

FORDHAM UNIVERSITY

GSSS

Graduate School of Social Service
Student Handbook 2011–2012

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Welcome from the Dean

I am happy to introduce you to the student handbook, which we hope will enhance your education here at Fordham University Graduate School of Social Service (GSS). It is a supplement to the school bulletin and contains more specific information about our special services, policies and procedures. The purpose of this handbook is to serve as a reference during your time as a student, and it is our hope that it will help you to meet your educational needs and obligations by providing pertinent information.

Although the history of social work and social work education reflects fidelity and profound commitment to the values that drive our profession, we are constantly, as educators and practitioners, undergoing changes to be responsive to a changing environment. The faculty is in the process of continuous evaluation of our curriculum to determine its relevance for current practice. Occasionally, changes are made in the curriculum that may require revision of our policies and practices that are not reflected in the bulletin. This handbook is our effort to keep you current with those changes. We wish you every success in your social work education and pledge every support of our school to help you achieve your educational and professional goals.

Peter B. Vaughan, Ph.D

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Mission

Fordham University

The overall goal of Fordham University is to conduct programs of quality in higher education to meet the needs of American society and of the urban community in which it resides. It seeks to fulfill the educational needs of students who come from diverse social, religious, economic and ethnic backgrounds. For more than 150 years, Fordham University has been a part of the life of the community in and around New York City. Keeping with the tradition of the University, the Graduate School of Social Service was founded in 1916. It has been located in the Leon Lowenstein Center at Fordham's Lincoln Center campus in the borough of Manhattan since February 1969. The program was expanded to the University's Westchester campus at Marymount College in 1975 for the convenience of residents of Westchester County, counties north and west of Westchester, northern New Jersey and southern Connecticut. The campus moved to a new location in West Harrison in 2008. Since 1997, we have offered a collaborative program on Long Island with Molloy College in Rockville Centre. Students in this program complete coursework at both the Molloy Campus in Rockville Centre and the Lincoln Center Campus in Manhattan. All Locations are ideally situated for the University's major commitment to the greater metropolitan area's institutions and services, and to governmental and voluntary agencies.

Our Social Work Mission Statement

THE MISSION OF THE FORDHAM UNIVERSITY GRADUATE SCHOOL OF SOCIAL SERVICE is to educate students to promote human rights and social justice globally by advancing economic, political, social, physical, mental, spiritual, and educational well-being. The School strives to improve the quality of life of individuals, families, groups, organizations, and communities through teaching culturally competent evidence-based practice and engaging in research, policy advocacy, and community partnerships. The Graduate School of Social Service is dedicated to developing social workers who work toward the establishment of societies free from poverty, inequity, violence, oppression, and discrimination.

The School's commitment to excellence in education and scholarship is built on professional social work values and the Jesuit educational tradition with its focus on social justice. Located in the diverse environment of the greater New York City metropolitan region, the School prepares social work professionals at the Bachelor, Master, and Doctoral levels to assume practice, research, and leadership positions. The Graduate School of Social Service instills in its students a commitment to the profession while helping them build the competencies necessary for them to effectively serve diverse populations.

General Information

Calendars and Postings: At the Lincoln Center campus, a monthly calendar is placed in the hallway on the seventh floor in multiple sites. The calendar informs you of upcoming events, holidays, etc, and can also be viewed on the GSS website. There are also informative bulletin boards on the south side of the seventh floor, between the men's and women's restrooms, and the east side of the seventh floor, across from the lockers near room 703. At Westchester, important information is posted on bulletin boards outside the the Common Ground Café on the lower level of the building, in the hallway outside the GSS administrative offices, and on <http://gssnewsandviews.blogspot.com>. Dean's Blackboard, an electronic bulletin board, monthly calendars posted on the bulletin board and handouts from Student Congress representatives at Integrative Seminars also keep students informed. Students are strongly advised to come to the seventh floor at Lowenstein on campus, even though you might not have classes on the floor. We encourage you to "read the walls" on these floors for notices. You'll miss many postings and important events unless you check the bulletin boards regularly. At Westchester, a monthly calendar is posted by the administrative offices on the first floor for postings and handouts. At Molloy, please visit the administrative offices in the Social Work Department, Casey 014, and check the bulletin board for updates.

Identification Cards: Everyone in the Fordham University community is required to have an ID card while on campus. New students are instructed on how to obtain an ID at registration. Continuing students' ID cards are re-validated each academic year, and can be picked up from the dean's office at Lincoln Center, and in room 106B, at Westchester. Molloy ID cards are also required for all students attending classes on Molloy's campus.

Fordham's Web Site: Fordham University and its Graduate School of Social Service are on the Web. Please check our site for upcoming events and other pertinent information concerning Fordham. Our address is: www.fordham.edu/gss.

Faculty Advisers

Every student at Fordham is assigned a faculty adviser. Whether you are a full-time, part-time or non-matriculated student, you need to keep in close touch with your adviser to be sure that you are planning the best course of study. Get to know your adviser: he or she is available to help with all aspects of your academic planning, for guidance, and to assist you in resolving any problems that may emerge in your academics or field placement as you complete your studies.

Your faculty adviser in field placement serves as liaison between you, the school and your agency, and conducts the Field Integrative Seminar. The seminars are held at the Lincoln Center and Westchester campuses, and students choose a day or evening session depending on their schedules. Over the course of 10 sessions during the year, the seminar offers you the opportunity to share your experiences and to further integrate course work and field work.

Who is Your Adviser? If you are taking courses but not yet in your field work placement, your adviser is Polly Kaplan at Lincoln Center, Linda White-Ryan at Westchester and Jennifer McKinnon at Molloy College. If you are an EESSP student in the year you are

taking the Field Practicum Lab, your adviser is your lab teacher.

Field Placement Advisers: When you enter field placement, you are assigned to a faculty adviser who is both your academic and field adviser, and who leads your Integrative Seminar. Because of this system, you have a different adviser in your foundation and advanced practice years of field placement. At the beginning of the fall semester, postings at both the Lincoln Center and the Westchester campuses list the Integrative Seminar and faculty adviser to which you are assigned. Assignments to seminars are made on the basis of your concentration, the time you have chosen to attend and your geographical location. If you choose a specialization in your advanced practice year, your Integrative Seminar assignment will be based primarily on your specialization.

Academic Programs

The Emphasis

The Graduate School of Social Service provides students with the knowledge, skills and values necessary to practice the profession of social work. As you progress through the program, you become increasingly aware of the many social systems interacting with and affecting clients. At the successful completion of the program, you have the ability to assess the needs of clients and the skill to apply social work theory and practice to meet these needs.

Earning the Master of Social Work Degree

The *GSS Bulletin* is available online and is a wonderful source of basic information. Consult it often as you think about your ongoing choices. Different plans of study are illustrated in the bulletin, as well as course descriptions. At the time of admission, Dean Elaine Gerald will approve a plan of study that meets both your individual needs and the requirements for the degree within your particular time frame. If you are uncertain about your plan of study when you are admitted, talk with Dean Gerald in Admissions. She'll be glad to answer your questions.

If Your Circumstances Call for a Change of Plans

After you have completed a semester or more, you may find that you need to change your plan of study because of outside factors such as family or work responsibilities. Consult with your faculty adviser as soon as possible. Your adviser will help you make the changes that you need and ensure that you are still meeting all the requirements for the degree.

Time Requirements to Secure an M.S.W. Degree

The minimum time required to secure the degree is two years. There are two exceptions: (1) if you have a bachelor's degree in social work from a school accredited by the Council of Social Work Education, you may enter the program as an Advanced Standing Student and earn the degree in one year, and (2) if you have completed foundation requirements at another accredited school of social work (that is, if you are a transfer student), you may complete the degree in one year.

Foundation Phase

Approximately half of your courses are in the foundation curriculum, unless you entered the school as an advanced-standing student or transfer student and have already taken equivalent courses. Foundation courses provide you with an opportunity to view the field of social work as a whole. It's here that you learn the common body of knowledge and values of the profession, and develop the skills to perform at a beginning level of generalist practice with individuals, families, groups, organizations and communities. To successfully complete the foundation phase and move into your advanced concentration phase, you must maintain a B average and have no incompletes or NGRs (no grade reported). You need to complete all foundation courses except Social Policy Analysis, Advocacy and Practice (SWGS6007) before progressing to the advanced phase (see page 7).

Field Instruction

Field instruction is a cornerstone of our program: it's a learning experience in a professional setting that enables you to integrate theory and practice. It takes place in a social work agency that works closely with our school to plan the individual learning opportunities for each student. A *Field Instruction Manual* is distributed to every student and agency supervisor when the student begins field placement.

When does Field Instruction Take Place?

When you start your foundation field instruction depends on the plan of study that you have chosen, with students typically beginning in either their first or second year of studies. At the time of your foundation field instruction, you must be taking: Generalist Social Work Practice with Individuals, Families, Communities, & Groups I & II. Students who are ready to begin field work will be placed in their field instruction sites in the fall semester only. The 21-hour field work placement will continue through April and through July for students in 14-hour per week placements. The other courses you must take your foundation year are Human Rights & Social Justice, Human Behavior and Social Environment I & II, and Social Work Research I & II, and Social Welfare Policy and Services. These latter courses may be taken before you begin your foundation field instruction.

Where does Field Instruction Take Place?

We use 1,000 agencies throughout the tri-state area. Cooperating agencies represent a cross section of social work practice and illustrate a wide range of programs.

Sign Up for Field Instruction

If you are accepted as a full-time student, you will receive field instruction planning forms in your acceptance letter from the Admissions Department. If you begin the program part time, entering your first placement in your second year of study, you will receive the planning forms at meetings held by the Field Instruction Department each spring at the Lincoln Center and Westchester campuses. Notification of these meetings is made through announcements and postings at each campus, and, of course, on the monthly calendar.

Indicate the Hours

On the field instruction planning forms, you will indicate whether you are a 14- or 21-hour field placement student and what time is most convenient for you to attend your integrative seminar. If you are a 14-hour student seeking evening/weekend hours, we require that you be available to work a minimum of 4 *consecutive* day-time hours during the Monday – Friday work week (example, 1-5 p.m. one day M-F). Students should *not* expect to be able to do field placement completely during the evenings, i.e. after 5 p.m., or only on the weekends (or any combination of these). To meet the total hour requirements for field work, 14-hour students continue in field work through July, while 21-hour students complete in early May. Both 14 and 21-hour placements consist of 600 hours in placement and earn a total of 9 credits. Students in the EESSP program enter field placement in the final year of their program and do the placement 28 hours/week for a total of 900 hours and 15 credits. The year prior to entering field, EESSP students take a year-long Field Practicum Lab course for 3 credits (SWGS 6907).

