

STUDENT HANDBOOK

2009-10

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**ALEXANDER, Leslie B., Professor and Chair of the Institutional Review Board
ALVARÉ, Jeannine, Field Instruction Liaison
APPLEGATE, Jeffrey, Professor Emeritus
BAILEY, Darlyne, Dean and Professor, Special Assistant to the President for Community Partnerships
BAUMOHL, James, Professor
BECKER, Dana, Associate Professor
*BISMAN, Cynthia, Professor
BROBERG, Merle, Associate Professor Emeritus
CAMPBELL, Jennifer, Lecturer and Field Instruction Liaison
CAMPBELL-FARRELL, Juliet, Instructor
CASSIDY, Kimberly, Provost and Professor of Psychology
COFFEY, William, Instructor
CORWIN, Maria DeOca, Associate Professor Emeritus
FALKENHEIM, Jacqueline, Field Instruction Liaison
FRANKEL, Diane, Lecturer and Director of Field Instruction
FREEMAN, Pamela, Field Instruction Liaison
HARMON, Evlynn, Field Instruction Liaison
HARRIS, Donna, Instructor and Assistant Director of Field Instruction
HURSTER, Thomas, Instructor
JAPKO, Sheila, Field Instruction Liaison
JONES, Regina, Field Instruction Liaison
KERSON, Toba S., Professor and The Mary Hale Chase Professor in the Social Sciences
and Social Work and Social Research
KIRBY, Nancy J., Lecturer, Assistant Dean and Director of Admissions
KIRK, Virginia A., Field Instruction Liaison
LICHTENBERG, Phillip, Professor Emeritus and The Mary Hale Chase Professor Emeritus in the
Social Sciences and Social Work and Social Research
LITTELL, Julia H., Professor
MARTIN, James A., Professor
MARTIN, Marcia, Associate Dean and Lecturer
MATHES, MICHELLE, Lecturer
McAULIFFE, Jane Damm, President of the College and Professor of History
McCARTHY, Catherine, Lecturer
McCORMACK, Elizabeth, Dean of Graduate Studies
McINTOSH, Virginia, Instructor and Field Instruction Liaison
MILLER, J. Dabney, Instructor
MILLMAN, Elizabeth, Field Instruction Liaison
***NATH, Sara Bressi, Assistant Professor
NEAL, Brenda, Instructor
NEEDLEMAN, Carolyn E., Professor Emeritus
O'NEILL, Susan, Field Instruction Liaison
PFEIFFER, Michael, Field Instruction Liaison
POLLACK, Fran, Lecturer
ROBINSON, Kevin, Assistant Professor
SALMON, Jacqueline, Field Instruction Liaison
SCHRAM, Sanford, Visiting Professor
SHAPIRO, Janet R., Associate Professor, Director of the Center for Child and Family Well-being;
Director of the Ph.D. Program
SHORE, Elliot, Chief Information Officer; The Constance A. Jones Director of Libraries and
Professor of History
SPORTOLARI, Leda, Instructor and Field Instruction Liaison
STEBER, Sarah, Lecturer

TRACY, Carol, Lecturer
VARTANIAN, Thomas P., Professor
VINDLER, Kim, Instructor
WILSON, Amy, Lecturer
VOSBURGH, William W., Professor Emeritus
WOHLSIFER, David, Lecturer
ZYBON, Greta, Associate Professor Emeritus

* Sabbatical Leave, Spring 2010
** Sabbatical Leave, Fall 2009
*** Sabbatical Leave, 2009-2010

Bailey, Darlyne (610) 520-2610
Dean and Professor, Special Assistant to the President for Community Partnerships

Marcia L. Martin (610) 520-2606
Associate Dean and Lecturer

Nancy J. Kirby (610) 520-2608
Assistant Director and Director of Admissions

Sheila Gillin (610) 520-2604
Assistant Director of Admissions

Diane Frankel (610) 520-2617
Director of Field Instruction

Donna Harris (610) 520-2629
Field Instruction Specialist

Diane Crow (610) 520-2612
Assistant to the Dean and Director of Operations

Genny Dunne (610) 520-2615
Director of Career Development and Continuing Education

Margie DuBrow (610) 520-2650
Director, Non-Profit Executive Leadership Institute (NELI)

GSSWSR STAFF

Paula Dubin (610) 520-2607
Admissions Secretary

Victoria Gerstenfeld (610) 520-2611
Administrative Assistant, Dean's Office

Elaine Robertson (610) 520-2614
Program Coordinator,
Career Development and Continuing Education

Peggy Robinson (610) 520-2605
Program Coordinator, Center for Child & Family Well-being, Field Instruction, Development

Computing Lab Teaching Assistants

John Edwards
Pamela Winkler

GSSWSR Web site:

<http://www.brynmawr.edu/socialwork/>

WHERE TO TURN— ADMINISTRATIVE STAFF

<u>With questions about...</u>	<u>See</u>	<u>Room No.</u>	<u>Phone (610)520-Ext</u>
Add/Drop Requests	Marcia Martin	103	2606
Admissions Applications	Paula Dubin or Peggy Robinson	105 105	2601, 2607 2601, 2605
Advising (M.S.S.)	Marcia Martin	103	2606
Advising (M.L.S.P.)	Raymond Albert	210	2636
Advising (Ph.D.)	Janet Shapiro	218	2618
Advising (HSV)	Marcia Martin or Elaine Robertson	103 108	2606 2614
Audiovisual Equipment Reservations	Peggy Robinson	105	2605
Building/ Equipment Problems	Peggy Robinson	105	2605
Career Development/ Continuing Education	Genny Dunne or Elaine Robertson	107 108	2615 2614
Child and Family Well-Being	Marcia Martin or Peggy Robinson	103 105	2606 2605
Classroom/Bldg Reservations	Elaine Robertson	108	2614
Computing Room (supplies)	Vicki Gerstenfeld	102	2611
Copier	Peggy Robinson	105	2605
Educational Accommodations*	Nancy Kirby	105	2608
Events Scheduling	Elaine Robertson	108	2614
Faculty Clerical Assistance	Secretarial Pool (see Diane Crow)	102	2612
Faculty/Staff Mailboxes	Room across from 107/8		
Field Instruction	Diane Frankel or Donna Harris (work sites)	216 203	2617 2629

* Services for learning differences, accessibility, etc. Also Access Services Office, 610-526-7351

(continued)

