
MSW STUDENT HANDBOOK

UA Little Rock School of Social Work

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MSW Program Administration & Support

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MSW Coordinator & Assistant Professor	Dr. Tara V. DeJohn	tvdejohn@ualr.edu	501-916-6029
MSW Internship Coordinator	Latisha Young	llyoung@ualr.edu	501-916-5823
GERO Coordinator	Dr. Tracey McElwee	tmmcelwee@ualr.edu	501-916-5829

Who to Contact for What

What	Who	How
Questions about class	Your classmates	Ask them or email them
Questions about class	Your professor (after you ask your classmates)	Ask them or email them
Questions about advising and registration	Your adviser	Ask them or email them
Questions about internship before you begin your internship	Your adviser	Email them or ask them during your advising session
FAQ about Workday and registration issues	Student Records	http://ualr.edu/records/get-registered/
Questions about the internship you are placed at	Your field instructor	Ask them when you are at your internship
Questions about financial aid	Financial Aid Office	http://ualr.edu/financialaid/
Questions about your tuition and fees	Bursar's Office	http://ualr.edu/bursar/studentaccounts/
Change of name, phone, personal email, or mailing address	Records and Registration	http://ualr.edu/records/change-my-info/
What date and time you register for classes	Workday	Check your registration time by logging onto your Workday account at https://ualr.edu/current-students/
Accommodations in your classes due to a disability or health issue	Disability Resource Center (DRC)	Go to the DRC and register for services
Getting an ID card	Donaghey Student Center (DSC) Information Center	See https://ualr.edu/studentcenter/home/faq-id/#q6 for more info about how to get one
Receiving counseling services on campus	Counseling Services	Go to https://ualr.edu/counseling/ for info about how to make an appointment

Purpose of the Handbook

This handbook serves as the policy manual for students enrolled in the UA Little Rock Master of Social Work Program. Students are expected to be familiar with and refer to this handbook for information regarding policies and other issues while enrolled in the UA Little Rock Master of Social Work Program.

Welcome from the School of Social Work Faculty

Social work is a growing, dynamic profession that offers many challenges and rewards. The School of Social Work (SSW) at the UA Little Rock is committed to preparing students to engage in social work practice at the micro, mezzo, and macro levels. Our aim is to deliver social work education in a style that challenges students to think differently about problems faced by our most vulnerable populations.

Consistent with the mission of the social work profession, graduates of our program are prepared to apply the values of social justice and self-determination to their work with individuals, families, groups, organizations, and communities. Empowering students to recognize the implications of race, gender, sexual orientation, gender identity and expression, age, religion and spirituality, health status, and economic hardship prepares them to more effectively deal with the complexity of the human condition. Through the application of these concepts, students develop the analytical and technical skills necessary for professional social work.

Welcome to the social work profession. The challenges you face at the UA Little Rock School of Social Work will prepare you for a rewarding and fulfilling career in social work practice. You will learn about change, joy, sorrow, resilience, hope, faith, and much more. We look forward to working with you.

Message from a Graduate

Social workers seek to inspire, empower, and create positive changes. Whether it's through therapeutic techniques, education, case management, connection to resources or policy change, social workers understand the identified needs of each individual, group, or family as unique and crucial to their well-being. Where there is darkness, we work to create or discover a glimmer of light to share with others. In a world where one constant appears to be change, we must be cognizant of working to improve the lives of others. Additionally, social workers seek to be change agents in the world, making differences by standing up to social injustices such as discrimination and oppression as well as helping to create better policies to improve the rights of others and our environments.

While the MSW program teaches you the skills, theories, research, and history concerning social work, it also provides a chance to take a closer look at yourself as an individual. The way you interact with the world will be challenged to encourage more self-awareness within yourself. Reflecting about where you stand with your values, beliefs, and feelings will aid in a better appreciation of the complexities of the people you'll work with in the future. Flexibility, diversity, community, social justice, self-awareness, and leaning into what may be

uncomfortable are just some of the concepts you'll become familiar with here. Ultimately, you can expect to grow tremendously, both personally and professionally, within this program.

Your social work journey is just beginning. The MSW program may be challenging but it will change your life, as well as your perspectives, and help you become a great social worker. Learn to appreciate what the present moment may unveil. After all, being present with clients is an important part of meeting them where they are in their lives.

Trust the process and utilize the knowledge given to you. Be open and compassionate with yourself in each new experience. Each step can be a grand adventure throughout this part of your life. It truly is an honor to be part of a profession that allows you to impact lives, empower others and encourage positive changes in the world.

Luanne Nelson, BSW, MSW

UA Little Rock

BSW Class of 2016

MSW Class of 2017

History, Mission, and Goals of the School of Social Work

The School of Social Work was established in 1965 as part of the University of Arkansas at Fayetteville and became part of the University of Arkansas at Little Rock in 1975. The School of Social Work began as a graduate program and was the only MSW program in the state for many years. In 1998, we started the BSW program. Both have remained accredited by the Council on Social Work Education (CSWE) since their inception.

Competency-Based Education

In 2008 the Council on Social Work Education (CSWE) introduced new Educational Policy and Accreditation Standards (EPAS) for all BSW and MSW programs. Whereas previous CSWE standards focused more on what went “into” programs in the form of content, the focus of the new standards was on “outcomes,” or what students were expected to “do” by the time they graduated. Programs were required to incorporate ten core competencies, each of which included specific practice behaviors comprising knowledge, values, and skills. In 2015, these ten competencies were revised to the nine competencies. Then in 2022 the nine competencies were further revised and all accredited social work programs in the U. S. were required to convert to these competencies by July 1, 2025:

1. Demonstrate ethical and professional behavior.
2. Advance human rights and social, economic, and environmental justice.
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in practice.
4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.

Each competency in the foundation and advanced curriculum includes its own unique set of practice behaviors—comprised of knowledge, values, skills, and cognitive and affective processes—that operationalize the competencies.

School of Social Work Mission

“The mission of the UALR School of Social Work is to prepare ethical graduates who accept and appreciate diversity, who empower people and communities to meet the challenges of poverty and social and economic injustice, and who serve oppressed and vulnerable populations at the local, state, national, and international levels.”

The School of Social Work pursues this mission through providing undergraduate, graduate, and continuing education, through the engagement of faculty and students in community service, and through adding to the practice knowledge of the profession.

In support of our mission, we see the School, its faculty, and its students as an important resource to the communities where we offer our program and to the state as a whole. Motivated by our profession's commitment to make social institutions more humane, we seek opportunities to collaborate with public human and community service systems.

The School of Social Work, part of the College of Business, Health, and Human Services at UA Little Rock, has an [Advisory Board](#) that is comprised of a broad range of practicing social workers along with leaders in social service agencies and systems. The Advisory Board helps keep us in touch with the changing needs of the clients and deliverers of social services and with what is required of social workers in the workplace.

