

# SOCIAL WORK: PART TIME, MSW

This is a named option in the Social Work (<http://guide.wisc.edu/graduate/social-work/social-work-msw/#text>) MSW degree plan.

The Part-Time MSW program is designed to allow students who are not able to pursue full-time study to work toward a MSW degree on a structured, time-extended basis with classes delivered in a hybrid manner (using in-person session and online technology).

- In-person sessions offered every other Saturday. Students should plan to be on campus each semester.
- Fieldwork options may be offered in your home community.
- Focus areas in child, youth and family welfare or mental health are offered.

Applicants must meet the School of Social Work admission requirements to be accepted into the program.

Applicants with a CSWE-accredited Bachelor of Social Work degree from within the last five years should instead look at Part Time Social Work Advanced Standing.

## ADMISSIONS

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Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program's website.

Graduate admissions is a two-step process between academic programs and the Graduate School. **Applicants must meet the minimum requirements (<https://grad.wisc.edu/apply/requirements/>) of the Graduate School as well as the program(s).** Once you have researched the graduate program(s) you are interested in, apply online (<https://grad.wisc.edu/apply/>).

Requirements	Detail
Fall Deadline	May 1
Spring Deadline	The program does not admit in the spring.
Summer Deadline	The program does not admit in the summer.
GRE (Graduate Record Examinations)	Not required.
English Proficiency Test	Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements ( <a href="https://grad.wisc.edu/apply/requirements/#english-proficiency">https://grad.wisc.edu/apply/requirements/#english-proficiency</a> ) and Social Work's higher requirements: TOEFL (iBT): 100 TOEFL (PBT): 600 Duolingo (DET): 130

Other Test(s) (e.g., GMAT, MCAT) n/a

Letters of Recommendation Required 3

Online applications are available through the School of Social Work website (<http://socwork.wisc.edu/>).

**Admission into the master's degree program** includes the Graduate School requirement that applicants hold a minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree, using all credits from the degree to calculate the GPA equivalency. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

Applicants apply online through the Graduate School's application site (link found in the instructions on the School of Social Work website). A complete application includes both the Graduate School application and the School of Social Work's supplemental application forms.

Applicants must review the instructions on the School of Social Work (<https://socwork.wisc.edu/admissions/mswapp/>) website for specific application details and prerequisites.

### ADVANCED STANDING

Individuals who have completed a Council on Social Work Education (CSWE) accredited Bachelor of Social Work (BSW) degree within five years from the academic year of graduation to the academic year of enrollment should apply to Part Time Social Work Advanced Standing.

## FUNDING

### FUNDING

#### GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (<https://grad.wisc.edu/funding/>) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

#### MSW PROGRAM RESOURCES

Thanks to the generosity of friends and alumni, the Sandra Rosenbaum School of Social Work also has a number of Awards and Scholarships (<https://socwork.wisc.edu/students/awards-and-scholarships/>) available to MSW applicants and current MSW students, ranging from several hundred dollars to covering the full cost of tuition and fees, as well as training grants and other opportunities (<https://socwork.wisc.edu/students/awards-and-scholarships/#other-opportunities>) that can provide funding for students with specific career interests.

Students also have access to federal loans and work study.

### SUMMER COURSEWORK MAY BE REQUIRED

Students should make sure they have enough financial aid to cover summer classes. We strongly recommend students talk to the Office of

Student Financial Aid (<https://financialaid.wisc.edu/>) to create a financial aid plan that will meet their needs.

## PART-TIME MSW PROGRAM STUDENTS NOTE

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## REQUIREMENTS

### MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum academic progress and degree requirements (<http://guide.wisc.edu/graduate/#policiesandrequirements>), in addition to the program requirements listed below.

### NAMED OPTION REQUIREMENTS MODE OF INSTRUCTION

Face to Face	Evening/ Weekend	Online	Hybrid	Accelerated
Yes	Yes	No	Yes	No

#### Mode of Instruction Definitions

**Accelerated:** Accelerated programs are offered at a fast pace that condenses the time to completion. Students typically take enough credits aimed at completing the program in a year or two.

