

SOCIAL WORK, MASTER OF (M.S.W.) WITH A CONCENTRATION IN ADMINISTRATION, PLANNING AND POLICY PRACTICE

Program accreditation

Council on Social Work Education

The concentration in administration, planning and policy practice prepares graduates to become leaders skilled in analyzing, formulating, implementing and evaluating policies, plans and programs. The knowledge, values and skills that are taught emphasize current theory and research through classroom and field-based experiences. Practice takes place in the context of a complex, changing environment in which communities and governmental, legislative, nonprofit and for-profit organizations advocate for, plan and deliver social services and advocate for social change. The major themes within the integrated curriculum are social and economic justice, diversity, leadership and advocacy. This concentration is not available to distance education students at this time.

Program goals

Flowing from the mission of the School of Social Work and guided by the principles of promoting social justice, human rights, diversity, cultural competence/sensitivity and ethical practice, the goals of the M.S.W. program are:

1. To provide for a generalist knowledge, skills, ethics and values essential for work with individuals, families, groups, communities and organizations
2. To provide for a program that prepares students for work in concentration areas of specialization in either clinical social work or social work administration, planning and policy practice in a range of settings
3. To provide for an educational environment where students apply the profession's values and ethical principles
4. To provide for an educational environment where students gain a greater understanding of implications of diversity through education on identifying cultural strengths and ways to counteract individual and institutional prejudice, oppression and discrimination
5. To provide for an educational environment where students apply research methods to analyze and critically evaluate professional practice, programs and service delivery systems
6. To provide for an educational environment where students gain a greater understanding of advocacy and involvement in advocacy to affect social and economic justice

VCU Graduate Bulletin, VCU Graduate School and general academic policies and regulations for all graduate students in all graduate programs

The VCU Graduate Bulletin website documents the official admission and academic rules and regulations that govern graduate education for all graduate programs at the university. These policies are established by the graduate faculty of the university through their elected representatives to the University Graduate Council.

It is the responsibility of all graduate students, both on- and off-campus, to be familiar with the VCU Graduate Bulletin as well as the Graduate School website (<http://www.graduate.vcu.edu>) and academic regulations in individual school and department publications and on program websites. However, in all cases, the official policies and procedures of the University Graduate Council, as published on the VCU Graduate Bulletin and Graduate School websites, take precedence over individual program policies and guidelines.

Visit the academic regulations section for additional information on academic regulations for graduate students. (<http://bulletin.vcu.edu/academic-regs>)

Degree candidacy requirements

A graduate student admitted to a program or concentration requiring a final research project, work of art, thesis or dissertation, must qualify for continuing master's or doctoral status according to the degree candidacy requirements of the student's graduate program. Admission to degree candidacy, if applicable, is a formal statement by the graduate student's faculty regarding the student's academic achievements and the student's readiness to proceed to the final research phase of the degree program.

Graduate students and program directors should refer to the following degree candidacy policy as published in the VCU Graduate Bulletin for complete information and instructions.

Visit the academic regulations section for additional information on degree candidacy requirements. (<http://bulletin.vcu.edu/academic-regs/grad/candidacy>)

Graduation requirements

As graduate students approach the end of their academic programs and the final semester of matriculation, they must make formal application to graduate. No degrees will be conferred until the application to graduate has been finalized.

Graduate students and program directors should refer to the following graduation requirements as published in the Graduate Bulletin for a complete list of instructions and a graduation checklist.

Visit the academic regulations section for additional information on graduation requirements. (<http://bulletin.vcu.edu/academic-regs/grad/graduation-info>)

Apply online at graduate.admissions.vcu.edu (<http://www.graduate.admissions.vcu.edu>).

Admission requirements

Degree:	Semester(s) of entry:	Deadline dates:	Test requirements:
M.S.W.	Summer (advanced standing format)	Dec 1	
	Fall (regular standing formats – all on-campus part- and full-time and distance education)	Third Wed in Jan	

Special requirements

- The School of Social Work requires a specific outline for the professional statement that is different from what is shown in the graduate admissions website. Please visit the School of Social Work website for this specific information.

Full-time, part-time and distance education applicants are admitted to begin study in the fall semester. Advanced standing applicants are admitted for the summer session. At the time of application, applicants may apply for one of the following: full-time and part-time on-campus Richmond, full-time and part-time distance education, or advanced standing. Application forms and instructions for applying to all graduate programs are available on the Graduate Admissions website (<http://www.graduate.admissions.vcu.edu>).