Field Instruction Assignments

The Field Instruction Department staff and coordinators use the information you provide on your field planning forms to assign your first placement. It's very important that you complete the answers to the questions on this form in full. Considerations such as current employment, past experience, hours of availability, and geography along with agency requirements are crucial in making foundation placement matches. Areas of interest and preference will be considered but are not guaranteed. Foundation placements are generalist practice placements. The goal is to facilitate learning of foundation level skills that are transferable to all settings and all populations.

Finding Out About Your Placement

Placement arrangements are made throughout the summer months. Some students will take longer than others to place for a variety of reasons. Typically, the student will be notified by email or telephone that a placement has been identified for them. Students will be provided with the name of the agency, the website (if there is one), the educational coordinator and his/her phone number, and directed to contact the agency. Many agencies require the student to visit the agency and meet the field instructor during the summer months. These visits are for confirming purposes only. Foundation students may not reject a placement match.

Student or Agency Special Needs

Increasingly, agencies are requiring that students submit evidence of a recent physical exam and/or certain tests or immunizations prior to placement. Students should be aware of this and ready to provide such information directly to the agency. Many agencies further require students to submit to background checks, be fingerprinted, or provide other information prior to finalization of a placement. Cooperation with these requirements is expected.

Some students are able to meet their field instruction requirement through the social service agency where they are already employed in a social work capacity. If this is an option for you, you are asked to indicate this on your field planning forms, and to additionally submit a work/study proposal for your field placement. In order to qualify, you must have been employed by the agency *at least 6 months prior to the start of the placement*. The agency must be able to provide you with a new experience during your placement hours (you cannot get field work credit for what you already do every day), and they must provide you with a qualified MSW field instructor. The field instructor may not be your regular supervisor, must have at least 3 years post-MSW experience, must be licensed, and meet other training requirements. The field instruction department staff will review your proposal for suitability and discuss it with your director prior to approval.

Advanced Concentration Phase

In your advanced practice phase, you must select one of the three advanced practice concentrations: clinical, administration (or client-centered management) or research. In the clinical concentration, students focus on practice with individuals, families and groups. With an administration concentration, students concentrate on the organizational aspects of practice. In a research concentration, students focus on building new knowledge. Your field work placement reflects and is part of the particular concentration selected.

Clinical Concentration Course Requirements:

- Clinical Social Work Practice I
- Clinical Social Work Practice II
- Seminar in Clinical Social Work Practice
- Advanced Clinical Assessment and Diagnosis
- Social Policy Analysis Advocacy and Practice

Research Concentration Requirements:

- Advanced Research Design
- Advanced Research Analysis
- Research Course

Social Policy Analysis Advocacy and Practice

Leadership and Macro Practice:

Track A: Administration

Administration I

Administration II

Practice with Task Groups

Social Policy Analysis Advocacy and Practice

Track B: Client Centered Management

Client Centered Management I

Client Centered Management II

Clinical Social Work Practice I

Clinical Social Work Practice II

Social Policy Analysis Advocacy and Practice

Prerequisites

Some courses must be taken in a particular sequence. For example, you may not take Advanced Research Analysis until you successfully complete Advanced Research Design. You may not register for a course unless you have successfully completed the prerequisite requirements noted in the online bulletin.

Elective Courses

To complete the required 66 credit hours, you will select courses that match your interests from those listed in the online bulletin. If you have a very strong interest in more than one concentration, you may use your electives to take courses in the other concentrations. For instance, an administration or research major may take Clinical Practice I and II and/or clinical electives. Although you can only have one major area of concentration, it is possible to augment your studies with a second cluster of related courses to help you meet the needs of your advanced field placement. You may choose electives from among the courses listed in the online bulletin under Transverse Curriculum. The school also offers several specializations during the advanced phase of study.

Specializations

Some students discover that they have a strong interest in one particular practice area. If this sounds like you, you may decide to specialize. The school has developed five optional field-of-practice specializations that allow you to integrate content and skill building in a specialized field of practice and method. Developed as an overlay upon the existing advanced curriculum, the specializations enhance study in the administration, clinical or research concentrations. Specialized study is required in both classroom and field practicum course work. The five fields of practice in which you may specialize are: Substance Abuse, Children and their Families, Social Work and the Law, Older Persons and their Families and Global Service. Upon successful completion of all specialization requirements, you will receive a certificate of completion in addition to your diploma.

How to Apply

In the spring of your foundation year, a field work planning meeting is held at which all field and academic options are described. You will receive information sheets about the specializations. You don't have to choose a specialization, but if you wish to, then fill out your selection on the field work forms. The course and field work requirements are listed below as well as on the information sheet.

Specialization in Substance Abuse

Substance abuse is defined broadly to include both alcohol and other controlled substances. The specialization will incorporate content about multiple client populations and multiple service settings as they relate to substance abuse. We consider substance abuse in the context of other related psychosocial issues such as homelessness, poverty, serious and persistent mental illness and HIV/AIDS. After completing this specialization, you will be meet certain requirements to take the CASAC exam in either New York state, New Jersey or Connecticut. However, the certificate for this specialization is not equivalent to the CASAC credential. For further information, contact Dr. Sandra Turner (212) 636-6612.

Requirements

- Field Practicum: Advanced year in a substance abuse setting, with specific learning goals and assignments related to services and practice in substance abuse
- Integrative Seminar: A special section for advanced-year students placed in substance abuse settings
- Substance Abuse Elective Requirement: SWGS 6417 — Practice with Abusers of Alcohol and Other Substances

- Clinical or Administration Seminar: A special section will be designated for advanced-year students in the specialization program

Specialization in Children and their Families

Use your elective course choices, your field work and the two required seminars to deepen your knowledge and skills in preparation for a career focused on work with children and their families. Upon successful completion of the designated course and field requirements, you receive a certificate of completion. For further information, contact Dr. Dana Holman (212) 636-6636.

Requirements

- Field Practicum: Advanced year in a setting focused on work with children and families, with specific learning goals and assignments related to services and practice in this area
- Integrative Seminar: A special section for advanced-year students placed in settings related to work with children and their families
- Children and Families Electives: At least one elective from among courses related to children and their families. These courses include SWGS 6028 — Child Abuse and Family Violence, SWGS 6403 — Family Oriented Treatment, SWGS 6408 — Social Work with Children, SWGS 6426 — Cognitive/Behavioral Brief Treatment With Children and Adults, SWGS 6428 — Social Work Practice with Adolescents, SWGS 6418 — Social Work Practice in Schools, SWGS 6012 — Interdisciplinary Responses to Child Abuse and Child Neglect and SWGS 6433 – Relational Practice with Children, Adolescents, and Adults
- Clinical or Administration Seminar: A special section will be designated for second year students in the specialization program

Specialization in Social Work and Law

The interdisciplinary specialization in social work and law incorporates content about particular client populations who are involved in the legal system (i.e. families at risk of child abuse, neglect and domestic violence) and the multiple service settings in which social workers collaborate with lawyers and assist clients with the navigation of the legal system. Upon successful completion of the designated package of courses and field requirements, students will receive a certificate of completion.

Requirements

- Field Practicum: Advanced year in a setting that involves interface with the legal system, with specific learning goals and assignments related to legal advocacy, collaboration with lawyers and the legal system.
- Interdisciplinary Electives: At least two of the following electives are required: SWGS 6008 — Social Work and the Law, SWGS 6012 — Interdisciplinary Responses to Child Abuse and Neglect, and SWGS 6106 — Domestic Violence: Social Work and the Law
- Field Integrative Seminar: Two special sections for M.S.W. advanced year students and law students placed in settings working with clients involved in: The child protective service system and juvenile justice or Civil or criminal justice proceedings related to domestic violence. These sections are at Lincoln Center only.

Specialization in Older Persons and Their Families

The specialization program in older persons and their families is an overlay on the existing curriculum, and can serve as an enhancement for the clinical, research or administration concentrations. The specialization incorporates content about this growing client population in multiple service settings. Students electing this specialization will use their elective course choices, their fieldwork and the required field integrative seminar to deepen their knowledge and skills in preparation for a career focused on work with older persons and their families. Upon completion of the designated package of courses and field requirements, students will receive a certificate of completion.

Requirements

- Field Practicum: Advanced year in a setting focused on work with older persons and their families, with specific learning goals and assignments related to services and practice in this area and elaborating on current practicum objectives.
- Course Requirements: Two courses are required: SWGS 6409 — Practice With Older People and Their Families (usually taken in the fall semester) and SWGS 6007 — Social Policy Advocacy and Practice with a focus in Gerontology (offered spring semester only).
- Field Integrative Seminar: A special section for M.S.W. advanced year students placed in settings related to work with older persons and their families.

Specialization Program in Global Service

This specialization incorporates a global perspective for practice locally as well as internationally. This program is an overlay on the existing curriculum, and can serve as an enhancement for the clinical, client centered practice and management, administration, or research concentrations. It includes curriculum on social welfare, community organizing models, social policy analysis, advocacy and practice focused on immigrants and refugees. This specialization has been developed to support the mission and objectives of our MSW program to serve in our inner city with its heterogeneous immigrant and refugee population, and to serve in our increasingly interconnected world.

Requirements

- Field practicum: Advanced year in a relevant setting with specific learning goals and assignments related to services and practice in the global network.
- Field integrative seminar: A special section for MSW advanced year students placed in global service settings. All students choosing this specialization must attend this field integrative seminar.
- Policy Requirement: For the required course, SWGS 6007 Social Policy Analysis, Advocacy and Practice, students in the Global Service specialization must take: SWGS 6007 Social Policy Analysis, Advocacy and Practice (Immigrants and Refugees) **OR** SWGS 6007 Social Policy Analysis, Advocacy and Practice (International Social Work)
- Global service course requirements: All students specializing in global service must take **one** of the following courses: SWGS 6705 Comparative International Social Welfare **OR** SWGS 6605 Community Organization (International) **OR** SWGS 6017 Empowerment Practice with Immigrants and Refugees

Interdisciplinary Programs

If you have a dual interest in social work and another profession, then one of the following programs may match your professional goal. There are special requirements for each of these programs. If you are interested in pursuing any of these alternatives, contact Elaine Gerald, Dean of Admissions. Please note that while social work courses may be completed at Westchester, interdisciplinary courses are only offered at Lincoln Center.

Program in Social Work and Law

This program is designed for graduate students who wish to earn both a J.D. degree from the Fordham University School of Law and an M.S.W. degree from the Graduate School of Social Service. Applicants interested in the combined law and social work degree must be admitted to both programs simultaneously. Due to requirements of the American Bar Association, the first year of study must be completed at the School of Law.

Program with the New York Theological Seminary

This collaborative program developed jointly by the School and the New York Theological Seminary enables students to earn both the M.S.W. and the M.Div. degrees in five years. It is primarily designed for working women and men who are already serving in the ministry. The program is oriented to ministry in an urban context with diverse populations.

