offering the course that they have reregistered for the course so that the "I" is not changed to an "F."

Any unchanged mark of "I" will, within one calendar year from the time it was received, be changed to a grade of "F" or failure. This will not be changed after the "I" is replaced.

The Mark of "I" — Incomplete: School Policy

A student who receives an "I" in a course that is required for the BSW/MSW degree shall not be allowed to move forward in the planned program of study unless the course is completed successfully before the beginning of the next semester in their planned program. Failure of a student to enroll in or attend a course in the planned program leading to the BSW or MSW degree shall result in termination from the program unless a revised plan of work has been approved by the program coordinator and/or the associate dean and filed with the academic services officer or academic adviser. The student is wholly responsible for requesting a revised Plan of Work in a timely fashion. Approval of a revised plan of work is not automatic.

Academic Termination and Reinstatement Policy and Grade Appeals Procedures

Grade Appeals Procedures

The faculty of the School of Social Work has the responsibility to require a student to withdraw at any time before receipt of the degree when, in its judgment, the student fails to do satisfactory work. Such decisions may be based on deficiencies in performance in class or field or in personal fitness for the profession.

Criteria for Termination

Undergraduate

An undergraduate student in the School of Social Work is required to achieve and maintain for graduation a minimum grade-point average of 2.00 during the junior and senior years respectively.¹ Students are required to maintain this minimum grade-point average and will be given an academic warning at the end of the semester in which the grade-point average falls below 2.00 or upon receipt of a "D+" grade in the professional component of the curriculum.

A student will be terminated from the BSW program if one or more of the following occur:

1. Upon receipt of one (1) grade of "F" in a classroom course in the professional component of the curriculum.

2. Upon receipt of two (2) grades of "D+" or below in the classroom course in the professional component of the curriculum.
3. Upon receipt of one (1) mark of "U" (unsatisfactory) in field work.
4. Upon receipt of two (2) marks of "M" (Marginal Pass) 2 in field work.
5. Upon receipt of one (1) grade of "D+" or below in a classroom course in the professional component and one (1) mark of "M" (Marginal Pass) in field work.
6. Upon earning below a 2.00 grade-point average at the end of the junior year.
7. Upon receipt of one mark of "WF" or "WN" in a classroom course in the professional component or in field work without approval of advisor or BSW coordinator.

The grade of "X" has been eliminated.

Graduate Students

A graduate student shall be terminated from the MSW program and a graduate or postgraduate student will be terminated from the Graduate Certificate Program in Social Work Practice with Families and Couples even if he/she meets the grade-point average required for graduation or receipt of the certificate as specified in the WSU Bulletin if one or more of the following occur:

1. Upon receipt of "B-" grades and below in three classroom courses.
2. Upon receipt of two (2) marks of "M" in field work.
3. Upon receipt of grades "B-" and below in two classroom courses and one (1) mark of "M" in field work.
4. Upon receipt of one (1) grade of "D" or "F" in a classroom course or one (1) mark of "U" in field work.

¹The minimum grade-point average of 2.00 required during the junior and senior years includes all grades in professional, general education (co-requisites) and elective courses recorded after admission to the program leading to the BSW degree. Although a C- is classified as a "fair" grade, a C- average (1.67 GPA) is below satisfactory performance for a BSW student.

²The mark of "M" (Marginal Pass) indicates that the student's performance in field work is barely satisfactory. The mark applies when the work is below satisfactory but does not warrant the mark of "U" which is unsatisfactory.

5. Upon receipt of one mark of "WF" or "WN" in a classroom course in the professional component or in field work without approval of the advisor or MSW coordinator.

The student will be notified of termination when any of the above deficiencies occur. Students will receive an academic warning upon receipt of a "B-" grade or below or mark of "M." According to the WSU Graduate Bulletin, "Grades of (B-) and below are unsatisfactory for graduate level work and constitute valid cause for dropping a student from a graduate program.

All Students

Upon termination, you must withdraw from all Social Work courses and/or field work in the School of Social Work. You may not attend classes or your field placement.

For all students, academic offenses such as cheating or plagiarism may lead to expulsion, suspension or some other appropriate disciplinary action. The Office of the Dean of the school shall provide written notification to the student when expulsion, suspension, or other disciplinary action is the result of cheating or plagiarism.

The university ombudsperson is available at any time to assist students in solving university-related problems. Call (313) 577-3487 or visit www.ombudsman.wayne.edu.

