

*MARYWOOD UNIVERSITY  
COLLEGE OF HEALTH AND HUMAN SERVICES  
SCHOOL OF SOCIAL WORK  
MSW PROGRAM  
2300 ADAMS AVENUE  
SCRANTON, PENNSYLVANIA 18509*



**2023 - 2024**

## **MSW Student Handbook**

The policy and practice of Marywood University is nondiscriminatory against applicants, employees and students on the basis of race, sex, color, national or ethnic origin, age, creed, ancestry, and religion. In addition, Marywood University does not discriminate against persons with disabilities and is in full compliance with the Rehabilitation Act of 1973, as amended.

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## IMPORTANT INFORMATION

### GRADUATE CATALOG

MSW students are strongly encouraged to access the University's Graduate Catalog and be familiar with their rights and responsibilities, as well as the various policies and procedures pertaining to student life, student affairs, and student services. All students are expected to abide by University policies and procedures.

**Please Note:** Students are expected to maintain a minimum of a B average (3.0 QPA). Students whose QPA falls under 2.95 will be placed on academic probation and required to attend academic review. A minimum QPA of 3.0 is required for graduation. Any student who receives 2 "F"s, will be dismissed from the University. Please see the current Graduate Catalog for the full policy.

[marywood.edu/catalog](http://marywood.edu/catalog)

### CANDIDACY POLICY

Candidacy status, in the MSW Program, helps track the students' progress to ensure that they are on the right path to graduate.

#### Criteria for candidacy approval include:

- A minimum QPA of 3.0 after completion of 12 credits (9 credits for full-time advanced standing students).
- Satisfactory progress in field education (student must demonstrate that they have learned and utilized the necessary skills as stated in the Learning Agreement, completed all field assignments and requirements).
- Completion of all courses for which the student has registered for, with the resolution of X or I grade:
  - An "I" grade indicates that the student received an "incomplete" and must complete all field tasks to the MSW Program's satisfaction.
  - An "X" grade may be given to students who have been approved for extenuating circumstances but plan to complete the field tasks to the MSW Program's satisfaction (please talk to your Field Advisor, Field Liaison, and Task Supervisor for further details).

If a student does not meet the criteria stated above:

- The student will receive a letter from the Director of the School of Social Work indicating why candidacy was denied.
- An Academic Review meeting may be scheduled.
- A copy of the denial letter will be provided to the Dean of the College of Health and Human Services.
- Denial of candidacy may result in a recommendation to the Dean for dismissal from the program or the student may be placed on probation for at least one semester and dismissed from the program if a 3.00 QPA is not achieved by the end of the probationary period.

- The Registrar will be informed of the applicant's denial/approval of candidacy.

## **MARYWOODYOU PORTAL**

Students can log in (with a username and password) to the MarywoodYOU Portal to access personal online course registration, grade information, cashier's office information (including any balances owed), financial aid information, as well as more general information from the university. The portal is accessed on the Marywood University Homepage: [www.marywood.edu](http://www.marywood.edu) (Please scroll to the bottom of the website and click on the MarywoodYOU link).

## **MARYWOOD UNIVERSITY STUDENT HANDBOOK: POLICIES AND PROCEDURES**

Please refer to Marywood University's Student Handbook at [marywood.edu/studenthandbook](http://marywood.edu/studenthandbook) for more detailed information.

## **HEALTH INSURANCE COVERAGE**

You are **REQUIRED** to have health insurance if you are a full-time student (6 credits or more per semester). You will be automatically enrolled in the university's health insurance coverage. If you **DO NOT** want to be charged for enrollment in the health insurance plan because you already have health insurance, you **MUST** complete a Waiver of Enrollment **each Fall by the due date provided by the University** (a reminder email is sent to your Marywood student email at the beginning of each semester).

## **ACADEMIC CALENDAR**

The Marywood Academic Calendar is available at the following link:

<http://www.marywood.edu/registrar/academic-calendar.html>

## **SCHOOL OF SOCIAL WORK CONTACTS**

Check under Faculty:

<https://www.marywood.edu/social-work-masters-degree>

## **I. MARYWOOD UNIVERSITY**

### **A. GENERAL INFORMATION**

The Congregation of the Sisters, Servants of the Immaculate Heart of Mary, in 1915, established Marywood University. In 1917 the college was incorporated under the laws of the Commonwealth of Pennsylvania, and in 1921 approval of the Middle States Association of Colleges and Schools was secured. The College expanded to include graduate study in 1921, and the charter was extended on June 26, 1922, to include the Master of Arts degree. In September 1997, Marywood College became Marywood University.

The School of Social Work was established at Marywood College to meet the growing demand in the United States for professionally trained social workers, with particular reference to the professional needs of northeastern Pennsylvania and the surrounding area. It prepares students for advanced entry into social work practice. The School has been accredited since it first opened its doors in 1969 (meets Council on Social Work Education standards; CSWE).

Planning for the School began in 1967, and the first class was graduated in 1971. Since then, more than 4,500 men and women have earned the M.S.W. degree at Marywood

### **B. ACCREDITATION**

Updated 10/27/2023

Marywood University is accredited by the Middle States Association of Colleges and Schools (Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104) and the Pennsylvania Department of Education. In addition, the School of Social Work is accredited by the Council on Social Work Education to offer the BSW and MSW degrees.

### **C. LOCATIONS**

The MSW Program is offered in two locations in Northeast PA. The Scranton MSW Program is located at Marywood University's campus in the Scranton/Wilkes-Barre metropolitan area, 120 miles west of New York City and 115 miles north of Philadelphia. The Lehigh Valley MSW Program is located at DeSales University in Center Valley in the heart of the Lehigh Valley.

### **D. MISSION STATEMENT OF MARYWOOD UNIVERSITY**

Marywood University, sponsored by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary, roots itself in the Catholic intellectual tradition, the principle of justice, and the belief that education empowers people. The University integrates an enduring liberal arts tradition and professional disciplines to create a comprehensive learning experience. Our undergraduate and graduate programs promote academic excellence, advance innovative scholarship and foster leadership in service to others. Within a welcoming and supportive community, Marywood challenges individuals of all backgrounds to achieve their full potential and make choices based on spiritual and ethical values. Marywood University prepares students to seek sustainable solutions for the common good and educates global citizens to live responsibly in an interdependent world.

### **E. MARYWOOD UNIVERSITY CORE VALUES**

In support of the mission, Marywood University's community actively supports five core values:

1. Catholic Identity

The pursuit of truth, goodness, beauty, justice, and the common good within the context of the Catholic faith tradition and in dialogue and service with persons of diverse faiths and worldviews.

2. Respect

Honoring the uniqueness and dignity of each human person; demonstrating ethical and just interactions; and caring for the earth and all creation through a commitment to sustainability.

3. Empowerment

Access to education that enables all to achieve their full potential to live as conscientious citizens in a pluralistic society.

4. Service

A commitment to promoting social responsibility which fosters community engagement to meet real needs.

5. Excellence

Manifesting Marywood University's pursuit of the highest level of achievement in support of *Sanctitas, Scientia, Sanitas*.

### **F. MISSION STATEMENT OF THE COLLEGE OF HEALTH AND HUMAN SERVICES**

The mission of the College of Health and Human Services is to educate undergraduate, graduate, and doctoral students in an atmosphere of respect, individuality, and flexibility for best collaborative practices to address current and emerging health and human service needs in a multicultural, interdependent, global environment, and to promote nationally and internationally recognized community service and scholarship.

## **G. MISSION OF THE MSW PROGRAM**

The Marywood University School of Social Work MSW Program, rooted in the University's core values of Catholic Identity, Respect, Empowerment, Service and Excellence, is committed to an accessible education which prepares graduates for ethical, culturally responsive and evidence-informed professional practice.

An Intersectional lens informs the development of inter-professional, collaborative services to all social systems, with particular attention to those who are oppressed and marginalized. The Concepts of Equity, Inclusion, Globalization, and Social, Economic and Environmental Justice provide foundations on which to create learning environments that value diversity and difference.

## **H. GOALS AND OBJECTIVES OF THE MSW PROGRAM**

Within the above-stated context, the goals of the MSW Program are:

1. Through the application of social work knowledge, values, ethics, and skills, advanced social work practitioners and leaders are prepared to engage in:
  - a. culturally responsive, competent social work practice across all client systems, utilizing an interdependent world view.
  - b. interprofessional collaborative social work practice with community and university partners.
  - c. the delivery of social services through advocacy and policy practice, to promote socially just change, with a focus on underserved, diverse populations.
  - d. advanced direct practice with individuals, families, groups, communities and organizations.
2. Develop an ongoing curiosity for knowledge and apply it with comprehension through critical thinking and systematic inquiry.
3. Accommodate the diverse needs of students through multiple program sites and plans of study.
4. Create a program culture that is inclusive, collegial, and respectful of difference and diversity, to foster a productive and engaging teaching and learning environment.

## **II. SOCIAL WORK CURRICULUM OVERVIEW**

### **A. 2015 EDUCATIONAL POLICY & ACCREDITATION STANDARDS (EPAS):**

In 2008 CSWE adopted a competency-based education framework for its *Educational Policy and Accreditation Standards* (EPAS) which were updated in 2015. As in related health and human service professions, the policy moved from a model of curriculum design focused on content (what students should be taught) and structure (the format and organization of educational components) to one focused on student learning outcomes. A competency-based approach refers to identifying and assessing what students demonstrate in practice. In social work, this approach involves assessing students' ability to demonstrate the competencies identified in the educational policy.

Competency-based education rests upon a shared view of the nature of competence in professional practice. Social work competence is the ability to integrate and apply social work knowledge, values, and skills to practice situations in a purposeful, intentional, and professional manner to promote human and community well-being. EPAS recognizes a holistic view of competence; that is, the demonstration of competence is informed by knowledge, values, skills, and cognitive and affective processes that include the social worker's critical thinking, affective reactions, and exercise of judgment in regard to unique practice situations. Overall professional competence is multi-dimensional and composed of interrelated competencies. An individual social worker's competence is seen as developmental and dynamic, changing over time in relation to continuous learning.

Competency-based education is an outcomes-oriented approach to curriculum design. The goal of the outcomes approach is to ensure that students are able to demonstrate the integration and application of the competencies in practice. In EPAS, social work practice competence consists of nine interrelated competencies and component behaviors that are comprised of knowledge, values, skills, and cognitive and affective processes. Using a curriculum design that begins with the outcomes, expressed as the expected competencies, programs develop the substantive content, pedagogical approach, and educational activities that provide learning opportunities for students to demonstrate the competencies.

