



SCHOOL OF  
SOCIAL WORK  
*Illinois State University*

# The Master of Social Work (MSW) Student Handbook

2026-2027

(Updated August 2026)



Dear MSW Student,

Welcome to the Master of Social Work (MSW) program at Illinois State University! We are delighted that you have chosen our program from the many reputable social work programs available and hope you will find your graduate study in our school rewarding. Our MSW program prepares students for advanced social work practice and leadership in the profession. Our coursework is grounded in theory, policy, research, and practice, and culminates with a field practicum experience.

The *Master of Social Work Student Handbook* has been designed to supplement the other university publications provided to you, including but not limited to the Graduate Catalog. It is organized to give you a convenient guide to essential information and resources. Information given in the handbook does not change or substitute for ISU policies and procedures published by other university units and is subject to change.

The faculty and staff of the School of Social Work look forward to working with you during your time in our program. We hope the *Handbook* is helpful as you begin your studies at Illinois State University.

Sincerely,

Gardenia Harris, PhD, MSW

Associate Professor

MSW Program Director, School of Social Work

# Table of Contents

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| PART I: The Master of Social Work Program .....                       | 6  |
| MSW Degree Requirements .....                                         | 6  |
| The MSW Curriculum .....                                              | 7  |
| Diversity across the Curriculum .....                                 | 7  |
| Generalist Curriculum.....                                            | 7  |
| Specialist Curriculum.....                                            | 8  |
| Areas of Specialized Practice.....                                    | 8  |
| Child & Family Practice .....                                         | 8  |
| School of Social Work .....                                           | 9  |
| Social Work Licensure and Certification.....                          | 9  |
| LSW and LCSW .....                                                    | 9  |
| Professional Educator’s License, School Social Work Endorsement ..... | 9  |
| Child Welfare Certification.....                                      | 10 |
| Selecting a Plan of Study .....                                       | 10 |
| Full Program Plan of Study.....                                       | 10 |
| Advanced Standing Program Plan of Study .....                         | 11 |
| Post-MSW School Social Work Graduate Certificate .....                | 11 |
| Field Education .....                                                 | 12 |
| Generalist Practicum .....                                            | 12 |
| Specialist Practicum.....                                             | 12 |
| Integration of Research and Practice .....                            | 12 |
| Advising.....                                                         | 12 |
| Financial Assistance.....                                             | 13 |
| The Haerr Endowed Scholarship .....                                   | 13 |
| Graduate Tuition Scholarship .....                                    | 13 |
| Additional Scholarship Resources .....                                | 14 |
| PART II: Policies and Procedures .....                                | 14 |
| Changes in Registration .....                                         | 14 |
| Registration .....                                                    | 14 |
| Withdrawal from a Course.....                                         | 14 |
| Leave of Absence.....                                                 | 14 |
| Credit Toward the MSW.....                                            | 15 |
| Transfer Credits.....                                                 | 15 |

|                                                     |    |
|-----------------------------------------------------|----|
| Elective Courses.....                               | 15 |
| Commitment to the Profession.....                   | 16 |
| Evaluation of Academic Performance .....            | 16 |
| Academic Good Standing .....                        | 16 |
| University Requirements.....                        | 16 |
| MSW Program-Specific Requirements.....              | 16 |
| Academic Probation.....                             | 17 |
| Program Dismissal .....                             | 17 |
| Graduation Requirements .....                       | 18 |
| Academic Policies.....                              | 18 |
| Related ISU Policies .....                          | 19 |
| Confidentiality of Student Records.....             | 19 |
| Non-Discrimination/Equal Opportunity.....           | 19 |
| Disciplinary and Grievance Procedures.....          | 20 |
| Grievance Policy.....                               | 20 |
| School-Initiated Reviews and Resolution Plans ..... | 20 |
| Student Complaints.....                             | 21 |
| Unresolved Student Complaints.....                  | 21 |
| Important Miscellaneous Information.....            | 21 |
| Emergency Alerts.....                               | 21 |
| Rachel Cooper Building Hours .....                  | 22 |
| Student Contact Information .....                   | 22 |
| Retaining Course Syllabi .....                      | 22 |
| PART III: Technology Resources on Campus.....       | 22 |
| Canvas.....                                         | 23 |
| Communication in the School of Social Work .....    | 23 |
| University Labs (uLabs) .....                       | 23 |
| Off-Campus Connectivity .....                       | 23 |
| Technical Alerts .....                              | 23 |
| PART IV: The School of Social Work .....            | 24 |
| History of the School .....                         | 24 |
| Anti-Racism, Diversity, and Inclusion.....          | 24 |
| Philosophy of the School .....                      | 25 |
| Governance of the School.....                       | 26 |
| School Committee of the Whole.....                  | 26 |

|                                                         |    |
|---------------------------------------------------------|----|
| Curriculum Committees .....                             | 26 |
| Student Support Committee .....                         | 27 |
| MSW Admissions Committee .....                          | 27 |
| Administrative Team Committee.....                      | 28 |
| MSW Program Director .....                              | 28 |
| Director of MSW Student Services.....                   | 28 |
| Director of Field Education.....                        | 28 |
| BSW Program Director .....                              | 29 |
| Director of BSW Student Services.....                   | 29 |
| Director of the School of Social Work.....              | 29 |
| Community Advisory Board .....                          | 29 |
| Organization of the School .....                        | 30 |
| Curriculum Development in the School.....               | 32 |
| PART VI: Opportunities For Participation .....          | 41 |
| College of Arts and Sciences College Council .....      | 41 |
| College of Arts and Sciences Curriculum Committee ..... | 41 |
| Faculty Evaluation .....                                | 42 |
| Faculty Hiring .....                                    | 42 |
| Graduate Council .....                                  | 42 |
| Multi-Disciplinary Committee .....                      | 42 |
| Practicum Placement and Evaluation.....                 | 43 |
| Social Work Club.....                                   | 43 |
| Social Work Community Advisory Board.....               | 43 |

## **PART I: The Master of Social Work Program**

The MSW program at Illinois State University is a direct response to social needs and trends in Illinois. As a result, the purpose of the MSW program is to prepare advanced practitioners to serve in a variety of practice settings.

The MSW program prepares students for leadership in the profession and for advanced social work practice. The program offers two areas of specialized practice: Child and Family Practice and School Social Work. The coursework within each specialization is relevant to the issues faced by professional social workers who provide a range of services to families and children. The Child and Family Practice specialization prepares students to provide services to children and families.

In addition, students who have already received an MSW from a CSWE accredited University and want credentials to practice as a school social worker may earn a 17-credit hour certificate post MSW School Social Work Certificate. This certificate includes a 600-hour practicum completed over two semesters in a school setting. This coursework, in addition to passing the Professional Educator's License (PEL) exam, is required for Illinois State Board of Education's PEL social work endorsement.

### **MSW Degree Requirements**

The MSW program consists of 60 semester hours of classroom study and field education. Students with a BSW from a CSWE accredited program within eight years are eligible for 30 hours of advanced standing credit, thus reducing the degree requirement to 30 semester hours.

The first 30 semester hours are the core courses that comprise the generalist curriculum. The subsequent 30 semester hours comprise the specialist curriculum and prepare students for advanced practice. Although the school values life experience, academic credit cannot be granted for non-academic activity. The requirements for the MSW degree are:

- A minimum of 60 semester hours beyond the baccalaureate degree acquired through coursework, or a combination of coursework and advanced standing.
- Satisfactory performance includes a minimum GPA of 3.0 on a 4.0 scale and a grade of C or better in all required courses, except field related courses, which require a grade of B or better, or a credit graded on a credit/no credit scale. Students must maintain satisfactory performance to move forward in the program, including entering the field practicum.
- Satisfactory completion of 30 semester hours of generalist courses achieved through coursework or through advanced standing, including four credits of Generalist Practicum and two credits of Generalist Practicum Seminar.
- Satisfactory completion of 30 semester hours of specialized courses, including six credits of Specialist Practicum, two credits of Specialist Practicum Seminar, and three to six hours of electives.
- Satisfactory completion of the exit requirement, an applied research project.

- Completion of all degree requirements within six calendar years from the date the student first registers as an MSW degree candidate.

## **The MSW Curriculum**

The MSW Program is founded on an analytic, critical approach to practice. The program emphasizes forms of practice that intervene to change the relationship between people and their institutions. This focus requires an understanding of the dynamics of human development and change; skills for working with individuals, families, small groups, communities, and organizations; research-based evaluation of the efficacy of practice modalities; and conscious attention to potential ethnocentric bias in human behavior and practice theory, and in practice and research protocols. It requires critical review of social policies including analysis of their differential effects on members of different classes, genders, races, ethnicities, and other cultural groups. Lastly, it requires skills in increasing the responsiveness of social service organizations.

## **Diversity across the Curriculum**

The School of Social Work is committed to educating students for anti-racist and culturally humble practice in our pluralist society. To this end, all courses in the MSW curriculum include content that sensitizes students to, and develops an appreciation of, human diversity. Course content addresses theory and research concerning the causes and consequences of oppression and discrimination; the experience and responses of people who have lived it; and practice strategies and skills for intervention at different systems levels. Certain courses analyze discriminatory personal and institutional behavior, and the functioning of social, cultural, and economic institutions in enhancing diversity or promoting discrimination. Other courses require active investigation of one's own cultural orientation and world views, commitment to anti-discriminatory social work, and skills for cultural awareness in practice.

## **Generalist Curriculum**

The generalist curriculum offers a generalist practice perspective, a comprehensive view of the field, and socialization into the profession. The generalist curriculum employs systems theory as a central framework for understanding human behavior and the societal structures affecting clients. The systems framework is enhanced by relevant theory in each of the five fundamental elements of the curriculum: human behavior, policy, practice, research, and field content. Students will develop knowledge and skills across the continuum of social work in university-based courses and the agency-based generalist practicum as students confront the complex realities and ethical dilemmas of the profession. Students acquire competencies applicable across social work fields of practice, and at different systems levels, and learn a range of professional roles for problem solving and planned change with diverse clients. The eclectic theory base informing practice models and the skills, which are the application of theory, are taught in both classroom and field courses.