Goals of the School of Social Work

1. To prepare generalist and advanced practitioners for careers in social work.
2. To add to the practice knowledge base of the social work profession through the provision of critical thinking skills, scientific inquiry, faculty research, and applied scholarship.
3. To build and maintain collaborative relationships with community health and social welfare organizations and community groups in promoting effective and efficient service delivery, and the development of resources to meet the needs of client populations.
4. To advocate for and encourage the dignity and worth of the person and the empowerment of oppressed and vulnerable client populations.
5. To ensure graduates are knowledgeable of the profession's missions, values, principles, and standards, and will seek the well-being of the client population in a consistently ethical manner.

About the Master of Social Work Program

The MSW program offers a generalist and advanced curriculum. After the generalist first year, students choose one of two concentrations for their second year of study: advanced direct practice (ADP) or Social and Organizational Impact (SOI). For most students, the MSW curriculum consists of 60 hours of graduate work, including 32 foundation hours, 22

concentration hours, and six elective hours. Field instruction is an integral part of the curriculum design, totaling 18 hours of course work or 1136 practice hours by graduation (16 credit hours and 960 practice hours for advanced standing students). Advanced standing students are given credit for 17 hours of graduate work and need 43 hours to graduate.

Master of Social Work Program Mission

“The mission of the graduate program of the UA Little Rock School of Social Work, building on a strong generalist foundation, is to prepare graduates for leadership roles in clinical practice and in social and organizational impact practice. Our commitment is to discover and disseminate knowledge, embrace diversity, to serve our communities and organizations, and to eliminate the barriers that oppressed and vulnerable people face.”

Goals of the MSW Program

1. To provide a generalist foundation preparing students for advanced practice with individuals, families, groups, organizations, and communities, and supporting students' development as professional social workers and identification with the profession.
2. To prepare students to utilize knowledge, skills, values/ethics, and critical thinking necessary for effective social work practice.
3. To instill in students respect for diversity, human rights, and social justice.
4. To prepare students with the analytic knowledge and skills to evaluate and improve practice, influence policy, and advocate for social and economic change.
5. To prepare students who understand and respond to the changing context of social work practice and who assume the responsibility for ongoing professional growth.
6. To instill in students and faculty an appreciation for and commitment to applied research, service, and social action within the community.
7. As faculty, to conduct and disseminate social work research that contributes to knowledge and best practices in clinical and community settings.

MSW Program Curriculum

There are currently several program options available to students pursuing an MSW degree, most of which require students to complete 60 credit hours. The MSW program requires that all students entering the program have earned a bachelor's degree with a liberal arts perspective from an accredited college or university. An overall GPA of 3.0 is required. On occasion, an applicant may be conditionally admitted if this requirement is not met. A conditional admission requires the student to demonstrate adequate academic ability by maintaining a 3.0 in core courses within the first nine semester hours of courses in order to continue in the program. A student may be admitted while he or she is completing the requirements of a bachelor's degree but may not take graduate courses until the bachelor's degree is complete. We must receive official transcripts with their degree posted prior to the student enrolling in a graduate-level course. There are no exceptions to this policy.

Scheduling Classes

All courses are only offered once a year and may be taught during the day, evening, weekend, and/or online. The MSW Program guarantees that students will be able to register for the

classes they need to complete their degree but students may not be able to get the day and time of the section they want. Students who do not get their first choice of sections should place their name on the waitlist for their first choice of classes. All SCWK and GERO classes have a waitlist of up to 7 students. Info about waitlists can be found at <http://ualr.edu/cob/waitlist/>. Students should note that if they are offered a seat in a class for in which they are on the waitlist, they have only 24 hours to register for the class after they have been notified that a seat is available. If they fail to register during this 24-hour window, their seat will be given to the next student on the waitlist.

Program Options

The MSW Program offers a variety of different options in which to obtain an MSW degree. These options include attending the Main Campus or the Online Campus; attending the Advanced Standing Program (for eligible students) or Regular Program; attending full-time or part-time; and pursuing the Advanced Direct Practice (ADP) concentration or Social and Organizational Impact (SOI) concentration. Each of the options are discussed below.

	Main Campus	Online Campus
Advanced Standing Full-Time	✓	✓
Advanced Standing Part-Time	✓	✓
Regular Program Full-Time	✓	✓
Regular Program Part-Time	✓	✓
Advanced Direct Practice Concentration	✓	✓
Social and Organizational Impact Concentration	✓	✓*

Campus Options

The MSW Program is offered on both the Main Campus and the Online Campus.

Main Campus

Students enrolled on this campus must take all of their classes in person, on campus, and are expected to attend their classes in person each week. Main Campus students may pursue the Advanced Direct Practice Concentration or Social and Organizational Impact Concentration.

Online Campus

Students enrolled on this campus must take all of their classes online with the exception of their internship which must be completed in person. Students are expected to log onto Blackboard, the university's learning management system, each week in order to access their courses and course materials. Online Campus students may pursue the Advanced Direct Practice Concentration or pursue the Social and Organizational Impact Concentration if enough students enroll in it to offer the classes required for it.

Changing Campuses

After enrolling in classes on one campus, students may find it necessary to change to the other campus. Students who wish to change campuses must be approved by their academic adviser and the MSW Coordinator to do so and may only do so once every twelve months. Students who wish to do this should speak with their adviser as a first step in the process. Note: There is no guarantee that a request can be granted as consideration of space in order to maintain accreditation ratio requirements must also be factored into the decision.

Advanced Standing and Regular Programs

Advanced Standing Program

This program allows qualified students who have earned a Bachelor of Social Work (BSW) degree during the last five years from a program accredited by the Council on Social Work Education to complete the MSW degree in a shorter, concentrated program. This program may be completed on either a full-time (12 months) or part-time (21 months) basis. Only those with a BSW degree earned in the last five years are eligible for the Advanced Standing Program; no other degrees will be considered for this program.

Regular Program

The regular program is for those who do not qualify for or are not admitted to the Advanced Standing Program. Students enrolled in this program are required to enroll in 60 credit hours to complete the program. Students may complete the program on a full-time (two years) or part-time (three years) basis. Please note that any course taken over five years ago will not count towards students' current MSW degree.

Foundation year and concentrations

The MSW program is divided into two academic years: the foundation year and the concentration year. Internships are an integral component of the curriculum and are conceptualized as the "signature pedagogy" in social work education. Regardless of which program students are enrolled in, they are required to complete two supervised internships in a setting that has been chosen and approved by the School of Social Work. These internships provide opportunities to apply classroom learning to the practice environment.

Foundation Year

The first year is the foundation year which grounds students in the common body of knowledge, values, and skills which are organized around CSWE's nine core competencies. Students are

given content in the form of knowledge, values, and skills that are carefully organized around the nine foundation level competencies and their associated practice behaviors.

Concentration Year

The second year of the program prepares students for advanced practice with a concentration in advanced direct practice (clinical) or social and organizational impact (macro). The advanced curriculum also incorporates the nine competencies augmented with concentration in specific knowledge, values, and skills.