Assessment of student learning outcomes is an essential component of competency-based education. Assessment provides evidence that students have demonstrated the level of competence necessary to enter professional practice, which in turn shows programs are successful in achieving their goals. Assessment information is used to improve the educational program and the methods used to assess student learning outcomes. Programs assess students' demonstration of competence. The assessment methods used by programs gather data that serve as evidence of student learning outcomes and the demonstration of competence.

The educational policy of CSWE, which details the new social work competencies for the 2015 EPAS, was developed by *Commission on Educational Policy* (COEP) and approved by the CSWE Board of Directors on March 20, 2015. The accreditation standards were developed and approved by the CSWE's *Commission on Accreditation* (COA) on June 11, 2015. Programs that have reaffirmation reviews in October 2017 or later will use the 2015 EPAS to prepare their self-studies.

<https://www.cswe.org/accreditation/policies-process/2015-epas-toolkit/2015-epas-accreditation-toolkit/>

Understanding social work practice is complex and multi-dimensional, the assessment methods used by programs and the data collected may vary by context. Below are **the nine core competencies of social work practice**, as defined by EPAS, which guide both the foundation and advanced curricula of Marywood's MSW Program. It is expected that throughout the course of the Marywood MSW program, students will acquire the skills and knowledge within each competency, preparing them for dynamic and successful careers in the Social Work profession (Please refer to your Learning Agreement prepared by yourself, your Field Instructor, and Field Liaison).

**Please Note:** Field evaluations and student self-assessments are based on the 9 core competencies.

**Competency #1:** *Demonstrate Ethical and Professional Behavior.*

**Competency #2:** *Engage Diversity and Difference in Practice*

**Competency # 3:** *Advance Human Rights and Social, Economic, and Environmental Justice*

**Competency # 4:** *Engage in Practice-Informed Research and Research-Informed Practice.*

*Competency # 5: Engage in Policy Practice.*

*Competency # 6: Engage with Individuals, Families, Groups, Organizations, and Communities.*

*Competency # 7: Assess Individuals, Families, Groups, Organizations, and Communities.*

*Competency # 8: Intervene with individuals, Families, Groups, Organizations, and Communities.*

*Competency # 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities.*

## **B. CURRICULUM SUMMARY**

To obtain a Master of Social Work degree, students must complete sixty (60) credit hours. Forty-eight (48) of these credits are taken in the classroom setting. The remaining twelve (12) credits are in field education, offered in social work agencies or settings.

### **Foundation Curriculum**

The curriculum is designed to provide students with a basic grounding in social work in the first year, to be followed by opportunities for more specialized study. The first year offers foundational knowledge and skill in Social Welfare Policy and Services, Human Behavior, Social Work Ethics, and Social Work Research. The Theory and Practice and Field Education courses that full-time students take in their first year and part-time students in their second year further develop the foundation.

### **Advanced Curriculum**

In the second year of the full-time schedule or the third year of the part-time schedule, students are required to take the Advanced Theory and Practice Courses, Advanced Social Policy Advocacy, and Field Education Experience. The Advanced Theory and Practice Courses, developed sequentially over two semesters, offer the student the opportunity to concentrate on one of several approaches to social work practice; more specialized courses are offered to assist in the acquisition of knowledge and skills in greater depth.

### **Field Education Experience**

In addition to the classroom courses, social work education places great emphasis on the experiential learning acquired by students through their field placements, which provide actual practice in social service agencies and settings. Field placements provide the opportunity for students to obtain first-hand experience in working with people and situations under the supervision of qualified and experienced social work practitioners. The motto of Marywood's MSW Field Education is: ***Field is the Heart of Social Work Education (CSWE, 2008).***

Field placements are unique from other social work courses in that in addition to the educational objectives set for students and faculty, there are also professional and ethical responsibilities to the agency, clients and the community which need to be taken into consideration.

Students complete two different yearlong field placements. Students receive a grade of satisfactory (S) or unsatisfactory (U) for field. Students enrolled in the MSW Field Education Program are required to spend sixteen hours a week for four semesters in field education placements, acquiring progressively more developed and sensitive skills in helping people as "beginning professionals."

The primary objective of Field is to facilitate the integration of practice learning with theoretical content and therefore students engage in their Field placements concurrently with core practice methods courses. Students attend Field Placement two days a week over four semesters (unless previous accommodations are

made). The first year of field consists of a minimum of 440 hours. The second year of Field Placement requires a minimum of 480 hours.

Students do not arrange their own field placements. Field placements are arranged in coordination with the Field Education Director. Those students considering doing their Field Placements at their place of employment must also coordinate those arrangements through the Field Education Director and should pay particular attention to that section of the manual. Information sessions are held at all programs in the Fall Semester to discuss planning for field.

**\*Field students should refer to the MSW Field Education Manual for all Field Education policies and procedures. \***

**Electives**

Beyond the core curriculum described above, there is a range of more advanced courses to assist the student to acquire knowledge in depth of selected areas and to pursue personal interests and career goals. These courses provide an integrated approach to the major policy and practice issues, relevant research and trends, and implications for social work in areas of contemporary practice.

The student will take a total of three (3) electives. The following are representative of current and planned offerings (please note that courses are subject to change and times and days differ upon location):

SW 535	Child Welfare Practice
SW 536	Social Work Practice with Children
SW 541	Mindfulness Skills for Social Work Practice
SW 561	Family Focused Social Work Practice
SW 571	Supervision in Social Work Practice
SW 625	Critical Issues in Chemical Dependency
SW 705	Social Work Thesis
SW 900	Social Work Perspectives on Trauma
SW 901	Principles and Practice of Trauma Informed Care
SW 908	Women’s Issues and the Practice of Social Work
SW 920	Spiritual and Religious Dimensions of Social Work
SW 925	Critical Issues in Racial and Ethnic Experience
SW 940	Current Issues in Developmental/Physical Disabilities for Social Workers
SW 941	Concepts and Issues in Gerontology
SW 950	Independent Study
SW 950 I	International Independent Study
SW 965	Human Sexuality: Issues for Social Work

SW 989	Social Work Global Perspectives on Social and Administrative Practice
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Electives provide opportunities within the curriculum to respond flexibly to priority concerns in social welfare, student interests, and faculty resources and interests. In view of the desired flexibility, changes in electives can be expected from year to year. A minimum enrollment of eight students is typically required for an elective to be offered. Students desiring a particular elective may have to take that elective on a campus other than their primary campus.

**Independent Study**

**1. Student Eligibility:** Independent study is open to students who have completed one year of full-time or equivalent part-time study, in Marywood’s Master of Social Work program. A 3.5 quality point average (QPA) is required to be eligible. No more than two (2) independent study courses can be taken by non-advanced-standing students and one (1) by advanced-standing students during their Master of Social Work program. Only one independent study may be taken per semester and no more than one independent study can be taken with any given faculty member.

**2. Purpose of Independent Study:** The main objective of Independent study is to **enrich** the experience of the student by providing additional diversified content not found within the regular course offerings. **Core courses may not be offered as independent study.**

**3. General Guidelines:** Independent study courses may be taken for variable credit (one, two, or three-credit hours). The exact number of credits assigned to a particular course should be determined by the faculty member who agrees to monitor and evaluate the student performance. The determination of credit hours should be consistent with the purpose, the nature and the extent of the proposed independent study. All independent study courses should be of comparable rigor to other courses in the curriculum.

**4. Role of Faculty:** A faculty member shall be responsible for directing the student’s independent study and for evaluating the student’s performance.

**Faculty responsibilities include:**

- a. **Development with a student of plan of study submitted as an overview of the proposed course.**
- b. **Oversight of project.**
- c. **Evaluation of student performance.**

**6. Student Procedure:** Students interested in:

**Registering for an independent study course should:**

- a. **Consult their advisors to determine their eligibility for independent study and the suitability of their proposed study topic. After receiving tentative approval to explore the topic, the student should speak with the appropriate faculty member for that particular area of study.**
- b. **After receiving an initial expression of interest from the faculty member, the student should draft a tentative plan of study, to be shared with the faculty member.**

- c. **The faculty member and student should then develop a typed final plan. This plan should address the School of Social Work’s educational objectives and learning themes and include:**
- Course Rationale
  - Course Objectives
  - Learning Resources (bibliography, etc.)
  - Course Calendar. A minimum of five proposed meeting dates is required.
  - Course Requirements & Evaluation of Course Outcomes
- d. **The plan is then submitted to the Director of the School of Social Work for final approval, at least one week prior to the School’s registration deadline.**

### **International Study Opportunities**

To qualify for International Independent Study, a student must have completed the equivalent of one year, be returning the following September, and have a QPA of 3.5 or higher. The positions are all volunteer, and travel and any other costs are at the student’s expense. The following September, the student registers to complete an independent study under the supervision of a member of the School of Social Work faculty based upon some aspect of the international experience. The independent study fulfills an elective requirement.

### **SW 989: Global Perspectives on Social and Administrative Practice Elective**

This course examines the need for international social work, given the global context and concerns. The course will also **examine four perspectives: global perspective, human rights perspective, ecological perspective, and social development perspective**, which are crucial for international social work practice. **An important requirement of this course will be a study abroad program during spring/summer break**, intended to enhance students’ understanding of human rights, social, and economic justice issues and social problems, and also the strategies followed in the host country in dealing with such issues. **Students are responsible for the cost of the trip.**

## **C. GRADUATE-PROFESSIONAL CURRICULUM & PLANS OF STUDY**

### **MSW Curriculum Statement**

The MSW curriculum is a 60-credit course of study intentionally configured to reflect the mission and goals of the program and to ensure educational opportunities for students to attain the core competencies specified in EPAS 2015. The curriculum is comprised of a set of foundation courses followed by advanced level courses. This sequencing is designed to provide a progression of increasing complexity, depth and breadth of content. The conceptual framework of the curriculum embraces the principles of the ecological/person-in-environment, strength-based and empowerment perspectives. These principles, along with an emphasis on social justice, cultural competence, populations at-risk, and values and ethics, are interwoven throughout the MSW program and serve to promote an integrated and coherent curriculum. The coherence of the curriculum is further enhanced by the deliberate sequencing of courses within each curricular level, year of study and concurrent classes within semesters.