<u><i>With questions about...</i></u>	<u><i>See</i></u>	<u><i>Room No.</i></u>	<u><i>Phone (610)520-Ext</i></u>
Field Instruction Evaluations	Peggy Robinson	105	2601, 2605
Financial Aid (M.S.S.)	Marcia Martin or Nancy Kirby	103 105	2606 2608
Financial Aid (M.L.S.P.)	Raymond Albert	210	2636
Financial Aid (Ph.D.)	Janet Shapiro	218	2618
Grade Sheets / Faculty Evaluations	Vicki Gerstenfeld	102	2611
Job Postings	Genny Dunne or Elaine Robertson	107 108	2615 2614
Keys	Diane Crow or Vicki Gerstenfeld	102 102	2612 2611
Loan Deferment Forms	Registrar's Office	Taylor Hall	526-5141
Mail Bag (Campus and U.S.)	Mail Room (across from rm. 107/8)		
Mail Slot for After Hours	Front entrance of building		
MLSP Program	Raymond Albert	210	2636
NABSW	Nancy Kirby	105	2608
NASW	Marcia Martin	103	2606
NASW Applications	Elaine Robertson	108	2614
PA Society for Clinical SW	Diane Frankel	216	2617
Ph.D. Program	See Operating Procedures or Janet Shapiro or Vicki Gerstenfeld	218 102	2618 2611
Registration	Marcia Martin or Diane Crow	103 102	2606 2612
Reimbursements (e.g., Field Instruction travel)	Vicki Gerstenfeld	102	2611
Staff	Diane Crow	102	2612
Student Records	Diane Crow	102	2612
Supplies	Marcia Martin	103	2606
Transcripts	Registrar's Office	Taylor Hall	526-5141
Transfer Credit	Paula Dubin	105	2607
Vending Machines	Vicki Gerstenfeld	102	2611
Waiver Examinations	Nancy Kirby	105	2608
Writing Assistance	See: http://www.brynmawr.edu/writingcenter/faq.html (Services are available to graduate students on a select basis.)		

EMERGENCIES

Office of Public Safety

526-7911

There are three **emergency phones** that may be used to call the Office of Public Safety. One phone is on the building wall next to the automatic doors leading from the main parking area; one phone is in the back parking lot island and the other is at the front driveway.

As one of the nation's oldest academic social work programs, the Bryn Mawr College Graduate School of Social Work and Social Research is part of a College with a long-standing, well-respected dedication to both scholarship and social responsibility. The School's philosophy and practice reflect Bryn Mawr College's Quaker roots, historical concern for oppressed or marginalized groups, and corresponding commitment to transforming the world for the better. We believe that human well-being, democracy, and human rights cannot flourish in the midst of dramatic economic disparities, and we encourage students to grapple with the issue of unequal opportunity. We also believe that, as social workers and thoughtful citizens of the world, our graduates must approach problems from more than one perspective. Whether students specialize in clinical, management, or policy practice, they are encouraged to understand and value the complementarities among different kinds of professional social work.

The mission of the Graduate School of Social Work and Social Research is to advance and apply knowledge to the enhancement of individual, societal and global well-being and to promote social and economic justice through its teaching, service, and research and scholarly activities. The School provides a learning environment that is supportive and intellectually rigorous, encouraging critical thinking and the expression of social work values through classes, field-based training, research, and active civic engagement in collaboration with the College as a whole. In addition, the School promotes faculty scholarship and community service activities that further expand and refine social work knowledge and the development of service delivery systems, providing leadership in the areas of direct practice, policy, and research.

HISTORY OF THE SCHOOL

The Bryn Mawr College Graduate School of Social Work and Social Research was founded as the Graduate Department of Social Economy and Social Research in 1915. In 1919, it was among the initial 17 schools of social work in the United States and Canada to develop uniform standards of training and professional education through the American Association of Schools of Social Work (later to become the Council on Social Work Education), and has been accredited on a continuous basis since that time. The School was the first social work program affiliated with an accredited college or university in the United States, and the first to award a PhD in social work. It was established with the bequest of Carola Woerishoffer, a 25 year old undergraduate alumna of Bryn Mawr College who, at the time of her early death, was investigating factory conditions for the New York State Department of Labor. Her gift of \$750,000 (about \$14 million in today's dollars) was the largest gift in the College's history at that time.

For over 90 years, Bryn Mawr's social work program has earned a national reputation for providing a rigorous educational environment that prepares students to address the needs of individuals, families, groups, organizations, and communities within a context that emphasizes social justice, focuses on skills, strategies, and techniques of relationship, empowerment, management, and advocacy; and respects and understands the implications of diversity and the values that guide the social work profession. Students spend a substantial portion of their time undertaking field work at public and private agencies and organizations, working in areas such as mental health, child welfare, substance abuse, gerontology, health care, education, public welfare, policy planning, and criminal justice. Field work is supplemented with extensive classroom study in practice, policy, and research.

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As part of the larger Bryn Mawr College academic community, the School's faculty, staff, and students place great emphasis on critical, creative, and independent habits of thought and expression as well as an unwavering commitment to democratic principles of social justice. The School believes strongly that an educational program in social work must offer its students a range of skills and competencies and approach problems from more than one perspective as it prepares its graduates to play multiple roles during their careers. Through service and scholarship, the School has been instrumental in promoting the social work profession and meeting the distinctive challenges of helping people and communities and addressing the social abuses that perpetuate the disadvantages of certain groups in our society. The School is especially recognized by its students, alumnae/i, and larger social work community for its rich tradition and innovative spirit, its intellectually challenging and personally supportive community, its capacity to get beyond the dichotomies of clinical, policy, advocacy, and management that have often plagued the profession of social work, and its passionate, caring, and accessible faculty. Over time, many events and perspectives have come together to make the profession of social work a challenging composite of knowledge and skills and the Graduate School of Social Work and Social Research has been at the forefront of preparing its graduates not only to meet the challenges of working within the current practice environment, but to consistently provide leadership in shaping that environment.

ACADEMIC POLICIES AND PROCEDURES

COMMUNICATION

All students are issued a **Bryn Mawr College email account**. Generally, incoming students receive their passwords and instructions for using their Bryn Mawr email prior to beginning classes. The Graduate School of Social Work and Social Research faculty and administrators will communicate important information to students via their Bryn Mawr College email. College email addresses are listed in the College Directory, so students may also use them to communicate with each other. **All students are responsible to make sure their Bryn Mawr email is functioning and for checking incoming mail frequently.** If students choose to forward their Bryn Mawr email to another account, they must be sure that that account's "In" box is not full or that email from Bryn Mawr is not blocked in any way.

Students are expected to inform the Dean's Office of any changes in their phone numbers and addresses.

SUMMARY OF REQUIREMENTS FOR THE M.S.S. DEGREE

Number of courses for the M.S.S. degree, including Field Instruction, must total 18. Advanced Standing students may receive credit for up to nine courses and must take a minimum of ten courses, including Field Instruction, at Bryn Mawr Graduate School of Social Work and Social Research. Field Instruction must be taken in consecutive years, and concurrently with the Practice Seminars.

Foundation Courses (Required of all M.S.S. students)

103 Foundation Practice
131 Data Analysis
132 Research and Evaluation for Social Work Practice
141 Human Behavior and the Social Environment I
142 Human Behavior and the Social Environment III
146 Human Behavior and the Social Environment II
151 Social Welfare Policy
254 Issues of Cultural Diversity

Concentrations and Their Courses*Clinical Social Work*

161 Field Instruction I
162 Field Instruction II
211 Clinical Social Work I
212 Clinical Social Work II
263 Field Instruction III
264 Field Instruction IV
Three electives (three courses)

Policy Practice and Advocacy

161 Field Instruction I
162 Field Instruction II
201 Policy Practice and Advocacy I
202 Policy Practice and Advocacy II
263 Field Instruction III
264 Field Instruction IV
Three electives (three courses)

Law and Social Policy Courses

Students in the M.S.S. program may count up to two Law and Social Policy courses as electives. M.S.S. students who are also candidates for the M.L.S.P. degree are permitted to count up to three M.L.S.P. courses for M.S.S. credit. These three courses, typically B404, B408 and B409, will satisfy the three M.S.S. elective requirements.