Upon completion of the generalist curriculum, students will have achieved entry level proficiency for professional generalist social work practice. Students will have fundamental knowledge and skills for assessment and case planning, linking clients to resources, and coordinating social services for clients in need.

**NOTE:** Students who have taken a research course in another graduate degree program, which is comparable to the Foundations Research course SWK 412, may apply to have SWK 412 waived. Students will use [the MSW Course Waiver form](#) to initiate that process. The request will be assessed by the MSW Program Director and the lead instructor for the course. Please note that you will be required to upload transcripts and a syllabus from the course you took. Only grades of "B" or better will be considered.

## **Specialist Curriculum**

The specialist curriculum prepares students for specialized practice by providing a sequenced curriculum for the integration of generalist and specialist social work knowledge, values, and skills. The curriculum emphasizes critical thinking, conceptually based practice founded on research, and conscious, selective application of knowledge and skills. Students are expected to become conversant and remain current with the professional literature in a specialization and to demonstrate mastery of specific content in their specialization practica and research projects. The specialist curriculum courses focus on social problems and people at risk, social service delivery systems, critical analysis of social policy, specialized intervention, cultural awareness, case and program evaluation research, the ethical and legal contexts of the profession, and critical evaluation of one's practice. The specialist curriculum requires mastery of theory and models in all five curriculum content areas, critical analytic skills, differential assessment and intervention skills, and evaluation research skills.

Upon completion of the specialist curriculum, students will have acquired the knowledge and skills for effective specialized professional practice. As an advanced practitioner, students will be prepared to serve clients and the profession through clinical services, supervision, program administration, research, and leadership in public service.

## **Areas of Specialized Practice**

### *Child & Family Practice*

The Child & Family Practice specialization focuses on four of the key social problems affecting society: mental illness, family violence, poverty, and substance use. Students who choose the Child & Family Practice specialization will engage in a curriculum grounded in evidence-based practices to serve children, adults, and families in a variety of practice settings.

## *School of Social Work*

The School Social Work specialization will prepare MSW students to work collaboratively with public school students, families, teachers, and school administrators to meet the social, emotional, and behavioral needs of students in the K-12 school setting. The School Social Work specialization will help prepare students to obtain a Professional Educator's License (PEL) with a School Social Work endorsement, the credential required by the Illinois State Board of Education to obtain employment as a school social worker.

## **Social Work Licensure and Certification**

### *LSW and LCSW*

Both the Child & Family Practice and the School Social Work specializations may be paths toward social work licensure (LSW and LCSW). In Illinois, an MSW seeking licensure as an LSW is not required to complete an examination. An MSW seeking licensure as an LCSW must complete 3000 supervised clinical hours and complete an examination. For additional information on licensure, consult the [Illinois Department of Financial and Professional Regulation](#).

### *Professional Educator's License, School Social Work Endorsement*

The Illinois State Board of Education requires school social workers to obtain their professional educator license (PEL) to work in Illinois public schools. The School of Social Work offers the coursework and field education necessary for students to receive this endorsement. In addition, students must pass the [School Social Worker content exam 238](#). As of 2026, students may take the [School Social Work Content Exam 184](#) instead of Exam 238. However, this is subject to change as the Illinois State Board of Education updates its requirements. Students should contact their Graduate Coordinator to verify which version of the exam they should take.

Students must have their official score sent to ISU directly from ILTS. MSWs who did not complete School Social Work courses may enroll in a post-MSW School Social Work certificate program. Information on [studying for and registering for the exam](#) may be found online.

While passing the content test is not required for graduation, it is required for licensure. The School of Social Work recommends students attempt the exam during the first semester of their final year and that they pass the exam before the completion of the program.

For students who are emergency-credentialed or are already working as school social workers, the School of Social Work will count 100% of their employment hours toward their field placement. However, the School of Social Work will not waive academic coursework for post-MSW PEL students.

## *Child Welfare Certification*

The School of Social Work offers a “child welfare certification” upon successful completion of two specialty child welfare courses (SWK 323 and SWK 324) and completion of the BSW, MSW, or related social science degree. This certification program is offered as a partnership between the Illinois State University School of Social Work and the Illinois Department of Children and Family Services (IDCFS). SWK 323 and 324 curricular content is adapted from the official IDCFS Foundation Training curricula and includes a combination of in-person and online learning modules required for all public and private child welfare professionals who practice in Illinois. As part of the certification process, students will complete the Child Welfare Employee Licensure (CWEL) Exam, the Child and Adolescent Needs and Strengths (CANS) Exam, and the Child Endangerment Risk Assessment Protocol (CERAP) exam to become a licensed child welfare specialist upon completion of their degree. These exams are completed within the context of the two required courses, and they prepare graduating students to be “Ready for Hire” in most public or private child welfare agency throughout Illinois.

## **Selecting a Plan of Study**

To assist students in making decisions about their plan of study in our MSW program, the following review of program requirements is offered. The Full Program requires successful completion of 60 semester hours of graduate coursework, including three semesters of field practicum placements. The Advanced Standing program requires a BSW degree from a CSWE accredited program within eight years and successful completion of 30 semester hours of graduate coursework, including two semesters of field practicum placement.

## *Full Program Plan of Study*

The Full Program is for students who have an undergraduate degree in a discipline other than social work or who have a BSW more than eight years old. The Child & Family Practice specialization can be completed in two, three, or four years. The School Social Work specialization can be completed in three or four years. When considering which plan of study is best for you, it is essential to consider all your responsibilities, including family and employment, as well as the required practicum hours. The academic workload and performance standards for graduate study are demanding. The plan of study selected is a significant variable in allowing students to perform at their potential and to take full advantage of their education.

The following information may assist students in selecting a plan of study:

- The two-year Child & Family Practice plan of study requires five consecutive semesters of coursework, including one summer semester. Each semester will include 12-15 credit hours.
- The three-year Child & Family Practice plan of study requires seven semesters of coursework, including one summer semester. Each semester will include 6-16 credit hours.
- The three-year School Social Work plan of study requires eight consecutive semesters of coursework, including two summer semesters. Each semester will include 6-15 credit hours.

- The four-year Child & Family Practice plan of study requires ten semesters of coursework, including two summer semesters. Each semester will include three to nine credit hours.
- The four-year School Social Work plan of study requires ten semesters of coursework, including two summer semesters. Each semester will include three to nine credit hours.
- The Specialist Practicum requires a minimum of 700 hours over two consecutive semesters (fall and spring; 16 weeks each semester), averaging 22-25 hours per week, in conjunction with concurrent Specialist Practicum Seminar and Practice Evaluation (research) courses, which are taught in-person each semester.

*\*Nine semester hours is considered full-time enrollment. Registration may not exceed 15 hours per semester.*

### *Advanced Standing Program Plan of Study*

The Advanced Standing program is available to students who have completed a BSW from a CSWE accredited program within eight years. When considering which plan of study is best for you, it is essential to consider all your responsibilities, including family and employment, as well as the required practicum hours. The academic workload and performance standards for graduate study are demanding. The plan of study selected is a significant variable in allowing students to perform at their potential and to take full advantage of their education. The following information may assist students in selecting a plan of study:

- The one-year Child & Family Practice plan of study requires two consecutive semesters of coursework. Each semester will include 15 credit hours.
- The two-year Child & Family Practice plan of study requires four semesters of coursework. Each semester will include six to nine credit hours.
- The two-year School Social Work plan of study requires five consecutive semesters, including one summer semester. Each semester includes three to nine credit hours. (The School Social Work specialization is not available as a one-year option for Advanced Standing students.)
- The Specialist Practicum requires a minimum of 700 hours over two consecutive semesters (fall and spring; 16 weeks each semester), averaging 22-25 hours per week, in conjunction with concurrent Specialist Practicum Seminar and Practice Evaluation (research) courses, which are taught in-person each semester.

*\*Nine semester hours is considered full-time enrollment. Registration may not exceed 15 hours per semester.*

### *Post-MSW School Social Work Graduate Certificate*

The Post MSW School Social Work Graduate Certificate is available to students who have completed a MSW degree from a CSWE-accredited program and wish to pursue a specialization in School Social Work. The graduate certificate is 17 credit hours over five consecutive semesters, including one summer semester, and requires the completion of a 700-hour practicum placement over two consecutive semesters (fall and spring; 16 weeks each semester), averaging 22-25 hours per week, in conjunction with a concurrent Specialist Practicum Seminar course, which is taught in-person each semester.

## Field Education

Field education is the signature pedagogy of social work education. The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world in the practice setting.

### *Generalist Practicum*

The Generalist Practicum focuses on the development of general practice competencies in an agency-based setting. The Generalist Practicum requires a minimum of 300 hours over 12 weeks during a summer semester, averaging 25 hours per week, in conjunction with one concurrent course, the Generalist Practicum Seminar, which is taught in-person.

### *Specialist Practicum*

The Specialist Practicum builds competence for specialist practice with children and families or within local education agencies. The Specialist Practicum requires a minimum of 700 hours over two consecutive semesters (fall and spring; 16 weeks each semester), averaging 22-25 hours per week, in conjunction with concurrent Specialist Practicum Seminar and Practice Evaluation (research) courses, which are taught in-person each semester.

Students may complete their practicum in their place of employment. They must perform a different social work function than in their employed position, under instruction from a different supervisor, usually in a different unit within the agency. Practicum in the place of employment requires prior approval. (Please refer to the [MSW Field Manual](#))

## Integration of Research and Practice

All students will complete a specialist practicum during the final year of the program over two semesters (fall and spring; 16 weeks each semester). Students will conduct a research project and written report that constitutes the exit requirement for the MSW program.

## Advising

The Director of MSW Student Services is responsible for all academic advising for the MSW program except for practicum planning and placement, which is done with the Director of Field Education. However, students are encouraged to seek faculty advisement in matters related to their educational programs and professional development.