Program with Blanton-Peale Graduate Institute

Special arrangements have been made with the Blanton-Peale Institute so that students who are in the Institute's training program and who meet the requirements of our M.S.W. program can earn a degree while completing studies in psychotherapy or family therapy at Blanton-Peale. Courses in both settings and field instruction placement take place concurrently.

Program with Mt. Sinai School of Medicine's Master of Public Health Program and New York Medical College's Master of Public Health Program

The school has continued discussions with the Mt. Sinai School of Medicine's Master of Public Health Program and New York Medical College's Master of Public Health Program to develop joint MSW and MPH degrees. While this still has not been formalized, we can continue to offer the opportunity for some advanced year students to take an elective at one of these programs. Mt. Sinai is located in Manhattan at East 99th Street. New York Medical College is in Valhalla, NY. Contact the Dean at your campus for further information.

Advanced Practice Field Work

You receive your planning forms for advanced placement when you attend one of the planning meetings held by the Field Instruction Department, usually in February. Daytime and evening meetings are held at the Lincoln Center and at the Westchester campuses in order to accommodate all students. At these meetings, you are oriented to the choices of concentration areas and to the practice specializations. You are also informed of the names of the coordinators who will set up individual meetings with you to discuss specific placement options. Students entering Fordham as advanced-standing students receive their field placement forms in their acceptance letters, and attend a mandatory orientation meeting during the summer at either campus.

Choices in the Advanced Placement Process

This is the time when you select your area of concentration — and a specialization if you elect one. Field placement involves the active participation of the Department of Field Instruction, you and the agency, which is generally independent of the school. Placements cannot be finalized without the consent of the school and the agency. You are requested not to contact agencies directly to arrange for your interview until advised to do so by your coordinator. In most instances, as an advanced practice student, you will interview with the agency placement to ensure that this is the right place for you. Once you have met with the agency, a joint agreement about placement is made.

(For more detailed information about the advanced practice placement process, please consult the *Field Instruction Manual*.)

Beginning, Progressing Through and Completing the M.S.W.

You've weathered the admissions process, completed all the forms, registered for your classes, and now you're ready to begin. We've included two special sections in this handbook that discuss resources for students and include helpful hints about Fordham. If you have questions that aren't answered here, please refer to the list of administrators at the front of this handbook, and feel free to call upon us. You can always just drop in to say "hello."

At your orientation meeting, many important issues are covered. One that we hope you will seriously commit to is joining the National Association of Social Workers (NASW). This is your opportunity to make a difference on a broader level. Joining as a student gives you a head start on your identification as a social worker. In addition to information and applications given out at this time, you will be reminded again at your Field Integrative Seminar about the value of joining the National Association of Social Workers. There is a reduced membership fee for students.

At both campuses, important meeting notices, general information about changes or alerts to activities, such as the Brown Bag lunch discussions that cover issues vital to social workers, are posted on the monthly calendars. You won't want to miss out on the activities that help round out your education. Even if all your classes are on other floors, come and visit the floor where GSS administrative offices are located at your campus to look at the bulletin boards and keep up to date.

Students Who Enroll in January

If you enter in the January semester as a part-time student, follow the plan of study for the three- or four-year program. In the first year of that plan, substitute fall semester with spring, and substitute spring with summer. In essence, you are taking the first 12 credits (Human Behavior I and II, and Human Rights & Social Justice and Social Policy I) during two semesters, the same way you would have if you began in September. You will be exempted from the "one summer course" rule for one summer only. However, because it is difficult to take two courses in summer session, you can opt to take one or none. You can still plan to start your field placement in the fall — the 12 credits are not a prerequisite to beginning field placement. Talk with your adviser about how to work this out.

Plans of Study

Remember way back in the admissions process when you selected a plan of study? Here they are, charted out for your convenience. They are also fully listed and described in the online *GSS Bulletin*. Don't forget to consult with your faculty adviser if you are changing your plan of study. (Please see pages 9-12 for complete Plans of Study charts.)

FORDHAM UNIVERSITY

GRADUATE SCHOOL OF SOCIAL SERVICE

The Two Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission

FIRST ACADEMIC YEAR:

<u>Fall Semester</u>	<u>Date Completed</u>	<u>Spring Semester</u>	<u>Date Completed</u>
SWGS 6208 Human Behavior and the Social Environment I	_____	SWGS 6209 Human Behavior and the Social Environment II	_____
SWGS 6801 Social Work Practice in Research I	_____	SWGS 6802 Social Work Practice in Research II	_____
SWGS 6050 Human Rights and Social Justice	_____	SWGS 6006 Social Policy I	_____
SWGS 6321 Generalist Social Work Practice I: Individuals, Families, Groups Communities & Organizations	_____	SWGS 6322 Generalist Social Work Practice III: Individuals, Families, Groups Communities & Organizations	_____
SWGS 6901 Field Work I	_____	SWGS 6901 Field Work I (continued)	_____

SECOND ACADEMIC YEAR:

<u>Fall Semester</u>	<u>Date Completed</u>	<u>Spring Semester</u>	<u>Date Completed</u>
Advanced Practice Concentration I*	_____	Advanced Practice Concentration II*	_____
SWGS 6430 Elective or Advanced Clinical Assessment and Diagnosis**	_____	Advanced Practice Seminar*	_____
SWGS 6902 Field Work II	_____	SWGS 6902 Field Work II (continued)	_____
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice	_____	Elective	_____
Elective	_____	Elective	_____

*** Advanced Practice Concentration I and II and Advanced Practice Seminar**

Clinical majors take SWGS 6413 Clinical Practice I in the fall and SWGS 6414 Clinical Practice II in the spring. The Advanced Practice Seminar is SWGS 6415 and is taken in the spring. Students in the Administration concentration take SWGS 6617 Administration I in the fall and SWGS 6618 Administration II in the spring. The Advanced Practice Seminar is SWGS 6607 Practice with Task Groups and is taken in the fall. Students in the Research concentration take SWGS 6812 Advanced Research Design in the fall and SWGS 6813 Advanced Research Analysis in the spring. The Advanced Practice Seminar is replaced by the course SWGS 6805 Introduction to Statistics and is taken in the fall. Students in the Client Centered Management concentration take SWGS 6413 Clinical Practice I and SWGS 6620 Client Centered Management I in the fall and SWGS 6414 Clinical Practice II and SWGS 6621 Client Centered Management II in the spring. Students in the Client Centered Management concentration do not take the Advanced Practice Seminar.

**** Elective or SWGS 6430 Advanced Clinical Assessment and Diagnosis**

Advanced Clinical Assessment is required for students in the clinical concentration. Therefore, students in the clinical concentration have three electives in the program. Students in the Administration and Research concentrations are not required to take SWGS 6430 and therefore have four electives in the program. If a student in the Administration, Research, or Client Centered Management concentration does take SWGS 6430, the course will count as an elective. Students in the Client Centered Management concentration have three electives in the program.

FORDHAM UNIVERSITY GSSS

The Three or Four Year Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission

FIRST ACADEMIC YEAR:

<u>Fall Semester</u>	<u>Date Completed</u>	<u>Spring Semester</u>	<u>Date Completed</u>
SWGS 6208 Human Behavior and the Social Environment I	_____	SWGS 6209 Human Behavior and the Social Environment II	_____
SWGS 6050 Human Rights & Social Justice	_____	SWGS 6006 Social Welfare Policy I	_____

SECOND ACADEMIC YEAR:

<u>Fall Semester</u>	<u>Date Completed</u>	<u>Spring Semester</u>	<u>Date Completed</u>
SWGS 6801 Social Work Practice in Research I	_____	SWGS 6802 Social Work Practice In Research II	_____
SWGS 6321 Generalist Social Work Practice with Individuals, Families, Groups, Communities & Organizations	_____	SWGS 6322 Generalist Social Work Practice with Individuals, Families, Groups Communities & Communities	_____
SWGS 6901 Field Work I	_____	SWGS 6901 Field Work I (continued)	_____

THIRD & FOURTH ACADEMIC YEAR:

<u>Fall Semester</u>	<u>Date Completed</u>	<u>Spring Semester</u>	<u>Date Completed</u>
Advanced Practice Concentration I*	_____	Advanced Practice Concentration II*	_____
SWGS 6430 Elective or Advanced Clinical Assessment and Diagnosis*	_____	Advanced Practice Seminar*	_____
SWGS 6902 Field Work II	_____	SWGS 6902 Field Work II (continued)	_____
Elective	_____	Elective	_____
SWGS 6007 Social Policy II: Analysis Advocacy and Practice	_____	Elective	_____

Note: The program can be completed in three years by taking additional courses in the second and third years and/or taking a summer session course.

*** Advanced Practice Concentration I and II and Advanced Practice Seminar**

Students in the Clinical concentration can take SWGS 6413 Clinical Practice I in the fall and SWGS 6414 Clinical Practice II in the spring. The Advanced Practice Seminar is SWGS 6415 and is taken in the spring. Students in the Administration concentration take SWGS 6617 Administration I in the fall and SWGS 6618 Administration II in the spring. The Advanced Practice Seminar is SWGS 6607 Practice with Task Groups and is taken in the fall. Students in the Research concentration take SWGS 6812 Advanced Research Design in the fall and SWGS 6813 Advanced Research Analysis in the spring. The Advanced Practice Seminar is replaced by the course SWGS 6805 Introduction to Statistics and is taken in the fall. Students in the Client Centered Management concentration take SWGS 6413 Clinical Practice I and SWGS 6620 Client Centered Management I in the fall and SWGS 6414 Clinical Practice II and SWGS 6621 Client Centered Management II in the spring. Students in the Client Centered Management concentration do not take the Advanced Practice Seminar.

**** Elective or SWGS 6430 Advanced Clinical Assessment and Diagnosis**

Advanced Clinical Assessment is required for students in the clinical concentration. Therefore, students in the clinical concentration have three electives in the program. Students in the Administration and Research concentrations are not required to take SWGS 6430 and therefore have four electives in the program. If a student in the Administration, Research, or Client Centered Management concentration does take SWGS 6430, the course will count as an elective. Students in the Client Centered Management concentration have three electives in the program.