SUMMARY OF REQUIREMENTS FOR THE M.L.S.P. DEGREE**General Requirements**

Students may apply to the M.L.S.P. program:

1. After successful completion of a M.S.S., M.S.W. or related master's degree program,
2. After successful completion of one year in Bryn Mawr's M.S.S. program, or
3. Concurrently with their admission to Bryn Mawr's M.S.S. program.

The program consists of seven courses plus a noncredit field-based special project. The courses are designed to convey basic skills of legal analysis, legal research, and techniques of advocacy and mediation. The central purpose of the program is to apply these skills in such diverse fields as mental health, child welfare, aging, criminal justice, work with individuals and families, and domestic violence, to name a few.

The Law and Social Policy curriculum has several levels of coursework. The introductory courses (401-Introduction to Legal Processes; and 402-Social Functions of the Law) acquaint the student with fundamental competencies in legal reasoning and legal analysis, as well as introduce the processes by which courts, legislatures, and administrative agencies receive and resolve problems. The second level of coursework (409-Legal Writing and Research; and 404-Advocacy and Negotiation) emphasizes skill development in three practical areas: legal research, advocacy, and conflict resolution. The legal research course prepares students to find the law and cite it correctly, with special attention given to developing competency in coherently and clearly communicating legal research findings. The advocacy skills are built around an examination of the unique skills for those settings in which social work and law overlap. Special attention is also given to examining the relative strengths of using courts, legislatures, and administrative agencies to promote social change. The focus on conflict resolution allows for an in-depth exploration of alternatives to the civil process and the implications for mechanisms such as mediation. The third level of coursework (410-Principles of Constitutional Law; 412-Race, Races, and the Law in American Context; and 408-Special Topics in Law and Social Policy ,or an elective in the M.S.S. program) focuses on interdisciplinary perspectives on law and society. The aim is to rigorously examine the law's competency to address issues such as equal treatment, the tension between individual rights and the wider public, inequality, the role of law in framing and structuring social relationships, and social reform. Finally, the field instruction component encourages students to discover the practical challenges associated with integrating law in social work practice.

All joint-degree students typically complete 18 credits for the M.S.S. and seven credits for the M.L.S.P. Because three M.L.S.P. courses and the M.L.S.P. field instruction requirement are applied toward satisfaction of the M.S.S. requirements, joint-degree students complete a total of 22 courses.

Students must take:

- 401 Introduction to Legal Processes
- 402 Social Functions of Law
- 404 Advocacy and Negotiation
- 409 Legal Writing and Research
- 410 Principles of Constitutional Law

(continued)

SUMMARY OF REQUIREMENTS FOR THE M.L.S.P. DEGREE (CONTINUED)

Plus any two of the following seminars:

406 Equality and the Law

407 Personal Rights and the Public Interest

408 Special Topics in Law and Social Policy

412 Race, Races, and the Law in American Context

OR, in place of 408, students may select another masters or Ph.D. elective after consultation with the Director of the M.L.S.P. program.

Plus: Complete a Law and Social Policy Special Project -- a thesis-type document that explores a topic taken from the student's field of interest.

Instructions for Joint M.S.S./M.L.S.P. Candidates

M.S.S. students who are also candidates for the M.L.S.P. degree are permitted to count up to three M.L.S.P. courses to meet M.S.S. requirements.

Field Instruction assignments for joint-degree candidates must be developed in consultation with the Director of Field Instruction. Following registration for second year M.S.S. Field Instruction, all students are required to discuss the Special Project with the Director of the M.L.S.P. program.

SUMMARY OF REQUIREMENTS FOR THE PH.D. DEGREE

(Students should also consult the Operating Procedures for the Degree of Doctor of Philosophy, available on the School's website at www.brynmawr.edu/socialwork)

Students are urged to plan for at least one year of full-time study, but may complete the entire program on a part-time basis.

Student Competencies

Ph.D. students will learn to:

- Demonstrate a critical understanding of different behavioral and social science theories, and how they are used to inform applied research questions
- Demonstrate mastery of a substantive body of knowledge in a defined area of inquiry by means of a critical assessment of the literature
- Formulate original research questions that are amenable to investigation and reflective of social work ethics
- Choose and implement research methods appropriate to a particular research question
- Analyze data using sophisticated methods of inquiry, and
- Understand different approaches to reporting analyses to relevant audiences.

Requirements for the Degree of Doctor of Philosophy

Bryn Mawr College awards the Ph.D., not individual departments or schools. Therefore, each student must meet certain general College requirements as well as specific School requirements. Bryn Mawr admits students to the Ph.D. program for either full-time or part-time study. Part-time study entails enrollment in a minimum of two courses in a semester. Full-time study entails enrollment in three courses in a semester. Enrollment in four courses is considered an overload and requires adviser approval.

A minimum of four semesters of class work is required for the degree. In the School of Social Work and Social Research, students must complete 12 courses, including seven required courses and five carefully chosen electives designed to ensure specialized knowledge in areas of substantive and methodological interest. Required courses, as a rule, are taken within the School. Elective courses may be taken as formal seminars or as tutorials within the School, the Graduate Schools of Arts and Sciences at Bryn Mawr or the University of Pennsylvania, with which Bryn Mawr has a reciprocal tuition arrangement. There is no foreign language requirement.

Students have a maximum of eight years to finish the doctoral program. Within this timeframe, particular guidelines have been set for the completion of each phase of the program (coursework, preliminary examinations, dissertation proposal, and dissertation).

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SUMMARY OF REQUIREMENTS FOR THE PH.D. DEGREE (CONTINUED)**Course Requirements**

Students must complete 12 courses. Seven of these are required for all students. The Ph.D. curriculum emphasizes theory and an unbiased approach to methods, and seeks to integrate the domains of social work and social welfare. The required courses are designed to balance theoretical training with training in data-collection methods and quantitative and qualitative analysis. Required courses ensure that each candidate leaves Bryn Mawr with the intellectual preparation essential to providing leadership as teachers, scholars, administrators, and policy analysts in social work and social welfare. The seven required courses are:

501 Introduction to the History of American Social Welfare and Social Reform

526 Theories of Mind, Personality and Self in Society

or

531 Social Theory

540 Data Analysis I

541 Data Analysis II

551 Research Methodology I

552 Research Methodology II

and - one Advanced Statistics or Research Methods course

Electives

In consultation with his or her adviser, each doctoral student designs a program of study that builds on the foundation established by the required courses. Electives provide opportunities for advanced study in a number of different areas. Many students take both *531-Social Theory* and *526-Theories of Mind, Personality, and Self in Society*, with one fulfilling a requirement and the other counting as an elective. Other electives offered in the Ph.D. program include *514-Economic Thought and Economic Inequality*, *518-Developmental Theory and Research: Child and Adolescent Well-being*, *549-Qualitative Analysis*, and *508-Teaching and Pedagogy*. In addition, with the permission of instructors doctoral students can arrange tutorials in areas not covered by existing courses and can enroll in selected M.S.S. electives and M.L.S.P. courses with enhanced expectations. Finally, students can enroll in relevant electives offered in the Graduate Schools of Arts and Sciences at Bryn Mawr and at the University of Pennsylvania.