Advanced Direct Practice (ADP)

Students who select the ADP concentration develop specialized knowledge, values, and skills necessary in working with individuals, families, and groups. A central focus of the concentration is evidence-informed models of practice.

Social and Organizational Impact (SOI)

Students who select the SOI concentration are prepared with the conceptual, analytical, technical, and interpersonal skills needed for planning, organizing, coordinating, evaluating, and leadership associated with management and community practice in community-based programs, healthcare systems, and state health and human service bureaucracies.

Electives

Students must take two electives while in the MSW program. If the elective is not in the Social Work or Gerontology program and/or on a list of approved electives, students must obtain prior approval for the elective to count towards their MSW degree. Students should speak with their advisor about the process for this.

Degree Plans

The degree plans for each program can be found at this [link](#). Click on the tab at the top of the page for your program and campus:

- AS FT: Advanced Standing Full-time
- PT AS: Advanced Standing Part-time
- Main FT: Main campus Full-time
- Main PT: Main campus Part-time
- Online FT: Online campus Full-time
- Online PT: Online campus Full-time

Admission to the MSW Program with a BSW Degree

Students are eligible to be admitted to the MSW Advanced Standing Program if they have earned a BSW degree within the last five years from an accredited program.

Concurrent Degree Programs

Master of Social Work/Juris Doctor Concurrent Degree Program

This option is offered in conjunction with the [UA Little Rock Bowen School of Law](#). Students enrolled in the concurrent MSW/JD program use specific courses to earn cross-credits to be applied toward the fulfillment of both degrees. Students must obtain admission to both programs to receive cross-credit. To learn more about Bowen School of Law's admission procedures and requirements, visit their Admissions page at this [link](#).

Master of Social Work/Master of Public Service Concurrent Degree Program

This option is offered in conjunction with the [University of Arkansas Clinton School of Public Service](#). Students enrolled in the concurrent MSW/MPS program may complete both programs in three years instead of the four that would be required if they pursued each degree independently. Students must obtain admission to both programs and are subject to each program's admissions requirements. To learn more about the Clinton School's Master of Public Service, visit their webpage at this [link](#).

Transfer of Credit

Only applicants from other CSWE accredited graduate social work programs will be considered for transfer admission. The applicant must have an overall GPA of at least 3.0 in graduate work. No grade lower than a B will be accepted for credit. Students must submit an official statement from the former school indicating the student is in good standing. The concentration year (22 hours) must be completed at UA Little Rock.

Two graduate-level courses from the UA Little Rock MSW program, other departments at UA Little Rock, or other universities may be considered for transfer of elective credits. Courses must have been taken within the previous five years in order to be considered.

Students must submit a request for transfer of credit when they apply for admission. This letter must be submitted to the Admissions Coordinator. The request should include a cover letter which discusses the content of the course (other than UA Little Rock MSW courses) and its relevance to social work. Students must attach a copy of the course outline and a copy of their transcript (unofficial is fine) showing the grade in the course. An official copy of the transcript with the course and final grade must be submitted to the UA Little Rock Graduate School and be on file before the request can be approved.

If transfer of credit is approved, the application for transfer of credit is submitted to the Dean of the Graduate School who then approves it. Transfer grades are not computed as part of a student's UA Little Rock cumulative GPA.

Academic Credit for Life/Professional Experience

Academic credit is not given for life experience and/or previous work experience, in whole or in part, in lieu of the field internship or in lieu of courses in the professional foundation areas specified in the Curriculum Policy Statement.

Graduate Certificate in Gerontology

The Graduate Certificate in Gerontology is designed to provide professionals with knowledge of the biological, sociological, and psychological aspects of the aging process as well as an understanding of the social policies and services that respond to the needs of the older adult.

The certificate requires 12 core credit hours in gerontology.

Core Courses

- SCWK/GERO: Social Gerontology
- SCWK/GERO: Health and Biology of Aging
- SCWK/GERO: Adult Development and Aging
- SCWK/GERO: Death and Dying
- other courses may be approved at the discretion of the GERO coordinator

Admission Procedures

MSW and Graduate Certificate in Gerontology

The Gerontology Certificate Program may be completed in conjunction with the MSW or another graduate degree. Students already enrolled in another graduate program should also apply to the Gerontology Certificate Program. MSW students may use the courses taken in the certificate program for their required electives. Students in other graduate programs will need to submit the courses for acceptance as electives to their departments.

Graduate Certificate in Gerontology

Students not in a graduate program but wishing to obtain a certificate must be accepted into the UALR graduate school and select the Gerontology Certificate Program as their program of choice. Once accepted, students must maintain a 3.0 GPA to remain in the program.

Scholarship Standards

Standards of conduct for students in the MSW Program are expected to be consistent with university policies as well as the ethical standards and values of the social work profession. See the UA Little Rock [Student Handbook](#) for a listing of behaviors specifically discussed.

Scholarship Standards

Students should be aware of the following policies and standards:

1. Students must attain a minimum grade point average of 3.0 to meet the requirements for graduation.
2. Students must complete the foundation year with a cumulative GPA of 3.0 to continue in the second year.
3. If a student's cumulative GPA falls below a 3.0, the student is placed on probationary status (see Scholastic Standards) and within the next 12 hours of social work courses must bring up the cumulative GPA to a 3.0 or otherwise will be dismissed from the program.

4. If a student is admitted to the MSW Program on a "conditional" basis, the student must achieve and maintain a 3.0 during the first 9 hours of social work courses in order to stay in the program.
5. If a student earns an F in a core course, the student must retake that course with a passing grade before enrolling in the next course in the sequence. The original grade remains on the transcript but is replaced by the most recent grade earned in the course.
6. Grades of Incomplete may be given at the discretion of the instructor and only under extraordinary circumstances. The student must make the request directly to the instructor who may approve or reject the request. If the faculty member approves the request for the Incomplete grade, all work must be completed within one year of the end of the course for which the Incomplete is being requested or the grade will convert to a failing grade.
7. An incomplete grade received in prerequisite courses must be removed before the student enrolls in the next course in the sequence.
8. You must have a 3.0 to be placed in your Foundation Year Internship, Concentration Year Internship, or to be placed at a new internship site.
9. A student who receives a grade of No Credit in any internship course is subject to dismissal from the program.
10. Students must earn a grade of CR in all internship courses to graduate.
11. Students who withdraw voluntarily must inform their academic adviser of their intent to do so. Students who remain out of the program for more than two years will be required to reapply to the MSW Program.
12. Regular attendance at class is an expected professional responsibility of students. Absences of greater than 20% of the total classroom time, as defined by the instructor, may constitute grounds for failure in the course.
13. Students may be subject to dismissal from the program if they violate the NASW Code of Ethics and/or UA Little Rock's rules and regulations on academic integrity and discipline.
14. Once enrolled, a student has four calendar years to complete their degree.