FORDHAM UNIVERSITY GSSS

Experienced and Employed Social Service Practitioners

Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission

FIRST ACADEMIC YEAR:

<u>Fall Semester</u>	<u>Date Completed</u>	<u>Spring Semester</u>	<u>Date Completed</u>
SWGS 6208 Human Behavior and the Social Environment I	_____	SWGS 6209 Human Behavior and the Social Environment II	_____
SWGS 6319 Human Rights & Social Justice	_____	SWGS 6006 Social Welfare Policy I	_____

SECOND ACADEMIC YEAR:

<u>Fall Semester</u>	<u>Date Completed</u>	<u>Spring Semester</u>	<u>Date Completed</u>
SWGS 6801 Social Work Practice in Research I	_____	SWGS 6802 Social Work Practice in Research II	_____
SWGS 6321 Generalist Social Work Practice with Individuals, Families and Groups I	_____	SWGS 6322 Generalist Social Work Practice with Individuals, Families and Groups II	_____
SWGS 6907 Field Practicum Lab (September to May)	_____	SWGS 6907 Field Practicum Lab (cont.)	_____
Elective	_____	Elective	_____

THIRD ACADEMIC YEAR:

<u>Fall Semester</u>	<u>Date Completed</u>	<u>Spring Semester</u>	<u>Date Completed</u>
Advanced Practice Concentration I*	_____	Advanced Practice Concentration II*	_____
SWGS 6430 Elective or Advanced Clinical Assessment & Diagnosis**	_____	Advanced Practice Seminar*	_____
SWGS 6007 Social Policy Analysis, Advocacy, and Practice	_____	Elective	_____
SWGS 6908 Combined Field Work	_____	Combined Field Work (continued)	_____

Note: The program can be completed in two years by combining the first and second years.

*** Advanced Practice Concentration I and II and Advanced Practice Seminar**

Clinical majors take SWGS 6413 Clinical Practice I in the fall and SWGS 6414 Clinical Practice II and SWGS 6415 Clinical Practice Seminar in the spring.

Administration majors take SWGS 6617 Administration I and SWGS 6607 Practice with Task Groups in the fall and SWGS 6618 Administration II in the spring.

Research majors take SWGS 6812 Advanced Research Design in the fall and SWGS 6813 Advanced Research Analysis in the spring. The Advanced Practice Seminar is replaced by the course SWGS 6805 Introduction to Statistics and is taken in the fall. Students in the Client Centered Management concentration take SWGS 6413 Clinical Practice I and SWGS 6620 Client Centered Management I in the fall and SWGS 6414 Clinical Practice II and SWGS 6621 Client Centered Management II in the spring.

Students in the Client Centered Management concentration do not take the Advanced Practice Seminar.

**** Elective or SWGS 6430 Advanced Clinical Assessment and Diagnosis**

Advanced Clinical Assessment is required for students in the clinical concentration. Therefore, students in the clinical concentration have three electives in the program. Students in the Administration, Research concentrations are not required to take SWGS 6430 and therefore have four electives in the program. If a student in the Administration, Research, or Client Centered Management concentration does take SWGS 6430, the course will count as an elective. Students in the Client Centered Management concentration have three electives in the program.

FORDHAM UNIVERSITY GRADUATE SCHOOL OF SOCIAL SERVICE

The Advanced Standing Plan of Study

This Plan of Study is based on the time frame selected by the student at the time of admission

Fall Semester:	<u>Date Completed</u>	Spring Semester:	<u>Date Completed</u>
Advanced Practice Concentration I*	_____	Advanced Practice Concentration II*	_____
SWGS 6430 Elective or Advanced Clinical Assessment and Diagnosis**	_____	Advanced Practice Seminar*	_____
SWGS 6007 Social Policy II: Analysis, Advocacy and Practice***	_____	Elective	_____
Elective	_____	Elective	_____
SWGS 6902 Field Work II	_____	SWGS 6902 Field Work II (continued)	_____

Note: The Advanced Standing Program can be completed in two years by taking concentration courses and field work in one year, and electives in another.

*** Advanced Practice Concentration I and II and Advanced Practice Seminar**

Students in the Clinical concentration can take SWGS 6413 Clinical Practice I in the fall and SWGS 6414 Clinical Practice II in the spring. The Advanced Practice Seminar is SWGS 6415 and is taken in the spring. Students in the Administration concentration take SWGS 6617 Administration I in the fall and SWGS 6618 Administration II in the spring. The Advanced Practice Seminar is SWGS 6607 Practice with Task Groups and is taken in the fall. Students in the Research concentration take SWGS 6812 Advanced Research Design in the fall and SWGS 6813 Advanced Research Analysis in the spring. The Advanced Practice Seminar is replaced by the course SWGS 6805 Introduction to Statistics and is taken in the fall. Students in the Client Centered Management concentration take SWGS 6413 Clinical Practice I and SWGS 6620 Client Centered Management I in the fall and SWGS 6414 Clinical Practice II and SWGS 6621 Client Centered Management II in the spring. Students in the Client Centered Management concentration do not take the Advanced Practice Seminar.

**** Elective or SWGS 6430 Advanced Clinical Assessment and Diagnosis**

Advanced Clinical Assessment is required for students in the clinical concentration. Therefore, students in the clinical concentration have three electives in the program. Students in the Administration and Research concentrations are not required to take SWGS 6430 and therefore have four electives in the program. If a student in the Administration, Research, or Client Centered Management concentration does take SWGS 6430, the course will count as an elective. Students in the Client Centered Management concentration have three electives in the program.

*****SWGS 6007 Social Policy Analysis, Advocacy and Practice**

As accredited Bachelor of Social Work Programs typically have six credits in social policy, Advanced Standing students may substitute this requirement with a restricted policy elective. The student can meet the requirement in the fall or spring. Electives that meet the Policy requirement are currently: SWGS6103 — Social Work and HIV/AIDS, SWGS6008 — Social Work and the Law, SWGS6409 — Practice with Older People and their Families, SWGS6010 — Issues in Policy/Planning for Older Persons, SWGS6011 — Issues in Services to Families and Children, SWGS6028 — Child Abuse and Family Violence, SWGS6106 — Domestic Violence: Social Work and Law, SWGS6012 — Interdisciplinary Responses to Child Abuse, SWGS6102 – Case Management with Diverse Populations, SWGS6014 – Women, Work and Poverty, SWGS6705 – Comparative International Social Welfare, SWGS6624 - International Social Development and Community Building in a Global Context and SWGS6017 – Empowerment Practice with Immigrants and Refugees.

Transfer of Credits and Waivers

Transfer Credits

Requests for transfer of credits for course work completed at another graduate school must be made in writing at the time of application. Transfer credits will not be granted for courses taken more than five years prior to application, or in cases where a grade of “B” or better was not earned. No more than 12 credits are awarded on a transfer basis. When providing all the necessary documentation in your application (transcripts and course descriptions), your acceptance letter will usually indicate transferable credits. If this information is not in your acceptance letter, contact Admissions prior to registration.

Course Waivers

A course waiver is granted to a beginning student who can document having successfully completed course content required in our M.S.W. program. You should make waiver requests during the admission process. When a course waiver is granted, you are expected to enroll in other courses in order to earn the required total number of M.S.W. course credits. You are merely being waived from the course requirement — not the credit requirement. Dean Elaine Gerald will refer you to the appropriate faculty member if a course waiver appears indicated.

Research Waivers

The research area has implemented a systematic procedure for reviewing requests for research waivers. The requirements for a waiver for beginning students include completion of two graduate research courses (not in social work) during the past five years with a grade of B or above (one of the two courses may be a graduate course in statistics); the completion of an empirical research project that is related to social work, with a grade of B or better, as part of the requirements for the graduate research courses; and familiarity with a statistical software program for statistical analysis.

In special circumstances, exceptions to the above procedure for waiver may be granted. If you think that you qualify for an exception, please submit your reasons in writing to Dean Elaine Gerald in admissions at Lincoln Center. No waiver for foundation research will be approved after the second week of the fall semester.

Student ID

Identification cards are issued to all members of the University community and are used to assist University personnel with security and access. Individuals are required to carry their ID cards at all times while on campus. ID cards are necessary for using the University libraries and computer labs, as well as to gain access to University buildings.

New cards are issued each year at the beginning of the fall semester. Upon admission, students send in a passport-sized photo. All pictures are stored digitally on a network server, and any required reissue of this card will come from the resident database.

There is no charge for the initial ID card; however, there is a fee for replacing a lost card or retaking a picture. The first replacement card is \$15; the fee rises to \$20 for any subsequent replacements. There is no fee for damaged or broken cards, but the defective card must be turned in at the time the replacement card is requested. A schedule of the hours of operation of offices that issue ID cards will be posted at the beginning of every semester.

Fordham ID Number (FIDN)

Your FIDN is a random 8-digit number assigned to you at the time you enter the University system. Most students will receive their FIDN at the time of registration. The number is located on the top of the class schedule next to the letter “SID” which stands for “Student ID”. It is important to remember your FIDN number as it is how you will go through many of the Fordham systems.

Student E-Mail

All Fordham University students have email accounts on Lotus Notes. Students receive information in the mail in late August regarding their accounts and user names. Students can access their accounts from any computer simply by typing the address: studentmail.fordham.edu. This will bring you to a dialogue box which will ask you to type your user name and your password. Your password is your full zip code plus the last four digits of your social security number, and can be changed after you initially log on.

Immunizations

New York state law (#2165) requires that all students born on or after January 1, 1957 be immunized against measles, mumps and rubella. Proof of immunizations must be on file at the University Health Center. This applies both to matriculated and non-matriculated students. Noncompliance results in fines and inability to register for classes. Students may be immunized at the health center for a \$10 fee. Call (718) 817-4160 at the Rose Hill Campus for further information. There is also a Health Center at Lincoln Center on the second floor of the Residence Hall. Call (212) 636-7160 for further information.

Non-Matriculated Students

A non-matriculated student is one who has not yet been accepted or who may not yet have applied to the Admissions office to formally work toward their M.S.W. degree. This may apply to someone who wants to see what course work is like before applying formally. As

a non-matriculated student, you have a 12-credit, four-course limit to be taken from the following choices: SWGS 6208 — Human Behavior and the Social Environment I, SWGS 6209 — Human Behavior and the Social Environment II, SWGS 6801 — Social Work Research I and SWGS 6802 — Social Work Research II, SWGS 6303 — Human Service Agencies as the Context for Practice, SWGS 6050 Human Rights and Social Justice, and SWGS 6006 — Social Welfare Policy and Services.

Applying for Matriculation

As a non-matriculated student, you may apply for formal admission to matriculate in the M.S.W. program through the Office of Admissions. Although admission to the M.S.W. program is not automatic, the courses you take as a non-matriculated student will be applied to your M.S.W. degree requirements if you are formally accepted into the program and if you have achieved a grade of “B” or better in these courses.

Financial Aid

We’ve tried to include complete financial aid information online. Please refer back to it for a description of the Federal Family Education Loan, New York State TAP, and Tuition Remission from the Graduate School of Social Service. We also hold lunch-time seminars about financial aid, so keep your eye on the monthly calendars. Some points to remember:

- The FAFSA (Free Application for Federal Student Aid) must be done annually. This is the needs assessment used to determine which loan you are eligible to receive. You must include information you put on your income tax report — an incentive to do your taxes early!
- The application for Tuition Remission is due March 31. The application is only the first step — a decision cannot be made about an award until the FAFSA results are in. Use the Internet to complete loan applications.