In addition to the general admission requirements of the VCU Graduate School (<http://bulletin.vcu.edu/graduate/study/admission-graduate-study/admission-requirements>), the School of Social Work has established the following minimum criteria for admission to the 60-credit hour full-time or part-time format:

- A bachelor's degree from an accredited college or university
- A cumulative GPA of 3.0 on a 4.0 scale for all undergraduate course work
- Completion of the following prerequisites:
 - One three-credit course in mathematics/computer sciences, e.g., math, logic, statistics, computer sciences
 - One three-credit course in biology and/or biological sciences
 - Two three-credit courses in the social and behavioral sciences, e.g., psychology, sociology, anthropology, political science, economics (with at least three credit hours in psychology and three credit hours in sociology)

Applicants who have not completed all the liberal arts prerequisites may be considered for admission but must have completed the prerequisite courses prior to enrollment and must provide official transcripts to document their completion. Courses may be completed at a community college or four-year institution. In addition to the academic requirements, the applicant must demonstrate commitment to social welfare and social justice. This should be reflected in (1) the professional statement and (2) the applicant's academic background, social work employment, internships and volunteer work in community agencies serving vulnerable and/or oppressed populations.

General admission procedures

Applications will only be reviewed when they are complete and received by the deadline. This includes the application form, three letters of reference (such as from faculty, employers and/or colleagues who know the applicant's academic and work/volunteer abilities), official transcripts from all undergraduate and graduate colleges and universities attended, including VCU transcripts from those who are VCU graduates, a professional statement based upon the outline provided on the M.S.W. website (<http://socialwork.vcu.edu/programs/msw/admission.html>) and an employment and volunteer experience resume. The applicant is responsible for ensuring that all materials are submitted prior to the application deadline.

Admission to the advanced standing format

The advanced standing option leads to a Master of Social Work degree upon completion of 42 credit hours. Advanced standing begins in late May, continues through the summer and culminates with graduation the following May. The advanced standing option is offered full-time only. Admission to advanced standing is available to a select group of students with a bachelor's degree (B.S.W.) from an undergraduate social work program accredited by the Council on Social Work Education, completed no more than five years prior to the date of application to the M.S.W. program. The minimum requirement for admission to the advanced standing format is a 3.0 GPA on a 4.0 scale for all undergraduate course work. As part of the application packet, applicants must submit their field practicum evaluation(s) and a reference letter from the field practicum faculty. Applicants who meet these criteria will be scheduled for a structured on-campus interview that includes a written case assessment. Refer to the M.S.W. website (<http://socialwork.vcu.edu/programs/msw/admission.html>) for more information.

Transfer admits

Applicants transferring from other CSWE-accredited M.S.W. programs must submit course syllabi, field practicum evaluations and a statement of good standing from the dean or director of the program from which the student is transferring. These materials must be submitted in addition to the required application form, transcripts, professional statement, resume and reference letters. No more than 30 credit hours will be accepted in transfer, and transfer credit will be awarded in accordance with university policies governing transfer credit and time limits for degree completion.

Applicants from non-social work graduate programs may transfer graduate courses that could count as electives. To do so, they must submit course syllabi for transfer evaluation. A maximum of six credit hours of elective course work may be accepted in transfer from non-social work graduate programs in accordance with Graduate School policies governing transfer credit and time limits for degree completion. Only courses that have not been applied to another degree will be eligible for transfer. No course credit is given for life or work experience.

Course waiver information for new M.S.W. students

Students may request to be waived from courses in the M.S.W. program if they can demonstrate they have satisfactorily completed the equivalent courses. Students must present evidence of content equivalency to the M.S.W. program director and have earned an A or B grade in the courses that are the basis for the waiver request; these courses must have been completed within the past five years. A portfolio process is used to assess equivalency. Graduate students from non-M.S.W. programs, from B.S.W. programs (but not in the advanced standing format), and from

B.A., B.S. or other undergraduate programs may be waived from no more than three of the following foundation courses:

Course	Title	Hours
SLWK 601 & SLWK 610	Human Behavior in the Social Environment I and Human Behavior in the Social Environment II	6
SLWK 609	Foundations of Research in Social Work Practice	3

The course waiver does not result in award of credit. Credit may be awarded only through transfer of graduate courses (see Transfer Policy). Students who are granted waivers but not transfer credit hours must take elective courses to fulfill the number of credit hours that have been waived. Students interested in pursuing a waiver for one or more of the specified foundation courses should contact the M.S.W. program office to request the Equivalency Portfolio Form(s) and instructions.