Professional Behavior

Students admitted to the UA Little Rock Master of Social Work Program are preparing for professional social work practice. Thus, we expect you to engage in behaviors that:

- Treat others with respect and dignity;
- Comply with program policies, institutional policies, and professional ethical standards;
- Are consistent with societal laws that are relevant to social work ethics and values and to the ability to practice professional social work effectively;
- Are professional in terms of appearance, dress, and general demeanor, including the use of appropriately professional language and tone of voice in interactions with clients, faculty, administration, staff, and other students;
- Show potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and constructive criticism in a positive manner;

- Demonstrate a prioritization of educational goals and the ability to balance competing life priorities;
- Demonstrate the ability to effectively make and implement a plan of study in cooperation with the faculty and staff;
- Work cooperatively and effectively with others, regardless of level of authority;
- Advocate for themselves in an appropriate and responsible manner and use proper channels for conflict resolution;
- Show a willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional development.

Professional misconduct is defined as behavior not acceptable within the bounds of a clinical practice profession and/or the profession of social work. It involves a breach in conduct that has the potential to adversely affect the safety and well-being of clients and has the potential to jeopardize clinical affiliations. Examples of professional misconduct include but are not limited to:

- Failing to accurately or intelligibly report or document a client's symptoms, progress, and/or treatments.
- Failing to make entries, destroying entries, and/or making false entries in records pertaining to client treatment.
- Appropriating medications, supplies, equipment, or personal items of the client or agency.
- Performing or attempting to perform outside the student's experience, training, or education, and practicing without the required professional supervision.
- Violating the confidentiality of information or knowledge concerning the client except where required by law.
- Practicing social work when unfit to perform procedures and make decisions because of physical, psychological, or mental impairment.
- Blatant disregard for agency guidelines related to client safety and well-being.
- Behavior that causes harm to the client or places the client at high risk for harm.
- Failing to report child or elder mistreatment in accordance with mandated reporting requirements.
- Abuse (physical, emotional, verbal, written, and/or electronic) directed at clients, clients' families, MSW peers, faculty, staff, and/or administrative or agency personnel. This includes but is not limited to cursing, yelling, and/or threats either actual or implied.
- Accepting money or gifts from clients, clients' family members, or clients' friends.
- Behavior such as arriving at the agency setting under the influence of a substance.
- Unprofessional or inappropriate social networking or online behavior.
- Inappropriate relationships including dating and/or sexual relationships with current/former clients.

These and any other violations of professional conduct may be referred to the [Performance Review Committee](#) and/or the [UA Little Rock Behavioral Intervention Team](#).

Student Rights and Responsibilities

Graduate students neither lose their rights nor escape the responsibilities of citizenship through enrollment at UA Little Rock. The university and the School of Social Work assume that students have a serious educational purpose, are honest, responsible adults, and value their constitutional rights and freedom of others. Therefore, students are expected to obey all local, state, and federal laws and to abide by the [UA Little Rock Code of Student Rights, Responsibilities, and Behavior](#). It is the student's responsibility to be familiar with the UA Little Rock Student Handbook, which details students' rights, responsibilities, and expected conduct; rules and regulations of the university on academic integrity and discipline; and procedures for grievance, appeals, due process, etc. Students are responsible for being familiar with the [UA Little Rock Student Handbook](#) and UA Little Rock [Graduate Catalog](#).

In addition, students are expected to exemplify and adhere to the [NASW Code of Ethics](#). Students who fail to adhere to these standards are subject to dismissal from the MSW program and the Graduate School.

Federal Educational Privacy Rights Act

The Family Educational Rights and Privacy Act Of 1974 (FERPA) is a federal regulation that protects the privacy of student education records and provides eligible students certain rights with respect to their education records. Additional information can be found [at this link](#).

If you want to share information with someone and/or have them attend an advising appointment or any other meeting with you whereby your educational information will be discussed, you must record their name in your Student Workday account. Go to <https://ualr.edu/current-students/> > Workday tab > Personal > Contact > list the individual(s) you are granting access to your educational records such as parents or guardians. You can revoke access at any time by removing the entry. If we do not have their name listed, we are unable to share your educational information with them.

Honor Code

All students registered for all courses in the School of Social Work are expected to adhere to the rights, responsibilities, and behavior as articulated in the UA Little Rock [Student Handbook](#) and the [NASW Code of Ethics](#). An essential feature of these codes is a commitment to maintaining intellectual integrity and academic honesty. This commitment ensures that a student of the School of Social Work will neither knowingly give nor receive any inappropriate assistance in academic work, thereby affirming personal honor and integrity.

Academic Integrity

The university has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent.

Academic dishonesty cannot be condoned or tolerated in the university community. Such behavior is considered a student conduct violation and students found responsible of committing an [academic offense](#) on the campus, or in connection with an institution related or

sponsored activity, or while representing the university or academic department, will be disciplined by the university.

Academic Offenses

The most common offenses subject to grade penalty and/or disciplinary action are:

- Cheating on an examination or quiz: To give or receive, to offer or solicit information on any quiz or examination including (a) copying from another student's paper; (b) using prepared materials, notes, AI, or texts other than those specifically permitted by the professor during an examination; (c) collaborating with another student during an examination; (d) buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of an upcoming examination, or the use of such material; (e) substituting for another person during an examination or allowing such substitution for oneself; (f) bribing a person to obtain examination information.
- Plagiarism: To adopt and reproduce as one's own, to appropriate for one's own use and incorporate in one's own work without acknowledgment, the ideas of others or passages from their writings and works. For further information on plagiarism, your professor will be able to explain and cite examples to clarify the issue for any student requesting it.
- Collusion: To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.
- Duplicity: To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

Classroom Disruptions

Students may not disturb normal classroom procedures by distracting or disruptive behavior. A faculty member may, at their discretion, eject a disruptive student from the classroom for the balance of the class period. The faculty member should document the basis for the ejection. Students are strongly urged, following an ejection, to meet with the faculty member to resolve the issue. Additional information may be found [at this link](#).

Assessment

Both UA Little Rock and the Council on Social Work Education require each academic program to conduct an annual assessment of student learning and educational outcomes. Students are required to participate in the annual assessment process and to complete all assessment instruments that are distributed to them. Requests to complete these assessment are sent out to students through their UALR emails every Spring semester.

Formal Review Processes: Performance Review Committee

At the School of Social Work, we have a professional obligation and responsibility to assure that our graduates (BSW/MSW) are fully competent to enter the social work profession. In addition to abiding by University and departmental policies regarding academic expectations and

standards for conduct, all social work students are expected to abide by the National Association of Social Workers (NASW, 2021) *Code of Ethics*.

Academic performance includes meeting grade expectations, being knowledgeable of and adhering to the [UA Little Rock's Code of Student Rights, Responsibilities and Behavior](#), and adhering to professional and ethical behavior in both the classroom and field settings.

The School of Social Work encourages students, faculty, field instructors/adjuncts, faculty liaisons, and staff to work together to resolve problems that may arise. As a result, the Performance Review Committee should only be made after efforts have failed to produce a favorable outcome. In most instances, as a first step toward solving a problem, the School's *Professional Development Form* will be used to: (1) define the problem area; (2) develop clear goals and objectives; (3) and, set a timeline for follow up. If a student responds well to this process, no referral is warranted. However, if for any reason the student does not successfully resolve the problem, then a referral to the Performance Review Committee is warranted. The goal is for early problem identification, followed by efforts to remediate the problem between those closest involved to the situation.