Foreign Language Requirement

There is no foreign language requirement.

Candidacy and Preliminary Examinations

When course requirements are nearly completed, students apply to the doctoral faculty for formal admission to candidacy for the degree. A supervising committee is then formed to evaluate the student's performance on the preliminary examinations and to guide work toward the dissertation. The supervising committee consists of a Director of Work plus three additional faculty. It is chaired by a member of Bryn Mawr College's faculty of Arts and Sciences.

After admission to candidacy has been approved, students must pass preliminary examinations before proceeding to the dissertation. These consist of three written exams (four hours each) on the following fields:

1. Social Work and Social Welfare: Past and Present
2. Social Research
3. Social or Behavioral Science Theory

A paper is also required on Social Work Practice (either Social Policy and Program Development or Clinical Theory and Research). Students are examined orally on the three written examinations and the paper.

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SUMMARY OF REQUIREMENTS FOR THE PH.D. DEGREE (CONTINUED)**Dissertation Proposal**

Before proceeding to the actual dissertation work, each student meets with his or her supervising committee to review a proposal summarizing the scope of the research and the method(s) to be followed. Once a dissertation proposal is approved by the supervising committee, students are expected to keep committee members informed of all substantial changes.. All dissertation proposals must undergo review by the College's Institutional Review Board for the Protection of Human Subjects.

Submission of Dissertation

Dissertations must be submitted by a specified date in order to qualify for the award of May or December degrees. These dates are stated annually on the Academic Calendar, and may vary from one year to another. After the dissertation has been received by members of the supervising committee, it is either accepted or rejected with recommendations for revision. Once a dissertation is accepted by the committee, the student proceeds to the oral Final Examination on the content of the dissertation.

ADVISING

At the beginning of each student's course of study, the student is assigned an advisor. That faculty member will work with the student during his or her stay at Bryn Mawr. Advisors help in orienting the student to the School, its curriculum and its policies, providing educational guidance in the selection of a student's course of study, identifying resources for resolving problems that may be interfering with the student's educational performance, and discussing and evaluating career goals.

In the Master's program, advisors are responsible for reviewing the academic performance of students during and at the end of each semester. Advisors discuss any performance issues with advisees and inform the Associate Dean Marcia Martin when performance concerns place a student in academic jeopardy, and will be asked to present such information to the Committee on the Evaluation of Master's Students. The advisor also consults with first-year students about their general course of study.

Incoming students initially meet with their advisors during the first few weeks of school and may choose to meet again with their advisors by mid-semester to discuss preliminary career goals, future courses, a tentative plan of study and performance in class and field. All returning students in the Master's program may choose to meet with their advisors by mid-semester; during that meeting, students may wish to discuss performance in class and in field, the past semester's evaluations, any difficulties or matters affecting performance in class or field and a plan of study for the second semester.

Near the end of the first semester, returning students may again choose to meet with advisors to consider the subsequent semester's course selections and review performance in class and field. **At the end of the second semester, returning students may choose to meet with advisors, but are required to attend a group advising session for fall registration.** It is the student's responsibility to make appointments to see the advisor and to attend a group advising session. If after meeting with the advisor and/or attending a group advising session, a student feels that there are issues needing further clarification, the student should make an appointment to meet with the Associate Dean Marcia Martin.

In the doctoral program, advisors are responsible for reviewing the progress of their advisees at the end of each semester and for reporting anyone who is in academic jeopardy to the Doctoral Faculty. The advisor recommends a student for candidacy upon completion of the course requirements. A more detailed discussion of doctoral program matters can be found in the Operating Procedures Manual of the Ph.D. program.

REGISTRATION

Incoming M.S.S. students will receive their schedule of assigned courses during the summer preceding their first fall semester. During orientation, incoming Ph.D. students will meet with their advisors to review the schedule and incoming M.S.S. students are expected to meet with their advisors during the first few weeks of school. All students may choose to meet with advisors in November to discuss courses for the second semester.

Spring semester registration materials are distributed to all students at the end of November. Students in their second or third year will register on-line in early December for elective courses. Students are pre-enrolled in continuing courses (all 100-level courses, practice concentrations and field instruction). In March and April, returning students receive registration materials and register on-line for the summer and fall semesters. They may meet with their advisors to discuss course selections.

Enrollment in all classes is limited and subject to the availability of openings in the course.

Virtual Bryn Mawr: All students are issued an account and password for using Virtual Bryn Mawr. Students use Virtual Bryn Mawr to register for classes, view their transcript and their student accounts, to request an official transcript, and to view their paycheck if they are employed on campus, etc. Complete instructions for using Virtual Bryn Mawr are on the School's web site: <http://www.brynmawr.edu/socialwork/>

Special Courses: Tutorials, Master's Papers, master's students taking doctoral courses, and *University of Pennsylvania* courses all require permission of your advisor and of the instructor. *These courses are NOT available on Virtual Bryn Mawr. To enroll in these courses you must submit an add/drop form to the Dean's Office and document appropriate permission.* All of these courses are billed the same as Bryn Mawr courses. Faculty members will offer tutorials only after consultation with the Dean on the availability of teaching time. See below for more details on taking courses at the University of Pennsylvania.

UNIVERSITY OF PENNSYLVANIA RECIPROCAL PLAN

Under the Reciprocal Plan, courses at the *University of Pennsylvania Graduate School of Arts and Sciences* are available to Bryn Mawr graduate students during the academic year. (Summer courses at the University of Pennsylvania and courses at Penn's School of Social Policy and Practice are not part of the Reciprocal Plan.) The courses must be related to graduate social work education. All full-time and part-time matriculated students are eligible.

(continued)

The number of courses that may be taken at the University of Pennsylvania is limited to one per semester. Students register with both Bryn Mawr College and the appropriate Graduate Dean at Penn. Tuition, however, is billed through Bryn Mawr College.

The student must first submit a letter to the Dean of Bryn Mawr College Graduate School of Social Work and Social Research from the professor at Penn granting permission to enroll in his/her course. Further details are available in the Dean's Office at Bryn Mawr. The University of Pennsylvania charges a small general fee for the use of the library, a library deposit that is refundable and fees for late registration. Ordinarily students are not advised to undertake such work during their first year at Bryn Mawr.

ADD/DROP

Students may change their registration during the Add/Drop Period specified in registration materials. Except for changes to fall registration made over the summer, students are required to use an Add/Drop form. Students must also use an Add/Drop form for status changes between audit and credit. Marcia Martin, Associate Dean, must approve all Add/Drop requests. ***The Add/Drop deadline for the Fall 2008 semester is September 12, 2008 and January 30, 2009 for the Spring 2009 semester.*** No enrollment may be changed between Audit and Credit status after the deadline date. Any courses dropped after the deadline will become a Permanent Withdrawal grade on the student's transcript.