### **Curriculum Structures**

Students are expected to discuss their curriculum plans in detail with their advisor. The School schedules classes to be available to the greatest number of students. A student who elects an atypical plan may have to adjust his/her class days or locations.

**Full-time Program**

The MSW program at Marywood has been developed to meet the standards of the Educational Policy Statement of the Commission on Accreditation of the Council on Social Work Education. The full-time MSW program ordinarily consists of two years of fall and spring semester classroom and field instruction. Other arrangements are possible and can be discussed with the advisor.

**Full-Time: Scranton/Lehigh Valley**

**\*Three electives are required. Please check prerequisites.**

YEAR	FALL SEMESTER	SPRING SEMESTER
1	SW 501: Practice I: Social Work Practice with Individuals and Families  SW 601: Human Behavior in the Social Environment  SW 701: Social Work Research: Design and Methodology  SW 801: Social Justice, Welfare Policy, and Professional Legacy  SW 591: Field I	SW 502: Practice II: Social Work Practice with Groups  SW 503: Practice III: Social Work Practice with Communities and Organizations  SW 702: Social Work Research: Implementation and Analysis  SW 971: Ethical Issues in Social Work Practice  SW 592: Field II
2	SW 504: Practice IV: Advanced Social Work Practice with Individuals and Families  SW 505: Practice V: Administration in Social Work  SW 621: Social Work Perspectives on Psychopathology  *Elective #1  SW 595: Field III	SW 506: Practice VI: Culminating Integrative Seminar  SW 802: Social Policy Advocacy  * Elective #1  *Elective #3  SW 596: Field IV

**Part-Time Program**

The MSW Program has developed part-time programs, making it possible for the student to obtain the MSW degree on a part-time basis over three years, including summer sessions.

In the Scranton location, fall and spring classes for part-time students are scheduled on Saturdays. In the Lehigh Valley location, classes in the fall and spring are scheduled on Monday and Wednesday evenings. Students can take classes across locations to fit their schedules.

Part-time students are expected to be able to arrange allotted time for the equivalent of two working days per week in order to carry out the field education experience requirements in a social agency setting. The School, with the cooperation of several agencies, does offer a limited number of placements in the evening and on Saturdays. However, even in such placements students usually need to devote some time to a field education experience during ordinary working hours.

**Part-Time: All Program Locations**

**\*Three Electives are required. Please check prerequisites.**

YEAR	FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
1	SW 601: Human Behavior in the Social Environment  SW 801: Social Justice, Welfare Policy and Professional Legacy	SW 503: Practice III: Social Work Practice with Communities and Organizations  SW 971: Ethical Issues in Social Work Practice	SW 621: Social Work Perspectives on Psychopathology  *Elective #1
2	SW 501: Practice I: Social Work Practice with Individuals and Families  SW 701: Social Work Research: Design and Methodology  SW 591: Field I	SW 502: Practice II: Social Work Practice with Groups  SW 702: Social Work Research: Implementation and Analysis  SW 592: Field II	*Elective #2  *Elective #3
3	SW 504: Practice IV: Advanced Social Work Practice with Individuals and Families  SW 505: Practice V: Administration in Social Work  SW 595: Field III	SW 506: Practice VI: Culminating Integrative Seminar  SW 802: Social Policy Advocacy  SW 596: Field IV	

**Advanced Standing**

Applicants from undergraduate social work programs accredited by the Council on Social Work Education may receive advanced standing in the Master of Social Work Program; the degree must have been **obtained within the past five years**. Such recognition can make it possible for approved applicants to complete work for their MSW in one academic year and a summer, with full-time study, or in four semesters and two summers with part-time study. Decisions for credit will be made on the basis of comparability of undergraduate social work courses to the relevant areas of Marywood's foundation curriculum, to a maximum of 21 credits. In order to receive credit, the course must be comparable, and a student must receive a minimum grade of B in the undergraduate courses. If a student perceives that an MSW course is replicating what they have already taken with an earned grade of B or higher, they may request an exemption from the course. The Curriculum Work Group charged with responsibility for the course will review the BSW syllabus and determine whether there is replication. If the MSW course is deemed as repeating BSW material the student can supplant the required course with an elective.

**Please note:** Students who do not receive 21 credits as Advanced standing will not complete the Program in 1 year (full-time) or 2 years (part-time). The number of additional semesters is contingent upon the number of credits received and specific courses needed. Students who receive less than 21 credits will take Foundation Year courses for which they did not receive Advanced Standing.

**Advanced Standing Full-time Summer Start: Scranton**

**(Assumes 21 credits in advanced standing, 3 electives required)**

YEAR	SUMMER SEMESTER	FALL SEMESTER	SPRING SEMESTER
1	Elective #1  SW 971: Ethical Issues in Social Work Practice  SW 621: Social Work Perspectives on Psychopathology	SW 504: Practice IV: Advanced Social Work Practice with Individuals and Families  SW 505: Practice V: Administration in Social Work  Elective #2  SW 701: Social Work Research: Design and Methodology  SW 595: Field III	SW 506: Practice VI: Culminating Integrative Seminar  SW 802: Social Policy Advocacy  Elective #3  SW 702: Social Work Research: Implementation and Analysis  SW 596: Field IV

**Advanced Standing Part-time Fall Start: All Program Locations**

**(Assumes 21 credits in advanced standing)**

YEA R	SUMMER SEMESTER	FALL SEMESTER	SPRING SEMESTER
1	Elective #1	SW 701: Social Work Research: Design and Methodology  SW 621: Social Work Perspectives on Psychopathology	SW 702: Social Work Research: Implementation and Analysis  SW 971: Ethical Issues in Social Work Practice (online)
2	Elective #2  Elective #3	SW 504: Practice IV: Advanced Social Work Practice with Individuals and Families  SW 505: Practice V: Administration in Social Work  SW 595: Field III	SW 506: Culminating Integrative Seminar  SW 802: Social Policy Advocacy  SW 596: Field IV

**Note: Scranton Students:** This schedule may not be possible on a single weekday.

**Lehigh Valley Students:** Students may need to take 3:00 p.m. classes and or take courses on Saturday at another location.

**D. DUAL DEGREE PROGRAMS & CERTIFICATION**

Master of Public Administration/Master of Social Work, M.S.W./M.H.S.A.

These programs are designed for those who wish to combine the development of administrative and managerial expertise in defined service areas—public or non-profit agency administration, health services administration, or gerontological services administration—with the knowledge, skills, and values of the social work profession. The joint focus prepares students for a range of professional options and opportunities. Participation in a dual degree program permits the student to earn the M.S.W. degree with the M.P.A., M.H.S.A., in a manner that expedites the time required, by crediting work earned for one degree to the requirements of the other. For more information see the Graduate Catalog and/or contact Dr. Alexander Dawoody at adawoody@marywood.edu.

**HOME AND SCHOOL VISITOR CERTIFICATION**

Pennsylvania Department of Education Home and School Visitor certification coursework can be completed in combination with the MSW, post MSW or through a separate home and school certification program only, which is a 40-credit course of study. The certification curriculum is presented as an inter-professional preparation for social work practice in elementary and secondary schools in Pennsylvania.

The program develops the competencies required for certification through coursework in both the social work and administrative studies programs and in the education department. A total of six specific education courses are required (18 credits) in addition to the MSW coursework.

Preparation for certification includes a minimum 360 hours of supervised social work practice in school settings. MSW and HSV certification only candidates will accomplish the practice requirement through first year field placements; post MSW certification candidates who have completed a school-based field placement that have met the 360 hours required or can complete a 360 hour field placement in a school setting can be considered a candidate once completing a portfolio demonstrating competencies. For more information, see the graduate catalog.

### **E. CHILD WELFARE EDUCATION FOR LEADERSHIP (CWEL PROGRAM**

“The Child Welfare Education for Leadership (CWEL) program is a cooperative effort among the United States Administration for Children and Families, the Pennsylvania Department of Public Welfare, the Pennsylvania Child and Youth Administrators and eleven accredited schools of social work in Pennsylvania. Its goal is to strengthen public child welfare services in Pennsylvania by providing educational opportunities at the graduate level for public child welfare personnel. Qualified persons who are admitted to any of the approved schools on either a full- or part-time basis may receive substantial financial support in return for a contractual obligation to continue employment with the sponsoring agency following their studies.

Any employee of a Pennsylvania county child welfare agency may apply provided the applicant has the prerequisite academic degree from an accredited institution of higher education; has been employed by the same agency for a minimum of two years; has at least satisfactory performance evaluations; and (if applying for full-time study) is granted an educational leave by the employing agency for the purpose of enrolling in the CWEL program. Those who have already started a graduate Social Work program in a CWEL school may also apply, so long as they are in good academic standing and they do not have any outstanding debts to school in which they are enrolled. Persons in default of federal educational loans are ineligible. Caseworkers, supervisors, and administrative personnel are all eligible to participate.”

<http://www.socialwork.pitt.edu/researchtraining/child-welfare-ed-research-programs/cwel>

CWEL students are responsible for following the policies and requirements of the CWEL program as outlined in the CWEL handbook which can be viewed at the University of Pittsburgh website.

<http://www.socialwork.pitt.edu/researchtraining/child-welfare-ed-research-programs/cwel>

CWEL students must take at least 2 “Child Welfare Electives” and related field experience. Practice classes may not be taken online. Students can choose 2 of the following electives:

SW 625: Critical Issues in Chemical Dependency

SW 535: Child Welfare Practice

SW 536: Social Work Practice with Children

SW 561: Family Focused Social Work Practice

SW 900: Social Work Perspectives on Trauma

SW 901: Principles and Practice of Trauma Informed Care

SW 908: Women’s Issues in Social Work Practice

SW 965: Human Sexuality

SW 541: Mindfulness

## **F. TRANSFER OF CREDIT**

### **TRANSFER OF CREDITS AND CREDIT FOR LIFE OR WORK EXPERIENCE**

Only credits earned in CSWE accredited MSW Programs are accepted for transfer. Prior to enrolling in the Marywood University School of Social Work MSW Program, a student may request the transfer of up to twenty-one (21) credits.

When an applicant requests transfer of credits from another accredited MSW program, the following considerations will apply. Each application will be evaluated on its own merits. Credits may be transferred provided the work is at the level of 3.0 or better on a 4.0 scale, at least three credits at the graduate level, and completed not more than five years prior to the date of application. All decisions regarding the acceptability of courses transferred into the Marywood School of Social Work MSW Program from another institution will be the responsibility of the Director in consultation with appropriate faculty in the area of the curriculum in which the course falls. It is the responsibility of the applicant to have an official copy of the transcript, listing the courses for which transfer credit is sought, sent to the Admissions office along with a detailed description, or syllabus, of the courses in question.