The process described below is designed to resolve academic and/or professional behavior-related issues that are brought to the School's attention. The purpose of the review process is: identify the academic or professional performance issues that prompted the review; identify strategies to remediate the issues; create plans of action to facilitate student success; or, determine other outcomes necessary, which may include dismissal from the School of Social Work.

Referrals may be made to the Performance Review Committee for any of the following reasons:

1. Conduct that is inconsistent with the NASW *Code of Ethics* or state law.
2. Behavior that threatens the welfare of clients, agency personnel, faculty, other students, or, the larger community.
3. Conduct that raises concerns regarding the student's suitability to practice social work.
4. Conduct that raises concerns regarding the student's intellectual or emotional capacity to perform the essential skills of social work practice.
5. Failure to demonstrate a minimal level of competence in one or more of the program's practice behaviors.
6. Conduct that raises concerns regarding how the student's behavior may be negatively impacting the learning environment for others.
7. Breaching HIPAA or related standards for handling client information.
8. Failure to follow internship site policies/procedures, including reporting.
9. Unprofessional behavior of any kind.
10. Failure to meet professional standards outlined in the UA Little Rock Student Handbook or the student's program's internship manual.

Composition of the Performance Review Committee

The committee will consist of five (5) School of Social Work faculty members. Four of the committee members will serve one year terms and include regular tenured or instructor level faculty members in the School of Social Work, and the fifth member will be either a field coordinator or program coordinator. In the event that a student's academic advisor is a committee member, an alternate member will be selected by the Department Chair. The fifth committee member assigned will be determined by the nature of the referral.

Field-related referral: Both the BSW and MSW Field Coordinators will serve on the committee as alternates, depending upon which program the student being referred is currently enrolled. If the student being referred to the committee is a BSW student, the BSW Field Coordinator will serve on the committee. If the student being referred is an MSW student, the MSW Field Coordinator will serve.

Non field-related referral: Both the BSW and MSW Program Coordinators will serve on the committee as alternates, depending upon which program the student being referred is currently enrolled. If the student being referred to the committee is a BSW student, the BSW Program Coordinator will serve on the committee. If the student being referred is an MSW student, the MSW Program Coordinator will serve.

The committee will select a chairperson at the beginning of each academic year.

During the summer period, the Department Chair will appoint three (3) faculty members to serve on the committee until the regular fall semester begins.

Students are excluded from membership on the committee to ensure privacy regarding the referred student.

Committee Referrals

A student may be referred to the committee by any School of Social Work faculty/staff member, faculty liaison, field instructor, fellow student, or self-referred. Referrals must be first made to the appropriate field coordinator (MSW/BSW), if the situation is field related, or, the appropriate program coordinator (MSW/BSW), if the situation is non-field related. The coordinators will be responsible for assuring that all necessary steps have been taken to remediate the problem before it is officially referred to the Performance Review Committee Chair.

Student Privacy and Confidentiality

All procedures and communications relating to the academic and performance review process will be kept confidential; however, depending on the nature of the performance issue and outcome, it may be necessary for the committee Chair to share information with others directly involved in the situation. Members of the committee and all persons involved in the committee

proceedings are expected to observe the confidential nature of the information shared and made available to them.

Procedures

The following are general procedures when a student is referred to the Performance Review Committee:

1. The Chair of the Performance Review Committee must, as an initial step, make the determination that the referral is appropriate for the committee and the nature of its function.
2. If it is determined that a referral to the Performance Review Committee is warranted, the Chair provides a referral form to the person making the referral. The form is then completed and submitted to the committee Chair, who, within five (5) class days, notifies the student (through their UA Little Rock email account) and other committee members that a referral has been made, and provides a copy of the referral form to the student and each committee member. The chair will then schedule a committee meeting, which the student is expected to attend, within ten (10) class days of initial written notification to the student. It is the responsibility of the student to contact the committee chair to confirm her/his intent to attend the meeting. If the student refuses to attend, the review will be conducted in the student's absence.
3. The student may elect to invite at least one supportive person to attend the meeting, providing this has been communicated to the committee chair at least five (5) class days prior to the meeting. Generally, the student's academic advisor, in addition to others who are deemed relevant to the situation, may be invited to attend the meeting.
4. Prior to the meeting with the student, the chair will gather all necessary information pertaining to the reason for the referral and will be responsible for assuring that committee members are provided the materials regarding the student. Before the student and any possible guests enter the meeting, the committee members will first meet to orient themselves to the factors specific to the student's situation.
5. During the meeting with the student and any invited guests, the committee Chair is responsible for facilitating the process. The Chair will present the concerns as provided by the person who made the referral, in addition to other relevant information obtained in regard to the student's situation. The chair will then provide the student with the opportunity to respond to the evidence presented.
6. Once all the evidence regarding the situation has been presented and discussed, any invited guests will be dismissed, and the student will be asked to wait nearby until a decision is reached. During this phase, it is the goal of the committee to arrive at a consensus as to whether the referral is substantiated, and if so, the recommendations and plan of action. Once a decision has been made, the student will be asked to re-enter the meeting and the decision and recommendations will be shared with the student.
7. Possible outcomes include but are not limited to:
 - a. A finding that the referral is not supported by the evidence in which event the committee recommends that the student may remain in the program and no further action required.

- b. A finding that the referral is supported by the evidence in which event the committee recommends a plan to remediate the problems identified (using designated form and procedures, and monitored by the appropriate program coordinator).
 - c. A finding that the referral is supported by the evidence in which event the committee decides that the student is to be dismissed from the School of Social Work.
- 8. Following the meeting, the committee Chair will provide the student with a copy of the written recommendations no later than seven (7) class days following the performance review meeting. A copy will also be provided to the student's advisor, program coordinator, and Chair of the School of Social Work.
- 9. The committee may also meet periodically during the semester (fall/spring) to review the progress of any students who have an active remediation plan in place that is being monitored by the academic advisor. In the event that a student is not making satisfactory progress in relation to the remediation plan, the committee Chair will reconvene the committee and meet with the student to make further recommendations.

Appeal Process

Any student who appears before the Performance Review Committee may appeal the committee's decision. The first level of the appeal process is for the student to contact the Chair of the School of Social Work, outlining the reasons for the appeal. The student must submit the appeal in writing within ten (10) class days of having received the committee recommendations. The School of Social Work Chair will then review the appeal, and respond in writing to the student within ten (10) class days of having received the student's appeal request. If the student wishes to appeal the School of Social Work Chair's decision, the student may proceed to appeal, in writing and within ten (10) class days, to the Dean of the College of Business, Health and Human Services. The decision of the Dean of the College of Business, Health and Human Services is final.