WAIVER (M.S.S. PROGRAM ONLY)

Information about waiver examinations is given to M.S.S. students prior to the start of their first semester in the program. It is possible for students to waive by written examination certain required courses in the M.S.S. program, with the exception of field instruction, the practice seminars, and the required course on Issues of Cultural Diversity. Students must have satisfactorily completed undergraduate or graduate course work in the area(s) in which they are taking the waiver exam(s). This course work must be supported by an official transcript.

Students receive one unit of credit for any waiver exam that they pass and each course waived through the passage of a waiver exam will reduce by one the number of course units required for the M.S.S. degree. Credit will be awarded upon satisfactory completion of five M.S.S. course units.

It is strongly suggested that graduates of B.S.W. and related programs take appropriate waiver exams. Waiver exam failures are not noted on the academic record.

All waiver examinations for first semester courses must be taken prior to the beginning of the first semester; waiver exams for second semester courses must be taken by the specified date in November. No exceptions will be made. Each exam may be taken only once and must be scheduled through the Dean's Office.

TRANSFER CREDIT (M.S.S. PROGRAM ONLY)

It is possible to obtain transfer credit for graduate courses taken at accredited colleges or universities if those courses meet Bryn Mawr's degree requirements. Applicants enrolled as matriculated students in accredited Master of Social Work programs may apply to transfer up to one year of credit. Other students entering the M.S.S. program may be granted transfer credit for two foundation courses and one elective for a total of three transfer credits. Students applying for transfer credit for M.S.S. foundation courses may also be required to pass the waiver examinations for those courses. Courses must have been taken within the last five years and a grade of "B" or better must have been earned. Students should initiate review of courses for credit upon enrolling. Transfer credit will be granted after the student has successfully completed five course units in the M.S.S. program. Transfer credit for Ph.D. courses will be considered after the student has completed a semester at Bryn Mawr.

Students requesting transfer credit for either program must provide a syllabus and any other related materials needed for an assessment to be made by faculty teaching the comparable Bryn Mawr course for which transfer credit is being requested. Students must specify the courses for which transfer credit is being requested. Requests for transfer credit must be approved by the Associate Director for the M.S.S. program and by the Doctoral Faculty for the Ph.D. program.

Bryn Mawr College does not grant academic credit for life experience.

AUDITING & OVERLOAD COURSES

Students may audit any elective course in which there is space available, provided the written consent of the advisor and the instructor of the course is obtained. The instructor will determine the requirements for participation of auditors. The charge for auditing is one-half the charge for taking the course for credit. Audits are subject to availability of space. An overload is defined as any course taken in addition to the required number of courses. Overloads are charged at the normal tuition rate. Students will be permitted to enroll in overload courses only after all students taking the course for required credit have been accommodated.

SCHOOL POLICY ON OBSERVATION OF RELIGIOUS HOLIDAYS

Occasionally, students in the Graduate School of Social Work and Social Research miss class in order to observe religious holidays not recognized in our present College calendar. The following accommodations should be made whenever possible, either singly or in combination, depending on student needs and circumstances:

1. In the case of a multi-section course, arrangements may be made for the student(s) to attend a section that meets on a different day.
2. If taping is an accepted practice in a given class, arrangements may be made for another student to tape the class for the absent student(s) and/or to share class notes.
3. Faculty may photocopy and share instructional notes with absent student(s).
4. Faculty may meet with the absent student(s) at an agreed-upon date and time to discuss material presented during the missed class.
5. If a large number of students in a class will be absent in order to observe a specific religious holiday, and if the instructor and all class members come to a consensus about rescheduling, the class may be rescheduled.

These accommodations are not to be considered requirements, and faculty and students are encouraged to consider alternative accommodations as appropriate. Students are responsible for communicating with their instructors in a timely manner about any upcoming absence related to religious holiday observance. Faculty are responsible for discussing possible accommodations with students who plan to miss class in order to observe religious holidays, and for helping them develop a plan that fits the situation.

EVALUATING STUDENT PERFORMANCE

Preparation for professional social work practice requires the student to read widely, think critically and analytically, engage in reasoned debate, and produce independent and collaborative work. To meet these requirements, the student must be present for class and ready to participate fully in the full range of educational opportunities. Students are expected to complete all assigned readings for the week in advance of class meetings. Students are expected to attend all class sessions and submit written assignments on time. The instructor should be notified in advance if the student expects to miss a class meeting or assignment due date. Each instructor will determine specific expectations regarding class attendance, participation and satisfactory completion of assignments for her or his course.

While the School does not have a formal honor code system, in-class or take-home exams are given with the expectation that the work submitted will be the student's own. If instructions for assignments and/or tests are unclear, please ask the instructor for clarification. Students and faculty are expected to comply with the NASW Code of Ethics.

Plagiarism occurs when someone deliberately or accidentally uses the words, ideas, or other original thoughts of someone without proper acknowledgement. Plagiarism includes copying from another source without citation, closely paraphrasing another source without citation, building closely on someone else's ideas without citation, paying for someone to write a paper, and buying, stealing, or borrowing a paper and submitting it as one's own work. It is a student's responsibility to become familiar with the definition of plagiarism and the proper methods of documentation and the citation of sources. Students may want to consult the *Publication Manual of the American Psychological Association: Fifth Edition*.

GRADING AND MUTUAL ACCOUNTABILITY

It is the instructor's responsibility to provide the Master's student with an evaluative grade of Satisfactory (equivalent of "B" or better) or Unsatisfactory for the course or seminar on the provided Grade Sheet. The Ph.D. student receives an evaluative grade of Satisfactory, Marginal Satisfactory or Unsatisfactory; however, only a Satisfactory or Unsatisfactory will appear on the transcript. A qualitative analysis of achievement of learning objectives, oral and written presentations, examinations and other educational outcome measures is also required. In addition, the instructor may choose to provide a written analysis of the student's performance as a private communication between the instructor and the student. The policy of the School is to terminate any Ph.D. student who receives:

- Two Unsatisfactory assessments
- Three Marginal Satisfactory assessments, or
- One Unsatisfactory and two Marginal Satisfactory assessments.

The student's responsibility is (a) to participate in either an oral or written mid-term analysis and evaluation of the course or seminar, and (b) to prepare anonymously as a communication to the instructor and to the Dean, an end-of-semester evaluation of faculty performance. The student's evaluation of the instructor is not made available to the latter until the instructor's evaluation of the student has been turned in to the Dean's Office. These student evaluations of faculty performance are important to course development as well as to faculty reappointment, promotion and tenure.

Students in field placements will also complete an evaluation of their field instructor at the end of each semester. This completed evaluation will be shared with the field instructor after the field instructor has submitted his or her evaluation of the student.

INCOMPLETES

The grade Incomplete is given only when extenuating circumstances prevent the student from completing the requirements of the course on time and must be accompanied by a date on which the work will be completed.