All students new to the program are required to meet with the Director of MSW Student Services to develop an initial *Plan of Study* to meet program requirements. The plan will specify the courses to be taken during each semester of the student's program. Students are also encouraged to schedule subsequent appointments to update their plans of study. All changes in plan and/or registration require the approval of the Director of MSW Student Services. Requests for changes

from two-year, three-year, or four-year plans of study will be accommodated based on the availability of the program option.

The Director of MSW Student Services will assist with course selection, but it is the responsibility of the student to complete registration in keeping with the approved plan of study and University deadlines. Degree candidates are expected to know and understand the MSW requirements, as well as the Graduate School graduation requirements.

## **Financial Assistance**

Students have several possible sources of [financial assistance](#) available: graduate assistantships, tuition waivers, scholarships, federal student loans, and on and off-campus employment. At ISU, a significant proportion of graduate students receive tuition waivers through assistantships.

All students are required to follow the procedures established by the University's Financial Aid Office and the federal government. At ISU, all financial aid is coordinated through the Financial Aid Office located at 101 Hovey Hall, (309) 438-2231. The Director of MSW Student Services is available to assist students with exploring funding options.

### *The Haerr Endowed Scholarship*

Wilma and Donald Haerr have established an endowed scholarship at Illinois State University for nontraditional students in social work who wish to become professional social workers serving children and families. The scholarship is awarded annually by the School of Social Work. To learn more about the Haerr Endowed Scholarship, visit the School of Social Work [Scholarships and Waivers](#) page.

### *Graduate Tuition Scholarship*

Each year (contingent on funding), the School of Social Work is awarded a limited number of Graduate Tuition Scholarships. These merit-based, \$2,000 scholarships are awarded to incoming students along with their admission offer. The funds are applied to a single semester (Fall or Spring) during a student's first year and are non-renewable.

The Director of MSW Student Services, in consultation with the Admissions Committee, makes scholarship offers to incoming students. Once a student receives their offer letter, they must email both the Director of Student Services and the Graduate School ([graduateschool@ilstu.edu](mailto:graduateschool@ilstu.edu)) to accept. Students who already have their tuition waived (in the form of a Graduate Assistantship or other assignment) are not eligible for this scholarship. The scholarship is applied for full-time enrollment (9 hours or more) only. Students enrolled in less than 9 hours may be considered a prorated version of the scholarship. For consideration, students must contact the Graduate School

### *Additional Scholarship Resources*

Students may be eligible for additional scholarships through the College of Arts and Sciences. To learn more about the available scholarships, visit the College of Arts and Sciences [Scholarships & Aid Opportunities](#) page.

## **PART II: Policies and Procedures**

### **Changes in Registration**

#### *Registration*

To maintain enrollment in the program and university, students must be enrolled in courses each semester. If a student does not register for courses for three consecutive semesters, including summer, they will be dropped from the program and the university, and must reapply to both if they wish to return.

It is students' responsibility to follow all registration procedures. Registration is done through [My.IllinoisState.edu](http://My.IllinoisState.edu). The Director of MSW Student Services may assist with problem solving related to registration but cannot register students for or withdraw students from courses.

#### *Withdrawal from a Course*

If a student wishes to drop a course, they may withdraw from the course during the allotted period without the withdrawal showing on their transcript (consult the [Academic Calendar](#) for specific dates). After the 10th day of class, a grade of "WX" will show on the student's transcript and rate adjustments will not be provided. A grade of "F" will be given if a student fails to follow the withdrawal procedure and does not complete the course requirements.

#### *Leave of Absence*

If health or other unique reasons make it difficult for a student to successfully continue attending Illinois State University, they may request a leave of absence for up to six (6) consecutive terms (Fall, Spring, Summer). Requesting the leave of absence will allow the student to retain their place in the University and program for the length of time approved. If granted a leave of absence, the student will not be required to reapply to the University and will retain their admission to the program in which they were enrolled during the last term prior to the start of their leave of absence. During a leave of absence, students may have changes to their plan of study (due to changes in departmental policy or the curriculum), tuition rates, financial aid, scholarships, or time to degree. A leave of absence does not extend the time limits for degree completion. Please refer to [2.1.5 Student Leave of Absence | University Policies and Procedures | Illinois State](#).

## Credit Toward the MSW

### *Transfer Credits*

Graduate students may submit coursework taken at another college or university that is accredited by the appropriate regional accrediting association for [transfer credit](#). The coursework submitted may not have been taken as part of a completed degree program elsewhere. All courses will be considered individually.

To be considered for transfer credit, a course must have been taught at the graduate level, and a grade of “B” or better must have been received. Credits more than six years old at the time of first registration into the MSW program are not transferable from other institutions.

A maximum of twelve semester hours of graduate transfer credit may be counted toward the MSW degree at ISU. Under special circumstances, the Graduate School may allow a student to present a larger number of credits for consideration.

Students are expected to provide the School of Social Work with the following information on each course they wish to have evaluated for transfer credit:

- The ISU MSW course for which transfer credit is requested
- A graduate program bulletin from the school where the course was taken
- A course syllabus with course number, title, description of course, required reading, and assignments
- An official transcript showing a grade of “B” or better

A student wishing to transfer social work courses must have taken the courses through a program accredited by the Council on Social Work Education (CSWE). Transfer courses for elective credit do not need to be from a CSWE-accredited program. However, they must be from a university accredited by the appropriate regional accrediting association.

If students plan to take coursework elsewhere, they should obtain prior approval indicating that the course or courses are appropriate to the MSW program. Correspondence courses are not accepted toward a master’s degree at ISU.

### *Elective Courses*

Several [elective graduate courses](#) are offered within the School of Social Work. In addition, courses offered by other departments within the University may be taken to fulfill the elective requirement in the MSW program. Not every course is offered each semester, and enrollment in courses outside the School of Social Work is subject to approval from the offering department.

For courses requiring an override, students must submit the request through [My.IllinoisState.edu](http://My.IllinoisState.edu). Override requests can only be approved through the offering department.

Elective courses must be connected to the students' degree. If students wish to take an elective that is not on the approved list, contact the Director of MSW Student Services to discuss prior approval. If students choose to take an elective that is not on the approved list and do not receive prior approval, they may not receive credit toward their degree for the elective course.

## **Commitment to the Profession**

The School of Social Work is committed to providing graduate education that prepares its graduates for competent and ethical advanced professional practice. The School is responsible for evaluating and screening students for goodness of fit in the profession. In addition to meeting the academic and conduct standards of the University, social work students must subscribe to the values and standards of the social work profession as stated in the [National Association of Social Workers \(NASW\) Code of Ethics](#).

The School reserves the right to enforce professional standards of practice as specified in the [Illinois Clinical Social Work and Social Work Practice Act](#) and the [NASW Code of Ethics](#). These standards may be taken into consideration in program retention decisions, including termination from the program. Students have the right to appeal these decisions.

## **Evaluation of Academic Performance**

### *Academic Good Standing*

Students must remain in good academic standing during the entire enrollment in graduate studies at the University. Students who are not in good academic standing are ineligible to move forward in the program, including field practicum. To be eligible for practicum placement or graduation, "incomplete" grades must be resolved.

### *University Requirements*

A student must remain in good standing during the entire enrollment in graduate studies at the University. Good standing includes maintaining a minimum 3.0 graduate cumulative and program GPA to graduate, satisfying any program-specific requirements for good standing, and making satisfactory progress to degree. Students who fail to meet this requirement will either be dismissed from graduate studies or placed on academic probation by the Graduate School.

### *MSW Program-Specific Requirements*

The GPA of 3.0/4.0 includes a letter grade of C or better in all required social work classes. It includes a letter grade of B or better in all field practicum courses, or Credit in courses graded on a Credit/No Credit scale. Any Incomplete grade or Resolution Plan must be completed/resolved prior to entering the practicum, and prior to proceeding to the second semester of practicum. See the [MSW Field Manual](#) for more information about the field practicum.

### *Academic Probation*

A student may be placed on probation for no more than three consecutive enrollment terms, at the discretion of the School of Social Work. A student who fails to return to good standing after each term will be considered for dismissal or placed on another term of probation. Students must be in good academic standing to be admitted to candidacy for a degree, as well as to graduate. Graduate students may not hold a graduate assistantship after one term of probation if they are not in good standing.

The Graduate School notifies the School of Social Work if a student is placed on probation (see [Terms of Probation](#)). The School of Social Work will provide benchmarks which the student must meet while on probation; benchmarks will be reviewed at the end of each semester or as appropriate. A student who fails to meet the benchmarks or fails to return to good standing by the end of the probationary period may be dismissed from the School of Social Work. A student must be in good academic standing to be admitted to candidacy for a degree or to graduate. See [Graduate School Policies](#) for more information.

### *Program Dismissal*

The student will be notified in writing from the Director of the School of Social Work that they are being considered for dismissal with the concerns outlined. The student has five business days to request a meeting with the Student Support Committee to present their case and supplemental information to support a decision against dismissal. If the student does not respond and a meeting is not held, the Director proceeds with processing the dismissal from the MSW program. The dismissal is final, and the student cannot return to the School of Social Work in the future.

If the student requests a meeting, the Director schedules a meeting with the student and the Committee. During the meeting, the student is given the opportunity to present their case and supplemental information to support a decision against dismissal. The student may bring a nonparticipating supportive representative of their choice to the meeting. If the Committee upholds the recommendation for dismissal, the student will be notified that they will be dismissed from the MSW program. If the dismissal is not upheld, the student will be allowed to continue in the program with a Resolution Plan in place. The student and the Committee will develop the Resolution Plan together and a follow up meeting will occur within five business days.