**Evening/Weekend:** Courses meet on the UW-Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

**Face-to-Face:** Courses typically meet during weekdays on the UW-Madison Campus.

**Hybrid:** These programs combine face-to-face and online learning formats. Contact the program for more specific information.

**Online:** These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

### CURRICULAR REQUIREMENTS

#### Requirement Detail

Minimum Credit Requirement 49 credits

Minimum Residence Credit Requirement 16 credits

Minimum Graduate Coursework Requirement 25 credits must be graduate-level coursework. Refer to the Graduate School: Minimum Graduate Coursework (50%) Requirement policy: <https://policy.wisc.edu/library/UW-1244> (<https://policy.wisc.edu/library/UW-1244/>).

Overall	3.00 GPA required.
Graduate GPA Requirement	Refer to the Graduate School: Grade Point Average (GPA) Requirement policy: <a href="https://policy.wisc.edu/library/UW-1203">https://policy.wisc.edu/library/UW-1203</a> ( <a href="https://policy.wisc.edu/library/UW-1203/">https://policy.wisc.edu/library/UW-1203/</a> ).
Other Grade Requirements	Grades of C are accepted only if they are offset by an equal number of credits of A. Candidates who receive more than two grades of C (in courses that do not extend beyond one term) or a grade of D or F while in the program will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the statistics prerequisite while in the program but it will affect the GPA).
Assessments and Examinations	None.
Language Requirements	None.

### REQUIRED COURSES

MSW students complete all generalist courses unless granted an exemption (<https://socwork.wisc.edu/students/exemptions/>):

Code	Title	Credits
SOC WORK 400	Field Practice and Integrative Seminar I	4
SOC WORK 401	Field Practice and Integrative Seminar II	4
SOC WORK 441	Generalist Practice with Individuals, Families and Groups	3
SOC WORK 442	Generalist Practice with Communities and Organizations	2
SOC WORK 612	Psychopathology in Generalist Social Work Practice	2
SOC WORK 650	Methods of Social Work Research	3
SOC WORK 708	The Field of Social Work	2
SOC WORK 709	Social Policy	2
SOC WORK 710	Diversity, Oppression and Social Justice in Social Work	2
SOC WORK 711	Human Behavior and the Environment	2
<b>Total Credits</b>		<b>26</b>

Generalist courses must be completed before beginning Advanced Generalist courses.

#### Advanced Generalist Specialization

In a broad social justice framework, advanced practice (students continuing from the Generalist years) or advanced standing (students entering the Program with a recent BSW) MSW students complete an advanced generalist practice specialization. Students may choose one of two focus areas:

1. Child, Youth, and Family Welfare; and
2. Mental Health.

For more information about focus area recommendations, students should refer to the Specialization Handbook found on the Social Work website Student Resources page (<https://socwork.wisc.edu/students/resources/>).

Students complete an **Advanced Practice** class in a focus area, a **Policies & Services** class in a focus area, a sequence of **Field Practice** in a focus area, **Advanced Macro Practice**, and three "free electives" chosen in consultation with an advisor. Students may also choose to complete their advanced generalist practice specialization with no focus area, and still complete **Advanced Practice**, **Policies & Services**, and **Field Practice** courses that are based within focus areas, in addition to **Advanced Macro Practice** and three "free electives" chosen in consultation with an advisor.