Once enrolled in the MSW Program at Marywood University School of Social Work, a student may request transfer of up to six (6) credits of electives earned in an accredited School of Social Work. The same grade requirements as above must be met. **However, please note that the TOTAL transfer credits accepted by the program, prior to or during enrollment in the program, is 21 credits.**

## **G. STATEMENT ON LIFE/WORK EXPERIENCE**

Academic credit for life or work experience is not granted by the School of Social Work, MSW Program.

This policy is in accordance with the Council on Social Work Education's Educational Policy and Standards.

## **III. ACADEMIC INFORMATION**

### **A. PROVISIONAL ACCEPTANCE**

The Provisional Acceptance Policy applies to an applicant whose grade point average is below 2.7. The applicant may be considered for admission based on the following provisions:

- a. Part-time enrollment only
- b. The student shall attain a 3.0 G.P.A. in the fix six credits of coursework.

The student's failure to do so shall result in recommendation of dismissal from the MSW Program.

### **B. FACULTY ADVISING**

Each student is assigned an academic advisor at the beginning of their matriculation at Marywood. This advisor is a social work faculty or professional staff member in the MSW Program. Advisors work closely with the student in course scheduling, academic and professional planning and development, and university-school-program involvement. Office hours of advisors are posted at faculty offices and are identified on course outlines for each semester.

## **STUDENTS RIGHTS REGARDING ADVISING ARE:**

- a. to have access to advisors (office hours posted, office telephone number and email address made known) in a timely manner;
- b. to be able to meet with advisors each semester regarding course scheduling;
- c. to have their confidential information respected and protected as directed by Family Privacy Act;
- d. and to have assistance with electronic course registration as needed.

## **STUDENT RESPONSIBILITIES REGARDING ADVISEMENT WILL BE TO:**

- a. meet regularly with advisor and keep advisor updated on advisee's personal and academic needs;
- b. utilize campus support services to enhance academic progress;
- c. meet with advisor to be released for course registration, and if necessary, meet with advisor to complete and submit forms for registration;
- d. discuss plans and concerns about future career plans/further schooling.

Important Note: The student is responsible for her/his course of study and meeting all requirements

The Academic Coordinator works with students who begin in the summer session or the fall semester for registration; advising assignments for all students are made at the beginning of the fall semester.

## **INTERNATIONAL STUDENT ADVISEMENT**

International students in the School of Social Work MSW Program may work with the university's international student advisor. This advisor provides the following services to the students: assists the admissions office in assessing the student's English proficiency; certifies attendance to the United States Citizenship and Immigration Services; counsels the student regarding curricular and co-curricular problems; works with the community in establishing recreational programs, financial assistance, and housing; and interprets all regulations affecting international students. In general, the international student adviser seeks not only to facilitate but to enrich the international student's educational experience at Marywood.

## **C. COURSE REGISTRATION**

In most cases, only students who have been accepted into the MSW Program on a full-time or part-time status may register for MSW courses given in the School of Social Work. Students who may have graduate goals other than or in addition to Social Work may register for selected courses only with prior permission of the MSW Program Director and the course faculty member.

## **ONLINE REGISTRATION & PAPER REGISTRATION**

Each student will receive a listing of offered courses, and registration forms are available upon request. Online registration is available through the MarywoodYOU Portal, which can be accessed via Marywood University's website. Paper registration will be used only when a student cannot register using the Portal. Online registration is preferred. New students may not have access to register online for the first semester.

If needed, Marywood University Employer Reimbursement forms are distributed by request from the Student Accounts Office (570) 348-6212.

## **ADVISEMENT IN THE REGISTRATION PROCESS**

At the start of their programs, students receive Curriculum Guides. The “sample plans of study” provided to the student upon acceptance into the program or found on the Marywood MSW site can be used to guide the student in selecting courses required for graduation and what courses are pre-requisites to others in the later semesters. Before registering for any semester, the student and the advisor review the student guide and determine the courses for which the student will register. Then their advisor can release the student for online registration at the MarywoodYOU portal.

## **D. COURSE ATTENDANCE, GRADING, & ACADEMIC GRIEVANCES**

### CLASS ATTENDANCE

Students who discontinue attendance in a course without officially withdrawing will receive the grade of “F” in that course. An official withdrawal or other schedule change requires the student’s signature or through updating your class enrollment status on the MarywoodYOU Portal. It is the responsibility of the student to notify the course instructor of official withdrawal from a course.

Students should be advised that non-attendance at the initial class meeting may result in removal from the class list. Any student who is unable to attend a first-class meeting should inform the instructor promptly.

### UNIFORM GRADING STANDARD

ALL COURSES USE THE FOLLOWING UNIFORM, STANDARDIZED GRADING SYSTEM:

[marywood.edu/academics/registrars-office/resources](http://marywood.edu/academics/registrars-office/resources)

### INCOMPLETES

The standing "Incomplete" (I) is given to a student who has done satisfactory work in a course but not completed the course requirements because of illness or some other emergency situation. **The student must submit to the course instructor a written request for the grade "I"**. (Forms are available at [marywood.edu/forms](http://marywood.edu/forms))

**An incomplete must be resolved within one month after the opening of the following semester in which it was assigned.** If the student fails to complete the required work within the time allotted, the course instructor will change the “I” to an appropriate grade. If the course instructor fails to do this, the Registrar will change the grade. In most cases the temporary “I” will become a permanent “F.” After the "Incomplete" has been changed to a failing grade, a student must retake the course in order to obtain credit.

### X Grades

The standing “X” indicates that credit for the semester work is withheld because the faculty member may be unable to assign a final grade for some serious reason such as:

- a. Student was absent from the final examination;
- b. Student was unable to submit final paper or assignment, for reasons other than lack of academic effort; or
- c. Student submitted the final paper, but the faculty member has questions about the paper’s authenticity and needs time to investigate the matter.

In rare circumstances, the “X” grade may be assigned by the Registrar when a faculty member is unable to submit grades due to illness; or when a faculty member misses the University deadline for submission of grades, and all efforts to reach the faculty member are unsuccessful. **The “X” grade must be resolved**

**within one month after the opening of the following semester or the Registrar, with the authorization of the Instructor, will change the grade “X” to “F\*” on the student’s record. However, faculty members may set earlier deadlines for completion of work.**

All grades, including “F” and “F\*”, are retained on the student’s record, but is removed from the computation of the Q.P.A., when a student retakes the course and earns a higher grade on the retake. However, a student may retake a course only once. **If a student receives two “F”s (F, F\* or U) in a program, s/he will be dismissed from the University.**

#### WITHDRAW (FROM A COURSE)

Students may withdraw from courses at any time during the semester up to the specific withdrawal deadline date, which is published each semester. A change of schedule form is available at the Office of Academic Records. The official date of withdrawal is the date the completed form is received at that office. Students may utilize the web registration system (degree, certificate, or certification students) if they have received advisor approval. **Absence from class does not constitute notice of withdrawal.** A student who discontinues attendance in a course without officially withdrawing will receive an "F\*" in that course.

Note: Withdrawing prior to the deadline does not eliminate financial obligation.

Should a student withdraw from the University for any reason, the following refund policy shall apply for the fall and spring semesters only - for courses scheduled within institutional parameters. Early or later starting classes may have different cutoff dates. Summer Sessions also follow a different refund schedule. For more information please visit: [marywood.edu/affordability/tuition/refunds](http://marywood.edu/affordability/tuition/refunds)

#### WITHDRAW (FROM THE UNIVERSITY)

Students who intend to discontinue attendance at Marywood University and do not plan to return should officially withdraw. **Absence from class does not constitute due notice of withdrawal from the institution.**

1. Written notification of intention to withdraw from the University is sufficient for students studying at the graduate level.
2. Official withdrawal from the University constitutes withdrawal from all courses, provided the action is taken prior to the published last date for withdrawal without academic penalty. **A student who discontinues attendance at classes without an official withdrawal will receive a failing grade in all courses concerned.**

#### GRADE REPORTS

The student may expect to receive a grade report shortly after the last date of the semester/session in which a course is given. Students may access their grades, transcripts, etc. by using the MarywoodYOU Portal.

#### GRADE APPEALS

It is presumed that a faculty member assigns grades fairly and in accord with the grade plan included in the course outline distributed to students at the beginning of the course. However, when a student has evidence or believes that evidence exists that a final grade was assigned improperly, the University provides an equitable and orderly process for appeal.

chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.marywood.edu/policy/doc/grade-appeals.pdf

## STUDENT ACADEMIC GRIEVANCE

Marywood University recognizes the need to assure students a prompt, impartial and fair hearing of their grievances related to academic matters. A student who feels that s/he has been treated unfairly or unjustly by instructional staff, chair or dean with regard to an academic matter has a right to grieve according to approved procedures available in deans' offices. Note: The University's Civil Rights Policy and Grade Appeals policy supersede this Student Academic Grievance policy.

chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.marywood.edu/policy/doc/Student-Academic-Grievance.pdf?language\_id=1

## E. ACADEMIC AND PROFESSIONAL STANDARDS REVIEW

### *Academic Performance*

#### *Conditions That Trigger a Review*

Academic progress toward the MSW degree is reviewed each semester for all students. Formal review by an Academic and Professional Standards Review Committee may occur for any of the following reasons:

1. Substandard academic performance: a grade point average that falls below 2.85.
2. Receipt of an F or F\* in a course or U in field education.
3. Alleged violation of the Code of Ethics of the National Association of Social Workers by report from the field instructor, faculty liaison, advisor, faculty member, or peer.
4. Alleged violation of the Code of Academic Honesty or Code of Conduct of Marywood University by report from the field instructor, faculty liaison, advisor, faculty member, or peer.
5. Alleged failure to demonstrate the capacity to engage in appropriate social work roles, by report from the field instructor, faculty liaison, advisor, faculty member or peer.

Students are expected to earn and maintain a QPA of 3.00 in the program. Students must have a QPA of 3.00 in order to graduate. If a student's QPA falls below 3.00 during any semester, the following occurs: A QPA of 2.99 to 2.85 triggers a low QPA notice to the student, advisor and program site coordinator/director. This alerts the advisor, coordinator and student to a potential academic issue. A QPA of 2.99 to 2.85 over two semesters triggers a low QPA notice with academic probation for no more than two semesters with the expectation of the resolution of the low QPA.