Master Students: Individual faculty members may specify deadlines for completion of work in their syllabi; however students may not proceed to the next semester or summer session until all work from the previous semester or summer session is complete or until a grade of Permanent Incomplete or Unsatisfactory is issued. Second-year students are expected to meet the deadlines set for graduation. Work that is not completed by the due date becomes a Permanent Incomplete or Unsatisfactory and will be indicated on the student's transcript as such, unless the instructor requests a further extension, which requires a meeting of the Committee on the Evaluation of Master's Students. Students who do not meet the specified dates may be required to meet with the Committee on the Evaluation of Master's Students for review of student performance, after the faculty member has designated the grade as Unsatisfactory or Permanent Incomplete or has requested a further extension.

Ph.D. Students: For Doctoral Students, the grade of Incomplete is reserved for use only in respect to illness or a grave emergency situation. On the Grade Sheet, the instructor indicates the date by which the work is to be completed. Incompletes must be completed within 30 days of the end of the semester in which the Incomplete is incurred. Any Incomplete remaining after this date automatically becomes permanent and no degree credit is received.

STUDENT PARTICIPATION ON COMMITTEES

At Bryn Mawr, faculty, staff, and students value each other as colleagues. There are student members on all School committees including the Committee on Policy, the Committee on the Master's Curriculum, the Admissions Committee, the Committee on Evaluation of Master's Students, and any constituted faculty search committees. In addition, there is a GSSWSR student representative to the School's Board of Advisors, College Board of Trustees, the College Ad Hoc Commencement Committee, and the College Diversity Council.

Students participating on committees other than the Admissions Committee must have completed one year in the program. The Committee on Policy includes one returning M.S.S. student and one returning Ph.D. student; the Committee on the Master's Curriculum included two returning M.S.S. students; the Committee on Evaluation of Master's Students includes two returning M.S.S. students; the M.S.S. Admissions Committee includes two returning M.S.S. students and one incoming M.S.S. student; the Ph.D. Admissions Committee includes one returning Ph.D. student; faculty search committees include one returning M.S.S. student and one returning Ph.D. student. Opportunities to serve on committees are posted and interested students may sign-up. The final selection of M.S.S. students is done in collaboration with the Student Association. Students members of the various committees (with the exception of the Committee on the Educational Performance of Master's Students where confidentiality must be maintained) report back to the Student Association and on some occasions, survey the student body or facilitate focus groups on various curricular or policy issues.

COMMITTEE ON THE EVALUATION OF MASTER'S STUDENTS

M.S.S. students whose performance in coursework and/or fieldwork places them in academic jeopardy or whose behavior raises questions about their appropriateness for the social work profession may be asked to appear before the Committee on the Evaluation of Master's Students. The Committee is composed of two elected faculty members, two students, and the Dean.

The criteria for bringing a student before the Committee include:

- Failure in one course
- Marginal performance in more than one course
- Marginal performance in field instruction
- Behavior in class or field settings that does not comply with generally accepted standards of professional conduct or with the principles contained in the NASW Code of Ethics.
- Instructor's request to extend an Incomplete beyond the specified deadline.

After the instructor and/or advisor has taken all appropriate steps to assist the student to improve her/his performance to an acceptable level, and has reached the conclusion that the student is in jeopardy, she or he shall inform the Associate Dean, Marcia Martin, who will convene a meeting of the Committee. The student and her or his advisor will be asked to attend.

The Committee, after discussing the issues with the student, the advisor and involved faculty, will decide whether to modify the student's course of study or withdraw the student from the program. The decision of the Committee may be appealed first to the Dean. If not resolved at that level, the decision may be appealed to an ad hoc committee of three faculty members and two students appointed by the Dean, but not including members of the Committee on the Evaluation of Master's Students. The decision of the ad hoc committee shall be final.

EXCLUSION

The College reserves the right to exclude at any time any student whose academic standing is unsatisfactory or whose conduct renders her or him an undesirable member of the College community. In such cases fees will not be remitted or refunded in whole or in part; fellowships and scholarships will be canceled. Findings regarding academic standing and conduct are made by the Committee on the Evaluation of Master's Students, the Doctoral Faculty or by the Committee to Advise the Dean.

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GRIEVANCE PROCEDURE

A student who believes that she/he has been treated unfairly has the right to be heard. The Graduate School of Social Work and Social Research has in place both policies and procedures for students to follow. With the exception of appealing decisions of the Committee on the Evaluation of Master's Students and decisions of the Doctoral Faculty, the following procedure is to be used by all students.

The appeal procedures for the Committee on the Evaluation of Master's Student's are detailed above in that section. The appeal process for the doctoral program is listed in the Ph.D. Operating Procedures Manual. In all instances, the student should first discuss the issue directly with the individual involved, whether that individual is a student, member of the faculty, field instruction liaison, staff or field instructor.

If the issue is not resolved at that level, the student should consult:

- Her/his advisor when the matter involves a fellow student, member of the faculty, or staff member
- Her/his field instruction liaison when the matter involves a field instructor
- The Director of Field Instruction when the matter involves a field instruction liaison.

If the issue is not resolved at that level, the student should consult:

- Dean Darlyne Bailey when the matter involves a fellow student, member of the faculty, field instructor, field instruction liaison or staff member.

If the issue remains unresolved, the Dean will appoint an ad hoc panel of three faculty members and two students, none of whom will have had any prior involvement in the issue, to hear the concern and inform the Dean of its decision. The Dean will communicate the decision of the ad hoc panel to the student in writing. The decision of the ad hoc panel shall be binding.

LEAVES AND WITHDRAWAL

A student whose academic work is in good standing may apply in writing to the Associate Dean for a leave of absence after consulting with her or his advisor. Generally a leave is requested for no more than one academic year. If the student wishes to return to the program at the end of that year, she or he should write to the Associate Dean requesting reinstatement. Available space in the program and length of time the student has been away from the School will be factors affecting reinstatement. A student extending a leave beyond the approved period may need to reapply for admission to the School.

The student may, on the recommendation of a physician, request a medical leave of absence for reasons of health at any time. Readmission may be granted upon recommendation of the Associate Dean based upon evidence required by the School of the student's capacity to meet the demands of her or his program.

A student who has withdrawn from the School is not automatically readmitted. After a year's absence, she or he may request readmission and should consult the Associate Dean and the Director of Admissions for advice. Students who withdraw or take a leave of absence before the end of the enrollment period must contact the Associate Comptroller at (610) 526-5265 for an exit interview before departure from the program to ensure that her or his financial account is settled. The student also must meet with Marcia Martin, Associate Dean of the Graduate School of Social Work and Social Research, to discuss her or his experiences at the School.

CONTINUING ENROLLMENT

Students who have completed the required course work for the Ph.D. degree and are continuing independent work on their dissertation must (1) retain their enrollment and degree candidacy by registering for one or more seminars each semester or must (2) register under the Continuing Enrollment Plan. It is the student's responsibility to respond to the form that is sent each semester. Failure to respond may result in charges that may not be appealed. Students will be billed unless they have asked for a leave of absence in writing and a leave has been granted. The Dean may grant such leaves up to a period of two years. Students may not continue on leave of absence for more than two years without receiving approval from the Doctoral Faculty. Without such approval the student will be dropped from the program. In addition, students who are not planning to register for academic seminars but who are planning in any given semester (1) to present themselves for College examinations, (2) to use the College libraries, and/or (3) to consult members of the faculty on a regular basis must register under the Continuing Enrollment Plan.