If the Committee upholds the dismissal and the student wishes to appeal, they must appeal in writing to the Dean of the College of Arts and Sciences within five business days from the date of the dismissal letter. The written appeal letter should clearly outline the reason for the appeal, the facts and circumstances leading to the dismissal, and a written plan with benchmarks to continue successfully in the program. Upon receipt of the appeal, the College Dean or designee will notify the School Director/Department Chair that issued the dismissal, Graduate Program Coordinator, registrar's office, and Director of the Graduate School. The student, graduate program coordinator, and/or any other individuals that may be of assistance in the review of the appeal can be interviewed or asked to provide further written information. The intention of this

step in the process is to be thorough, but timely with a response. The student will maintain course enrollment until a decision on appeal is reached. After considering all available information, the Dean will provide a written response to the student on the decision of the appeal. If the dismissal is upheld, the student will be dropped from enrolled courses and become inactive. If the dismissal is overturned, the student will remain in the program and any required benchmarks for continued enrollment will be communicated in writing. The decision of the Dean is final and there is no further appeal level. If the dismissal is upheld, the student will be notified they will be dismissed from the MSW program. If the dismissal is not upheld, the student will be allowed to continue in the program with a Resolution Plan in place. The Student Support Committee will develop the Resolution Plan with the student, and a follow-up meeting will occur within five business days of the date of the appeal notice letter submitted by the student.

## **Graduation Requirements**

The [Graduate Catalog](#) contains detailed information on requirements for degree completion. Students must meet all requirements for their program. Students must apply for graduation before the deadlines for each session as specified by the Graduate School. At the time application is made, the application fee must be paid. Applications for students who fail to meet degree completion requirements for a specific session are cancelled, and students must reapply for a later session at no additional cost. The application for degree completion is available through [My.IllinoisState.edu](#). Students **MUST** apply for graduation even if they are not planning to participate in commencement activities.

### *Commencement*

Degrees are conferred and diplomas awarded after the close of each semester and summer session. Commencement ceremonies, however, are held twice each year, at the end of each fall and spring semester. Participation is voluntary. Graduate students who complete degree requirements during the spring semester or at the close of the summer session participate in commencement exercises in May.

## **Academic Policies**

Academic policies and procedures are available through the [Graduate Catalog](#). Information specific to policies and procedures in the School of Social Work are outlined in this *Handbook* and the [MSW Field Manual](#). It is students' responsibility to be familiar with academic policies.

### *Academic Integrity*

Students are expected to be honest in all academic work. A student's attachment of their name on any academic exercise shall be regarded as assurance that the work is the result of their own thought, effort, and study. Academic dishonesty will be reported to and investigated through [Student Conduct and Community Responsibilities](#).

### *Accommodations*

Any student needing to arrange a reasonable accommodation should contact [Student Access and Accommodation Services \(SAAS\)](#). Students are encouraged to contact SAAS prior to the start of each semester to ensure that available accommodations are in place. SAAS is located at 308 Fell Hall and can be reached at (309) 438-5853 or [AbleISU@IllinoisState.edu](mailto:AbleISU@IllinoisState.edu).

### *Code of Student Conduct*

Students are expected to know and abide by the [Code of Student Conduct](#).

## **Related ISU Policies**

### *Confidentiality of Student Records*

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student educational records. Student records cannot be released in other than emergency situations without the written consent of the student except in specific situations. One such specific situation exists when the information is classified as directory information. The University has designated the following categories of information as directory information: name, address, telephone number, date and place of birth, photographic image, major field of study, class, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and course load status, candidacy for degree, degrees (including date awarded), and the most recent previous educational agency or institution attended by the student.

If students do not wish such information released without their consent, they should notify the [Office of the University Registrar](#) in writing prior to the first day of classes. In accord with the Family Educational Rights and Privacy Act of 1974 as amended, Illinois State University students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the University unless the student waives this right in writing.

### *Non-Discrimination/Equal Opportunity*

Illinois State University fosters a campus environment that recognizes individual and cultural differences and is strongly committed to the ethical and legal principle that each member of the University community enjoys the constitutional right to free speech. The right of free expression and the open exchange of ideas stimulate debate, promote creativity, and is essential to a rich learning environment. Any act of harassment and/or discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking) is a violation of this policy and the law and will not be tolerated. The Illinois State University Office of Equal Opportunity and Access (OEOA) are

responsible for ensuring the University's compliance with all applicable federal and state nondiscrimination requirements and serves as the institution's official liaison with governmental civil rights enforcement agencies. The director reports directly to the University President and is responsible for the development and execution of the University's Affirmative Action Plan. In addition, the OEOA provides leadership and support toward developing a comprehensive and institution-wide approach to achieving and sustaining a diverse and pluralistic community of students, faculty, and staff. Any violations of the Anti-Harassment, Non-Discrimination, or Sexual Harassment policy should be reported to the OEOA.

## **Disciplinary and Grievance Procedures**

### *Grievance Policy*

Student-initiated complaints and school-initiated reviews are usually resolved informally. Discussions between students and their instructor, field supervisor or faculty liaison, Director of MSW Student Services, Director of Field Education, and/or MSW Program Director, are often very productive. Members of the Student Support Committee may be involved in informal conflict resolution. Student complaints may be related to final grades or program- or university-related issues, including issues related to the [NASW Code of Ethics](#). School-initiated reviews may be related to academic good standing, academic integrity, or concerns related to the [NASW Code of Ethics](#).

When informal processes are unsuccessful, Student or School can initiate a more formal process. The School of Social Work Student Support Committee hears student appeals and grievances, disposition concerns, and practicum improvement plan (PIP) issues. Each committee meeting/process will be chaired by the relevant Program Director, or Director of Field Education if the issue is a PIP.

Two tools in the problem-solving process for field placement conflicts are (1) learning contract updates and (2) Practicum Improvement Plans (PIP). See the BSW Field Manual or the [MSW Field Manual](#) for PIP forms and further information.

### *School-Initiated Reviews and Resolution Plans*

Formal school-initiated reviews begin with a Resolution Plan request by the course instructor or other faculty/staff member directly overseeing the student's progress, to the MSW Program Director. The MSW Program Director will discuss the Resolution Plan request with the student and schedule a meeting with the Student Support Committee within five business days. The meeting will produce a resolution plan that will be provided in writing within five business days, to be signed by all participating Student Support Committee members and the student, each indicating their agreement or disagreement with the plan. A Resolution Review Meeting will be scheduled within 20 business days, but no more than one week after the start of the following academic semester. The goal of the resolution plan is to return the student back to academic good standing, academic integrity, or alignment with [NASW Code of Ethics](#).

## *Student Complaints*

Students will communicate directly with their instructor or field supervisor for course- or field-related complaints. If direct communication does not resolve the complaint, the student may contact the MSW Director of Student Services (DSS), Director of Field Education, or MSW Program Director (PD) for additional support. If the complaint is not resolved informally, the student may refer the complaint to the Director of the School of Social Work.

## *Unresolved Student Complaints*

If a [Final Course Grade Challenge](#) remains unresolved, a student may file a written appeal with the Director of the School of Social Work no later than 10 business days after the start of the academic semester following the semester for which the grade was received. If still unresolved, the student may file a written appeal within five business days, to the [Office of the Vice President for Academic Affairs and Provost](#).

The School of Social Work endorses Illinois State University's [Complaint Resolution Process](#). A student who is not satisfied by the School's Conflict Resolution process is encouraged to contact University supports.

University resources include:

- [Code of Student Conduct](#)
- [Office of Student Conduct and Community Responsibilities \(SCCR\)](#) unit of the Dean of Students Office, at 309-438-8621 or [SCCRHelp@ilstu.edu](mailto:SCCRHelp@ilstu.edu), for incidents involving student conduct.
- Support for [Conflict Resolution](#) with a peer
- [Student Access and Accommodation Services \(SAAS\)](#) unit of the Division of Student Affairs, for incidents related to accommodations
- [Office of Equal Opportunity and Access \(OEOA\)](#) for incidents involving harassment or discrimination
- [Inclusive Community Response Team \(ICRT\)](#) for suspected incidents of hate or bias

## **Important Miscellaneous Information**

### *Emergency Alerts*

ISU [Emergency Alert](#) is the University's emergency notification and warning system. An initial alert will be issued by the University Police Department following confirmation of a reported emergency and an assessment that there is an immediate threat to the University community. These alerts and subsequent updates will be posted on the [Illinois State website](#). Alerts are typically sent for the following emergencies: person with a weapon, shots fired, active shooter, armed robbery, bomb threat, hostage situation, explosion, major fire, tornado, earthquake,

structural collapse, and hazardous materials incident. Other types of incidents may warrant an ISU Emergency Alert and will be judged on a case-by-case basis. Students may register to receive Emergency Alerts on their cell phone through [My.IllinoisState.edu](http://My.IllinoisState.edu).

### *Rachel Cooper Building Hours*

Access to the Rachel Cooper Building is limited during evening and weekend hours. The main entrance is the east entrance on University St, but students can also access Rachel Cooper through Fairchild Hall.

### *Student Contact Information*

It is essential that students keep the University and the School of Social Work informed of their current name, local address, telephone number, and email address. Unless we have current information, students may not receive critical information. Students may update their information on [My.IllinoisState.edu](http://My.IllinoisState.edu). It is strongly encouraged that students list a non-ISU email address on their contact information; however, all official university email correspondence will be done through the campus email system.

### *Retaining Course Syllabi*

We strongly recommend that students maintain a file of all course descriptions and syllabi for the courses they take. Many state certification and licensing boards require that applicants supply such specific information to qualify for certain credentials. Course titles on official University transcripts often do not adequately convey the specific content of the courses. The School of Social Work cannot guarantee that course syllabi from past classes will be available in the future. Therefore, it is important to maintain your own records.

## **PART III: Technology Resources on Campus**

[Technology Solutions](#) provides information technology products and services for the administrative and business functions of Illinois State University. Through our Technology Support Center and our highly trained staff, Technology Solutions looks to improve the campus experience for all students, faculty, staff, and the rest of the campus community. Technology Solutions can assist students with resolving technology-related issues and may be able to provide support around obtaining access to personal computers.

[TechZone](#), in the Bone Student Center, can also assist with technology-related repairs and recommended computer standards.

## **Canvas**

Canvas is the learning management system for Illinois State University students, faculty, and staff. Canvas is where students will likely find course syllabi, submit assignments, and other course-related items. Students will want to familiarize themselves with Canvas. Canvas can be accessed through [My IllinoisState.edu](https://my.illinoisstate.edu). All graduate students have access to the Graduate Student Resources Canvas page sponsored by the Graduate School.