A QPA of 2.85 or lower, an F or F\* or U in Field triggers an Academic and Professional Standards Review. The Academic Review must be completed prior to the student registering for the next semester.

### *Purpose*

An Academic and Professional Standards Review Committee is established when concerns arise pertaining to the academic and professional performance of individual students. The committee is responsible for gathering and evaluating information concerning the student's academic and professional performance for

the purpose of formulating recommendations to the Director of the School of Social Work/MSW Program Director for resolution of these situations. Recommended resolutions may include:

1. Continuation in the program in good standing without remedial action
2. Continuation in the program in good standing contingent upon successful completion

of remedial action

3. Recommendation for dismissal from the program.

The committee does not reconsider grades.

#### *Conditions That Trigger a Review*

Academic progress toward the MSW degree is reviewed each semester for all students. Formal review by an Academic and Professional Standards Review Committee may occur for any of the following reasons:

6. Substandard academic performance: a grade point average that falls below 2.85.
7. Receipt of an F or F\* in a course or U in field education.
8. Alleged violation of the Code of Ethics of the National Association of Social Workers by report from the field instructor, faculty liaison, advisor, faculty member, or peer.
9. Alleged violation of the Code of Academic Honesty or Code of Conduct of Marywood University by report from the field instructor, faculty liaison, advisor, faculty member, or peer.
10. Alleged failure to demonstrate the capacity to engage in appropriate social work roles, by report from the field instructor, faculty liaison, advisor, faculty member or peer.

#### *Procedures for Convening the Committee*

Students, advisors, or other members of the full-time or part-time faculty may request in writing that the Director of the School of Social Work/MSW Program Director appoint a review committee. The statement shall set forth the reasons for the request, describe the general nature of the problem in sufficient detail for the understanding of the Director and committee members, and list the specific questions to be addressed by the committee. A review may be held at any time during the semester. If a review is necessary at the end of a semester, persons requesting the review should notify the Director as early as possible so that the review can occur before the next semester begins.

If a decision is made to appoint a committee, the Director notifies the student of the meeting date by return-receipt-requested certified mail detailing the student's rights and responsibilities. In the letter the student is requested to contact the Administrative Assistant to confirm attendance at the review committee meeting. If the student does not contact the Administrative Assistant within 10 days after confirmed return receipt of the letter, the Review Committee meeting will be held without the student.

#### *Committee Membership*

The Director appoints a review committee consisting of the student's advisor and two additional members of the faculty. Except in cases of conflict of interest, the advisor will chair the committee. The Director will appoint a chair other than the advisor in cases of conflict of interest. The chair is responsible for

scheduling and conducting meetings and for forwarding the committee's recommendations in writing to the Director.

#### *Additional Participants*

The committee may choose, as necessary, to invite other persons to participate during portions of its deliberations. In field-related situations, for example, the student or the committee may request that the agency field instructor or other agency personnel attend the meeting.

#### *Committee Report*

The committee report shall include a summary of all alternative solutions proposed during its deliberations as well as the recommendations of the majority. Upon receipt of the committee recommendations, it shall be the responsibility of the Director to notify the student and the committee of the Director's decision regarding the committee's recommended course of action. The notification to the student shall be by return receipt.

#### *Student Rights and Responsibilities*

A student may select a faculty member or another student to participate without vote in the review proceedings. The student has the right and responsibility to appear before the committee in person. However, if the student does not attend the meeting, the meeting will occur without the student.

A student has the right to present to the committee written and oral statements describing his or her own perspective about the matters under review, and may make recommendations for resolution of the issues being considered by the committee. At the student's request a copy of the student's written statement shall be attached to the committee's report to the Director.

A student who believes that a fair remedy has been denied may appeal the decision by requesting a meeting with the Director and, if still dissatisfied, may further appeal to the Dean of the College of Health and Human Services.

Because of the sensitive nature of the matters that may be brought before the review committee, all parties involved are expected to keep the proceedings and outcome confidential, except to the extent those committee actions require notification of other parties.

#### *Dismissal from the Program*

Students who fail to comply with the course of action approved by the Director may be recommended for dismissal from the MSW program.

Note: In addition to the recommendation of the committee, students who have a QPA falling below 2.85 will be placed on academic probation.

#### *Candidacy Policy*

Candidacy status is the recognition by the MSW Program that the student is progressing satisfactorily in the program toward graduation.

Criteria for candidacy approval include:

- A minimum QPA of 3.0 after completion of 12 credits (9 credits for full-time advanced standing students)

- Satisfactory progress in field education
- Completion of all courses registered for, with the resolution of X or I grades

Student transcripts will be reviewed for admission to degree candidacy as follows:

- Full-time, 60 credit MSW students following the Fall semester of their first year
- Part-time, 60 credit MSW students following the Spring semester of their first year
- Full-time advanced standing MSW students following the summer semester of their first year
- Part-time, advanced standing MSW students following the spring semester of their first year
- Transcripts of students with X or I grades will be reviewed after the resolution of those grades within this timetable

If a student does not meet these criteria:

- The student will receive a letter from the Director of the School of Social Work indicating why candidacy was denied
- An Academic Review meeting may be scheduled
- A copy of the denial letter will be provided to the Dean of the College of Health and Human Services
- Denial of candidacy may result in a recommendation to the Dean for dismissal from the program or the student may be placed on probation for two semesters and dismissed from the program if a 3.00 QPA is not achieved in the third semester
- The Registrar will be apprised of the applicant's denial/approval of candidacy.

#### *Continued Candidacy*

- Students who fail to maintain a 3.00 QPA in coursework once admitted to candidacy status are subject to probation for two semesters and may be dismissed from the program if a 3.00 QPA is not achieved in the third semester. A student who obtains two "Fs" (being inclusive of F, F\* and U) will be dismissed from the University.

### **F. ACADEMIC RECORDS**

The student is responsible for reporting to the Office of Academic Records (Office #:570-348-6280) any error on his/her academic record within thirty days after a grade or other academic record report is received. Marywood University will not be liable for unreported errors on student records.

### **G. TRANSCRIPTS**

A transcript is issued only upon the written request of the student. A transcript form (or letter) signed by the student or graduate should be submitted for each transcript requested. Transcript forms are available at the Office of Academic Records. An unofficial transcript is available under the MarywoodYOU Portal.

### **H. SCHOLARSHIPS & GRADUATE ASSISTANTSHIPS**

Financial Aid & Scholarships

Graduate students in the School of Social Work may be eligible for Financial Aid, on the basis of documented financial need. For more information on Graduate Financial Aid please visit: [marywood.edu/affordability/types-of-aid/graduate](http://marywood.edu/affordability/types-of-aid/graduate)

#### Graduate Assistantships

Marywood University provides graduate assistantships that are designed to further the educational goals of full-time graduate students in an environment of academic excellence. Graduate assistants serve Marywood University by working with the faculty to advance research or with professional staff to enhance services. You must apply on-line at the financial aid section of the Marywood University website: [marywood.edu/affordability/types-of-aid/graduate](http://marywood.edu/affordability/types-of-aid/graduate)

#### Memorial Scholarship

A scholarship has been established in memory of Mrs. Angela Marie Hyo Jae Yoo-Kim through Mr. & Mrs. Schierling. This scholarship is for Scranton students only.

#### International Field Experience Grant

The grant is available that pays for the airfare, room and board for the international field experience.

### **I. ACADEMIC HONORS/AWARDS**

#### Honor Societies

##### National Social Work Honor Society: Phi Alpha

The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Marywood University's chapter of Phi Alpha is Sigma Zeta.

MSW students can be nominated by a faculty member for membership, or students can apply for membership if they meet the following criteria:

- Currently enrolled in the MSW program
- An overall QPA of 3.7 or above
- Completion of at least 18 credits toward the MSW degree (9 for Advanced Standing)
- Demonstrated dedication to the idea of service to humanity
- Demonstrated commitment to the standards, ethics and goals of the social work profession.
- Receive endorsement from two Marywood MSW Program faculty members or professional staff, one of whom *may* be the student's advisor. In addition, the advisor must verify the student's QPA and earned credit hours.

##### National Graduate Honor Society: Alpha Epsilon Lambda

Marywood's Graduate programs sponsor the Theta Chapter of Alpha Epsilon Lambda, the national honor society of graduate and professional students. The mission of Alpha Epsilon Lambda is to confer distinction

for high achievement, promote leadership development, promote scholarship and intellectual development, enrich the intellectual environment of graduate educational institutions and encourage high standards of ethical behavior.

The two components of eligibility for membership in Alpha Epsilon Lambda Honor Society are academic and community service requirements. To be eligible academically, an MSW candidate must be nominated by the faculty and must have completed the second semester of field education and have a cumulative QPA which places the student within the top 35% percent of the school. The service requirement entails that the student be involved in at least one ongoing service project either on- or off-campus and be willing to participate in such future activity, not including field education.

## Medals

### The Anthony Polizzi Medal

This medal is presented to a graduating MSW student in recognition of outstanding dedication and service in the field of social work. The faculty nominates candidates and a selection is made by the faculty and professional staff on the basis of academic performance and community and professional service achievement. The medal is presented annually at the University commencement exercises.

### The Albert Geffen Medal

This medal is presented to a graduating MSW student in recognition of outstanding performance in a social work field education setting. Candidates are nominated by the field education faculty liaisons to the Director of Field Education. Selection is made by those faculty on the basis of accomplishment in a practicum placement in addition to academic performance. The medal is presented annually at University commencement exercises.

## Awards

### The Elisa Kalwaytis Social Work Legacy Award

Mary S. and Andrew B. Yaniga established this award in 2004 in memory of their granddaughter, Elisa Kalwaytis, BSW, MSW, Marywood graduate, to annually recognize an MSW graduate with a BSW, for outstanding achievement and commitment to social work practice.

### The Jill Rouse Memorial Award

The Jill Rouse Memorial Award was established by her family and classmates in memory of

Jill S. Rouse MSW '13 to honor her commitment to advocacy and social justice in a variety of fields including veterans' affairs, religious freedoms, and issues of equality. This annual award recognizes a graduating MSW student for exemplary field work with an emphasis on veterans and/or social justice issues.

Award candidates are nominated by their Faculty Liaison. Students do not ask to be nominated or self-nominate. The recipient is determined by the Field Education Committee. The nominee must be a Pennsylvania resident and a regular MSW student (not Advanced Standing). If appropriate preference will be given to U.S. Military Personnel or Veteran.