Log on to Fordham’s Web site — www.fordham.edu — click onto financial aid, and follow the directions. You can also find information on the GSS homepage. If you need access to a computer with Web access, use computers on campus.

This information applies to both Lincoln Center and Westchester students. Please note that a full-time student takes at least 12 credits per semester. However, students registered for field instruction and taking 11 credits in the fall and 10 credits in the spring are also full time. If you are in the latter category, you will automatically be certified as full time on the University’s system for financial aid. You may obtain a detailed information sheet entitled “Instructions for Application for Financial Aid” from the Admissions office, (212) 636-6600, Room 842, 33 West 60th Street at Lincoln Center; at the Enrollment Services Office in Room 144 at the Westchester Campus.

We make every effort to inform you of other scholarship opportunities by posting them on the bulletin boards. Also, the Admissions office compiles and publishes a list of available sources for financial assistance: please pick up a copy.

The School Year

Class Schedules

Courses are scheduled so that you need only attend classroom courses one day each week. Weekday and Saturday options are available at both campuses, and weeknight courses are available at Lincoln Center.

Academic Calendars

The Academic Calendar is found online. Please review it for important deadlines and holidays. It is also mailed to you by Dean Egan in August, and can be viewed on the Social Services website.

Field Work

If you are following the 21-hour weekly field-work model, you may do field work on any day convenient for you and the participating agency, provided no conflicts arise with your class schedule. Field work will extend from September to early May.

For 14-hour-per-week students, field work extends from September through July to the first week of August. If you are doing fieldwork during the daytime hours, choose any time convenient for yourself and the participating agency — provided no conflicts arise with your class schedule. If you need special evening hours, remember that the program requires you to be in field for four hours (a.m. or p.m.) during the business day. Saturday and Sunday hours do not satisfy this requirement. This ensures that you experience the life of the agency during normal working hours. The rest of your 14 hours may be arranged at times of convenience to you and your agency.

If you are an EESSP student and are in the field 28-hours weekly, field work extends from September through early May. You may do field work on any day mutually convenient for you and your agency — provided no conflict arises with your class schedule.

At Fordham our curriculum is structured so that field instruction only begins in September. Part one of the courses that are concurrent requirements with field are only offered in the fall, and part two of these courses are only offered in the spring.

Attendance

What Happens if You are Absent from Class or Field Work? To gain the most from your education, you need to be in regular attendance in class and in field work. However, sometimes emergencies or illnesses can interfere with attendance. This is one of the times when you need your faculty adviser the most. If illness or hospitalization occurs, your adviser will consult with the assistant dean.

Remember, excessive absences can jeopardize your academic standing.

What Constitutes Excessive Absences from Class? Each professor has the option of stipulating individual expectations regarding attendance and class participation. This will be spelled out to you in the course outline and assignments. If you are unclear, don't hesitate to ask your professor for specific information.

What about Absences from Field Work? In field work, you are allowed a maximum of three absences during the year for illness or other emergencies. If a situation occurs where you are ill for an extended period or another emergency requires your absence, you need to consult with your faculty adviser and field work supervisor. It may be possible to extend your field work to make up the necessary number of hours. See the *Field Work Manual* for more details on this.

Cancellation of Classes

Sometimes bad weather may cause classes to be canceled. All decisions to cancel classes or close the University due to adverse weather conditions come from the vice president for administration in conjunction with the vice president for Lincoln Center and the administrator at Westchester. Information will be available through two numbers directly linked to the University — (212) 636-7777 or (800) 280-SNOW. Announcements will also be made every 15 minutes on the University radio station — WFUV 90.7 FM. Classes may be canceled at one campus while continuing at another. Close attention should be paid to such distinctions when listening to radio reports or calling the snow numbers.

Leave of Absence and Withdrawal

There are times when you may find it necessary to withdraw from a course. If you wish to withdraw from a course, you need to contact the assistant dean at your campus. There will be no financial penalty for withdrawals prior to the start of the semester. Withdrawal from courses after the semester begins results in a W on your transcript, and you are charged on a pro-rated basis according to the date of withdrawal with no refund given after the sixth week of class.

If, as a matriculated student, you plan to take a one- or two-semester leave of absence, you should contact Dean Egan and write a letter informing her of your intent. The time on leave will not be charged against the four-year limit within which a matriculated student must secure the degree. Upon return, there is usually no need to reapply for admission, but you should contact Dean Egan to discuss your registration.

If you are a matriculated student who has not attended for more than two semesters and wish to return to the program, you must reapply through the Admissions office. If a formal leave of absence has been granted, it is likely that the re-application process will consist only of the application, an updated autobiographical statement and one current letter of reference. If you withdrew informally and wish to return, a full re-application is required, and you are not guaranteed re-entry into the program.

Registration

All students are required to attend an in-person registration at their campus. After the first semester, students at Fordham University register on the Web. Currently registered students receive summer and fall registration in March and spring registration in November. Following your chosen plan of study and Web registration information, select your courses.

Summer Session

The Graduate School of Social Service currently has one summer session that begins in mid-May and runs eight weeks. Classes still meet once a week but for three hours and 30 minutes, rather than the one hour and 50 minute- classes during the 15-week fall and spring semesters. Currently, we offer electives during summer session. Due to the brevity and intensity of the summer session, students are limited to only one course. Summer session is optional. Students often use it to lighten up their full-time loads or to shorten the four-year program to three or three-and-one-half years. If you decide to take a summer session course, please note that in the summer the library and cafeteria hours are not as extensive, so you may need to adjust your schedule. Students are not eligible for student loans when taking only three credits unless they are simultaneously in a 14-hour/week internship. If this presents a problem, please contact Dean Susan Egan with questions at (212) 636-6605.

Student Advancement Policy

Advancement is the means by which faculty ensure that each person graduated from Fordham University Graduate School of Social Service has adequate skills, knowledge and judgment to assume the responsibilities of a professional social worker. Advancement of students from the foundation phase to the advanced practice phase to graduation depends on maintaining a B (3.0) average with no NGR's or incompletes on your record. Evaluation of student progress in classroom courses and in field instruction is based on oral and written work and examinations that are established by course and field instructors, and on skills, competencies and personal behavior. Students must complete the program in no more than seven (7) years of full and/or part-time study.

At times the Admissions Committee accepts a student on a provisional basis. This means that the student must maintain a 3.0 grade point average in their first twelve credits. If not, the student will not be permitted to continue in the program.

Grading

To receive credit for a course, you must be in regular attendance throughout a semester and satisfactorily complete all course requirements. The minimum passing grade is the letter grade C. You are considered to be in good standing when a B average or better

is maintained, and a grade of Satisfactory has been received for field instruction and Field Integrative Seminars. Students will receive grades according to the policy adopted by the faculty..

Policy on the Use of “Incomplete”

- A grade of “incomplete” is generally to be discouraged and only employed when faculty conclude that a student is unable to complete assigned course work due to extenuating circumstance. An “incomplete” is a grade given at the request of the student in writing to the course instructor. A time frame acceptable to both the student and faculty must be agreed upon. It is recommended that this time frame not extend beyond four weeks after the final class of the semester.
- If all work is not submitted during the semester, an NGR (No Grade -Reported) can be given. NGRs will also convert to an “F” if not removed within the required time period. Grade sheets definitely should not be held back beyond the due date in order to clarify a student’s grade.
- An instructor is under no obligation to accept work from a student after the mutually agreed upon time frame. It is the instructor’s decision whether to re-negotiate the contract. As in all matters related to grading, an instructor’s decision about a grade-related matter is final.
- If the instructor does not change the “incomplete” grade, the Office of the Registrar converts “incompletes” and NGRs to administrative “Fs” approximately six weeks after the end of the semester. The “F” remains on the student’s transcript unless changed by the original course instructor.
- No M.S.W. student may progress into the advanced phase of study with either an “incomplete” or “NGR” grade(s) in any foundation course.
- When removing an “incomplete,” it is the instructor’s responsibility to complete the change of grade form and submit it to the school’s assistant dean.

Field Instruction Grades

Field instruction carries nine credits for each academic year. For the purposes of payment, the credits are divided as five in the fall semester and four in the spring semester. The grade for field instruction is given after the completion of the 600 hours — in May for 21-hour-per-week students and in July for 14-hour-per-week students. The exception is EESSP field instruction, which carries 15 credits for the academic year, divided as eight credits in the fall semester and seven credits in the spring semester. The grade is given in May upon the completion of 900 hours in placement.

Field instruction is a year-long course and graded on a pass/fail basis. At the end of the first semester, if the student is progressing well, a grade of In Progress (IP) is given. Grades of Satisfactory (S) or Unsatisfactory (U) are given upon completion of the course. The department of field instruction provides the student and supervisor with an evaluation tool for monitoring students’ progress and learning needs. The supervisor submits written evaluations to the school at the end of each semester. The student has input into the evaluation process. The course grade is given by the adviser. (For more detailed information, please consult the *Field Instruction Manual*.)

University Policies

Academic Integrity

A university, by its nature, strives to foster and recognize originality of thought. Originality can only be recognized, however, when people acknowledge the sources of ideas and works that are not their own. Therefore, students must maintain the highest standards with regard to honesty, effort and performance. Violations of academic integrity include, but are not limited to, plagiarism, cheating on exams, false authorship and destruction of library materials needed for a course. This policy gives definitions and instances of violations of academic integrity, the procedures used to arrive at a judgment, possible sanctions and the processes of appeal. This policy will be enforced rigorously and without discrimination.

Violations of Academic Integrity:

- A. *Plagiarism:*** Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such theft is accidental or deliberate. Examples of plagiarism include but are not limited to:
 - Failing to acknowledge the ideas of another person, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast or computer-mediated communication.
 - Attempting to rewrite borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentences.
 - Failing to place quotation marks around borrowed material in the approved style. It is no defense to claim that one has “forgotten” to do so.
 - Presenting as one’s own an assignment, paper or computer program partially or wholly prepared by another person, whether by another student, friend, or by a business or on-line service that sells or distributes such papers and programs.
- B. *Cheating:*** Cheating occurs when individuals share course materials or information when it is unauthorized or prohibited.

Examples of cheating include but are not limited to:

- Having or using unauthorized material at an examination, test or quiz, or copying another student's assignment or laboratory report.
- Permitting another student to copy an assignment, paper, computer program, project, examination, test or quiz.
- Obtaining and/or using an examination, test or quiz prior to its administration.
- Having another person act as proxy and take an examination, test or quiz.

C. *Additional Violations of Academic Integrity:* Additional violations of academic integrity include but are not limited to:

- Theft, destruction or tampering with library materials, audio and videotapes, computer hardware or software, or other materials necessary for a course.
- The submission or presentation of a falsified excuse for an absence from a course requirement, examination, test or quiz.
- The presentation of false identification or credentials in order to gain admission to a course, examination, test, quiz or degree program.
- Submission of a paper or project to more than one course during the time in which a student is attending Fordham University, without explicit permission from the instructors.