## **Communication in the School of Social Work**

Email is the primary means of communication to distribute important information about school programs, deadlines, events, and other communications. It is imperative that all students check their ISU email daily.

## **University Labs (uLabs)**

[uLabs](#) at Illinois State is comprised of five general-purpose computer labs around campus open to Illinois State University students. These labs are in Milner Library, Julia N. Visor Center, and State Farm Hall of Business 22. The labs are equipped with state-of-the-art computers, printers, and basic software, such as Microsoft Office.

## **Off-Campus Connectivity**

Students, faculty, and staff must establish a [Virtual Private Connection \(VPN\)](#) with the campus network in order to access restricted, electronic resources at Illinois State University, such as network drives, Datastore, or certain iPeople functions.

## **Technical Alerts**

[Technical Alerts](#) keep the University community informed of current viruses, phishing attempts, and malware as well as web, email, and other system planned and unplanned outages.

## **PART IV: The School of Social Work**

### **History of the School**

The first social work faculty at ISU were hired in 1968 by the Department of Sociology and Anthropology as part of the continuing national movement toward social work professionalization. In 1970, the Board of Regents recommended that ISU develop an undergraduate social work program to meet the growing need for entry-level professionals. In 1976, the social work major was implemented, and new faculty positions added, bringing the total number of social work faculty to six.

The undergraduate social work program continued to grow within the Department of Sociology, Anthropology, and Social Work, and soon became the largest in the state at that time. In 1979, additional tenure lines were created, and faculty were hired. In 1980, the undergraduate social work program received its initial accreditation from the Council on Social Work Education (CSWE), retroactive to 1979. We have been continuously accredited since that time. In 1992, the social work program became independent of Sociology and Anthropology and became the Department of Social Work.

In 1998, the Illinois Board of Higher Education approved our proposal for a Master of Social Work degree program at Illinois State University. In August 2000, the first class of MSW degree candidates began their graduate study at ISU. In September 2000, the Department of Social Work became the Illinois State University School of Social Work. In 2002, the first ISU MSW students received their degrees and in 2003, the MSW program received initial accreditation from CSWE.

The School of Social Work is committed to high standards of scholarship; community, school, and University service; and teaching. We take great pride in the quality, diversity, and experience of our faculty. Several of our faculty members are recognized nationally and internationally as leaders in their areas of expertise. Many publish books and articles in professional journals and present papers at professional meetings and conferences. Some serve on the editorial boards of major journals. Others hold positions on the boards of professional and academic associations and councils. Many serve as consultants to local, state, and national agencies and are involved in professional and community service apart from their teaching, academic service, and scholarly work.

### **Anti-Racism, Diversity, and Inclusion**

Increasing the diversity of the profession and our School is central to our mission. We actively seek to admit and support the success of students from diverse backgrounds who will become leaders in our complex multicultural society. The Illinois State University School of Social Work

Anti-Racism Committee was created in response to concerns about racism, anti-Blackness, and other forms of marginalization against Black, Indigenous, People of Color (BIPOC) in society, on our campus, and within our School. The Anti-Racism Committee builds on a core social work

competency of engaging diversity and difference in practice. The Anti-Racism Committee builds on the School of Social Work mission to further social and economic justice, progressive social change, human dignity, and personal freedom in a pluralistic society undergoing rapid technological and social change.

The Anti-Racism Committee's mission is to act persistently and impatiently, to defy racism, anti-Blackness, and systems of oppression in our community. Our mission is to work toward equity, justice, and belonging. We will act collaboratively, working with students, faculty, staff, alumni, University, and community members to train, educate, and empower individuals to dismantle patterns of racism and injustice. We will act strategically to identify and challenge systems that perpetuate racism, while building systems that support equity. The Anti-Racism Committee will help our students, faculty, and staff learn and thrive in racially equitable, liberating, and empowering educational spaces. We will bring awareness about approaches to eradicating racism, anti-Blackness, and systems of oppression at Illinois State University, in Bloomington-Normal, and beyond. The School of Social Work will collaborate with leaders and organizations to bring social change, human dignity, and personal freedom to all.

## **Philosophy of the School**

We believe that all faculty, administration, staff, and students must share a common and well-articulated view of the future of the school and that it is the responsibility of all to work toward this vision. A core component of this vision is academic freedom.

We believe that the school must be committed to excellence in research, teaching, and service to the community, and that it is the task of all faculty, students, and administrators to continually refine the measures of effectiveness of our research, teaching, and service.

We believe that the role of the faculty is to teach, to expand the boundaries of research, and to apply knowledge through community service to local, national, and international problems and issues in a manner that is consistent with the School's vision.

We believe that the role of administration is to lead the school in defining and setting up management structures that address the School's needs and to acquire and manage the resources necessary to move toward accomplishing the School's goals.

We believe in participatory decision-making; that is, all faculty, administration, and students have the right to participate and the responsibility to seek and promote informed participation in school decisions. Input from students and the practice community will be sought on specific matters.

We believe in open communication.

We believe faculty and administration should be accountable and that performance should be linked with the reward systems of the University.

We believe that departmental decisions should be debated and formed within the framework of the governance structure.

We believe that faculty members should be given adequate resources to conduct research and promote their professional development.

## **Governance of the School**

The School of Social Work is housed within the College of Arts and Sciences (CAS). The CAS is one of six colleges whose dean reports to the Vice President for Academic Affairs and Provost, who in turn reports to the President. Our school is one of sixteen free-standing units within the CAS whose heads report directly to the dean of the college.

Our school has a clear administrative structure and a complementary committee structure to carry out operations of the School and manage our educational programs. The School's organizational chart and the curriculum development chart make clear the centrality of the School Committee of the Whole in all school decisions. Democratic governance is the hallmark of our school. As the organizational charts below show, except for the School Faculty Status Committee (SFSC) which reports directly to the College Faculty Status Committee (CFSC), all faculty with administrative assignments and all subcommittees are directly or indirectly accountable to the School Committee of the Whole and to the Director of the School of Social Work. Decisions are reviewed by the School Committee of the Whole that is composed of all faculty and staff, chaired by our school director, and advised by our Community Advisory Board.

The composition of our school's committees also demonstrates our commitment to shared governance. The membership of the committees and the reporting structure not only guarantees the opportunity for full participation by all constituencies but provides a clear avenue of renewal for curriculum and policy development. Our standing committees are described below. Ad hoc committees are formed as needed.

### **School Committee of the Whole**

The School Committee of the Whole acts on the recommendations from its individual members, its subcommittees, the Director of the School, and the Community Advisory Board. All faculty, academic professionals, and civil service employees are voting members. Membership includes:

- Director of the School of Social Work (chair)
- All tenured and tenure-track faculty
- All full-time non-tenure track faculty
- BSW and MSW Program Directors
- Director of Field Education
- Directors of BSW and MSW Student Services
- Office Staff

### **Curriculum Committees**

The BSW and MSW Curriculum Committees oversee the pedagogical content, methods, and quality of the BSW and MSW degree programs, and continuing education programs offered by our school. The MSW Curriculum Committee is the first line of oversight and innovation for the five foundational components of our social work education programs: Policy, Human Behavior in the Social Environment (HBSE), Practice, Research, and Field Education. The MSW

Curriculum Committee monitors the content, teaching strategies, and texts used in content-area courses, and is responsible for ensuring that courses are differentiated and jointly constitute an educational progression across the BSW and MSW programs. The Curriculum Committee presents its recommendations to the School Committee of the Whole.

Curriculum Committees are responsible for ensuring that all courses and their associated syllabi and course outlines adhere to school and CSWE policy. Members review all curriculum changes, including programmatic changes and new course proposals, and make recommendations to the Director of the School and the School Committee as a Whole.

The MSW Curriculum Committee Membership includes all tenure-track faculty and full-time non-tenure-track faculty who teach in the MSW program, the Directors of MSW Student Services and Field Education, and the MSW Program Director, who chairs the committee. All tenure-track faculty, full-time non-tenure-track faculty, and academic professionals who teach MSW courses are voting members. The School Director attends meetings as needed.

The BSW Curriculum Committee Membership includes all tenure-track faculty and full-time non-tenure-track faculty who teach BSW courses, the Directors of BSW Student Services and Field Education, and the BSW Program Director, who chairs the committee. All tenure-track faculty, full-time non-tenure-track faculty, and academic professionals who teach in the BSW program are voting members. The School Director attends meetings as needed.

### *Student Support Committee*

The School of Social Work Student Support Committee hears student appeals and grievances, disposition concerns, practicum improvement plan (PIP) issues, and Resolution Plan issues. Each committee meeting/process will be chaired by the relevant Program Director, or Director of Field Education if the issue is a PIP. Members of the Student Support Committee may be involved in informal conflict resolution. The Committee will convene in response to an instructor's formal Resolution Plan Request. Membership includes at least:

- MSW or BSW Program Director
- MSW or BSW Director of Student Services
- Director of Field Education
- Director of the School of Social Work

### *MSW Admissions Committee*

The MSW Admissions Committee reviews applications to the MSW program and makes admissions recommendations to the Graduate School. The committee also reviews admissions policies and procedures and recommends changes to the Director of the School of Social Work and the School Committee of the Whole. Membership includes:

- Director of MSW Student Services (chair)
- MSW Program Director
- Director of Field Education
- Two faculty members
- Director of the School of Social Work, who attends meetings as needed.

#### *Administrative Team Committee*

The Administrative Team Committee assists and supports the Director of the School of Social Work in the management of the School. The Committee identifies issues or concerns, suggests policies and procedures, shares information, and develops and reviews the agendas for department meetings. Membership includes:

- Director of the School of Social Work (chair)
- MSW and BSW Program Directors
- Director of Field Education
- MSW and BSW Directors of Student Services
- Office Staff

#### *MSW Program Director*

The MSW Program Director is responsible for the maintenance and further development of the MSW program and for ensuring compliance with the CSWE accreditation standards. The MSW Program Director works closely with the Director of the School of Social Work, the Director of Field Education, the Director of MSW Student Services, and the content committee chairs. The MSW Program Director collaborates with the Director of MSW Student Services to assist with resolving MSW students' educational concerns, and with the Director of Field Education to resolve practicum concerns.