This policy was revised and approved by the faculty of the UA Little Rock School of Social Work on 10/06/2020.

Grade Appeal Process

A student who is dissatisfied with the grade earned for a course or internship must follow the procedure described in the UA Little Rock Student handbook [at this link](#). It is important for students to fully familiarize themselves with this policy, which involves three steps, each of which has specific timelines for completion and follow-up. Students who are concerned about the grade they earned should carefully read the [UA Little Rock Grade Appeal policy](#) and are encouraged to discuss the matter with their adviser.

Student Advising System

All students who have been admitted to the MSW Program are assigned to a member of the faculty who will serve as the student's adviser. Students can find their advisers [at this link](#). All full-time faculty share the responsibility for advising students currently enrolled in the BSWs and MSW programs. Each faculty member is fully oriented to the curriculum, policies, program objectives, and UA Little Rock procedures and is assigned students for advising as a part of their regular workload. Faculty are responsible for being accessible on a continuing basis. All faculty are to post their office hours in their syllabi and to promptly return phone calls and respond to email messages.

The major objectives of the student advising system are:

1. To provide opportunities for continuous, meaningful, and professional interaction between students and members of the full-time faculty;
2. To provide students with information regarding the program, the School of Social Work, the university, and the community;
3. To provide ongoing assessment of students' aptitude and motivation for the social work profession;
4. To guide students in the selection of curriculum offerings in line with their educational goals;
5. To clarify educational policies and the expectations of the program as students progress toward becoming professional social workers;
6. To assist students in clarifying questions or in relation to problems arising from their educational experience;
7. To assume intermediary responsibility in regard to conflict issues in students' educational experience; or to serve as employment reference sources for students.

Faculty advisers and advisees meet, at a minimum, once each semester prior to registration to determine courses for the next semester and to discuss the student's progress towards the degree. Sign-up times and procedures will be shared with students before advising begins. Students are encouraged to contact their advisers for assistance in navigating the program and when they have questions about different aspects of the program and their progress in it such as which concentration to pursue, what electives to take, and for assistance when they are struggling.

“Rs of Advising”

Advising is a two-way relationship between the student and the adviser. Students are encouraged to consider the “Rs of Advising”:

Responsibility: advising is your responsibility. Consequently, you should:

- Sign up for a meeting with your adviser as soon as you get the message about advising and registration.
- Most faculty are not around when classes are not in session or during the summer. It is your responsibility to schedule advising appointments before classes end for the fall and

spring semesters.

- Be familiar with the MSW curriculum, including the core courses, electives and other courses, courses required for the degree, GPA requirements, and relevant policies.
- Come to the advising session prepared with:
 - A list of the courses you intend to take.
 - Any questions you have.
- Follow through with your adviser:
 - If you say you will do something related to your advising, do it.
 - If your adviser agrees to check on something for you and you don't hear back from him/her in a timely manner, call or email him/her/them.

Resources: be familiar with the resources for advising, UALR, and the MSW Program. You should:

- Know who your adviser is. Students will be sent an email at the beginning of each fall semester informing them of their adviser's name and email contact.
- Learn the policies, procedures, and requirements of the MSW Program (see Responsibility).
- Read this student handbook and then read it again. You have to sign a form stating that you've done this so make sure you've actually read it as you're responsible for the material in it.
- Check email frequently and read all messages sent to you.
- Use academic tools such as Student Workday, your classmates, the advising sheet, and other information that is posted on the School of Social Work website at <http://ualr.edu/socialwork/>.
- Contact your adviser when you have questions and ask him/her/them about resources.

Relationship: successful advising is based on a strong relationship between you and your adviser. In order to build this relationship, you should:

- Be open and honest with your adviser about what's going on with you.
- Ask for clarification if you aren't clear about something.
- Give your adviser appropriate time to advise you and answer your questions (do not expect that your adviser can answer all your questions immediately every time you contact them).
- Come prepared to your advising session (see Responsibility).
- When emailing your adviser, include a subject line in your email (e.g., questions about advising) and sign all emails with your name and Workday UID.

Respect: relationships are based on mutual respect. To facilitate this respect, please:

- Address your adviser by their appropriate title (e.g., Dr. [last name], Instructor/Professor [last name], etc.).
- Use appropriate grammar and punctuation in your emails so that your adviser can understand the question(s) you are asking. Spell and grammar checking your emails conveys that you respect both your adviser and yourself.
- Come prepared for your advising appointment (see Responsibility).
- If you can't make your appointment or are going to be late, please contact your adviser and let them know.

Registration: Once your hold is removed, you will be able to successfully register if you:

- Have met with your advisor.
- Follow the directions for registration that have been provided to you.
- Register within two weeks of registration opening.
- Register for the classes and sections that you and your adviser have agreed on in your advising session.
- Register for classes on the appropriate campus: if you get a “Campus Restriction” error, you have attempted to register for a class on the wrong campus.

Registration in a timely manner is the *student’s* responsibility. Failure to register for the courses that have been agreed on by your adviser may result in unnecessary delays in your graduation date.

Getting Things Done on Campus

Mandatory Use of E-Mail

UA Little Rock and the School of Social Work require that all students use their UALR emails. You are responsible for all information sent by email and must check your UALR email account frequently (several times a week) in order to receive information distributed by the school and by the university.

Change of Address

If your address or other contact info changes, you must make the change with UA Little Rock through your Workday account. Please make sure your phone number is updated and that your voicemail is able to receive messages as we are not able to text students. Grades, financial aid information, and other vital information may be sent to the address that is listed with Workday.

Parking

Parking at UA Little Rock parking lots requires a UA Little Rock Parking Permit. You can obtain a parking permit [at this link](#). Even parking lots marked “Open Parking” require a UA Little Rock Parking Permit. Most gated lots open after 4:00 p.m. daily and can be accessed by any student with a student ID card. The [Campus Map](#) will show you where the various parking lots for UA Little Rock are. These lots are also labeled so that you will know which lots are open to you for use. The parking deck on the north side of campus near the Donaghey Student Center is open to all students for a fee. Students may also park in the parking spaces at the University Plaza (Big Lots) in spaces that are not specifically designated for shoppers or others who use the services nearby.

Textbooks

The UA Little Rock bookstore is managed by Barnes and Noble and is located in the lower level of the Donaghey Student Center. Books for your classes can be found [at this link](#). You do not have to purchase books from the UA Little Rock bookstore and may want to go to the link above to find out what books are required for your classes and then shop around for the best prices.

Student ID Cards

Student IDs may be required to use some services on campus. Additional information about IDs can be found [at this link](#).

UA Little Rock Policy Statements

UA Little Rock Policy Statement on Nondiscrimination

UA Little Rock adheres to a policy that enables all individuals, regardless of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender, gender identity and expression, pregnancy, military or veteran status, marital or parental status, or genetic information to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group will not be condoned, and any person (student, faculty, or staff member) who violates this policy will be subject to disciplinary action.