Degree requirements

In addition to general VCU Graduate School graduation requirements (<http://bulletin.vcu.edu/academic-regs/grad/graduation-info>), the regular standing format for the M.S.W. degree requires the completion of 60 credit hours of graduate study (two years of full-time study). The first 30 credit hours (generalist curriculum) may be taken in one academic year on a full-time basis or may be extended to a maximum of two years in the structured part-time format. To earn the M.S.W. degree in the advanced standing option requires 42 credits of full-time graduate study. Students in advanced standing do not complete the generalist curriculum but instead take 12 credit hours during the summer prior to entering the concentration curriculum.

All students select a concentration for the last 30 credit hours, which can be completed in one academic year on a full-time basis or extended to a maximum of two years in the structured part-time format. Students are usually in a field instruction practicum two days each week during the generalist curriculum and three days each week during the concentration curriculum. Course credit for work or life experience is not granted in lieu of M.S.W. course credit hours.

The purpose of the Master of Social Work program is to prepare graduate-level social workers with mastery of the knowledge, values and skills essential for advanced social work practice in a multicultural society.

The generalist curriculum comprises the first 30 credit hours of the M.S.W. program. The purpose of the generalist practice, in laying the groundwork for concentration study, is to develop the knowledge and skill base necessary to apply and carry out core competencies (relationship building, problem identification, assessment, selecting and planning interventions, implementation, and evaluation) with individuals, families, groups, communities and organizations. Generalist practice emphasizes critical thinking, client strengths, commitment to social work values and ethical principles, self-awareness, professional development, evidence-based decision-making, multicultural competency and social and economic justice. The generalist curriculum includes courses in social work practice, human behavior, social policy, social justice, research and field instruction.

Concentration options

After completion of the generalist year of study or summer studies for advanced standing, M.S.W. students choose an advanced concentration in clinical practice or in administration, planning and policy practice. The

concentration curriculum prepares graduates for active roles in practice and program evaluation and in the generation of knowledge for future practice, programs and policy.

Administration, planning and policy practice concentration (SWAPPP)

The concentration in administration, planning and policy practice prepares graduates to become leaders skilled in analyzing, formulating, implementing and evaluating policies, plans and programs. The knowledge, values and skills that are taught emphasize current theory and research through classroom and field-based experiences. Practice takes place in the context of a complex, changing environment in which communities and governmental, legislative, nonprofit and for-profit organizations advocate for, plan and deliver social services and advocate for social change. The major themes within the integrated curriculum are social and economic justice, diversity, leadership and advocacy. This concentration is not available to distance education students at this time.

Curriculum requirements

Generalist courses

Course	Title	Hours
SLWK 601	Human Behavior in the Social Environment I	3
SLWK 602	Policy, Community and Organizational Practice I	3
SLWK 603	Social Work and Social Justice	3
SLWK 604	Social Work Practice with Individuals, Families and Groups I	3
SLWK 605	Social Work Practice with Individuals, Families and Groups II	3
SLWK 606	Policy, Community and Organizational Practice II	3
SLWK 609	Foundations of Research in Social Work Practice	3
SLWK 610	Human Behavior in the Social Environment II	3
Select one of the following:		6
SLWK 693 & SLWK 694	Generalist Field Instruction I and Generalist Field Instruction II (Change name to Generalist Field Instruction I)	
SLWK 695	Block Generalist Field Instruction (Change name to Generalist Field Instruction) ¹	
Total Hours		30

¹

Part-time students may choose a block field placement in lieu of SLWK 693 and SLWK 694. Only one field placement can be a block placement

Advanced standing option

In the advanced standing option students do not take the generalist courses outlined above, but instead take 12 credit hours in the summer prior to their concentration year that include courses in practice/human behavior, policy and research, in addition to completing a field education course with a field placement that will extend throughout their concentration year of study. The purpose of this curriculum is to

enhance and restore understanding of the generalist curriculum content for entering B.S.W. students prior to entering the concentration year.