The penalty for students found guilty of plagiarism may range from failure for the assignment or course to dismissal from the program.

Students in Academic and/or Non-Academic Difficulty

Consultation

If a student has a concern about course or field instruction, the first step is to consult with one's adviser (every student has a faculty adviser). If the concern is related to field instruction, after an assessment of the situation with the student and the field instructor, the adviser would consult with the administrators in the field instruction department. The result may be a change of field instructor or a change in placement. In non-field academic concerns, the adviser would consult with the associate or assistant dean if a revision of the student's plan of study is indicated. This is often precipitated by a change in a student's health or financial situation.

Administrative Review

An administrative review is held when a student's difficulties are viewed as serious in nature. In most cases the Assistant Dean chairs the committee at Lincoln Center and the Assistant Director chairs the committee at Westchester. In field-related administrative reviews, faculty advisers, field instructors and administrators of the field instruction department participate. This may lead to a new educational agreement, change of field placement, a lengthening of the field placement or withdrawal from field instruction or school. Non-field academic reviews are held with the assistant dean, faculty adviser and relevant classroom instructors. An impartial faculty member is asked to join the committee as well. These reviews may lead to a reduced course load, leave of absence from the program or recommendation for discontinuing the program. These reviews are precipitated when a student fails a course, falls below the minimum required GPA of 3.0 or there is concern about academic honesty.

Committee on Academic Progress

There is an established procedure to determine if a student in academic difficulty in course work or field instruction should continue his or her enrollment in the M.S.W. program. A faculty member can request a Committee on Academic Progress (CAP) in order to review the circumstances and to make a recommendation to the dean of the school as to whether de-matriculation is warranted.

The CAP is convened and chaired by an Associate Dean. The committee will always have five voting members, including the associate dean of the Graduate School of Social Service or the individual currently acting in that capacity, two faculty members of the Graduate School of Social Service and two students in the Graduate School of Social Service appointed by the dean. While other individuals may be included, such as the director of field instruction, these five are required to be present for a CAP to convene. No one participating in the CAP process should have any personal interest in the outcome of the CAP. A complete statement of CAP policies and procedures can be obtained from the office of the associate dean at Lincoln Center.

Initiating a Grievance

If you believe that you have been treated unfairly as to enrollment in courses, treatment in the classroom, final course grades or academic probation, suspension or dismissal, you have the right to seek an impartial and formal review.

What is the Process in Academic Matters

Informal Procedures: You must first make a complaint to the faculty member or administrator responsible for the treatment regarded as unfair. If a satisfactory resolution of the complaint is not obtained, you are expected to appeal promptly to the chairperson of the curriculum area pertinent to the matter in question. The chairperson may require that the complaint be made in written form. If satisfactory resolution is not obtained after conferring with the appropriate chairperson, you have the option of further appeal to the associate dean of the Graduate School of Social Service. The chairperson, the faculty member and the associate dean have a responsibility to act upon the appeal promptly.

Formal Procedures: If the informal appeals procedures outlined above do not result in resolution of the matter, you can request a formal investigation by the Academic Grievance Appeals Committee. This request must be made in writing, and it must provide details of the alleged unfair treatment, identifying the particular informal appeals procedures that were followed and explaining why these procedures did not resolve the matter. This request must be made to the committee within two weeks upon completion of the informal

appeals.

The Academic Grievance Appeals Committee

The Academic Grievance Appeals Committee is made up of five members: The assistant dean of the Graduate School of Social Service, two faculty members and two students. A meeting of the committee is not official unless at least two faculty members and one student member are present.

How Does the Committee Work? The committee meetings are closed. Committee decisions are by majority vote. Each member of the committee has one vote with the exception of the assistant dean who, as chair of the committee, does not vote except in case of a tie. In judging the appeals, the committee weighs the evidence supplied by the student making the complaint, upon whom the burden of proof rests. The committee may call upon a member of the GSS community for testimony in person and/or in writing, and the faculty member or administrator against whom the formal complaint is made has the right to present evidence to the committee.

The Committee's Function: The committee's function is advisory. The chairperson of the committee will prepare a written report that explains the committee's findings and submit this report to the dean of the school. The committee may also offer recommendations toward appropriate remedies if deemed appropriate. It is the responsibility of the dean to make the final decision and to determine suitable compensation, if warranted.

Non-Academic Grievances

Grievances on the part of the students that involve alleged discrimination in non-academic matters are handled through the University's grievance committee. Such cases may include, but certainly are not limited to, grievances related to allegations of discrimination on the basis of sex, age, race, disabilities, religion, national origin or sexual harassment. Also included are any grievances relating to athletics, food services, housing, counseling facilities, extracurricular activities, security, financial aid or field placement.

Initiating a Non-Academic Grievance

Informal Procedures: In seeking resolution informally, the student provides a statement of grievance to the Assistant Dean at Lincoln Center and the Assistant Director at Westchester, who consults with the parties involved concerning the validity of the grievance and, when warranted, endeavors to redress the student's grievance.

Formal Procedures: If the informal process does not lead to a resolution of the grievance, the student may make a request for a formal grievance hearing. Requests for formal hearings must be submitted in writing to the dean of students within 10 days of the completion of the informal process. The request should include a concise summary of the grievance, as well as an explanation of the reasons for the unsatisfactory resolution the informal process.

What Happens in a Formal Hearing? The dean informs the parties involved of the date for the formal hearing. The formal hearing is conducted by the Grievance Committee, which must receive a full written statement of both the grievance and any pertinent substantiating information from the aggrieved person. The student's statement must be submitted 10 days prior to the hearing date and also must be made available to the administrative office or department involved. The chairperson of the Grievance Committee presides over the hearing in a manner that protects the rights of both parties involved. In all cases of alleged discrimination, the burden of proof is on the student filing the grievance. The committee's recommendations are given to the dean, who in turn makes the final decision and determines the method of correction.

Other Important Policies

Sexual Harassment

Sexual harassment will not be tolerated in the classroom or field agency. It subverts the mission of the University and threatens the well-being, educational experiences and careers of students, faculty and staff. It is especially threatening in the context of a teacher-student or supervisor-subordinate relationship, in that a harasser can exploit the power inherent in the position of teacher or supervisor regarding grades, recommendations, wage status or promotion. However, sexual harassment can also occur by subordinates against supervisors, by those of equal status or by students, thereby creating an environment that is intimidating or offensive in a variety of settings. Any member of the faculty, staff or student body of the University who believes that she or he has been or is being subjected to sexual harassment is encouraged to contact Dean Susan Egan, the school's sexual harassment officer. The complete sexual harassment policy is in the Graduate Guide to University Policies which is available online.

Students with Disabilities

Fordham University offers a variety of services to reasonably accommodate students with disabilities. Some of the services include special tutoring for students with learning disabilities, sign-language interpreters for hearing-impaired or deaf students, note-takers for visually impaired or blind students and tape recorders in class. For complete information about services for students with disabilities, please consult the *Disabled Student Services* guide, which may be obtained by calling (718) 817-4355. It's important when completing field work planning forms to indicate if you need special services. Some agencies, because of the nature of the work or accessibility, may not offer the best learning experience for you. Your faculty adviser can offer helpful guidance.

Student Participation

In Administration

The Graduate School of Social Service is a member of the Fordham academic community. Members of the community — administrators, faculty and students — have a right to information that advances their competencies and a right to participate in the decision-making that informs the creation of policies affecting their community. The primary purpose of the school is the education of responsible professional social workers. Student involvement in the development of the school's policies and in its administration is an essential aspect of the educational process. The Student Congress selects students to participate in curriculum development and evaluation through service on curriculum committees — a great way for students to contribute to their profession

Student Congress/Student Government Association

Participation in the Student Congress is one of the primary ways that you can collaborate in the administration of the school. There is a separate Student Congress on both the Lincoln Center and Westchester campuses. The strength of the Student Congress depends upon the level of student involvement. Student Congress meetings are held beginning in September and throughout the academic year. In addition to having the opportunity to affect the administration of the school, participation in the Student Congress offers you the opportunity to network with other students. Sharing experiences and common concerns can further vitalize your educational experience.

Student Groups

Some of the ongoing student groups include: Black Student Social Workers, Asian Students, LGBT Students, Administration Students, and Hispanic/Latino Students.

Speakers' Forums

Students and administrators have spearheaded the "Learned Lunches" at Lincoln Center and "Learn@Lunch" at Westchester with invited speakers addressing topics of interest at both campuses. Bring your lunch and join the discussion. Times and topics are posted.

Completing Your Degree

Finishing papers for classes and completing your field work sometimes makes it hard to keep track of the additional steps required in order to receive your diploma. Pay special attention to the information below, and you will be fine. It's important. Remember, Dean Susan Egan's and Dean Heymans' doors are always open if you have any problems about requirements for graduation.

Candidate-for-Degree Request

All students must file a candidate-for-degree request. In the final semester of your plan of study, you must apply online. Due dates are on the academic calendar and are posted. Filing the candidate-for-degree request begins the formal process for approval of your graduation and ordering your diploma. This must be completed even if you do not intend to participate in the graduation ceremony. After your application is submitted, your transcript will be reviewed carefully. You will be contacted only if you have not met all the requirements for graduation. In order to avoid any problems it is important that you follow your plan of study and that you keep abreast of what the degree requirements are. *Please be reminded that students in a 14/hr week field placement should file for August graduation.*

Graduation Ceremony

The Commencement Ceremony for February, May and August graduates is held in May. If you plan to participate in the graduation ceremony, you must order a cap and gown. Order forms are available at each campus in February and must be submitted in late March or early April (the exact date will be on the order form). Tickets and invitations will be available for distribution in April, along with more detailed information.

If you are a February graduate, you will receive information about ordering your cap and gown and other graduation information in the mail. Of course, you can always call or drop in to see Dean Susan Egan or the Assistant Director Linda White-Ryan if you have a question.

If you are a current student, initial information is sent to you by Dean Susan Egan with your spring registration materials. Additional information is disseminated in Integrative Seminars on both campuses in the spring semester and by posted notices.

You are an August graduate if you are taking your last course in summer session and/or you are in a 14-hour-per-week field placement. You are encouraged to participate in the commencement ceremony in May, but you will not receive your diploma until after August 31st.

There will be graduation parties for you and your guests at each campus in May. Dates will be announced. Look for the postings. There is a charge for students and their guests, but the parties are subsidized by the school. These are great fun; plan to attend.

Also, there is a free reception on the Plaza at the Lincoln Center campus after the ceremony.

Speakers and Awards

Each year, there are two student speakers at graduation — one from each campus. Student speakers are selected on the basis of merit. Students submit the names of possible candidates, along with a brief paragraph about the strengths of the student, to Dean Egan or Dean Heyman. You may nominate yourself.