Harassment that is considered discriminatory includes actions or conduct (verbal, graphic, gestural, or written) directed against any person or group with the intent to demean or create a hostile or threatening environment. It is not the intent of this policy to infringe upon or limit educational, scholarly, or artistic expression. Any person who believes he or she has been discriminated against should contact the Department of Human Resources to obtain assistance and information concerning filing a complaint.

At the same time, the university prohibits discriminatory practices; it promotes equal opportunity through affirmative action. Non-discriminatory affirmative action equal opportunity policies apply to recruitment, hiring, job classification and placement, work conditions, promotional opportunities, demotions/transfers, terminations, training, compensation, choice of contractors and suppliers of goods and services, educational opportunities, disciplinary action, recreational and social activities, use of facilities, housing, and university-sponsored programs.

This policy can be found [at this link](#).

The UA Little Rock School of Social Work fully supports and adheres to the university's policy regarding nondiscrimination. Additionally, the School of Social Work is committed to a policy of nondiscrimination in the areas of admissions, programs, and other educational functions as well as in the area of employment, including hiring, upgrading, salaries, fringe benefits, training, and all other conditions of employment.

Further, UA Little Rock, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972, as amended, not to discriminate on the basis of sex in its admissions policies, treatment of students, employment practices, or educational programs. It is taking remedial steps and affirmative actions to eliminate any discrimination in policies and their implementation.

UA Little Rock has an Affirmative Action Plan which has been approved by the Office for Civil Rights in the Department of Education. Copies of the Affirmative Action Plan are available in the offices of central administrators, deans, and department chairpersons. Inquiries concerning the

application of any of the federal laws or regulations may be referred to the human relations officer, University of Arkansas at Little Rock.

Sexual Harassment Policy

UA Little Rock explicitly condemns sexual harassment as a violation of an individual's human rights and dignity and as a form of discrimination based upon sex. Therefore, it is the policy of UA Little Rock that members of the university community neither commit nor condone sexual harassment in any form.

- This prohibition applies equally to male and female staff, faculty and students, to all other persons on premises subject to university control and to those engaged to further the interest of the university. Employees and students who engage in sexual harassment will be subject to applicable disciplinary processes.
- Sexual harassment is unlawful and also may subject those who engage in it to civil and criminal penalties.
- The university is committed to providing an environment free from sexual harassment. Therefore, the university administration strongly encourages all UALR community members to report incidents of sexual harassment. To that end, reporting and investigating procedures are supportive of and sensitive to the alleged victim. At the same time, they adequately safeguard the rights of the alleged offender.

Sexual Harassment Defined

Sexual harassment is defined as unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment with the university or a factor in the educational program or university-related activities of a student; or
- Submission to or rejection of such conduct by an individual is used as a basis for an employment or educational decision affecting such individual; or
- Such conduct has the purpose or effect of interfering with an individual's work or educational performance; or
- Such conduct creates an intimidating, hostile, offensive, or demeaning environment.
- Additional information concerning sexual harassment and assault may be found in the [Student Handbook](#).

Title IX

The University of Arkansas at Little Rock is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, sexual orientation, gender identity, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability, or genetic information. Such an environment is necessary for a healthy learning, working, and living atmosphere. The University is committed to responding promptly and effectively when it learns of any form of possible discrimination based upon sex.

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. If you believe you or someone else has been subjected to sexual harassment or sex-based discrimination by a university student, employee or visitor under Title IX, report such conduct to LaTonda Williams, Title IX Coordinator.

If you would like to report confidentially, students can contact UA Little Rock Counseling Services at (501) 569-3185. You may also fill out an incident form at https://cm.maxient.com/reportingform.php?UALittleRock&layout_id=1

Student Organizations and Government

Social Work Student Organization (SSWO)

The School of Social Work encourages students to organize. Via the Social Work Student Organization (SSWO), BSW and MSW students elect a five-member executive committee each academic year which coordinates and guides the activities of the student body. The student association oversees selection of students to program and university committees, may attend monthly faculty meetings (students have voice but no vote), and may help the Director of the School of Social Work organize and plan the annual convocation ceremony for the graduating class. The student executive committee may also meet with the Director on a regular basis to discuss matters of concern to students.

The student executive committee also reports minutes from faculty meetings to the students. The student executive committee organizes monthly meetings with social work students to discuss important matters of student interest. Two faculty advisers serve as liaisons on the social work student government committee.

Association of Black Social Workers Student Chapter

The ABSW UA-Little Rock chapter is comprised of people of African Ancestry who are committed to enhancing the quality of life, promoting social justice, and empowering people through advocacy, human services and outreach. ABSW aims to create a sacred space for social justice, activism, and advocacy within the UA-Little Rock Social Work community. Information can be found at <https://ualr.edu/socialwork/absw/>

Graduate Student Association

The UA Little Rock Graduate Student Association (GSA) provides assistance and support for new and continuing graduate students, offers leadership in organizing experiences and opportunities for creative interaction between students in different programs, and aids the Graduate School in addressing the needs and issues of its students. Each spring, GSA holds a Graduate Student Forum at which interested students can present scholarly papers to the university community. GSA elects and appoints students to committees that perform various services for the student body, such as advising the library on student needs. The association is an affiliate of the National Association of Graduate Professional Students.

Other UA Little Rock registered student organizations

UA Little Rock has more than 70 registered student organizations, ranging from professional associations to special interest groups from traditional Greek societies to clubs for single parents. Involvement in a campus organization enhances the university experience through interaction with other students outside the classroom, as well as providing professional and social networking, leadership, and support opportunities. A list of registered student organizations can be found [at this link](#).

National Association of Social Workers (NASW) and Licensing

NASW

All students are encouraged to become a member of the National Association of Social Workers (NASW). This is one step in your commitment to lifelong learning. Membership rates are substantially discounted for students, both as students and for a brief period following graduation. The NASW allows you to network, attend state conferences, develop your commitment to lifelong learning, and help you achieve your full potential as a student and a future social work professional. Information about the NASW-Arkansas Chapter can be obtained at <http://www.naswar.org/>; phone 501-663-0658.

Arkansas Social Work Licensing Board

In order to identify yourself as a social worker in the state of Arkansas, you must be licensed. In order to be licensed, you must hold a degree from a CSWE-accredited institution and pass an exam. At your request, approximately one month following graduation the UA Little Rock Office of Records and Registration will issue an official transcript to the licensing board. Requests for the transcript can be submitted by visiting the Office of Admissions and Records or accessing this office through their website at <http://ualr.edu/records/transcript-request/>

Application forms and other information regarding licensing can be accessed from the Licensing Board at <http://www.state.ar.us/swlb>; phone 501-372-5071.

Health and Wellness Services

Disability Resource Center (DRC)

The DRC collaborates with faculty, staff, and students to make UA Little Rock accessible to everyone. They work with the campus community to ensure that physical, curricular, and web environments are designed to be barrier-free to the extent that they can be. Some barriers to access can't be removed in a timely manner, and that's when they work one-on-one with students to determine accommodations. This is a collaborative process between the DRC and the student, and when needed, with faculty. Students may contact the DRC at 501-569-3143, visit their website at <http://ualr.edu/disability/students/> and/or visit their offices in the Donaghey Student Center, Room 103.