#### *Director of MSW Student Services*

The Director of MSW Student Services is responsible for recruiting, admitting, and advising all students in the MSW program. The Director of MSW Student Services works closely with the Director of the School of Social Work, the MSW Program Director, the Director of Field Education, the Graduate School, the Office of the Registrar, and faculty to support student success.

#### *Director of Field Education*

The Director of Field Education is responsible for the maintenance and further development of the field curriculum for both the BSW and the MSW programs. In this capacity, the Director of Field Education recruits, develops, assigns, and oversees agency placements; designs and administers continuing education for agency-based field instructors; and orients and mentors' instructors who are teaching field courses. The Director of Field Education works closely with

the Director of the School of Social Work, the Director of BSW Student Services, the Director of MSW Student Services, and faculty teaching the field curriculum, and is responsible for resolving students' concerns related to field education.

### *BSW Program Director*

The BSW Program Director is responsible for the maintenance and further development of the BSW program and for ensuring compliance with CSWE accreditation standards. The BSW Program Director works closely with the Director of the School of Social Work, the Director of Field Education, the Director of BSW Student Services, and the content committee chairs. The BSW Program Director collaborates with the Director of BSW Student Services to assist with resolving baccalaureate students' educational concerns, and with the Director of Field Education to resolve practicum concerns.

### *Director of BSW Student Services*

The Director of BSW Student Services is responsible for recruiting, admitting, and advising all students in the BSW program. The Director of BSW Student Services works closely with the Director of the School of Social Work, the BSW Program Director, the Director of Field Education, the Office of Admissions, the Office of the Registrar, and faculty to support student success.

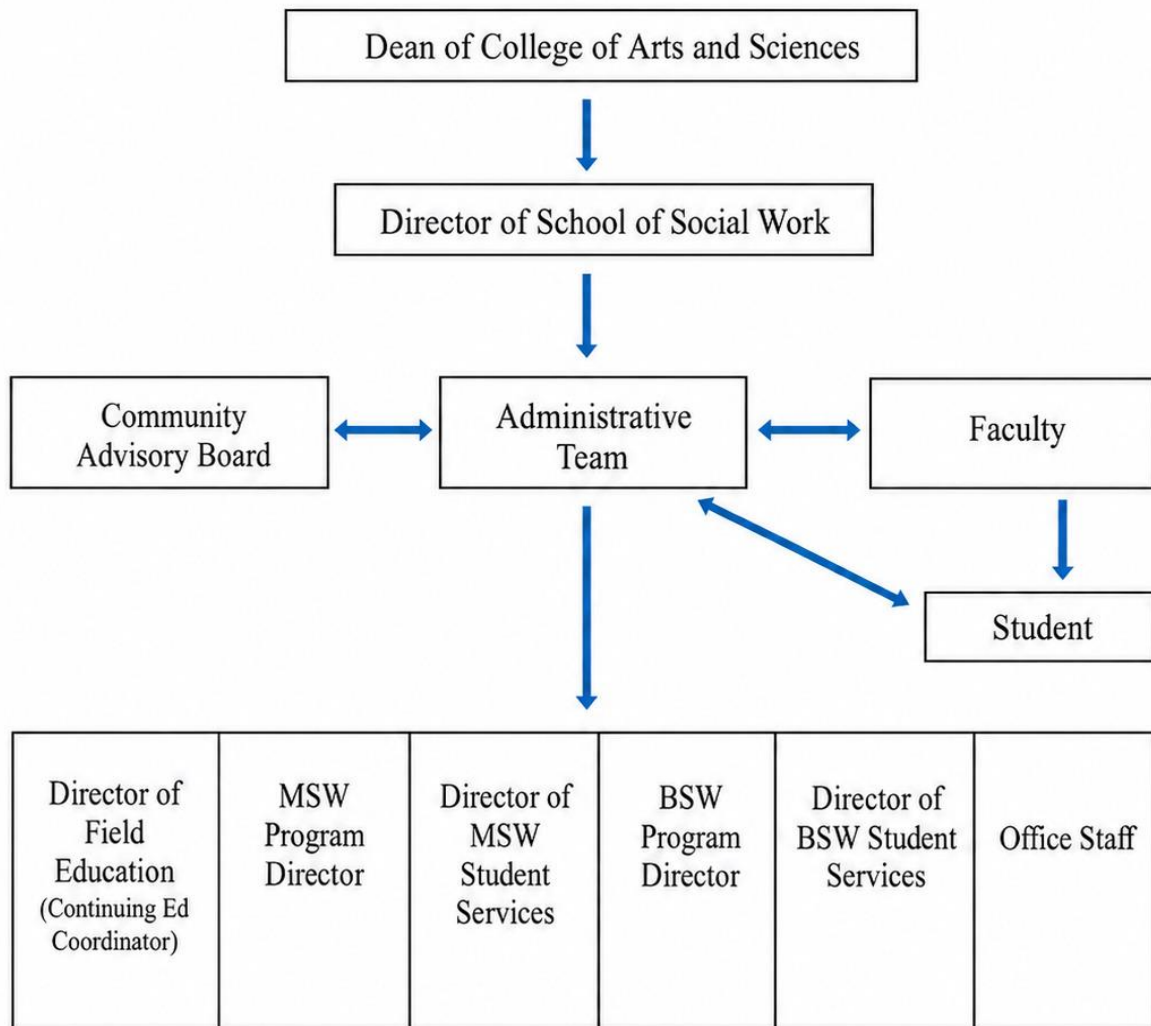
### *Director of the School of Social Work*

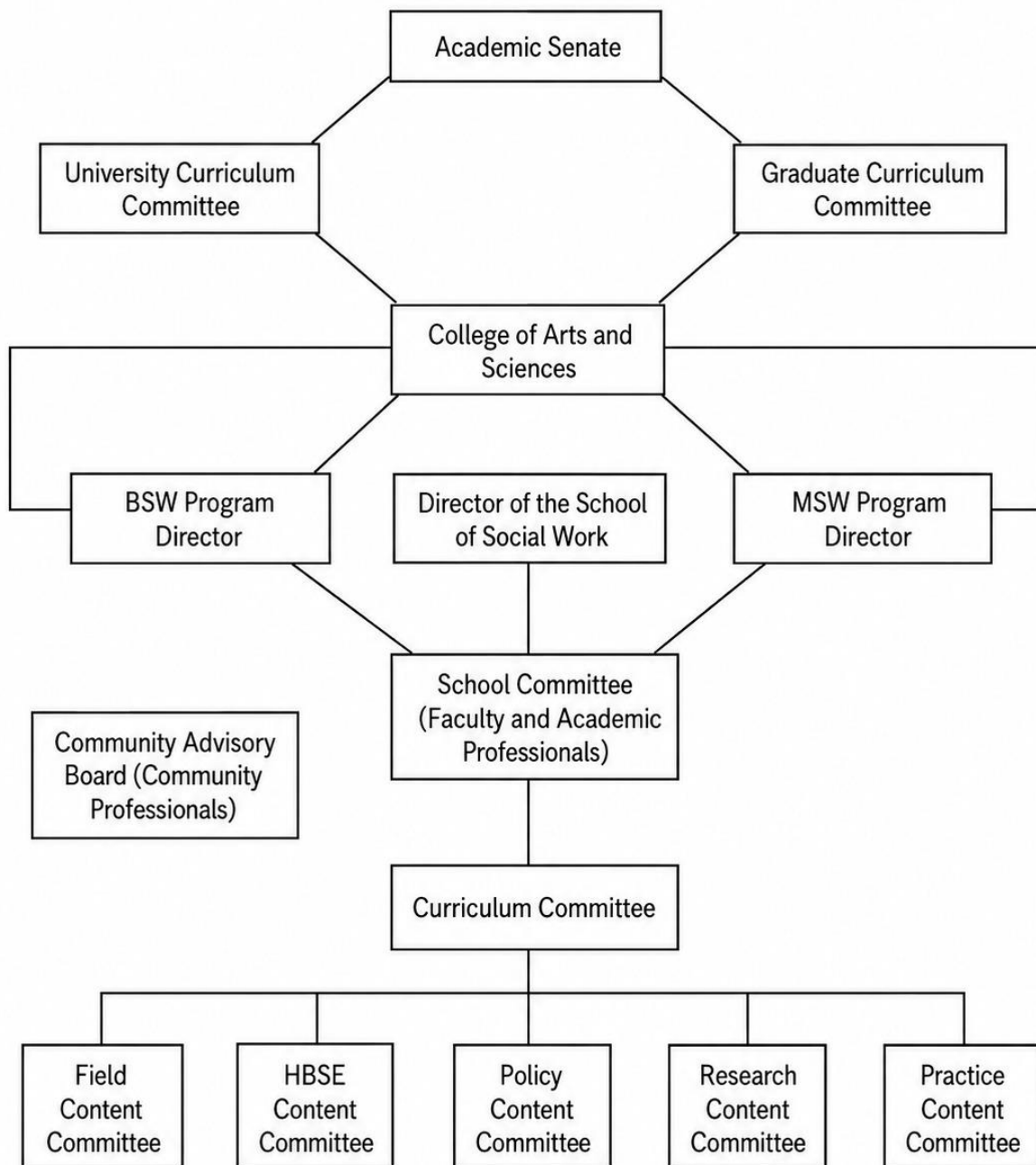
The Director of the School of Social Work is responsible for the overall maintenance and development of the school. The Director is responsible for short and long-term planning, resource development, and external affairs. The Director is the fiscal officer of the school and works closely with the MSW Program Director, the BSW Program Director, the Director of Field Education, the Director of BSW Student Services, the Director of MSW Student Services, the Director of the Center for Adoption Studies, Office Staff, and the Community Advisory Board.