Code	Title	Credits
<b>Advanced Practice (choose one)</b>		<b>2</b>
SOC WORK 741	Interventions with Children, Youth, and Families	
SOC WORK 821	Social Work Practice in Aging and Mental Health	
SOC WORK 835	Advanced Soc Work Practice in Mental Health	
SOC WORK 873	Social Work Practice in Health Care	
<b>Policies &amp; Services (choose one)</b>		<b>2</b>
SOC WORK 836	Mental Health Policies and Services	
SOC WORK 875	Health, Aging, and Disability Policy and Services	
SOC WORK 920	Child, Youth, and Family Policies and Services	
<b>Advanced Macro Practice</b>		<b>2</b>
SOC WORK 840	Advanced Macro Practice	
<b>Advanced Practice Field<sup>1</sup></b>		<b>11</b>
SOC WORK 800	Field Practice and Integrative Seminar III	
SOC WORK 801	Field Practice and Integrative Seminar IV	
<b>Three free electives from the list below chosen in consultation with advisor.</b>		<b>6</b>
<b>Total Credits</b>		<b>23</b>

<sup>1</sup> For information on available Advanced Practice field units and the process of selecting a field unit, students should refer to the Field Handbook found on the Social Work website Student Resources page (<https://socwork.wisc.edu/students/resources/>).

### Free Electives

The Specialization Handbook (<https://socwork.wisc.edu/students/resources/#part-time-msw-students>) has suggested electives for pathways and select sub-focuses. Not all electives are available in a given year or semester.

Code	Title	Credits
SOC WORK 644	Issues in Developmental Disabilities	3
SOC WORK 646	Child Abuse and Neglect	2
SOC WORK 656	Family Practice in Foster and Kinship Care	2
SOC WORK 712	Psychopathology for Social Work Practice in Mental Health	3

SOC WORK 742	Assessing and Treating Children and Adolescents	2
SOC WORK 815	Social Work Practice in Schools I	2
SOC WORK 817	Social Work Practice in Schools II	2
SOC WORK 821	Social Work Practice in Aging and Mental Health	2
SOC WORK 825	Grief, Death, Loss and Life	2
SOC WORK 842	Consultation and Supervision in Social Work	3
SOC WORK 870	Cognitive and Behavioral Mental Health Treatments for Adults	2
SOC WORK 874	Health, Aging, and Disability Practice for the 21st Century	2
SOC WORK 929	Social Work and Substance Use Disorders	2

### Other Policy

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate or graduate degree programs.

## POLICIES

### GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

## NAMED OPTION-SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Credits Earned at Other Institutions

Graduate credits in equivalent generalist courses completed with a grade of B or better taken at CSWE-accredited MSW programs may be used to fulfill the minimum degree credit requirement. In general, coursework earned five or more years prior to admission to the MSW Program may not be used to satisfy degree credit minimums. Graduate credits from other MSW programs/institutions may not be used to fulfill the Minimum Residence Credit Requirement.

#### Undergraduate Credits Earned at Other Institutions or UW-Madison

Graduates of **UW-Madison** may transfer only those courses numbered 300 or above toward their minimum graduate degree credit requirement for coursework determined by the social work faculty to be equivalent to the MSW generalist coursework, up to 7 credits. Coursework completed through a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements. Students seeking credit for previously completed social work practice courses may only do so if completed while declared in the BSW degree program.

MSW students may transfer undergraduate coursework from **external institutions** determined by the social work faculty to be equivalent to the MSW generalist coursework, up to 7 credits. Coursework completed

through a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements. Students seeking credit for previously completed social work practice courses may only do so if completed while enrolled in a CSWE-accredited BSW degree program.

### **Credits Earned as Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)**

No credits accepted.

### **Credits Earned as a University Special Student at UW-Madison**

On a case-by-case basis generalist Social Work courses numbered 300 or above taken as a UW-Madison University Special student may transfer to fulfill degree requirements. No more than 7 credits of generalist course may be used for this purpose. Coursework earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements.

## **PROBATION**

Refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

### **Satisfactory Progress Criteria:**

Graduate students are required to maintain and graduate with a cumulative GPA of 3.00.

Grades of "C" are accepted only if offset by an equal number of credits of grades of A. Students who receive more than two grades of C or a grade of D or F will be dropped from the MSW Program. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program but will affect the GPA).

Students who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. Refer to the Field Education Handbook (found on the Social Work Student Resources site (<https://socwork.wisc.edu/students/resources/#part-time-msw-students>)) for more details about grades in Field.