Request for Reinstatement: Undergraduate and Graduate Programs

If students whose performance has resulted in termination believes that there are extenuating circumstances that might justify reinstatement, they may request in writing, not e-mail, that the dean consider these circumstances. Requests for reinstatement shall be made as soon as possible, but no later than two weeks after the commencement of classes of the next semester following termination. When a grade is awarded following removal of an "I" or a "Y" which results in notification of termination, the request for reinstatement must be made no later than two weeks after such notification.

For purposes of these procedures, only the final grade earned in SW 8996 or SW 8999 shall be considered. Courses are one project grade is combined.

The mark of "M" indicates that the student's performance in field work is barely satisfactory. The mark applies when the work is below satisfactory, but does warrant the mark of "U," which is unsatisfactory.

1. Within two weeks of receipt of this request, the dean shall establish a Reinstatement Advisory Committee, which shall consist of three members of the full-time faculty chosen by the students from a list of five drawn by lot from the faculty roster. All faculty members so selected are required to serve. If the students fail to select three faculty members, their request shall not be considered and no further action will be taken. If the students wish, the Student Organization may select two students to serve on the committee from a standing list selected by a procedure to be developed which is satisfactory to the Student Organization and the Faculty Organization. The associate dean will select its chairperson.
2. The students shall submit, in writing, not e-mail, their reasons to believe that satisfactory performance can be achieved upon reinstatement, and may submit in writing any relevant supporting data to help elucidate their belief that reinstatement is merited.
3. The committee may also request relevant written data, opinions, recommendations and/or evaluations from any appropriate source that may assist it in reaching a decision.
4. The committee shall deliberate and reach a decision in private and transmit its advisory written recommendations to the dean, normally within 10 business days from time of appointment, unless there is an inability to obtain suitable material for review. The dean shall consider the committee's recommendation and notify the students of his/her decision within one week of receipt of the committee's report.
5. Undergraduate students shall be terminated following reinstatement if they receive a grade of "D+" or below in class in the professional curriculum or below "S" in field work. Graduate students shall be terminated following reinstatement if they receive any grade of "B-" or below in class or below "S" in field work. Consideration by a Reinstatement Advisory Committee is at the discretion of the dean. The Reinstatement Advisory Committee shall be selected as described in item 1 above.
6. Students who do not request reinstatement within the time limits outlined above or who are not reinstated by the dean following termination, and who subsequently wish to be considered for readmission following termination, must follow regular procedures for admission to the school but may not be readmitted for at least two years. Undergraduate students shall be terminated following readmission if they receive a grade of "D+" or below in class in the professional curriculum or below "S" in field work. Graduate students shall be terminated following readmission if they receive any grade of

"B-" or below in class or below "S" in field work. Consideration by a Reinstatement Advisory Committee is at the discretion of the dean. This modification of June 10, 1980, applies to all students admitted into planned programs after that date.

Grade Appeals Procedures

It is the instructors' prerogative to evaluate student work and assign grades in accordance with their academic and professional judgment. Grounds for appeal of grades are: (1) the application of non-academic criteria in the grading process; (2) sexual harassment; or, (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements. In those instances where a student disputes the final grade awarded, for one or more of the above reasons, the following steps should be taken to appeal the grade in question.

1. Informal Review

Students shall discuss the disputed final grade with the instructor of the course. If the dispute is not resolved informally, the students may initiate a formal appeal.

2. Formal Appeal Procedures

- a. Within 30 calendar days following official notification of grades through the university Pipeline system for the term in which the disputed grade was awarded, and when the informal review fails to resolve the dispute, the students shall submit a written appeal, not e-mail, detailing their objections along with supporting documentation to the instructor. The instructor shall provide written response in 10 workdays.
- b. If the dispute remains unresolved, the students shall submit a written statement, not e-mail, detailing their objections, along with supporting documentation, to the dean within 10 workdays of receiving the instructor's response.
- c. The dean shall review the complaint and provide a copy of the complaint to the instructor. The instructor of the course shall be invited to reply in writing to the objections of the student. Where appropriate, the dean may consult with a Grade Appeals Committee for advice in grade disputes. Students will be notified of the dean's decision within 30 workdays of receiving the request. The dean's decision shall be the final decision at the school level.