### *Community Advisory Board*

The Community Advisory Board serves in an advisory and advocacy capacity to our school. The members are nominated by faculty and appointed by the Director of the School of Social Work for two-year terms on a rotating basis. Members represent a cross section of social work and community interests. One BSW and one MSW student will be appointed by the Director of the School of Social Work for one-year terms. The board meets once each semester and at the request of the School to provide input on projected innovations or current issues as they arise.

## Organization of the School





## Curriculum Development in the School

The School of Social Work is committed to developing and sustaining excellence in its educational programs. The chart below depicts the structure for development and oversight of MSW and BSW curricula, courses, and course syllabi.

## PART V: Campus and Community Resources

The School of Social Work is committed to making your graduate education as meaningful and enjoyable as possible. Below is an alphabetical list of selected resources that may help you during your time at ISU. There may be additional resources available to you on or around campus. If you need assistance locating a resource, contact the Director of MSW Student Services.

### Bone Student Center

200 N. University Street  
Campus Box 2650

The Bone Student Center serves as the hub of student life at Illinois State University and as a landmark resource to the Bloomington-Normal community. With outstanding shows, great service, and a variety of meeting spaces, the campus and local community turn to the Bone Student Center for social, recreational, cultural, educational, and professional activities. With several dining options, the Bone Student Center is a great place to do homework, meet with classmates, or take a break between classes.

### Campus Recreation

347 S. University Street  
Suite 103  
Campus Box 2781  
(309) 438-3700  
[campusrecreation@ilstu.edu](mailto:campusrecreation@ilstu.edu)

Campus Recreation is a part of the Division of Student Affairs, with offices located in the Student Fitness Center, McCormick Hall, and the Redbird Adventure Center. Our mission is to enhance the quality of life of our unique members by educating and encouraging active participation in recreational opportunities that develop leadership skills, foster social interaction, and reinforce healthy behaviors. As a fee-paying student, you have free access to many of the services of Campus Recreation.

### **Career Services**

185 Student Services Building  
Campus Box 2520  
(309) 438-2520  
[careercenter@ilstu.edu](mailto:careercenter@ilstu.edu)

Career Services assists all Illinois State University students with developing, evaluating, and implementing career decisions. Career Services can assist with updating your resume, preparing for an interview, or reviewing your LinkedIn account to ensure utmost professionalism.

### **Child Care Center**

163 Turner Hall  
Campus Box 5060  
(309) 438-5026

The mission of the Illinois State University Child Care Center is to provide high quality, developmental childcare services in a safe, nurturing, and diverse learning environment for preschool children of ISU students, faculty, and staff, ages 3-5. The Center serves as a working illustration of early childhood best practices by collaborating with families, the University, and community, all while utilizing the best current research and practice within the early childhood profession.

### **Dean of Students**

387 Student Services Building  
Campus Box 3090  
(309) 438-2008  
[deanofstudents@ilstu.edu](mailto:deanofstudents@ilstu.edu)

From your first day at Illinois State as a new student, to your walk across the stage at Commencement, the Dean of Students Office assists students throughout your collegiate journey. Through a variety of services, solutions, and support, the Dean of Students Office helps students apply what you learn in the classroom to real-life practice. Whether you are interested in joining or starting a registered student organization, participating in cultural learning experiences, or seeking to develop your leadership skills, the Dean of Students Office helps you find your way as you discover your passion at Illinois State. The Dean of Students Office also serves as a student support network by providing advocacy, problem resolution, and crisis intervention for those times when additional support is needed. Notary services are also offered for students, faculty, and staff.

### **Financial Aid**

101 Hovey Hall  
Campus 2320  
(309) 438-2231

The Financial Aid Office staff are available to answer questions regarding financial aid programs, as well as available loans, grants, and scholarships.

### **Graduate School**

209 Hovey Hall  
Campus Box 4040  
(309) 438-2583  
[graduateschool@ilstu.edu](mailto:graduateschool@ilstu.edu)

The Graduate School is the home to all graduate students at Illinois State regardless of the program you are pursuing. The Graduate School is a helpful resource as you navigate life as a graduate student at Illinois State University.

### **Health Promotion and Wellness**

Student Fitness Center Complex  
McCormick Hall 187  
(309) 438-WELL (9355)  
[wellness@ilstu.edu](mailto:wellness@ilstu.edu)

Health Promotion and Wellness serves as the campus resource for wellness and preventive health by leading health promotion action at Illinois State University. A mindful and engaged student body furthers a wellness-centered culture on campus.

### **International Studies and Programs**

2<sup>nd</sup> Floor Fell Hall  
Campus Box 6120  
(309) 438-5276  
[internationalstudents@ilstu.edu](mailto:internationalstudents@ilstu.edu)

OISP coordinates a full range of international activities and services for domestic and international undergraduates, graduates, professors and researchers. We are proud that the mission and related goals of OISP contribute toward the internationalization and diversification goals of the University's Educating Illinois plan. Practically speaking, OISP manages numerous [International Linkages](#) across all continents so that hundreds of students, both international and domestic, may [study abroad](#) at Illinois State or around the world; partners with University departments to enhance mutual understanding across disciplines and cultures by hosting and exchanging Illinois State faculty and international researchers and professors; and provides

[professional development](#) seminars in management for participants from developing government, nonprofit and private organizations.

### Graduate Writing Support

Hovey Hall 208  
Campus Box 4040  
[Jchawk2@ilstu.edu](mailto:Jchawk2@ilstu.edu)

The Graduate School offers writing support through one-on-one sessions, community writing spaces, and workshops. Graduate writing fellows can help any student with their writing. Sessions are available online or in person.

### Milner Library

201 N. School Street  
Campus Box 8900  
(309) 438-3451 (Information desk)

Social Work Librarian:  
Grace Allbaugh  
(309) 438-5313  
[gkallba@ilstu.edu](mailto:gkallba@ilstu.edu)  
Milner 415

Milner Library, located in the heart of campus, is an active partner in Illinois State University's teaching, learning, and research activities. Milner Library is here to help. Grace Allbaugh is the librarian dedicated to the social sciences. Grace is a wealth of knowledge and eager to help social work students. Reach out to Grace for all your library and research-related needs!

### Multicultural Center

301 S. Main Street  
Campus Box 5800  
(309) 438-8968  
[Themulticulturalcenter@ilstu.edu](mailto:The multiculturalcenter@ilstu.edu)

The mission of the Multicultural Center is to facilitate critical programs, services, and scholarships that promote antiracism, equity, and justice at Illinois State University.

Programming will include campus-wide antiracism training, institutes, and conferences; identity affirming programming; leadership; and community development for cultural identity groups.

### Office of Equal Opportunity and Access

310 Hovey Hall  
Campus Box 1280 (309) 438-3383  
[equalopportunity@ilstu.edu](mailto:equalopportunity@ilstu.edu)

Working under the supervision of the President of Illinois State University, the Office of Equal Opportunity and Access (OEOA) oversees and enforces the University's program to prevent, detect, and respond appropriately to violations of University policy and applicable state and federal laws related to anti-harassment and non-discrimination statutes. To accomplish these duties, the OEOA's primary areas of accountability include responsibility for internal investigations relating to allegations of violations of the Anti-Harassment and Non-Discrimination policy, oversight of ADA policies and procedures, coordination of University's affirmative action plan to integrate core values of diversity and equity into all aspects of recruitment, screening and selection of qualified job applicants, and advising on issues related to fostering an inclusive environment, and providing educational training and diversity resources to faculty, staff, students, administrators.

### **Parking and Transportation**

709 N Main St  
Campus Box 9250  
(309) 438-8391 or  
(309) 438-8631 University Police

The Office of Parking and Transportation regulates and enforces University parking and vehicle policies. It requires that all student vehicles, including motorcycles and mopeds, be registered through the Office of Parking and Transportation. All vehicles occupying university parking facilities, other than metered spaces and visitor pay lots, must be registered to an active virtual parking permit or properly display a valid and appropriate physical parking permit during the posted hours

Permits are sold only by Parking and Transportation. The Office of Parking and Transportation expects you to know the regulations regarding vehicle registration, visitor parking, and temporary permits. The School of Social Work is not responsible for any fines that are accrued due to failure to abide by parking policies.

### **PATH Crisis Center**

201 E. Grove Street  
Bloomington, IL 61701  
988: Crisis Counselor for issues related to Suicide and Mental Health  
211: Text your zip code for Information and Referral  
888-865-9903  
[Pathcrisis.org](http://Pathcrisis.org)

PATH (Providing Access to Help) is a well-established information, referral, and crisis services agency in Bloomington. It provides 24-hour, seven days a week crisis, information, and referral hotline services for people of all ages.

### **Places of Worship**

Bloomington-Normal has several places of worship for students who are interested in participating in a faith community. Many of those are available [here](#).

### **Redbird Identification Card**

Bone Student Center  
First Floor  
Campus Box 1250  
(309) 438-2273

Once you are enrolled at ISU, you should arrange to receive your ISU ID card from the Redbird Card Office. This all-purpose card is used for identification, library checkout, vending and admission to University buildings and events.

### **Redbird Spirit Shop**

Two locations:  
Bone Student Center and 318 W. North Street  
(309) 452-7400

Redbird Spirit Shop, the official bookstore of Illinois State University, is students' source for purchasing textbooks and spirit wear.

### **Redbird Ride**

709 N. Main Street  
Campus Box 9250  
(309) 438-8391

The Redbird Express provides transportation around Illinois State University campus from 7:00 a.m. to 12:00 a.m. Sunday through Thursday, and from 7:00 a.m. to 3:00 a.m. on Friday and Saturday during fall and spring semester on all regularly scheduled class days. You must be at a designated Connect Transit bus-stop to board a bus. Drivers will not stop along the route to pick up passengers who are not at designated bus stops. This service is free to all faculty, staff, and students at Illinois State University when they show their valid University ID card.

