

Department of Social Work  
333 Western Avenue, P.O. Box 1630  
Westfield, Massachusetts 01086-1630  
[www.westfield.ma.edu/socialwork](http://www.westfield.ma.edu/socialwork)  
[rsullivan@westfield.ma.edu](mailto:rsullivan@westfield.ma.edu)



413-572-8331

February 1, 2024

Dear Incoming Student,

The Social Work faculty and staff wish to congratulate you on your acceptance into the **Online Advanced Standing, Full-Time** MSW Program at Westfield State University. We are looking forward to welcoming you. *All synchronous courses meet via Zoom during their regular scheduled time. All asynchronous courses are fully online and do not have a regular scheduled time.* To help prepare you to begin the program in the fall, this letter and the accompanying documents will provide you with some important information about our courses, advising, registration, and summer orientation programs.

The MSW Program has a required Incoming Student Orientation for all incoming students that will be held in June. This year orientation will be held virtually via Zoom on Wednesday June 5<sup>th</sup> from 6:00-8:00 pm or Thursday, June 13<sup>th</sup> from 6:00-8:00 pm. Please complete the MSW Orientation sign up form in the MSW Accepted Students webpage: <https://westfield.ma.edu/academics/degrees/social-work-msw/msw-accepted-students> Once you register, you will receive a Zoom link to attend orientation for your selected day.

At the orientation session, you will meet some of the MSW faculty and staff, review program requirements and receive other important information about the program and learn more about Westfield State University. In preparation for the orientation, please review this program of study and your acceptance letter.

If you have any questions after reviewing this information, please feel free to contact me. Otherwise, I look forward to seeing you at one of the orientations in June.

Sincerely,

A handwritten signature in black ink that reads "Rose Sullivan, PhD, LICSW". The signature is written in a cursive, flowing style.

Rose Sullivan, PhD, LICSW  
Professor and MSW Program Director/Social Work Department Chair

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## MSW Information

### Advanced Standing Full-Time (one year) Program

#### Course Registration:

The program of study outlines which classes you will take each semester. The current course schedule for the fall will be available online.

As a full-time Advanced Standing student, **you will need to register for the following fall classes:**

SOCW 0621 Mental Health and Children  
SOCW 06xx Hybrid Elective  
SOCW 06xx Elective (hybrid or online)  
SOCW 0643 Practice with Families  
SOCW 0661 Advanced Practicum I

**Please review your entire program of study located at the end of this document.**

\*Full-time Advanced Standing students will attend classes on Monday and Thursday evenings between 5:15-9:00 pm.

#### Summer Bridge Course:

As an Advanced Standing student, **you are required to take** a summer bridge course here at WSU. This class is an online class that begins on July 8<sup>th</sup> and ends August 16<sup>th</sup>. This class is listed on the CGCE page at the university website in the Summer II listing. Registration information is also available on that webpage. You will receive an email in your WSU email account with information regarding registration dates.

#### Field Practicum:

As a full-time student, you will be in a field practicum placement this coming fall. **To begin the practicum placement process, you need to complete and submit all required Practicum Internship forms within 10 days of receipt of this electronic MSW handbook.** To complete your require Practicum Orientation and Application Form, please go to MSW Accepted Students webpage: <https://westfield.ma.edu/academics/degrees/social-work-msw/msw-accepted-students> and scroll down to the section: Practicum Orientation and Application.

You are welcome to contact the Social Work Practicum Education Director, Tyrese Tillman via email at [ttillman@westfield.ma.edu](mailto:ttillman@westfield.ma.edu) with any questions regarding the Practicum Application process. **If you do not complete the practicum application in the required time frame you will lose your full-time status in the program.**

#### Transfer Credits:

If you have taken graduate social work courses from a CSWE accredited MSW program, you may be able to transfer up to 6 graduate credits to the WSU MSW program. To do this, we need an official transcript and a copy of the course syllabus. Once you have the syllabus, please make an appointment with Dr. Sullivan so we can determine whether your prior courses may be transferred for WSU MSW graduate credit.

## **MSW Information**

### **Advanced Standing Full-Time (one year) Program**

The following procedures and policies must be followed before the Program of Study is considered acceptable toward the Master's Degree. This form must be typed or printed clearly.

1. The Program of Study form is developed based on the program and time frame in which you were accepted. After the study plan is reviewed, it must be signed by a) the Program Director, and b) the student.
2. Any change in the original program must have the approval of the advisor and the Program Director.
3. The Program of Study is developed in adherence to the following policies:
  - a. Students are expected to complete their degree requirements within six (6) years from the date of the first course accredited toward their degree, including transfer credits from other regionally accredited institutions. No credit will be given for a course older than 6 years at the time of graduation.
  - b. No more than nine semester hour credits taken at Westfield State University prior to matriculation may be applied toward the degree. Once (6) semester hours have been earned, Pending Application Waiver must be submitted and approved prior to registering for (3) additional credits. All such credits must be appropriate to your Program of Study and must be approved by your advisor.
  - c. A program of study is designed in consultation with an advisor in accordance with the requirements for a degree in a specific concentration. The advisor is not responsible for his/her advisee's meeting Graduate Division regulations and deadlines. You are personally responsible for knowing and following all university rules and regulations.
4. Academic Integrity
  - a. Students in the graduate program are expected to have a high standard of integrity. Any graduate student who cheats or plagiarizes on examinations, papers, assignments, or within a research setting is subject to dismissal from the program. Cases involving academic integrity shall be referred to the Dean for adjudication. (See Graduate Catalog & MSW Program Manual).

<b>Advanced Standing Program One Year Full Time</b>		
<b>Year 1</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<b>Summer</b>		
SOCW 0543	Generalist Practice Bridge Course	3
	<u>total credits</u>	<u>3</u>
<b>Semester 1</b>		
SOCW 0621	Mental Health and Children	3
SOCW 06xx	Hybrid Elective	3
SOCW 06xx	Elective (hybrid or online)	3
SOCW 0643	Practice with Families	3
SOCW 0661	Advanced Practicum I	5
	<u>total credits</u>	<u>17</u>
<b>Semester 2</b>		
SOCW 0621	Mental Health and Adults	3
SOCW 0631 or SOCW 0698- 501/502/503	Advanced Policy	3
SOCW 0642	Practice with Adults	3
SOCW 06xx	Elective (hybrid or online)	3
SOCW 0662	Advanced Practicum II	5
	<u>total credits</u>	<u>17</u>
<b>total credit for program</b>		<b>37</b>

To confirm that you accept and understand the information on this Program of Study and that you understand that you must complete all MSW Program requirements based on the above schedule and within six years, please complete the [Master of Social Work Attestation Form](#).