PROFESSIONAL LIABILITY COVERAGE

All students enrolled in field instruction are covered by professional liability insurance designed in cooperation with the National Association of Social Workers Insurance Trust and administered by the American Professional Agency Inc. It protects students for duties performed as part of their field placement in the amount of \$2 million for each claim and \$4 million aggregate. The School does not assume liability for injury to or caused by the student in the practicum. If students are expected to use their own automobiles in the practicum, the student and the agency should have a written understanding in regard to reimbursement and insurance coverage.

WRITING LABORATORY

A writing laboratory is provided for M.S.S. students who wish to sharpen their writing skills in order to perform at appropriate academic and professional levels. Practice in the usage of standard English grammar, instruction in scholarly writing, exploration of social work library resources, and report forms are included. A schedule for the writing lab is distributed to all students at the beginning of the fall semester. For Ph.D. students, there are writing-skills workshops that focus on critical reviews of course papers, dissertation proposals and student manuscripts being considered for professional and scholarly publication.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Students are urged to join one or more related professional organizations, such as the National Association of Social Workers, National Association of Black Social Workers, National Federation of Societies for Clinical Social Work, the Council on Social Work Education, American Public Welfare Association, Child Welfare League of America, the Gerontological Society. These organizations give students an immediate opportunity to participate in professional activities and thereby to influence the future of social work as well as the opportunity to work with leaders in the social work field. Such organizations offer reduced rates for students and provide a number of benefits, including publications and insurance programs. A list of professional organization addresses is available in the Career Development Office.

LICENSURE

While all states have legal regulation of social workers, each state establishes its own requirements. To be licensed in most states, social workers must pass an examination and provide references and a school transcript to the state board of social work examiners. It is the responsibility of the student to learn the requirements for licensure in the state in which he or she intends to practice, but the Career Development Office keeps a file that includes information from many states.

In Pennsylvania, the LSW license is granted after applying to the state, passing the Master's level exam administered by the Association of Social Work Boards (ASWB) and providing documentation of graduation from an accredited Graduate School of Social Work. The advanced clinical LCSW license may be earned after acquiring the LSW, and then completing 3,000 supervised clinical hours, and applying to take the clinical-level exam. Licensure requirements for states outside of Pennsylvania may be found on the ASWB website at <http://www.aswb.org/>

Center for Social Work Licensing Information and Exam Preparation: The Social Work License Exam Preparation Course, designed by The Center for Licensing Information and Exam Preparation, is offered in two separate formats, a one-day session and an intensive two-day course. Both courses have been developed to increase student success, while decreasing test anxiety on the master's (LSW) and clinical (LCSW) social work license exams. Special attention is given to practice theory, social work terminology, therapeutic strategies, treatment, practice techniques, ethics, social work values, DSM-IV, psychopharmacology, as well as diversity-sensitive practice. Both courses include helpful practice test questions, a study manual, and discussion.

CAREER DEVELOPMENT SERVICES FOR STUDENTS AND ALUMNAE/I

Mindful of the profession's unique partnership between academic and practice settings, Bryn Mawr offers its applicants, students, and graduates the resources and expertise of a specialized career development program. At Bryn Mawr, social work careers are conceptualized as a developmental process, beginning prior to graduate study and extending indefinitely over the span of a career. The School's career development director and the staff of the College's Career Development Office along with faculty advisers and the Bryn Mawr alumnae/i network provide support, training, and individual assistance with career-related issues and place an emphasis on networking, career development skills, and career counseling.

Individual Advising: Consultations with a career counselor at the School provide students and alumnae/i with the opportunity to discuss personal career issues, job search strategies and networking options. In addition, personal confidential meetings may be scheduled for practice interviews and resume or c.v. critiques.

Career Workshops: Planned conveniently during students' class breaks or before or after classes meet, career workshops address issues including career planning, resume and cover letter writing, summer jobs, international jobs, long-distance job searches, networking, interviewing, negotiating, career decision-making and licensure. Workshop schedules are distributed to student boxes.

Career Day: Each year before classes resume in January, graduating social work students are invited to attend an all-day career exploration seminar. The day includes a wide range of experiences from personal assessment to mock interviews with peer feedback. An alumnae/i panel discussion includes graduates from a variety of disciplines who speak with current students about their own career paths and workplaces; the graduates also offer advice to job seekers and answer a myriad of questions.

Networking: The career development program at the School has worked to strengthen ties among applicants, current students, graduates, and organizations throughout the Delaware Valley and across the country. The unique relationship between academia and social work practice is viewed as an opportunity for the enrichment of both.

The Career Mentors program plays an important role in networking. Graduates with expertise in specific areas of social work practice volunteer to serve as career mentors, sharing their practice wisdom and experience with applicants, current students, and fellow alumnae/i. The Black Alumnae/i Coordinating Council has been especially active in providing career mentor services to minority students.

The jobs and career information listserv provides another important link between the workplace and the School. Job opportunities, career advice, and program announcements are shared with a large number of subscribers each week. Contact with alumnae/i and organizations provides the School with important feedback on practice roles, salaries, and employment trends.

An annual jobs fair brings prospective employers into the School to present their organizations and programs to graduating M.S.S. and M.L.S.P. students, and gives students an opportunity to gain an overview of current job openings and to discuss their interests and qualifications with recruiters, sometimes even paving the way for a more formal employment interview.

Reference Service: The Office of Career Development (CDO) located on the main campus at Bryn Mawr offers a "credentials" service for storing letters of reference. Find information and registration forms for the service at www.brynmawr.edu/cdo/ and click on the link for credentials, under the menu. Upon request, the College forwards letters on behalf of students and alumnae/i to potential employers or to graduate schools.

Job Listings: Each year, the Graduate School of Social Work learns of jobs from many employers via multiple sources. Social Work and related human service job listings are shared with current students and alumnae/i via email. **Contact the Director of Career Development, Genny Dunne, at gdunne@brynmawr.edu to join the list-serve for social work specific career information and job listings.**

Network News <http://cdoapps.haverford.edu/resources/netnews/>, generated by the Bryn Mawr/Haverford Bi-College Career Development Office, offers a general, wide-spectrum of job listings and internships available to all Bryn Mawr alumnae/i. Human Services jobs are among those represented in Network News.

Jobs Fair: Located on site at the School of Social Work, the annual Jobs Fair hosts 30 (plus) employers who come to campus specifically to meet with Bryn Mawr's social work students.