(Taken summer semester prior to concentration courses)

Course	Title	Hours
SLWK 607	Social Work Practice with Individuals, Families and Groups for Advanced-standing Students	3
SLWK 608	Social Work Practice in Organizations and Communities for Advanced-standing Students	3
SLWK 611	Social Work Research for Advanced-standing Students	3
SLWK 612	Advanced-standing Field Instruction	3
Total Hours		12

Required administration, planning and policy concentration courses

Course	Title	Hours
SLWK 710	Concentration Social Policy (Change course name to Specialized Social Policy)	3
SLWK 711	Strategies for Social Work Planning and Administrative Practice	3
SLWK 712	Social Work Planning and Administrative Practice I	3
SLWK 713	Social Work Planning and Administrative Practice II	3
SLWK 714	Research for Social Work Administration, Planning and Policy Practice I	3
SLWK 715	Research for Social Work Administration, Planning and Policy Practice II	3
Select one of the following:		6
SLWK 793 & SLWK 794	Concentration Field Instruction I and Concentration Field Instruction II (Change name to Specialization Field Instruction I)	
SLWK 795	Concentration Block Field Instruction (Change name to Specialization Field Instruction) ¹	
Total Hours		24

¹

Part-time students may choose a block field placement in lieu of SLWK 793 and SLWK 794. Only one field placement can be a block placement

Electives

Course	Title	Hours
Complete six additional credit hours of electives chosen from SLWK 717-SLWK 792. Electives from outside the School of Social Work are accepted as part of the combined offerings for dual degrees and certificates. Other electives from outside the school may be accepted with prior approval from the M.S.W. program director.		6
Total Hours		6

The minimum total of graduate credit hours required for this degree is 60.

Sample plan of study for regular standing

Year one

Fall semester		Hours
SLWK 601	Human Behavior in the Social Environment I	3
SLWK 602	Policy, Community and Organizational Practice I	3
SLWK 603	Social Work and Social Justice	3
SLWK 604	Social Work Practice with Individuals, Families and Groups I	3
SLWK 693	Generalist Field Instruction I	3
Term Hours:		15

Spring semester

SLWK 605	Social Work Practice with Individuals, Families and Groups II	3
SLWK 606	Policy, Community and Organizational Practice II	3
SLWK 609	Foundations of Research in Social Work Practice	3
SLWK 610	Human Behavior in the Social Environment II	3
SLWK 694	Generalist Field Instruction II	3
Term Hours:		15

Year two

Fall semester

SLWK 711	Strategies for Social Work Planning and Administrative Practice	3
SLWK 712	Social Work Planning and Administrative Practice I	3
SLWK 714	Research for Social Work Administration, Planning and Policy Practice I	3
SLWK 793	Concentration Field Instruction I	3
Elective		3
Term Hours:		15

Spring semester

SLWK 710	Concentration Social Policy	3
SLWK 713	Social Work Planning and Administrative Practice II	3
SLWK 715	Research for Social Work Administration, Planning and Policy Practice II	3
SLWK 794	Concentration Field Instruction II	3

Elective	3
Term Hours:	15
Total Hours:	60

The minimum total of graduate credit hours required for this degree is 60.

Students pursuing the Master of Social Work have an opportunity to combine their studies and complete other degree programs offered within the university and some outside institutions in these areas.

Aging studies certificate

The School of Social Work, in conjunction with the Department of Gerontology in the College of Health Professions at VCU, offers students an opportunity to earn their Master of Social Work along with a post-baccalaureate graduate certificate. Students interested in working with older adults may earn a Certificate in Aging Studies (<http://bulletin.vcu.edu/graduate/school-allied-health-professions/gerontology/aging-studies-certificate>) while completing their M.S.W. requirements. Students must take 12 credit hours in the Department of Gerontology; six of these hours would apply as electives in the M.S.W. program. M.S.W. students are required to complete a research project with a focus in gerontology as well as a field placement in a geriatric setting.

Application process

Students must meet the admissions requirements of both the M.S.W. program and the Certificate in Aging Studies. Admission into one program does not guarantee admission into the other. For additional information, contact:

Melissa Stewart, Ph.D.
M.S.W. program director
mdstewart2@vcu.edu
Phone: (804) 828-2007

Jennifer Pryor
Department of Gerontology
pryorjm@vcu.edu
Phone: (804) 828-1565

Master of Divinity (M.Div)

The combination of the Master of Social Work and the Master of Divinity is a four-year professional program offered by VCU in cooperation with the Samuel DeWitt Proctor School of Theology at Virginia Union University. This dual degree program prepares students for service in occupations where social work and the church's ministries intersect, enabling social workers to perform and evaluate social work practices as they relate to biblical, theological, ethical, educational and pastoral perspectives. Graduates are equipped for various forms of ministry in which clinical and administrative skills in social work are critical.