## **ADVISOR / COMMITTEE**

All master's candidates are assigned to the social work academic advisors.

## **CREDITS PER TERM ALLOWED**

15 credits

## **TIME LIMITS**

Students who withdraw from the Part-Time MSW Program without having completed at least 6 credits must reapply for admission to the Part-Time Program.

Refer to the Graduate School: Time Limits (<https://policy.wisc.edu/library/UW-1221/>) policy.

## **GRIEVANCES AND APPEALS**

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (<https://doso.students.wisc.edu/bias-or-hate-reporting/>)
- Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/#grievance-procedure>)
- Hostile and Intimidating Behavior Policies and Procedures (<https://hr.wisc.edu/hib/>)

- Office of the Provost for Faculty and Staff Affairs (<https://facstaff.provost.wisc.edu/>)
- Dean of Students Office (<https://doso.students.wisc.edu/>) (for all students to seek grievance assistance and support)
- Employee Assistance (<http://www.eao.wisc.edu/>) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (<https://employee disabilities.wisc.edu/>) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (<https://grad.wisc.edu/>) (for informal advice at any level of review and for official appeals of program/departamental or school/college grievance decisions)
- Office of Compliance (<https://compliance.wisc.edu/>) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (<https://conduct.students.wisc.edu/>) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (<http://www.ombuds.wisc.edu/>) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (<https://compliance.wisc.edu/titleix/>) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances. They may also contact the L&S Academic Divisional Associate Deans, the L&S Associate Dean for Teaching and Learning Administration, or the L&S Director of Human Resources.

## **OTHER**

### **Credit versus Placement**

The above policies only refer to coursework for credit. Additional opportunities may be available for students to demonstrate competence and prior knowledge to place out of required courses without earning credit.

### **Coursework over five years**

Coursework that does not meet the above policies is not sufficient to meet program requirements. Students may choose to demonstrate competence in required foundation courses through examination for credit (<https://socwork.wisc.edu/students/exemptions/>) for select courses.

## **PROFESSIONAL DEVELOPMENT**

## **PROFESSIONAL DEVELOPMENT GRADUATE SCHOOL RESOURCES**

Take advantage of the Graduate School's professional development resources (<https://grad.wisc.edu/pd/>) to build skills, thrive academically, and launch your career.

## **PROGRAM RESOURCES**

MSW students can also take advantage of the College of Letters & Sciences SuccessWorks (<https://successworks.wisc.edu/>) services, including their Canvas modules (<https://successworks.wisc.edu/canvas/>) on jobs and internships.

## PEOPLE

## PEOPLE

**Professors:** Lawrence M. Berger, MSW, PhD; Marah H. Curtis, MSW, PhD; Katherine Magnuson, PhD; Stephanie A. Robert, MSW, PhD (School Director)

**Associate Professors:** Lauren Bishop, PhD; Tally Moses, MSW, PhD; Tova Walsh, MSW, PhD; Marci Ybarra, MSW, PhD

**Assistant Professors:** Pajarita Charles, MPA, MSW, PhD; Lara Gerassi, MSW, PhD; LB Klein, MSW, PhD; Jooyoung Kong, MSW, PhD; Jessica Pac, PhD; Alejandra Ros Pilarz, PhD; Tawandra Rowell-Cunsolo, PhD

**Clinical Professors:** Audrey Conn, MSSW, APSW; Ellen Smith, MSSW

**Clinical Associate Professors:** Laura Dresser, MSW, PhD; Alice Egan, MSSW, APSW; Amanda Ngola, MSW, LCSW; Lynette Studer, MSSW, PhD; Angela Willits, MSW, LCSW

**Clinical Assistant Professors:** Jaime Goldberg, MSW, LCSW, PhD; Amanda Zuehlke, MSW, LCSW

A complete list of all faculty and staff in the school is available on the School of Social Work Directory (<https://socwork.wisc.edu/directory/>).