CONTINUING EDUCATION

The Bryn Mawr College Graduate School of Social Work and Social Research continuing education program is committed to providing intellectually challenging curricula in a personally supportive and inclusive environment that meets the educational needs and licensing-maintenance requirements of social work practitioners, researchers, and policy-makers working in a variety of settings. The half-day and daylong continuing-education sessions and certificate programs held at the School between October and February draw upon the expertise of both Bryn Mawr faculty and other recognized experts in various areas of social work practice. Faculty are experienced and employ both didactic and experiential teaching methods, and all seminars reflect and integrate the values that define the ethical foundation of the social work profession. In addition, the School offers continuing-education programs at a number of sites in the region. All sessions are designed to include offerings of interest to those working in clinical practice, social service management, policy practice and advocacy, and program development. Registration is limited. For further information, contact the Office of Continuing Education at [610-520-2602](tel:610-520-2602) or visit their website at <http://www.brynmawr.edu/socialwork/ce/>.

Post-Graduate Certificate Programs offered through Continuing Education

Certificate Program for Home and School Visitor (M.S.S. courses as well as CEd)
Certificate in Advanced Adolescent Psychotherapy
Certificate in Clinical Social Work (includes supervision)
Certificate in Co-Occurring Disorders

Meeting Licensure Requirements through Continuing Education: Pennsylvania and most other states require continuing education for social work license renewal. Bryn Mawr is an accredited provider of continuing education credits.

TUITION AND FEES

Fees for 2009-2010:

Doctoral course	\$4,195 per course
Master's course	3,290 per course
Field Instruction fee	80 (\$40 per semester)
Materials Fee/Student Activities	280 (\$140 per semester)
Graduation fee	60 (\$30 per semester)
Ph.D. Continuing Enrollment	430 (per semester)

PAYMENT OF FEES

It is the policy of the College that tuition is due the first day of each semester. A late fee of one percent per month on the unpaid overdue balance will be assessed on all amounts not fully paid by the due date. No credit will be given for any semester's work if any bills remain outstanding, nor will the student be allowed to register for any subsequent semester.

The College is a participant in the Academic Management Service Inc. (AMS) program. It is an interest-free monthly payment plan. For additional information, contact the Office of the Comptroller at (610) 526-5265.

REFUND POLICY FOR A DROPPED COURSE

A student who drops a course before the end of the Add/Drop period will receive a refund of 100 % of the cost of the course. A student who drops a course after the end of the Add/Drop period is responsible for the total cost of the course.

REFUND POLICY FOR WITHDRAWING

A student withdrawing from the Graduate School of Social Work Program will receive a pro-rated refund based on the time period they were enrolled. A student receives a 100% refund if the withdrawal takes place before the first day of class. A schedule of withdrawal dates and refund percentages is available in the Comptroller's Office and on the Comptroller's website.

BRYN MAWR COLLEGE FINANCIAL AID

Students receiving financial aid from the College who drop a course generally will have their Bryn Mawr College aid reduced by an amount equal to the reduction in tuition.

STAFFORD LOAN (SUBSIDIZED AND UNSUBSIDIZED)

PHEAA has advised us that if a student's loan is certified based on a specific number of courses and the course load is reduced, the student can keep the loan check if it has already been disbursed; however, if it is the decision of the Dean not to reduce the Bryn Mawr College aid, the student's financial aid package must be revised to reflect the new cost of attendance which may result in a reduction of their loan eligibility.

CLASS COMMUNICATION CHAINS

Each class should develop a telephone chain so that faculty can communicate with students when a class has to be canceled because of emergencies or bad weather.

BAD WEATHER PROCEDURE

The Graduate School of Social Work and Social Research uses the services of radio station KYW 1060 AM to alert you as to whether or not classes will be held. If classes have been canceled, the School's emergency weather closing number – **415** in Montgomery County – will be read on the radio. Community members outside of KYW's range may call the College's snow closing hotline for information at (610) 526-7310 or the main number of the Graduate School of Social Work and Social Research at (610) 520-2600. The information on the snow closing hotline is updated hourly. Please note that the Graduate School of Social Work and Social Research may close even when the College remains open.

LOST AND FOUND

Lost items (i.e., car keys, books, purses, wallets) can be reported, and found items brought, to the Dean's Office, Room 102. After hours, any urgent queries regarding lost or found items should be directed to the Public Safety Office at (610) 526-7300

DRUG-FREE WORKPLACE

The College complies with the Drug-Free Workplace Act of 1988 and with the Drug-Free Schools and Communities Act of 1989.

SMOKING AND FRAGRANCE POLICY

Please note that our building is SMOKE FREE. There are no designated smoking areas inside the building. The designated smoking area is outside, on the landing of the gym steps at the entrance closest to the driveway.

We ask that the use of fragrances be minimized to avoid affecting community members with allergies.

PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, 5411 Switzer Bldg., 330 C St., S.W., Washington, D.D. 20201, concerning alleged failures by the institution to comply with the act.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean's Office.

DIRECTORY INFORMATION

Bryn Mawr College designates the following categories of student information as public or “directory information.” Such information may be disclosed by the institution for any purpose, at its discretion.

Category I	Name, address, dates of attendance, class, current enrollment status, electronic mail address
Category II	Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred
Category III	Date of birth
Category IV	Telephone number
Category V	Marital status

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974 by written notification, which must be in the Registrar’s Office by August 15. Forms requesting the withholding of directory information are available in the Registrar’s Office.

Bryn Mawr College assumes that failure on the part of any student to request the withholding of categories of directory information indicates individual approval of disclosure.

CAMPUS SAFETY

Bryn Mawr College is committed to assisting all members of the community in providing for their own safety and security. The Web site for the Office of Public Safety (<http://www.brynmawr.edu/safety>) contains information regarding campus security and personal safety, including topics such as: crime prevention, crime reporting policies, fire safety information and other matters of importance related to security on campus.

It also contains information about crime statistics for the three previous calendar years of reported crime on campus and property reasonably contiguous to and accessible from campus. This information is required by law and is provided by the Bryn Mawr College Office of Public Safety. The annual compliance document is available on the Office of Public Safety web site at www.brynmawr.edu/safety/act73.htm. If you would like a printed version containing this information, you can stop by the Bryn Mawr College Public Safety Office in the John J. Maloney Building, or you can request a copy by mail by writing to the Public Safety Office, or by calling (610)526-7911.

PARKING

All members of the College community who wish to park on campus, including the School of Social Work, must register their vehicles with the Department of Public Safety. Parking decals cost \$35.00 for the 2007-2008 academic year. Commuter students may register a second vehicle for an additional \$10.00. Purchase of a parking permit does not guarantee a parking space. Fees for the parking decals that you request will be billed to your Bryn Mawr account. Should you have any other questions pertaining to parking rules and regulations, please go to <http://www.brynmawr.edu/safety/parking/parking.htm>

EQUALITY OF OPPORTUNITY

Bryn Mawr College does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age or disability in the administration of its educational policies, scholarship and loan programs, and athletic and other College-administered programs, or in its employment practices.

In conformity with the Civil Rights Act of 1964, as amended, it is also the policy of Bryn Mawr College not to discriminate on the basis of sex in its educational programs, activities or employment practices. The admission of only women in the Undergraduate College is in conformity with a provision of the Act. Inquiries regarding compliance with this legislation and other policies regarding nondiscrimination may be directed to the Equal Opportunity Officer, Florence Goff, who administers the College’s procedures at 610-526-5275.