## **Registrar**

102 Moulton Hall  
Campus Box 2202  
(309) 438-2188  
[registrar@illinoisstate.edu](mailto:registrar@illinoisstate.edu)

The Office of the University Registrar supports the mission of Illinois State University by providing management and oversight of the following processes:

- Publication of the Undergraduate and Graduate Catalogs
- Academic course and room scheduling including final exams and textbook reporting
- Registration as well as course and University withdrawal assistance
- Maintenance of students' Academic Records including awarding of transfer and exam credits, awarding of degrees and certifications
- Verification of academic eligibility for Teacher Licensure and NCAA, enrollment status, and degree completion
- Administration of various entrance, placement, and credit exams
- Collection and reporting of grades
- Issuing transcripts & diplomas and assisting with Apostille documents
- Veteran & Military Services
- The Illinois Articulation Initiative website
- FERPA compliance

The office can also provide free notary services to Illinois State University faculty, staff, and students by appointment.

## **School Street Food Pantry**

211 North School Street  
Normal, IL 61761  
[schoolstreetfoodpantry@gmail.com](mailto:schoolstreetfoodpantry@gmail.com)

The School Street Food Pantry provides food and supplies to currently enrolled college and trade school students in the Bloomington-Normal, Illinois area who are experiencing food insecurity. The pantry is located inside Normal First United Methodist Church at 211 N. School St., Normal, IL. The church is immediately north of Milner Library which is on the Illinois State University campus. The pantry is open for distribution from 4-6 p.m. each Friday throughout the calendar year.

## **Stepping Stones**

(309) 556-7000  
1201 North Hershey Road  
Bloomington  
[info@ywcaclean.org](mailto:info@ywcaclean.org)

YWCA Stepping Stones, the local McLean County sexual assault program, provides 24-hour assistance for sexual assault and sexual abuse victims and their families in McLean County. We are here for you 24 hours a day, 7 days a week, 365 days a year. Trained and caring sexual assault advocates can be reached anytime you need them.

### **Student Access and Accommodation Services (SAAS)**

308 Fell Hall  
Campus Box 1290  
(309) 438-5853  
Video Phone (309) 319-7682  
<https://studentaccess.illinoisstate.edu/index.php>

Illinois State University provides a welcoming atmosphere for individuals with disabilities and/or medical/mental health conditions by assisting each in functioning independently within the University community and providing equal access and opportunity in accomplishing educational, professional, and personal goals. As a unit of the Student Affairs Division, Student Access and Accommodation Services is the designated office to provide approved accommodation services for students and guests with disabilities and/or medical/mental health conditions. Students who are pregnant, injured and/or need temporary accommodations, or are requesting religious accommodations should contact our office for assistance.

Student Access and Accommodation Services obtains and maintains documentation of disability and/or medical/mental health condition, certifies eligibility for services, determines reasonable accommodations, and develops plans for providing such accommodations. This is accomplished in a confidential manner to ensure equal opportunity for participation in all courses, programs, and activities offered by Illinois State.

### **Student Accounts**

605 W. Dry Grove  
Campus Box 1210  
(309) 438-5643  
[stuaccts@ilstu.edu](mailto:stuaccts@ilstu.edu)

The Student Accounts Office, a unit within the Office of the Comptroller, is responsible for the student billing statements. The office will answer any questions you may have about your billing statement, payments received, or the charges you are assessed.

### **Students' Attorney**

387 Student Services Building  
Campus Box 3090  
(309) 438-2008

At Illinois State, our main goal is to help students receive a quality education. Unfortunately, legal situations may arise during a student's career that can cause distraction from this primary focus. Students' Attorney provides students with the legal information and guidance they need to help resolve their concerns and focus on what's most important - their education.

Students' Attorney provides students with the following:

- Expert advice from a licensed attorney to provide help with filing claims, managing settlements, and accessing legal resources
- Free consultations that provide input, answer questions, and help to facilitate the legal process
- Help with identifying the most appropriate legal representation

### **Student Counseling Services**

320 Student Services Building  
Campus Box 2420  
(306) 438-3655

Student Counseling Services seeks to provide a safe, welcoming, and affirming environment for all students. We also seek to foster a diverse campus community of safety, inclusiveness, and respect. We therefore commit ourselves to creating an environment based on our values that allows our diverse student body to access care, receive high quality services and take positive pathways to mental health. You have FREE access to Student Counseling Services as a fee-paying student.

### **Student Health Insurance**

226 Student Services Building  
Campus Box 2540  
(309) 438-2515

Student Health Insurance enrollment is automatic with registration of nine or more credit hours in the fall and spring, and with six or more pre-registered credit hours in the summer. Students assessed only Outreach Fees are NOT assessed\* Student Health Insurance. If you wish to cancel student health insurance, you may be able to if you have other comparable health insurance. You would complete an online cancellation form and may be required to provide proof of other coverage (copy of insurance card) each semester prior to the 15th calendar day of the fall and spring semesters and the 8th calendar day of the summer semester. This online process can be done for up to one school year at a time. Please review the [Keep or Cancel](#) page before making this important decision, the online cancellation form is at the bottom of the Keep or Cancel page.

### **Student Health Services**

226 Student Services Building  
Campus Box 2540  
(309) 438-8655  
[shsquestions@ilstu.edu](mailto:shsquestions@ilstu.edu)

All students who register for one or more hours and [are assessed the Health Fee](#) are eligible to use all the services of the on-campus clinic. The outpatient [medical services](#) provided are comparable to those offered by most physician clinics. The clinic is [accredited](#) by the Accreditation Association for Ambulatory Health Care, Inc., and fulfills the necessary state and federal requirements. The clinic is [staffed](#) by licensed personnel (e.g. physicians, advanced practice nurses, pharmacists).

## **University Police**

105 Nelson Smith Building  
Campus Box 9240  
438-8631 (voice)  
438-8266 (TDD)  
[ISUPolice@illinoisstate.edu](mailto:ISUPolice@illinoisstate.edu)

ISUPD believes consistent law enforcement is only one piece of a safe campus community, so we also strive to educate our community to give them the knowledge and tools they need to be partners in campus safety.

## **PART VI: Opportunities For Participation**

### **College of Arts and Sciences College Council**

The College Council shall create such standing and special committees as it deems useful to the exercise of its functions. The College Council shall advise and assist the Dean of the College. The College Council shall establish procedures within the College for:

- reviewing and revising curriculum
- developing and reviewing guidelines
- selecting department chairpersons
- determining appropriate representative student participation in College and department affairs
- determining the method of representation, of nomination, and of election of its representatives to the Academic Senate, to University and College search committees, and to the mandated by-laws review committee
- conducting College elections
- gathering College Council documents
- selecting the Research Proposal Review Committee, College Curriculum Committee, Teaching Awards Committee, Service Awards Committee, and College Elections Committee
- selecting College of Arts and Sciences Distinguished Lecturers
- selecting College award recipients and nominees for University awards.

The College Council shall operate as a forum for discussion on matters of concern to the College and University community.

### **College of Arts and Sciences Curriculum Committee**

The College Curriculum Committee shall be composed of the Dean or the Dean's designee, nine members of the College faculty, and six students from among the declared majors of the College departments. Each faculty member will serve a three-year term. Full-time faculty with the rank

of assistant professor, associate professor, or professor, over whom the CFSC has jurisdiction are eligible to serve. Each student member will serve a one-year term and may be nominated again when their term is completed. Students eligible for membership must be full-time with either a first or second major in one of the College's departments and in good disciplinary standing. All terms will begin with the start of the fall semester following their appointment. The College Council makes appointments to this committee.

## **Faculty Evaluation**

All students enrolled at Illinois State University have regular and repeated opportunities to evaluate their instructors. At the end of each course, students are given standardized faculty evaluation forms to complete and the opportunity for a written critique of the class. The evaluations are confidential. The deidentified results are given to faculty to use in strengthening their teaching. The evaluations become part of each faculty member's annual review as well as reviews for tenure and promotion.

## **Faculty Hiring**

Students have opportunities to meet formally and informally with candidates being considered for faculty positions and contribute their points of view to hiring decisions. Students may be invited to serve on search committees for hiring.

## **Graduate Council**

The Graduate Council is the representative body of the graduate faculty. Council members deliberate and set policy on all matters of graduate education and advise the Director of the Graduate School and the Associate Vice President for Graduate Studies and Research. Each council member sits on one of three standing committees: membership and student development, curriculum, or research and creative activity. Members are elected by the graduate faculty or appointed by the Graduate School. Two graduate students serve on the Graduate Council. More information can be found here: <https://grad.illinoisstate.edu/faculty/council/>

## **Multi-Disciplinary Committee**

ISU's Psychological Services Center provides opportunities for two School Social Work students to participate in their Multidisciplinary Psychoeducational Assessment Service each year, under the supervision of a School of Social Work instructor. Students will participate in weekly one-hour multidisciplinary meetings that are similar to public school IEP meetings. Students will participate in observation and assessment of school children, provide oral and written reports and recommendations to the team and to parents. For more information, contact the MSW Director of Student Services.

## **Practicum Placement and Evaluation**

MSW students work with the Director of Field Education to select and negotiate field practica that meet their educational and career objectives. Student evaluation of the success of their placements is essential to the strength and continued development of the field education component of our MSW program.

## **Social Work Club**

The Social Work Club increases awareness of social issues within the University and the community. You will gain knowledge of the major and the social work profession. [Social Work Club](#) members spend time volunteering and forming partnerships in the community, host guest speakers, and put on events. For more information, students may contact CJ Hamilton at [chamil2@ilstu.edu](mailto:chamil2@ilstu.edu) or Ellen Elghammer at [eselgha@ilstu.edu](mailto:eselgha@ilstu.edu). Information about the Social Work Club can be found here: <https://redbirdlife.illinoisstate.edu/organization/socialworkclub>

## **Social Work Community Advisory Board**

The Community Advisory Board serves in an advisory and advocacy capacity to our School. The members are nominated by the faculty for two-year terms on a rotating basis. Members represent a cross-section of social work and community interests. Additionally, a master's and a bachelor's level student sit on the board. The board meets twice a year at the end of each semester. The board also meets at the request of our School to provide input on projected innovations or current issues as they arise.