This program requires four continuous years of study and leads to an M.S.W. conferred by VCU and a Master of Divinity conferred by VUU. Students need to apply and be accepted to both programs and may begin study at either institution following the approved curriculum plan. Alternately a student may begin at either VCU or the seminary and then, in accordance with application deadlines, apply for admission to the other school during the first year of study.

Application process

Prospective students apply to the VCU School of Social Work and VUU, must meet both sets of admission standards and must be accepted to

both programs. For the M.S.W. program, refer to the Admission page (<https://socialwork.vcu.edu/programs/msw/admission.html>) of the M.S.W. website. For information about admission to VUU, contact:

Samuel DeWitt Proctor School of Theology
1500 N. Lombardy St.
Richmond, Virginia 23220
Phone: (804) 257-5715

Gender violence intervention certificate

The dual degree Master of Social Work and Certificate in Gender Violence Intervention (<http://bulletin.vcu.edu/graduate/school-government-public-affairs/gender-violence-intervention-certificate>) is a coordinated effort among the L. Douglas Wilder School of Government and Public Affairs, the School of Social Work and community advocates working in the area of sexual and domestic violence.

Application process

Apply online at **VCU Graduate Admissions**. For additional information, contact:

Elizabeth Cramer, Ph.D.
Professor, School of Social Work
ecramer@vcu.edu
Phone: (804) 828-9029

Sarah Jane Brubaker, Ph.D.
Director, Gender Violence Intervention Program
sbrubaker@vcu.edu
Phone: (804) 827-2400

Juris Doctor (J.D.)

Through a cooperative agreement with the University of Richmond T.C. Williams Law School (<https://lawcatalog.richmond.edu/dual-degree>), selected students in either school may pursue a dual degree four-year curriculum of graduate study leading to the Master of Social Work and Juris Doctor. This program is established in recognition of the role of public law in social and economic life. The dual degree program prepares professionals to be well-versed in the values, knowledge and skills of both fields, bringing an integrated base of competency to the resolution of human and social problems. The time normally required for completion of the integrated four-year curriculum is one academic year less than if each degree were pursued separately. Elective courses will enable students to select areas in law and social work which meet their particular interests.

Application process

Applicants must successfully meet the admission requirements of both schools and, upon admission, are assigned an adviser in each school. Students may begin the course work in either school, with the sequence of courses being determined by the point of entry. For more information, contact:

Melissa Stewart, Ph.D.
M.S.W. program director
mdstewart2@vcu.edu
Phone: (804) 828-2007

John F. Preis, J.D.
Associate Dean of Academic Affairs; Professor of Law
University of Richmond, T.C. Williams Law School
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Phone: (804) 287-6398

Nonprofit management certificate

Through a cooperative arrangement with the L. Douglas Wilder School of Government and Public Affairs, M.S.W. students may simultaneously earn the post-baccalaureate graduate Certificate in Nonprofit Management (<http://bulletin.vcu.edu/graduate/school-government-public-affairs/nonprofit-management-certificate>) offered by the Wilder School. Students gain knowledge and skills that they will need to become leaders and change agents in this rapidly growing sector.

Application process

To earn a Certificate in Nonprofit management in conjunction with the M.S.W., students will complete a graduate school application for the certificate program and pay the required fee to the university.

Melissa Stewart, Ph.D.
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Nancy Stutts, Ph.D.
Director of nonprofit studies
nbstutts@vcu.edu

Master of Public Health (M.P.H)

Through a collaborative program between the VCU School of Social Work and the Division of Epidemiology in the VCU School of Medicine's Department of Family Medicine and Population Health, students complete a three-year full-time program of study, including summer course work, to obtain the Master of Social Work and Master of Public Health (<http://bulletin.vcu.edu/graduate/school-medicine/public-health-mp>) degrees. This dual degree program prepares graduates to work with individuals, families, groups, communities and/or organizations; to advocate for social, health care and economic justice in a diverse and multicultural society; and to promote physical and mental health across the life course.

Application process

Prospective students are required to apply separately to both programs and meet both sets of admissions requirements. Once admitted, student and adviser will work together to develop a plan of study. It is preferable that students apply to both programs at the same time so that the structured dual degree curriculum can be optimally planned. Students in one program may also apply to the second program during the first year of study. For more information, contact:

Sarah K. Price, Ph.D.
Professor, School of Social Work
skprice@vcu.edu
Phone: (804) 828-0579

Lisa S. Anderson, M.P.H.
Director of educational programs, Division of Epidemiology, Department of Family Medicine and Population Health
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Graduate program director

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Program website: socialwork.vcu.edu (<http://www.socialwork.vcu.edu>)