3. University Level Academic Appeals Procedure

When the appeal procedures within the school have been exhausted, the students may request the vice president for Academic Affairs to review the decision on the record. Procedures for requesting a review by the vice president for Academic Affairs are published in the Bulletin.

Adopted by the faculty on September 20, 1977, and modified on June 10, 1980; and winter term, 1986; May 1990; October 15, 1990; January 29, 1993; January 2, 1997; and May 10, 1999. Revised on March 17, 2000; February 2, 2007; and May 1, 2007.

Phyllis I. Vroom, Dean
School of Social Work

Withdrawal, Readmission and Procedures for Withdrawal from Undergraduate and Graduate Programs

Withdrawal from the BSW and MSW Programs

1. Students who have been admitted to the bachelor of social work or the master of social work degree programs shall be considered to have withdrawn from the program if they are not enrolled in a course and/or field work during any semester (fall, winter, spring/summer) of a planned program of study.
2. To terminate in good standing, students who withdraw from the program permanently or temporarily for whatever reason, shall formalize their withdrawal as follows:
 - a. Consult with the faculty advisor.
 - b. Consult with the academic services officer and complete the appropriate registration and withdrawal forms in the Office of Admissions and Student Services.
 - c. Submit to the director of Admissions and Student Services a formal letter of withdrawal to be acknowledged by that office. The letter shall include:
 - i. The date of withdrawal and the reason for withdrawal.
 - ii. An intention to reapply, if applicable.
 - iii. Proposed date of reapplication.

Readmission

Students who have been enrolled in a planned program leading to the bachelor of social work or the master of social work degree, who have withdrawn from the program, and who wish to be considered for readmission to complete degree requirements, must follow regular procedures for admission to the school.

Phyllis I. Vroom, Dean
School of Social Work

Policies and procedures approved by the faculty May 5, 1988.

Policy and Procedures on Student Leave of Absence

Students who are in good standing in the BSW or MSW programs may request a leave of absence from course and field work in the school for up to one year. Upon their return, the students' plan of work will be based upon the time in the academic year when the leave of absence was granted. If students leave at or before mid-semester, then they will have to repeat course or field work.

Procedure

1. A request for a leave of absence may be made directly by the student to the BSW or MSW coordinator.
2. The coordinator shall seek information from the students' classroom instructors and the faculty advisor regarding the students' status in course and field work and consult with the academic services officer and/or the academic adviser to implement this policy.
3. The coordinator shall make the decision either to grant the request for leave of absence or to deny. Written decisions shall be sent to the students, and copies to the students' files, the coordinator of field education and the director of Admissions and Student Services.
4. Students who are requesting leaves of absence for medical reasons and who are in good standing should request a medical withdrawal from the university and, subsequently, may receive a leave of absence from the school. All other students who are granted a leave of absence must officially withdraw from course and field work.
5. Students who wish to return to the school shall notify the director of Admissions and Student Services as soon as possible, but no later

than 60 days before the term in which the student wishes to return. Subsequently, the director shall notify the field education coordinator.

- 6 At the end of the academic year, the dean shall receive a report from the coordinators on the number of requests for leaves of absence and the decisions.

Policy and procedures approved by the faculty on November 14, 2000.

Field Education Health Clearances Policy

The school may require students in field placement to obtain assessments of their physical or mental health from health or mental health professionals approved by the school. The School of Social Work reserves the right to refuse to place or direct a student in field education if the physical or mental health status of the student indicates such action is warranted to safeguard clients, agencies, the student, other students, or the school.

Phyllis I. Vroom, Dean
School of Social Work

Nondiscrimination, Equal Opportunity and Nondiscrimination of Persons with Disabilities

The school endorses and is bound by the university's policy of nondiscrimination and equal opportunity and policy of nondiscrimination against persons with disabilities in all of its operations, employment opportunities, educational programs, admissions and related activities. The university policies are stated as follows. Wayne State University is an equal opportunity institution and is committed to a policy of nondiscrimination and equal opportunity in all of its operations, employment opportunities, and educational programs and related activities.

This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, political orientation, marital status or handicap, and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extracurricular activities, the use of university services, facilities, and the awarding of contracts. This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination.

Wayne State University complies with the Titles VI and VII of Civil Rights Act of 1964, Executive Order 11246 as Amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age discrimination Act of 1975, The Vietnam Era Veterans Readjustment Assistance Act of 1974, and Michigan Public Act 453. Inquiries regarding equal opportunity or complaints may be directed to the assistant vice president for Neighborhood Relations, Office of Equal Opportunity and Neighborhood Relations, 3008 Faculty/Administration Building, Wayne State University, Detroit, MI 48202; **(313) 577-2280**.