The following awards may be given at graduation:

Ann Walsh Award: This is a monetary award to a graduating student on the basis of an essay judged by the faculty and administration. The award winner will be a student who can show a commitment to promoting community participation in working toward social change. Exact details about how to apply for this award are given out in Integrative Seminar.

Dr. L. Curran Award: In honor of Dr. Edward L. Curran, registrar from 1927 to 1954, each year the school's Alumni Association awards \$200 to a student from each campus selected by faculty and administration on the basis of grades, practice competence and school service.

Reverend Doctor Nicholas J. Langenfeld Awards: This award is given to one student on the master's level and one on the doctoral level whose master's thesis or doctoral dissertation is judged to be the most outstanding. Selection is made by faculty who teach research courses.

New York City Chapter of the National Association of Social Workers Award: This award is in recognition of professional accomplishments and contributions made by social work students. Criteria for selection includes demonstrated development of professional commitment, identity and values through student leadership, field practice and academic projects. Faculty and administrators participate in the selection and the award winner receives a plaque.

The Faculty Award: In honor of one of our former faculty members, there is a small monetary award for a graduating student from each campus on the basis of outstanding performance in course and field work.

Certificate of Distinction: Westchester Chapter of the New York State Society for Clinical Social Work – outstanding clinical graduate from Westchester.

After Graduation

Our Alumni Association

Participating in the Alumni Association is a good way to network and to keep abreast of what is currently happening in your school and in the field.

The Alumni Association of the Graduate School of Social Service is open to all persons who have graduated from the school. The Association serves to foster the professional development of its members. Opportunities for social networking are also provided. A member of the administration serves on the Association's Board of Directors in order to strengthen the link between the school and its alumni. Membership is automatic, and the alumni office invites active participation. If you are interested in being a board member, contact the Admissions department. Board meetings are held monthly. Among the activities scheduled are continuing education programs and the annual awards dinner. The Westchester Campus has its own chapter of the Alumni Association.

All graduates are eligible for an alumni card RAMPASS that allows you building access and browsing privileges in the libraries. Contact the Alumni Relations at (212) 636-6520, or visit their office at 33 West 60th Street, 9th Floor, New York, NY 10023.

Transcripts of Record

There are two types of transcripts:

Official Transcripts: are sent at your request to other universities, agencies, state or federal government and bear the official seal of the University. They may not be sent directly to you.

Unofficial Transcripts: are for your personal or general use and do not bear the official seal of the University; they may be sent directly to you. Whether you need an official transcript or an unofficial transcript, the process for obtaining it is the same. Contact Enrollment Services at Lincoln Center either by telephone, (212) 636-6700, or by going to the office at Lincoln Center or Rose Hill and filling out a form. There is a \$5 fee for each transcript of record issued. Requests are honored as quickly as possible in the order of application, but keep in mind that during busy times such as at examinations, registration, graduation, etc., there is likely to be some delay. Try to request transcripts as far in advance as possible.

References

At the end of your advanced practice year, your adviser prepares a final report that goes into your record to be used as your field practice reference. Each adviser follows the same outline prepared by the field instruction department. The material covered is taken from your experience in both field placements as well as the adviser's personal knowledge of you. You may request that this reference be sent directly to an agency. Please contact Dean Egan's office to do so. We don't send anything out without your permission. You may also talk with your adviser about what will be going into this report, which is used as your final field work reference. This reference is not part of the official transcript, so be sure to request it separately if you should need to submit both an official transcript and a field practice reference.

Career Planning

Our career development coordinators at each campus will be happy to help even after graduation with advice about resumes and answers to any other questions about your career path. A job board with current listings is maintained on both campuses. Consult it whenever you need up-to-date information.

Continuing Education

Many graduates find it exciting to continue learning at one's own pace and by choice. The school offers a post-master's continuing education program on a regular basis. GSS Alumni can take a course in the M.S.W. program on an audit basis for \$300. Contact Dean Egan's office about this option.

National Association of Social Workers (N.A.S.W.)

Keep your membership up as a graduate and enjoy the opportunity of having a continuing impact on your profession. It's a good way also to stay current about the issues that affect us as professionals in our work and the issues that affect our clients. The N.A.S.W. Code of Ethics is something for us, as professionals, to live by.

Certification as a Social Worker

New York, New Jersey and Connecticut all have different requirements for certification or licensing after you have your M.S.W. You will learn about this from professors and seminars during your last semester.

If you are a New York state resident and applying for the LMSW, you may take the New York State LMSW exam sometime after you have graduated. Application information is available from Dean Egan's and Dean Heymans' offices. There are also workshops on taking the examination held in March and May on both Westchester and Lincoln Center campuses. Announcements and sign-up sheets will be posted well in advance so that you can make whatever arrangements are necessary to attend. In addition, you can loan out laptop computers with an advanced deposit (please contact dean Turner at Lincoln Center or Dean Heyman at Westchester) or you may go to the computer labs on the 7th Floor in Lincoln Center and the second floor in Westchester to take practice exams at the designated computers.

Resources for Students

We make every effort to facilitate the learning experience. We hope you will find these resources user friendly and helpful to you as you progress through and complete the requirements for your M.S.W.

Housing

If you are not from the metropolitan area, you may need some help with housing.

At the Lincoln Center Campus: Talk with the Admissions Office for more information, (212) 636-6600.

Off-Campus Housing, Lincoln Center: There is graduate housing on the West Side of Manhattan. The Admissions Office will be of help to you. Additionally, apartments, shares and sublets are posted on the off-campus housing bulletin board located outside of the Student Activities Office on the fourth floor of the Lowenstein building, Room 408. The school does not inspect or supervise the off-campus housing on this list. If you are interested in posting information, you should complete an off-campus housing form available in Room 408. Listings must be submitted by mail or in person (no listings will be taken by phone). Notices will be posted not longer than 30 days.

Off-Campus Housing, Westchester: Several hotels/motels are available in the area.

- Hampton Inn (special student rates with proof of registration or student ID), 200 Westchester Road, Westchester, N.Y. (914) 592-5680
- Westchester Courtyard by Marriott (special rates for Fordham students), 475 White Plains Road, Westchester, N.Y. (914) 631-1122
- Renaissance Westchester Hotel, White Plains, N.Y. (914) 694-5400

Alternative Housing

- YWCA Residence (has a variety of options; call for information), 69 North Broadway, White Plains, N.Y. (914) 428-1130

Libraries

The library will be one of the most important places for you as you progress through the program. Pick up a *Library Handbook* or one of the self-instructional guides available at each campus to learn more about how to use the library to your best advantage. Check the Library literature rack for this, or ask a librarian about availability.

Students enrolled in classes at Fordham Graduate School of Social Service have use of the libraries at each campus. You must have a valid student ID card to enter the libraries. Students may also use other college/university facilities by obtaining a METRO Referral card from the reference desk. Westchester residents may use any Westchester library or the Library Resource Center on campus.

Library orientations are scheduled at the beginning of each semester at Lincoln Center and Westchester. (Information is posted on the bulletin board.) This orientation reviews location of the collections, use of search facilities (the Fordham University catalogue is online) and literature review packages (i.e. Lexus/Nexus, psych lit, sociofile, social work abstracts).

Required readings for all foundation and advanced practice courses are on reserve or on e-reserve. Readings for elective courses may

also be on reserve at the request of your professor. Check with your professor.

Journal articles and books from any of the three campuses can be obtained within three days through inter-library loan. Materials can be obtained as well from other colleges/universities through an intra-library loan. See a librarian for more information.

Library Hours, Fall and Spring Semesters

Lincoln Center (Lowenstein Building of Fordham University), Quinn Library: Monday–Thursday, 8:00 a.m.–Midnight. / Friday, 8:00 a.m.–7 p.m. / Saturday, 10 a.m.–6 p.m. / Sundays (during the semester) noon–11 p.m. / Holidays: check library schedule.

Westchester Campus: Library Resource Center

Monday and Tuesday, 11:00 a.m.–7 p.m. / Wednesday and Thursday, 10:00 a.m. – 9 p.m. / Friday and Saturday, 9 a.m.– 5 p.m. / Sunday CLOSED. The library has reduced hours during intercession and summer semester. The Library Resource Center is located on the ground level and features a 30,000-volume library, access to the electronic databases of the University and individual study/learning stations.

The loan period for circulating books to students is 28 days. Student IDs must be shown at the circulation desk when borrowing a book. There is no limit to the number of items that may be charged out at one time.

Reserve Materials: To obtain materials which have been placed on reserve, you must fill out a reserve request slip and present it, along with a current Fordham ID, to the library staff at the reserve desk. Reserve materials cannot be removed from the library.

Hours during Intercessions, Summer Sessions & Recesses: To obtain up-to-date library hours during Christmas recess, spring break, the periods between spring, summer, and fall sessions, and/or summer sessions, call the reference desk at the library. The Quinn Library number at Lincoln Center is (212) 636-6050; the Library Resource Center in Westchester is (914) 367-3060.

Computer Centers

Computers are available on campus if you don't have a computer at home or need to do some work on a computer while at school. All Fordham University students are charged a \$100 technology fee each semester. This fee gives you access to the computer labs on campus and also access to the University's system from your computer at home or work. You can access the library and the Internet and can contact faculty, administration and other students through email. A *Student Technology Reference Guide* is mailed to registered students in the summer or can be obtained from the computer centers at school.

Computer Center, Lincoln Center Campus: The Computer Center is maintained by the Office of Computer and Information Management Systems (CIMS). It consists of the VAX Terminal Area and the Microcomputer facility and serves as the primary computer center for the Lincoln Center Campus. As such, it offers a wide range of both hardware and software for the academic community.

Where is the Lincoln Center Computer Center and what are the hours?

The Computer Center is located on the street level of the Lowenstein Building, (SL-23-31, 636-6028). Typical hours during the school year are: Monday–Thursday, 9 a.m.–10 p.m. / Friday, 10 a.m.–8 p.m. / Saturday and Sunday, noon–6 p.m. Please note that the actual schedule is posted each semester outside SL-16.

What does the Lincoln Center Computer Center offer? The Computer Center provides support for two different computer platforms: the University's multiuse VAX minicomputers and single-user microcomputers. This provides a variety of software, including word processing, programming languages, business application programs, utilities, statistical packages, text editors and text for matters. Microcomputer facilities are open to all members of the Fordham community who present a valid University ID card.