### The Kaitlin A. Prislupsky Social Work Practice Award

The Kaitlin A. Prislupsky, BSW'14, MSW'15 Social Work Practice Award was established in 2015 by the Prislupsky family in memory of Kaitlin, a graduate of both the Marywood University BSW and MSW Programs. This award is given to an MSW student with a demonstrated interest in social work practice in the behavioral health field. Students are nominated by faculty or professional staff. The recipient is honored at the Spring Colloquium Field Education Program held on campus during the spring semester.

These awards are presented every spring.

## **J. CONTINUING EDUCATION**

Marywood University offers a broad range of professional continuing education offerings during the course of each academic year. Please check the School bulletin boards at each campus to keep informed of current programs.

## **K. GRADUATION REQUIREMENTS**

### Quality Point Average

No student will qualify for the awarding of a degree who has not achieved a minimum 3.00 (“B”) QPA.

### Graduation Registration

At the time of enrollment for the last semester of work toward a degree, the student registers for graduation. This initiates clearance toward graduation by the department Chairperson, Administrator, and Dean. The student is billed for the graduation fee, along with tuition and fees for the semester. Students anticipating graduation must submit an Application for Graduation in the MarywoodYou Portal.

## **IV. STUDENTS’ RIGHTS AND RESPONSIBILITIES**

The following section deals with policies of the University and the School of Social Work that have been developed to ensure student rights and academic integrity.

### **A. BACKGROUND CHECKS**

Students should be aware that state licensing boards, many employers, and many field education placement agency administrators require background checks for MSW students and professional social workers. These checks may include State Police, FBI, child abuse, current health or other requirements particular to the work the student or social worker may be expected to do. Students in the School of Social Work MSW Program should recognize that a positive report in any background check may:

- disqualify a student from placement at a field education site of his/her choice. Inability to obtain an appropriate placement may lead to dismissal from the program or otherwise prevent the student from obtaining a degree
- bar a graduate of the program from obtaining a license to practice as a social worker
- disqualify a licensed social worker from employment

The effect of a positive report is determined by the agency or licensing board; there may be an opportunity to appeal or to explain circumstances. Students with circumstances in their backgrounds that may emerge during background checks are encouraged to discuss the potential implications of these circumstances with their advisors.

## **B. STUDENT PRIVACY RIGHTS: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 is a federal law which states that a written institutional policy must be established, and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. A brief overview of students' rights consists of:

- The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education record(s), except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Marywood University to comply with the requirements of FERPA.

**More detailed information about FERPA is available at:** [marywood.edu/academics/registrar-office/resources](http://marywood.edu/academics/registrar-office/resources)

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **C. NON-DISCRIMINATION POLICY**

### Policy Statement

Marywood University (the "University") "honors the uniqueness and dignity of each human person" (Core Values of Marywood University, Respect). The University declares and affirms a policy of equal educational and employment opportunity and nondiscrimination in its educational programs and all other activities that it operates both on and off University property. Marywood is committed to maintaining a comfortable, healthy and safe learning, living and working environment for all members of the Marywood community. Marywood University does not condone and will not tolerate discrimination, harassment, or assault regardless of whether the action is based on race, sex (including sexual harassment, sexual violence and pregnancy), color, gender identification, sexual orientation, national or ethnic origin, age, creed, ancestry, religion, disability, marital status, military/veteran status, use of a guide or support animal, or any other characteristic protected by applicable federal, state, or local law.

The Marywood University Anti-Discrimination Policy applies to all faculty, staff, administration, employees, students, volunteers and visitors on campus property. Additionally, the Policy applies to the conduct of all faculty, staff, administration, employees, students, volunteers and visitors at off-campus University-sponsored events.

**For the full Non-Discrimination Policy please visit:**

chrome-

extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.marywood.edu/policy/doc/Nondiscrimination-Complaint-Procedures-of-Marywood-University.pdf?language\_id=1

### Civil Rights & Non-Discrimination

Marywood University, in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, sexual orientation, gender identity, or handicap in the administration of any of its educational programs or activities, including admission or with respect to employment. Inquiries should be directed to: Dr. Yerodin Lucas, Interim Director of Institutional Equity & Inclusion/Title IX Coordinator, Marywood University, Scranton, PA 18509-1598, Phone: 570-340-6042; Email: [ylucas@marywood.edu](mailto:ylucas@marywood.edu)

More detailed contact information regarding filing complaints and the appropriate points of contact appear below.

## **D. SEXUAL MISCONDUCT & COMPLAINT PROCEDURES POLICY**

Marywood University (the “University”) “honors the uniqueness and dignity of each human person” (Core Values of Marywood University, Respect). The University declares and affirms a commitment to maintaining a healthy and safe learning, living and working environment for all members of the Marywood community. Marywood does not condone and will not tolerate sexual harassment or sexual violence of any kind. The University prohibits rape, domestic violence, intimidation, dating violence, sexual assault and stalking as well as discrimination or harassment based on sex, sexual orientation, and gender identity.

The Marywood University Sexual Misconduct and Complaint Procedures Policy (“the Policy”) applies to all faculty, staff, administration, employees, students, volunteers and visitors on campus property. Additionally, the Policy applies to the conduct of all faculty, staff, administration, employees, students, volunteers and visitors at off-campus University-sponsored events.

**For the entire Sexual Misconduct & Complaint Procedures policy, please visit:**

chrome-

extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.marywood.edu/policy/handbooks/staff/title-ix-sexual-harassment-and-community-standards-sexual-misconduct-policy-and-procedures.pdf

At the above webpage you will find information about:

- Preservation of Evidence after a Sexual Assault
- Interim Accommodations in the event of a complaint
- Drug & Alcohol Amnesty
- External Resources (Reporting to Law Enforcement)
- Complaint Procedures
- Sanctions
- Appeal

- Retaliation
- On-Campus & Community Resources
- Definitions of Consent, Dating Violence, Domestic Violence, Off-campus Property, Rape, Sexual Assault, Stalking, & Sexual Harassment

#### Confidentiality When Reporting Sexual Misconduct

Cases involving alleged discrimination, harassment, or violence based on sex demand special attention to issues of confidentiality. Dissemination of information relating to these cases is limited so as to ensure, as fully as possible, the privacy of the individuals involved. Additionally, if the complainant wishes to remain anonymous, or not pursue a formal complaint, the complainant should be advised that the University's response may be limited. Furthermore, because of the University's obligation to maintain a safe environment for all members of the University community, the University may have an obligation to pursue an investigation without the complainant's cooperation. In such cases, the University will take preventative measures to preserve confidentiality to the extent permissible by applicable law.

Complainants who wish to report in strict confidentiality should refer to applicable federal, state, or local law regarding confidentiality and privilege and then consult a professional counselor or ordained member of the clergy.

**Important Note:** Only professional counselors, ordained clergy, and trained domestic violence/sexual assault counselor/advocates can guarantee strict or "full" confidentiality when learning of a sexual assault, except for disclosures of child or elder abuse, or intent to harm one's self or others. Locally, two resources that offer full confidentiality in reporting sexual and domestic violence are:

#### On-Campus:

Counseling and Student Development Center  
 McGowan Center Room 1017  
 570-348-6245  
[marywood.edu/csdc](http://marywood.edu/csdc)

#### Off-Campus:

Women's Resource Center  
 Hotline: 570-346-4671  
[wrcnepa.org](http://wrcnepa.org)

Other local professional counselors/therapists may offer full confidentiality as well. Any student with concerns about confidentiality should inquire about the confidentiality policy of the entity to whom s/he intends to report an assault.

### E. STUDENTS WITH DISABILITIES

Marywood University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Students with disabilities who need special accommodations must submit documentation of the disability to the Office of Disability Services, 166 Learning Commons, in order for reasonable accommodations to be granted. The Office of Disability Services will partner with students to determine the appropriate accommodations and, in

cooperation with the instructor, will work to ensure that all students have a fair opportunity to perform in this class and access to an inclusive environment . Students are encouraged to notify instructors and the Office of Disability Services as soon as they determine accommodations are necessary; however, documentation will be reviewed at any point in the semester upon receipt. Specific details of the disability will remain confidential between the student and the Office of Disability Services unless the student chooses to disclose or there is legitimate academic need for disclosure on a case-by-case basis. For assistance, please contact the Director of Disability Services, at 570.348.6211 x2335.

Persons eligible for disability accommodations include individuals with a documented disability in accordance with the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008 (<http://npl.ly.gov.tw/pdf/6538.pdf>). Persons with a temporary disability resulting, for example, from injury, surgery, etc. may also be eligible for services.

### Grievance Policy Statement

It is the policy of Marywood University not to discriminate on the basis of disability. The University has adopted an internal grievance procedure providing for prompt and equitable resolution of grievances by either students or employees alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) or the relevant U.S. Department of Health and Human Services regulations implementing the Act (34 C.F.R. Part 104) (together, "Section 504"). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Section 504 Coordinator, Dr. Patricia E. Dunleavy, Assistant Vice President for Human Resources and Affirmative Action Officer, who has been designated to coordinate the efforts of the University to comply with Section 504.

*Students are strongly encouraged to contact the Office of Disability Services at the first sign of any difficulties obtaining their approved academic accommodations from faculty, or if they encounter difficulties related to their disabilities from any Marywood University staff, administrators, or students.*

More information is available in Marywood's website; link below:

[marywood.edu/academics/success/disability-services](http://marywood.edu/academics/success/disability-services)

## F. CONTACT INFORMATION REGARDING POLICIES

### Non-Discrimination & Sexual Misconduct Policies

If a student has any concerns or questions about the Non-Discrimination and/or Sexual Misconduct Policies, or would like to file a complaint, s/he can contact:

Dr. Yerodin Lucas, Executive Director of  
Institutional Equity & Inclusion/Title IX  
Coordinator

yucas@marywood.edu

570-340-6042

Liberal Arts Center, Room 218

<p>Kim Padden, Director of Human Resources</p> <p>kapadden@marywood.edu</p> <p>570-961-4549</p> <p>Liberal Arts Center, Room 86D</p>
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For questions related to Disability Policy & Procedures:

Office of Disability Services

Disability Services | 217 Learning Commons

570-348-6211 x2335 | disabilityservices@marywood.edu

**G. OFF-CAMPUS BEHAVIOR**

Enrollment at Marywood University is a voluntary decision, which includes a student’s acceptance of the responsibility to meet academic requirements and to behave consistently with the University’s policies, purposes and objectives at all times, on campus, off campus and in cyberspace. The University reserves the right to alert civil authorities to problems on or off campus.