In accordance with federal requirements of the Rehabilitation Act of 1973, there shall be no discrimination on the basis of handicap in Wayne State University's programs, operations and activities, in the hiring, terms and conditions or privileges of employment or any matter directly or indirectly related to such employment, or in the admission, education and treatment of students. See the university Bulletin regarding services for students with disabilities. The Educational Accessibility Services office is at 5155 Gullen Mall, 1600 Undergraduate Library, **(313) 577-1851**.

Policy and procedures approved by the faculty August 25, 1997

Graduation

The application deadline is the Friday of the fourth week of classes in the term in which students expect to complete their WSU degree or WSU certificate requirements. Each application requires payment of a \$40 fee, and there is one degree or certificate per application. Students must apply and pay again if they do not meet requirements in the term of application. To complete a Web application, students must pay from the Review and Pay page of the application with Discover, MasterCard, American Express or electronic check. A service called CASHNET processes these payments, and an additional convenience fee is associated with them. CASHNET allows only one payment transaction per day per student. Currently registered students are given the additional option of including the \$40 fee in their tuition bill, and paying later.

WSU confers degrees in winter, spring/summer and fall terms, but conducts only one universitywide graduation ceremony each year in May. The previous December graduates and the current May graduates are invited to participate. Spring/summer graduates are encouraged to apply for graduation by March 1st (being mindful to apply for the proper term of spring/summer) to be invited for May commencement. Please direct all questions about commencement dates, tickets, programs, directions, caps and gowns, class rings, etc., to the Commencement Office at www.commencement.wayne.edu or **(313) 577-2414**.

As a standard practice, WSU diplomas and certificates are mailed within six weeks of the conferral date. However, it is possible to make pick-up arrangements by calling (313) 577-3531 in advance.

Alumni Participation

The School of Social Work invites all BSW/MSW graduates to join the Wayne State University School of Social Work Alumni Association. The Alumni Association's Board of Directors meets each fourth Tuesday of the month and sponsors the following activities:

- ❖ Annual Alumni Reunion
- ❖ Annual Alumni Awards Luncheon

The Alumni Association also does the following:

- ❖ Develops resources to assist in fundraising efforts for student scholarships and faculty development
- ❖ Sponsors workshops for professional development

Frequently Called Numbers

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| School of Social Work Office of Admissions and Student Services | (313) 577-4409 |
| School of Social Work Office of Field Education | (313) 577-4446 |
| School of Social Work Student Organizations | (313) 577-1639 |
| Wayne State University Office of Student Financial Aid | (313) 577-3378 |
| Wayne State University Testing & Evaluation | (313) 577-3400 |
| Wayne State University Academic Success Center | (313) 577-3165 |
| Wayne State University Registration & Scheduling | (313) 577-3541 |
| Wayne State University Records Office | (313) 577-3531 |
| Wayne State University Counseling and Psychological Services | (313) 577-3398 |
| Wayne State University Educational Accessibility Services | (313) 577-1851 |
| Wayne State University Career Services | (313) 577-3390 |
| Wayne State University Mort Harris Recreation and Fitness Center | (313) 577-2348 |
| Wayne State University Public Safety | (313) 577-2222 |
| National Association of Social Workers (membership records) | 1 (800) 742-4089 |

Networking Important Contacts

Academic Advisor: _____

Field Placement Supervisor (1): _____

Phone Number: _____

Site: _____

Field Placement Supervisor (2): _____

Phone Number: _____

Site: _____

Faculty Advisor: _____

Phone Number: _____

Site: _____

President, Student Org
School of Social Work: _____

President, SOLASW
School of Social Work: _____

President, GDABSWS
School of Social Work: _____

Potential Reference: _____

Title/Nature of Contact: _____

Phone Number: _____

Potential Reference: _____

Title/Nature of Contact: _____

Phone Number: _____

Potential Reference: _____

Title/Nature of Contact: _____

Phone Number: _____

NOTICE OF INCOMPLETE

Name: _____ ID: _____

You have received a mark of "I" for

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|--------|---------|------|
| Course | Section | Term |
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Per Wayne State University Policy: Please note important changes to the policy regarding incomplete grades as of Fall 2006: "I" grades will revert to a *failing grade* after one calendar year for both Undergraduates and Graduates Students. That means that work must be completed within one calendar year – there will be no extensions.