What's in the Microcomputer Facility at Lincoln Center? The microcomputer facility consists of three rooms of microcomputer equipment: these contain Apple Macintoshes and IBM compatibles, as well as a variety of printers. Microcomputers are accessible only during CIMS staff hours. Access to microcomputer hardware or software is on a first-come, first-served basis. Users who have submitted their ID card are entitled to use one computer for an unlimited time as long as the facility remains open, provided there is no class reserved for that room, and there are no users waiting to use the facility. If there are more users than available computers, CIMS will implement its waiting-list procedure. The Microcomputer Academic User's Manual elaborates on these and other policies and procedures for using personal computers at Fordham

On the Seventh Floor at Lincoln Center: There is a computer lab available to students in Room 712, with 18 computers and two laser printers, when classes are not in session. These computers are IBM compatible and operate in a Windows environment. A variety of software is available, including Word, Word Perfect, SPSS and test pro (C.S.W. preparation package).

Computer Center, Westchester Campus: Computer labs are rooms 217 and 220. The Library Resource Center has a lab with laptop computers as well as separate computer stations.

Basic Computer Skills

Faculty and administrators of the school have compiled a list of minimum computer skills that will be useful, and in some cases necessary, in your classes and in your career after graduation. The skills are in four areas: using Windows, word processing, using the Internet and using email. These are available on E-Res, and on reserve in the libraries. Two methods to help students attain these skills have been developed: 1) workshops taught by staff at Fordham; and 2) a self-guided manual that you can use to learn these skills on your own. The technology workshops will last approximately two hours and are available free of charge. Dates and topics will be posted at both campuses. If the basic computer skills list appears overwhelming to you, please be assured that after taking a workshop

you will already begin to feel very comfortable in your ability to use the computer. If you have mastered many, but not all, of the skills on the list, you may only need to use the self-guided manual to attain the skills that you do not currently have.

Media Center, Lincoln Center Campus

The Media Center is in Room 417. You may make arrangements, with the approval of your classroom instructor, to borrow slide projectors, overheads and VCRs for use in classroom presentations.

Media Center, Westchester Campus

All classrooms are SMART classrooms. The Westchester campus also has two video-teleconference rooms as well as video-teleconferencing capacity in several other rooms. Media Services is located in room 219. Stafford Davis and Robert Blanchette are available to assist students and professors.

Writing Workshops

Writing consultants who conduct workshops for students and provide individual consultation on literature review, research, organization and style of graduate-level assignments are available at each campus. Lincoln Center students may contact Dr. Dana Holman at (212) 636-6636 or by email at holman@fordham.edu Westchester's writing consultant is Alison Dye (alisondyeinkingston@gmail.com). Both consultants are knowledgeable and helpful. Don't hesitate to ask for individual help or attend a workshop. Hours and sign-up procedures are posted prominently at each campus.

Career Services

Benay Lindenauer is our Director of Career Development at the Lincoln Center campus and offers students an important resource. Besides keeping up-to-date on employment trends in social work, she offers workshops on resume writing and interview skills. The director may be reached at (212) 636-7639. Mr. Derek Brown is Coordinator of Career Services at the Westchester Campus and offers the same services to students at that location. He can be reached at (914) 367-3115. When you are about to graduate and after, you will find the job board with current listings at both campuses very helpful. Consult it whenever you need up-to-date information.

Job Fair

Each spring, usually in April, job fairs are held for students in the Graduate School of Social Service in both Westchester County and Manhattan. This is a wonderful opportunity for you to learn about the many social agencies that may have positions open in the greater metropolitan area. You will want to bring your resume. Sometimes, you'll find Fordham graduates there representing their agencies. It's a good time to network. The job fair is organized by the career development coordinator in conjunction with other schools of social work in our area. Information is posted well in advance about exact dates, place and time.

Helpful Hints

With so much going on in your life, it's sometimes hard to keep track of all the details. We hope that the following information will be helpful to you. Some information, such as hours of food service, can change depending on holidays or semester breaks so it's always good to keep an eye out for the information that is posted.

General Fee

Students are billed a general fee that covers registration, student activities, add/drops, graduation processing and accident insurance. The accident insurance supplements any insurance you already have and covers treatment for accidents wherever they might occur. If you are in need of a broader health insurance policy, one is available at an additional cost through the University. Information about that option is mailed to registered students during the summer or can be obtained from the Student Activities office in Room 408 at Lincoln Center or by calling them at (212) 636-6250.

Malpractice Insurance

As a student in field work placement, you are covered by a malpractice policy. The cost for this policy is \$30 per year, which is charged to you when you register for field instruction. This policy is only in effect during your internship hours. When you graduate and are no longer an intern, you may want to obtain your own liability policy. If you are a member of N.A.S.W., you are able to apply for liability insurance through its group plan.

Address Change

Students whose permanent or local addresses change during the year should notify Dean Egan's office at Lincoln Center or Dean Heymans' office at Westchester, and the Field Work office at Lincoln Center at (212) 636-6610. After graduation, notification should be sent to the alumni office at Lincoln Center. Be sure to specify that you graduated from the Graduate School of Social Service.

Athletic Facilities

Athletic facilities are available on both the Rose Hill and Lincoln Center campuses upon presentation of an ID card. At Lincoln Center, the outdoor facilities include tennis, basketball and volleyball courts.

ATM Machines

At Lincoln Center, an automated teller machine is located on the ground level of the Lowenstein building near the bookstore. At Westchester, an ATM machine is located in the Common Ground Café.

Bookstore Hours, Lincoln Center

The University Shop and Bookstore at the Lincoln Center campus are on the street level of the Lowenstein building in the corridor to the left (west) of the escalators. The hours vary during the year, however, they will be posted in prominent places. Typical hours are 9 a.m.–5 p.m.

Bookstore Hours, Westchester

At Westchester, texts are ordered online and delivered to students homes at no charge.

Campus Ministries

At Lincoln Center, the chaplain’s office and the chapel are located on the second floor, Rooms 217 and 221, respectively. The schedule of Masses and other services is posted outside the chapel and on the Lowenstein plaza. Telephone: (212) 636-6267. At Westchester, contact Joan Cavanagh, associate director of Campus Ministries (914-367-3420). Members of the Campus Ministry team are available for pastoral counseling. Students and alumni of all faiths from all the schools at Lincoln Center are invited to prayer, retreat days, consciousness-raising events and celebrations, and fellowship.

Campus Entertainment, Lincoln Center

A limited number of Twofers (two-for-one ticket vouchers) for Broadway theaters and discounted movie tickets for some cinemas are available in Room 408. An ID card is required. There are also frequent art and photography exhibits by Fordham students shown on the street level at Lincoln Center.

Counseling Centers

Second Floor, Residence Hall, (212) 636-6225. Hours: Monday–Thursday, 9 a.m.–7 p.m./ Friday, 9 a.m.–5 p.m. The Counseling Center offers personal counseling and testing. It is staffed by mental health professionals, a consulting psychiatrist, and several doctoral students in clinical and counseling psychology. The Center maintains an extensive list of private practitioners and agencies offering mental health and counseling services for students and their families who may wish to seek services outside the University.

Westchester students may use the Lincoln Center or Rose Hill counseling centers. The Rose Hill counseling center can be reached at (718) 817-3725. Students should call for an intake appointment.

Food Services, Lincoln Center

The Lowenstein Cafeteria, located on the plaza level of the Lowenstein Building, is open Monday–Thursday, 8 a.m.–8 p.m./ Friday, 8 a.m.–5 p.m.; Saturday, 10 a.m.–4:00 p.m. Since hours vary with holiday and summer schedule changes, it is always good to double check the postings outside the cafeteria entrance. In addition to the cafeteria on campus, there are many delicatessens and restaurants to explore in the area.

Food Services, Westchester

Students will have access six days per week to hot and cold food and beverages at the ground-level Common Ground Café, and everyday access to modern food and beverage vending machines. A spacious student lounge area is available for dining.

Lockers

Lockers at Lincoln Center are available on a first-come, first-served basis. Lockers are rented at a nominal fee in the Student Activities office, Room 408, Lincoln Center. Please be advised that the University is not responsible for the contents of the lockers. A list of policies and procedures will be given to you when registering for a locker.

Parking, Lincoln Center

There is discounted parking for Lincoln Center students with proper validation from the Student Activities office at the following garages:

Prior Parking	West 61st St. (betw. Columbus & Broadway)
Allie Garage	425 West. 59th St. (betw. 9th & 10th Ave.)
Central Parking	345 West 58 th Street
Holiday Inn at 57th Street	440 West 57th St. (betw. 9th & 10th Ave.)

Lincoln Center Parking 150 West 66th Street.(between Broadway & Columbus)

Parking, Westchester Campus

In Westchester, students may purchase a \$115 parking decal at the Security Office on the entry level of the building. The office is open Monday through Friday, 10 a.m. to 6 p.m. and Saturdays (in September only) from 9 a.m. to noon. Overflow-only parking is available at the lower lot at 500 Westchester Avenue. A replacement decal will cost \$10. Decal loss must be officially reported to security. or law enforcement.

Security, Lincoln Center

John Carroll, University director of security: (717) 817-2222 Kenneth McCarthy: (212) 636-6076 Main Security Desk: (212) 636-6075 Main Security Desk, Dorm: (212) 636-7111 Emergency Number at Lowenstein: ext. 8111

Emergencies may be phoned directly into Security via the red-colored phones centrally located at the elevator banks on each floor of the Lowenstein building and on each floor of the Law School. Everyone needs to view security as a shared responsibility. Please report any suspicious, unusual or emergency condition immediately.

Security, Westchester

The Westchester Campus Fordham. University Security staff is responsible for safety and control of the campus.. The building has 24-

hour security staff. All students may be asked to show their student identification cards upon entrance to the building.

Mandatory Accident Insurance

All registered students — whether full or part time, graduate or undergraduate — are charged a nominal fee each semester for a mandatory accident insurance policy. In addition, students have the option of obtaining a supplemental health insurance policy, covering illness and accident. This information is mailed to all registered students.

University Health Services

The Lincoln Center Health Services is located in McMahon Hall (155 West 60th Street), Room 203. Telephone: (212) 636-7160. Hours: Monday and Thursday, 10:30 a.m.–noon and 1–5:30 p.m. / Tuesday, 11 a.m.–12:30 p.m. and 1–7 p.m. Doctor's Hours: Monday, 3–5 p.m. / Thursday, 1–3 p.m.

You may make appointments at the health center or at the Office of Residential Life. There is no charge for visits to the health center. However, if laboratory tests are needed, you assume the responsibility to pay the charges and will be billed directly by the lab. Medications are dispensed at a nominal fee. In the event of an emergency, students are transported to a local emergency room (usually Roosevelt Hospital, a block from campus) and again are responsible for any cost incurred. The Rose Hill Health Center is located in the Thebaud Annex. The telephone number is (718) 817-4160. Call for hours and doctor availability. Students may use either facility.

GSS Student Handbook

This handbook is always a work in progress. Please give feedback to Dean Susan Egan, (212) 636-6605.

The University reserves the right to modify or change any or all policies, in whole or part, at any time.