**H. ACADEMIC HONESTY**

The Marywood University community functions best when its members treat one another with honesty, fairness, and trust. The entire community, students and faculty alike, recognize the necessity and accept the responsibility for academic honesty. Students must realize that deception for individual gain is an offense against the entire community. Cheating and plagiarism are behaviors destructive of the learning process and of the ethical standards expected of all students at both the graduate and undergraduate levels.

Students have a responsibility to know and adhere to the University's Academic Honesty policy. Violations of this academic honesty statement or the intent of this statement carry consequences. The full Academic Honesty Policy, including definitions of cheating and procedures regarding academic dishonesty can be found in the syllabus for each course and at: [marywood.edu/policy/doc/Academic-Honesty.pdf](http://marywood.edu/policy/doc/Academic-Honesty.pdf)

**I. ALCOHOL AND CONTROLLED SUBSTANCES POLICY**

Possession and/or consumption of alcohol is not permitted on campus, with the exception of University approved and sponsored events at which alcohol is provided and served by Chartwells dining staff. The use, possession or distribution of any type of illicit drugs, including synthetic drugs, is not condoned.

Students involved in or concerned with drug and alcohol abuse are urged to seek assistance through the Counseling/Student Development Center; the Dean of Students; the Drug and Alcohol Treatment Services (DATS) at 570-963-6820; Marworth Treatment Center at 800-442-7722; or Alcoholics Anonymous (AA) at 1 800-640-7545 or visit [aaintergroupnepa.org](http://aaintergroupnepa.org) for more information and meeting dates/times.

**J. SCRANTON PROGRAM DIRECTORY**

Director of SSW and MSW Program: Dr. Lia R. Palmiter,	5703486282, x 2394
Director of Field Education: Christina Kulp	215613-0043
Academic Coordinator: Selina Shrestha	5703486282, x 4456
TBD	5703486282, x 2698

	Fax 5709614742
Campus Safety	5703486242; x 6242 from campus phone

## **V. STUDENT SUPPORT SERVICES & FACILITIES**

All support services and facilities listed are available at the Scranton campus and some of the services/facilities listed may be available to students at other program sites. Please see Lehigh Valley section for the related information.

### **A. COUNSELING / STUDENT DEVELOPMENT CENTER**

The Counseling/Student Development Center offers a variety of services to assist students with many challenges, changes, and choices. The staff of the Counseling Center meets a broad spectrum of student needs ranging from requests for information to serious psychological concerns.

Appointments may be scheduled in person at the Counseling/Student Development Center, which is located in the McGowan Center 1017, or by calling the office at (570) 348-6245. Evening and weekend appointments are sometimes possible. The Center's office hours are Monday through Friday, 8:30 AM-4:30 PM.

### **B. ACADEMIC EXCELLENCE CENTER**

The Academic Excellence Center is a comprehensive resource center, which offers services from the following areas: Tutoring Program, Writing Center, Office of Disabilities Services, International Student Advisement, Intensive English Program, and the Honors and Fellowships Program. Individual workstations with PC's, a testing room, and a general lounge are available to students on a drop-in basis or by appointment during day-time, evening and weekend hours.

The Writing Center is a drop-in service that provides one-to-one teaching of writing as student and tutor confer. Workshops on American Psychological Association and Modern Language Association formats are also available.

The Tutoring Center is located in the Learning Commons 265. The telephone number is

(570) 3486211 x 2279 Writing Center Website: [marywood.edu/academics/success/writing-center](http://marywood.edu/academics/success/writing-center)

### **C. OFFICE OF DISABILITY SERVICES**

The Office of Disability Services assists Marywood University in ensuring that qualified students with disabilities are afforded and given access to the same, or equal, educational opportunities available to other University students, as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Assistance is provided to both students with disabilities and to the campus community so that students are not discriminated against due to their disability in policies, procedures, and practices conducted within, or as part of, the University environment.

Through the Office of Disability Services, we have helped facilitate the education of students who have disabilities by coordinating a variety of services that support the unique academic needs of permanently and temporarily disabled students. The Office of Disability Services also works to ensure policies, procedures and practices within the university environment and does not discriminate against students because they have a disability.

Academic accommodations for students with disabilities are made on an individualized and flexible basis, with input from the student, the instructor, and the Associate Director of Disability Services.

Please visit [marywood.edu/academics/success/disability-services](http://marywood.edu/academics/success/disability-services) for more information on:

Questions and concerns regarding disability services can be directed to the Disability Services Office:

Learning Commons Room 166

Phone: 570.348.6211 x2335

Email: [disabilityservices@marywood.edu](mailto:disabilityservices@marywood.edu)

## **D. LEARNING COMMONS**

Situated at the heart of the campus is the Learning Commons which houses both the Library and the Media Center. The Learning Commons is open 91 hours a week with extended hours prior to and during exam periods. Full reference service by the professional library faculty is provided for students when the Center is open. Librarians are also available for individual or group instruction on research tools and resources upon request.

Important Learning Commons Links:

[marywood.libguides.com/socialwork](http://marywood.libguides.com/socialwork)

[marywood.edu/library](http://marywood.edu/library)

Students on all campuses have electronic access to the Marywood library resources, and may use their I.D. cards for in-person access to Marywood's Learning Commons.

## **E. COMPUTER TRAINING AND USER SUPPORT**

Computer Training and User Support at Marywood University provides computing facilities and services for academic programs and departments.

The Marywood University Help Desk will assist with your computer and technology related questions.

You can contact the helpdesk in one of three ways:

- 1. Submit a Form:**

[marywood.edu/depts/it](http://marywood.edu/depts/it)

- 2. Email:** [helpdesk@marywood.edu](mailto:helpdesk@marywood.edu)

- 3. Phone:** [570-340-6070](tel:570-340-6070)

Free computer workshops on supported software packages such as E-Mail, Internet, Microsoft Office, SPSS and StatView (statistical software to implement your research) are conducted throughout each semester. Dates, times and locations of workshops are advertised in *Marywood Today*, on TV monitors located throughout the campus, via e-mail, and at the webpage listed below.

More information is available at: [marywood.edu/depts/it](http://marywood.edu/depts/it)

## **F. UNIVERSITY BOOK STORE**

The University Book Store, located in Nazareth Hall, is open Monday, Wednesday, Thursday and Friday from 8:30 a.m. to 4:30 p.m., Tuesday from 8:30 a.m. to 6:00 p.m., and Saturday from 11:00 a.m. to 1:00 p.m. during the Fall and Spring semesters and Monday to Friday 8:30 a.m. to 4:30 p.m. during summer sessions. Additional evening and Saturday hours are added at the beginning of each semester. More information available at: [marywood.edu/bookstore](http://marywood.edu/bookstore)

## **G. THE POST OFFICE**

The Post Office is part of the Printing and Mailing Center and is located opposite the main entrance to the Learning Resources Center. Hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

Domestic money orders may be purchased with cash or debit card. Method of payment for other services is cash, personal check, debit or credit card. Debit and credit cards are accepted between 8:30 a.m. to 1:00 p.m., Monday to Friday.

Express mail is picked up in the Post Office. All other packages are picked up in the Printing and Mailing Center. Campus mail should be placed inside the Post Office, not in the U.S. Mail Boxes on campus.

## **H. RECREATIONAL OPPORTUNITIES**

The Center for Athletics and Wellness includes a 1500+ seat arena, elevated running/ walking track, 5000 sq. ft. fitness center, two story climbing wall, dance studio, athletic training room and lab, team rooms, game room and many other varied features. Students have access to the Center free of charge.

Information, including hours of operation and fitness class schedules can be found at:

[https://marywoodpacers.com/sports/2009/11/2/GEN\\_1102090410.aspx](https://marywoodpacers.com/sports/2009/11/2/GEN_1102090410.aspx)

## **I. HEALTH SERVICES**

The Student Health Services Office, located in Loughran Hall, is staffed by a full-time registered nurse and a nurse practitioner. The staff provides primary care, including assessment and treatment of illnesses and injuries, and makes referrals to community physicians for additional medical treatment and to campus and community resources for health and education counseling when needed. Serious emergencies are referred immediately to nearby hospitals; a nurse is available for consultation by phone for non-life threatening emergencies that occur after office hours.

Health Services Hours (Fall and Spring Semesters):

Monday thru Friday 8:30 a.m. to 4:30 p.m.

Office **opens** two weeks prior to start of the Fall Semester and is open through May

Office is **closed** when Resident Halls are closed

**After hours**, students are referred to a local hospital.

More information is available at: [marywood.edu/life-at-mu/support/health-services](http://marywood.edu/life-at-mu/support/health-services)

## **J. DINING SERVICES**

Meals are available to all students in the Nazareth Dining Hall (lower level) or the Atrium in the McGowan Building. The Learning Commons Cafe (Learning Commons), offers a limited array of food and drinks.

Students can procure meals by paying cash at the register, by purchasing a contract meal card, or Pacer's Points Meal Card at the Cashier's Office.

Students can also utilize the Social Work lounge within the Social Work Office, as a gathering place for meals. While no food is provided, students can bring their own meals to eat in this area. A microwave and small fridge are available, but please bring plates and utensils.

## **K. PARKING**

Marywood provides ample parking for all students free of charge. Application for a parking permit must include Social Security number and license plate number. Cars must display current registration stickers and park in authorized areas only. Temporary parking permits for visitors, as well as annual permits, are available at the Security Office located on the second floor of Nazareth Hall.

On Saturdays and Sundays and during the summer, lots are available. Driveways and reserved parking areas are always "unauthorized areas." The streets surrounding the campus are not to be used for student parking on weekdays before 8 p.m. Violations will result in receiving a ticket from Scranton or Dunmore police and fines should be paid accordingly. Cars will be ticketed for on campus infractions and fines should be paid at the Cashier's Office. Violation of the parking rules could incur the withdrawal of the right to park on campus. Any vehicle that parks in the areas reserved for persons with disabilities, any of Marywood's roadways, or any of its driveways will be towed away at the owner's expense. Failure of individuals to respond to a summons will result in the fine and an additional handling fee being charged to the student's account.