Per School of Social Work Policy: Students cannot take advanced course work if they have not completed all core course work. In addition, students cannot take courses in which they received an "I" grade in a prerequisite course. You may be required to officially withdraw from a class. **If you do not officially withdraw, you may be charged additional fees.**

For more information on how to withdraw and to avoid these additional fees, please refer to the Registrar. The link is as follows:
<http://sdcl.wayne.edu/RegistrarWeb/Tuition/geninfo>.

To complete the requirements of this course and obtain a letter grade, you must:

All work must be submitted to the Faculty Member by: _____

Date: _____

Faculty Member

cc: Andrea King-Jimenez, Supervisor, Office of Admissions and Student Services
Julie Alter-Kay, Academic Advisor
TaKisha LaShore, Academic Service Officer
Student file
Student Copy

3/07/JAK

Wayne State University
School of Social Work
Private Scholarship 2008 – 2009

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|---|---|
| <p>Shawn A. Abraham Memorial Endowed Scholarship Art Antisdell Endowed Memorial Scholarship Carol Barron Memorial Endowed Scholarship Virginia Baumgartner Kind Endowed Scholarship Elizabeth N. Brehler Scholars Program Arnette Burwell Memorial Endowed Scholarship Emmie S. Chestang Memorial Scholarship Rachel I. Coleman Endowed Scholarship Dean's Scholars Program Patricia L. Dillick Memorial Endowed Scholarship Cecille Y. Dumbrigue and Shirley P. Thrasher Endowed Memorial Scholarship Annette Sniderman Freedman Endowed Scholarship Emmesia Mathews Frost and Kenneth M. Frost Scholarship Fund Allan and Harriett Gelfond Endowed Scholarship Fred and Freda Gentsch Scholarship Annie Louise Pitts Handy Endowed Scholarship Joseph P. Hourihan Endowed Scholars Award Shirley Doris Hupert Memorial Scholarship Evangeline Sheibley Hyett Endowed Scholarship Fund</p> | <p>Rose Kaplan Endowed Scholarship Vernon Edward Keye Memorial Endowed Scholarship Alice E. Lamont Endowed Scholarship James W. Leigh Scholarship Fund Elizabeth and Reginald MacArthur Tribute Endowed Scholarship Eileen M. Maceroni Endowed Scholarship Maryann Mahaffey Endowed Scholarship Lois J. McOsker Memorial Endowed Scholarship Fund Edward J. Overstreet Endowed Scholarship Carolyn Purifoy Patrick-Wanzo Endowed Scholarship Donald J. Roberts Memorial Endowed Scholarship Harold and Carolyn Robison Memorial Scholarship School of Social Work Alumni Association Endowed Scholarship School of Social Work Scholarship School of Social Work Futures Endowment Fund Raymond Snowden, PhD, Endowed Memorial Scholarship Maldo Ellen Talick Memorial Scholarship Mary Turner Scholarship Fund Elizabeth Laverack White Endowed Scholarship Beryl Zlatkin Winkelman Endowed Scholarship Fund Ella Zwerdling Memorial Scholarship</p> |
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Academic Class Schedule

Semester I

| Course | Num | CRN# | Days | Times | Credits |
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Semester II

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Academic Class Schedule

Semester III

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Semester IV

| Course | Num | CRN# | Days | Times | Credits |
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Time Management Charts

Time Management:

| Time | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
|------------|------|-------|------|--------|------|------|------|
| 6-7 a.m. | | | | | | | |
| 7-8 a.m. | | | | | | | |
| 8-9 a.m. | | | | | | | |
| 9-10 a.m. | | | | | | | |
| 10-11 a.m. | | | | | | | |
| 11-12 p.m. | | | | | | | |
| 12-1 p.m. | | | | | | | |
| 1-2 p.m. | | | | | | | |
| 2-3 p.m. | | | | | | | |
| 3-4 p.m. | | | | | | | |
| 4-5 p.m. | | | | | | | |
| 5-6 p.m. | | | | | | | |
| 6-7 p.m. | | | | | | | |
| 7-8 p.m. | | | | | | | |
| 8-9 p.m. | | | | | | | |
| 9-10 p.m. | | | | | | | |

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