Health Services

The UA Little Rock Office of Health Services is located downstairs in the Donaghey Student Center across from the bookstore and provides a variety of services, many of which are covered by your student fees. They are open Monday – Friday from 8:00 am – 5:00 pm but do not provide emergency services. If you have a medical emergency, you are advised to call 911. Additional information can be found at <http://ualr.edu/health/>.

Counseling Services

There is no shame in realizing that you are struggling and need to talk to someone. The faculty and staff in the UA Little Rock School of Social Work encourage students to seek therapy and counseling as the need arises. UA Little Rock Counseling Services is located in the Student Services Center in Suite 118. Services include but are not limited to individual psychotherapy, assertiveness training, group therapy, stress management, and mindfulness programs. Services for face-to-face students are covered by student fees for up to 10 sessions per year. All services are confidential; information will not be shared with anyone unless you give explicit permission to do so. Additional information is at <http://ualr.edu/counseling/>.

Trojan Food Pantry

In response to growing concerns about food insecurity (defined as a lack of consistent access to an adequate food supply) among UA Little Rock students and staff, the Trojan Food Pantry was created. Additional information can be found at <http://ualr.edu/foodpantry/>.

Fitness Center and Recreational Services

The Fitness Center is located downstairs in the Donaghey Student Center. Additional information is at <http://ualr.edu/studentcenter/equipment-services/>.

Campus Recreation services include fitness classes and equipment rental for outdoor adventures such as camping. Additional information is at <http://ualr.edu/campuslife/recreation/>.

Academic Support Services

Course Outlines and Course Listservs

Faculty are required to provide a course syllabus to students at the beginning of every semester. In addition, many faculty post them on Blackboard and/or share them via email and other electronic media.

Listservs or mailing lists are automatically created for each class based on the list of students who have registered for a given course. The mailing address for each course is the four-letter code followed by the four-digit course number and the section number. For example, SOWK739003@ualr.edu is the email address for the mailing list for SOWK 7390, Section 3. Faculty may use these mailing lists to communicate with students throughout the semester. Unless the professor has changed the default response, all responses to messages sent via the

listserv are sent to all on the listserv so students are encouraged to be mindful of this when replying to messages to the listserv.

Blackboard

All faculty in the School of Social Work use a web application called Blackboard to post content for their classes. Blackboard can be accessed with your Net ID at <http://blackboard.ualr.edu/>. Classes are not available via Blackboard until the first official class day of the semester.

University Writing Center

The writing center offers one-on-one assistance. If you know that you struggle in this area, you should consider using this resource. Visit their website at <http://ualr.edu/writingcenter/> for more information and to schedule an appointment.

Ottenheimer Library

To get to know your library, visit <http://ualr.edu/library/> and/or call 501-569-3123 to ask for a tour.

Microsoft Office and Google Apps

UA Little Rock offers free access to many Microsoft Office products via [this link](#). As Google is the service provider for UA Little Rock email, students also have access to the suite of Google products including Google Drive and Google Calendar. More info is at <http://ualr.edu/itservices/applications/email/>.

Military Student Success Center

The Center serves as a place where military students can socialize, study, and get information about available resources. It serves over 700 Active Duty, Reservists, National Guard Members, Veterans, and their family members. We are here to help you with your educational journey. Additional information can be found [at this link](#).

Commercial discounts as a student

Many retailers and service providers offer free and/or discounted rates to students. These include a free subscription to the Washington Post ([click here](#)) and Amazon.com Prime ([click here](#)). Students may be eligible for discounts at other retailers as well and are encouraged to ask businesses about student discounts. Note that neither UALR nor the School of Social Work promote any of these retailers; this information is provided simply for your information.

The Ps for Progress in the UA Little Rock School of Social Work

You may have heard the statement “Proper Planning Prevents Poor Performance”. At the UA Little School of Social Work, we have identified several things that “promote progress in the MSW program” and facilitate your success:

- **Persistence:** be persistent in this program. Don't let the little things drag you down. Think of this as a marathon, not a sprint. *"Persistence Promotes Progress."*
- **Patience:** you must be patient with yourself, your classmates, our faculty, and our staff. Give people time to do their jobs; do not expect immediate responses to email or for faculty, staff, and your classmates to respond immediately to your requests. They have other demands on their time. *"Patience Promotes Progress."*
- **Punctuality:** be punctual. Be on time for your meetings, turn your assignments in on time, respond to emails from faculty in a timely manner, and register as soon as you are able to. *"Punctuality Promotes Progress."*
- **Professionalism:** professional behavior is the foundation of social work practice. The first of the nine CSWE competencies is "Demonstrate ethical and professional behavior." In the BSW and MSW programs, examples of this include:
 - Addressing faculty by their titles;
 - Using respectful and polite language in verbal and written communication;
 - Emailing faculty and staff from your UALR email address;
 - Including your Workday UID in the message using the T plus 00 plus 6 digit format;
 - Checking your UALR email account several times a week;
 - Replying to emails in a timely manner (within 48 business hours);
 - Proofreading your emails before sending them;
 - Treating all faculty, staff, and students with respect, the same respect you expect to be treated with.

"Professional behavior Promotes Progress."

- **Planning:** plan ahead! Benjamin Franklin is credited with saying "Failing to plan is planning to fail." Manage your time wisely and don't wait until the last minute to complete your assignments, ask for help, study for an exam, and/or reach out to a friend when you are struggling. *"Planning ahead Promotes Progress."*
- **People:** find your people, your study group, the people you want to hang out with and who will help you in this program. Reach out to them for assistance. Social work is inherently *social*. You cannot do this program alone and we don't want you to. *"Finding your People Promotes Progress."*
- **Positive Energy:** be positive as much as you can. Express gratitude on a daily basis. Say "thank you" when you receive something. At the same time, don't deny when you are struggling ("You can't heal it until you feel it.") and reach out for help. *"Positive energy Promotes Progress."*
- **Personal Responsibility:** this is YOUR program, YOUR journey. YOU are responsible for it. Take responsibility for your path and own it. No one can do this but you. Don't ask others to do things you can do. Try to do things for yourself first before you reach out to a faculty member for assistance. *"Taking Personal Responsibility Promotes Progress."*

- **Pursue Your Passion:** find your passion in this field. Write papers about topics you care deeply about. Get involved in causes and groups that matter to you. The most successful students are often those who are passionate about their pursuits. “Pursuing your *Passions* will Promote Progress.”
- **Practice Self-Care and Self-Compassion:** be gentle and kind to yourself. Take breaks when you need to. Say kind words to yourself. Sleep as much as you can; exercise, meditate, and hang out with friends and family; be a complete person, not just a social work zombie. Studies have shown that being kind to ourselves is far more effective in helping us succeed than criticizing ourselves is. “*Practicing* self-care and self-compassion will help you Progress in this program.”

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