For more information on parking lots and parking permits, please visit: [marywood.edu/safety/parking](http://marywood.edu/safety/parking)

## **L. LOCAL TRANSPORTATION**

City bus schedules are available at each desk in the dormitories, Regina Hall, and also at the Nazareth Hall information desk. Buses arrive and depart from in front of the Marywood Arch at regular intervals. Taxi services are listed in the directory in Section I of this handbook.

## **M. CAMPUS MINISTRY**

Campus Ministry and Collegiate Volunteers serve the mission of the University by promoting a faith community among faculty, staff, and students, and by encouraging spiritual development through liturgy, prayer, retreats, discussions on social and moral issues, pastoral counseling, spiritual direction, community service, and social justice activities.

The Chapel is located in Swartz Center where daily and weekend Masses are celebrated. Everyone in the Marywood University community is encouraged to participate actively in the liturgy as a member of the assembly or to offer individual gifts as music minister, lector, minister of communion, altar server, minister of hospitality, artist, dancer or sacristan. Students are trained to be leaders and encouraged to develop their skills through ongoing mentoring from the Campus Ministry staff.

More information is available at: [marywood.edu/life-at-mu/faith-service](http://marywood.edu/life-at-mu/faith-service)

## **N. DAY CARE**

The Perry's Academy of Learning at Fricchione Center at Marywood University provides quality child care to those who wish to pursue career, personal, or educational goals. It is our goal to provide a loving

atmosphere that emphasizes the development of the whole child-mind, body, and spirit. The Fricchione Center is accredited by the National Association for the Education of Young Children and is rated a STAR IV early childhood facility.

The Fricchione Center was founded on the belief that children learn through their interaction with other children and adults. The program strives to meet the developmental needs of each child to enhance the cognitive, social, emotional, and physical development of each child.

The Fricchione Center serves children from two months to six years of age, Monday through Friday, twelve months a year from 6:45 a.m. to 5:45 p.m. Children of Marywood students, staff, faculty, alumni, and staff from related I.H.M. institutions are served on a space available basis.

For more information:

[marywood.edu/fricchione](http://marywood.edu/fricchione)

Contact [perryslearningcenter@gmail.com](mailto:perryslearningcenter@gmail.com)

## **O. ADDITIONAL INFORMATION**

### Security

Marywood University and DeSales University maintain staff of security guards who are on duty twenty-four hours a day. To prevent unauthorized persons from using campus facilities, security guards may request proof of identification. Since it is impossible for every security guard to identify each Marywood student, it is advisable to carry an I.D. card at all times.

The security of the students is of primary importance. Therefore, any student jeopardizing the security of any building by failure to lock a door properly, propping doors open, tampering with the security system or tampering with fire hose or extinguishers, etc. will be subject to disciplinary action and/or a monetary fine.

Information for emergency help is available at the desk in each residence hall and at the Security Desk which is 570-348-6242 in Scranton. Please see Lehigh Valley section for the related information.

### Lost and Found

The information desk at Nazareth Hall is designated as the central control point for handling all matters pertaining to the question of lost and found property.

### I.D. Cards

Identification cards for full- and part-time students are processed at the beginning of each semester through the Office for Student Affairs. At the Scranton campus, I.D. cards are processed at Madonna Hall; students at other program sites should contact their Program Coordinator for more information on obtaining a Marywood I.D. Anyone requesting a replacement will pay a nominal fee.

### Communications/Bulletin Boards

School of Social Work bulletin boards in the Liberal Arts Building are outside Room 115 and the School offices on the second floor in Immaculata Hall. Students are asked to make a regular check for pertinent information. Scranton social work students also have mailboxes which they should check regularly, in the

Social Work office in Immaculata Hall. Students at other program sites should check-in with that location's director to learn where their student mailboxes and bulletin boards are located.

The public relations office is responsible for the publication of information regarding University activities and personnel. All catalogs and brochures are coordinated through the director of publications. All news releases, public announcements and advertising are coordinated through the director of news and information. Groups who wish to publicize an event should provide the director of news and information with accurate information well in advance of the proposed release date. Any off-campus communication must be handled through the public relations office. Contact: Marketing & Communications | 63 Liberal Arts Center 570-340-6022 | [info@marywood.edu](mailto:info@marywood.edu)

## **VI. STUDENT ASSOCIATIONS/ACTIVITIES**

### **A. SOCIAL WORK STUDENT ORGANIZATIONS**

All students are members of the Scranton and Lehigh Valley Student Associations. The Student Associations are charged with representing student interests to faculty and administration. Though each location has their own representing Student Association, collaboration between them helps support the continuity between programs and offer pervasive supports and access to program events for all MSW students.

Financial support for the associations is provided through the general fees of the school and Student Association fundraising activities. All associations are involved in organizing a wide range of professional and social activities for students.

### **B. STUDENT INVOLVEMENT GOVERNANCE POLICY**

- 1 Each location hosts one faculty/student meeting per semester involving the School of Social Work Director, MSW Program Director/Coordinator of that Program, Field Director, faculty & students.
2. Students from all locations are encouraged to participate with the Student Association at their location, as well as with their faculty advisors regarding any student governance input/ideas/suggestions.
3. Student Associations from each location are encouraged to collaborate via a virtual networking system to share information and ideas across program locations.
4. Students are encouraged to participate in committees or in meetings as posted.

### **C. STUDENT CLUBS/ACTIVITIES**

Marywood University offers a wide variety of student clubs and activities, representing a diverse range of interests, cultures, beliefs, academic pursuits, athletic/recreational opportunities, and more. Please visit [marywood.edu/students/clubs?name=Marywood+Activities+Council](http://marywood.edu/students/clubs?name=Marywood+Activities+Council) for a full listing of the clubs and groups, and for further information.

## **VII. LEHIGH VALLEY PROGRAM**

### **A. PROGRAM LOCATION**

Marywood University MSW Program in the Lehigh Valley is located in Dooling Hall on the campus of

DeSales University is situated in Center Valley, close to the city of Allentown. Allentown and the adjacent cities of Bethlehem and Easton have a combined population exceeding 800,000 that support a variety of cultural and community activities. DeSales University is within 30 miles of Philadelphia, 90 miles from New Jersey and commuting distance from western New Jersey.

## **CONTACT INFORMATION**

Phone: 610-282-0479

Fax: 610-282-0328

## **STUDY PLANS**

Full-time, part-time and advanced standing study opportunities are available on this campus, 2 days a week: 3 – 6 pm and 6:30- 9:30 pm to accommodate working students.

## **B. LIBRARY AND COMPUTER FACILITIES**

MSW students in the Lehigh Valley at DeSales University, receive a library card which allows them access to Marywood University Library (Learning Commons) and DeSales University's Trexler Library. Lehigh Valley students have electronic access to the Marywood Learning Commons resources and databases.

Trexler Library provides consultation to students through its *Ask A Librarian email service*.  
[asklib@desales.edu](mailto:asklib@desales.edu).

Trexler Library hours are posted in the Library.

Trexler Library has photocopying machines for student use. Computers and audiovisual equipment are available to students. In addition, sixty computers are housed in the Academic Computer Center in the Dooling Hall Classroom building, and fifty computers are available in two computer labs in Trexler Library.

The library at Muhlenberg College in Allentown, is a Federal Depository, providing access to reports of Congressional hearings and executive branch reports on major social welfare issues.

## **C. BOOKSTORE**

Textbooks can be purchased on site at the Marywood Bookstore in Scranton or ordered by phone (866-279-9663 Ext. 2221 or email ([www.marywoodshop.com](http://www.marywoodshop.com))). Books will be shipped directly to the student's home for a charge. Some textbooks have an e-book option that can be downloaded to students' electronic media. Textbooks can also be rented depending upon availability.

In addition to textbooks, the Marywood Bookstore store carries an array of Marywood clothing (sweatshirts etc.) and other Marywood imprinted items (notebooks, car stickers, mugs, etc.).

DeSales Bookstore is available to Marywood Students, but does not sell social work texts.

## **D. CAMPUS PARKING**

Parking is available for MSW students in a lot adjoining the Dooling Hall Building, and connected to it by a paved walkway. Parking decals are required and are available to students through DeSales Campus Parking Authority Security - [parking.authority@desales.edu](mailto:parking.authority@desales.edu)

## **E. MARYWOOD ID CARDS**

Marywood ID cards are available through the Lehigh Valley Student Association

**F. FOOD SERVICES**

- The Food Court located in the University Center hours for Fall and Spring semesters are:  
Monday through Thursday: 7:00a.m. to 7:30p.m.
- The Skylight Lounge located in the Dooling Hall hours for Fall and Spring semesters are:  
Monday through Thursday: 7:30a.m. to 8:00p.m. Friday: 7:30 a.m. to 1:00 p.m.
- The Pulse Café located on the first floor of the Gambet Center hours for Fall and Spring semesters are: Monday through Thursday: 7:30a.m. to 8:00p.m. Friday: 7:30a.m. to 1:00p.m.

Vending machines are available in Dooling Hall

**G. CLASS CANCELLATIONS**

Should adverse weather conditions indicate the possibility of class cancellations, information is available as follows: Students may call the School of Social Work office at the Lehigh Valley Location at 610-282-0479, Marywood University School of Social Work Lehigh Valley class cancellation message will be placed on the telephone answering machine before 12 Noon on class days. You may also call DeSales University to check if classes are canceled at 610-282-1100. School cancellations and closings will also be listed with Channel 69 News. [www.wfmz.com](http://www.wfmz.com)

And also available on the radio at:

WAEB-AM 790

B104-FM

WAEB-FM 104

WREY-FM

Weather patterns vary in the different regions from which our students and faculty come. Faculty and students are encouraged to use their judgment in making the decision about attending class. Information on delays or cancellations of classes and other on-campus events in Scranton is available at (570) 961-4766.

e2campus is a notification system that transmits instantly and simultaneously to subscribers. Users receive information regarding weather cancellations and delays; emergency conditions; and, changes in parking allocations.

#### **H. PROGRAM DIRECTORY**

Lehigh Valley Program Main Number	(610) 282-0479 Fax: (610) 282-0328
Lehigh Valley Coordinator: Sue Lettera	(610) 282-0479, <a href="mailto:cgigler@marywood.edu">cgigler@marywood.edu</a>
Director of Field Education: Tina Kulp	(215)613-0043, <a href="mailto:kulp@marywood.edu">kulp@marywood.edu</a>
Security	(610) 282-1100 ext. 1250

**Smoking is prohibited in all DeSales campus buildings**