M.S.W. PROGRAM ORIENTATION HANDBOOK

rev. 8/2018
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Myron B. Thompson

Myron Bennett “Pinky” Thompson earned his MSW from the University of Hawai‘i in 1953. A noted leader in the struggle for the preservation and perpetuation of the Hawaiian culture, he was at the vanguard of the Hawaiian Renaissance movement during the 1970’s. While serving as the Executive Director of the Queen Lili‘uokalani Children’s Center, he helped revitalize traditional healing practices such as ho‘oponopono and dream work. With Kumu Mary Kawena Pukui and members of the Hawaiian Culture Study Committee, he assisted in the development of Nānā I Ke Kumu (Look to the Source), a seminal, two-volume reference on Hawaiian cultural beliefs and practices, and their ongoing connections in modern times. Among his many career accomplishments, Thompson helped to establish ALU LIKE, Inc., a Hawaiian service organization that addresses the social and economic needs of the Hawaiian community; and Papa Ola Lōkahi, a non-profit consortium of organizations focused on the health status of Native Hawaiians. He advocated for the establishment of the Native Hawaiian Education Act, served as a Bishop Estate trustee, and was president of the Polynesian Voyaging Society, which is best known for the voyages of the Hōkūle‘a canoe.

Throughout his life, he sought guidance through the wisdom and knowledge of his ancestors to pioneer modern day initiatives that would help ensure the future of Native Hawaiians and all people of Hawai‘i. Thompson passed away on Christmas day, 2001. On September 19, 2008, the UH Board of Regents named the Myron B. Thompson School of Social Work to honor this school alumnus and influential community leader. In support were his wife, Laura Thompson, daughter Lita Blankenfeld, sons Myron and Nainoa, U.S. Sens. Daniel Inouye and Daniel Akaka, the Office of Hawaiian Affairs, Kamehameha Schools, Papa Ola Lōkahi, the Association of Hawaiian Civic Clubs, and the National Association of Social Workers, Hawai‘i Chapter.
MYRON B. THOMPSON SCHOOL OF SOCIAL WORK
Department of Social Work ~ Office of Public Health Studies ~ Center on Aging

VISION STATEMENT

Achieving social justice and health equity for the people of Hawai‘i and citizens in a changing world

DEPARTMENT OF SOCIAL WORK
MISSION STATEMENT

The mission of the Department of Social Work is to provide educational excellence that advances social work with its focus on social justice. The principal responsibility is the generation, transmission, and application of knowledge for the global enterprise with special attention to Native Hawaiian, other Pacific Islander, and Asian populations in our state and region.

MSW PROGRAM MISSION

The mission of the Master of Social Work Program is to achieve the aims of the profession of social work by educating students on knowledgeable and competent practice with diverse populations. Originating in a commitment to increasing social and economic justice for underrepresented and oppressed groups, the MSW Program prepares professional social workers for advanced practice with individuals, families, and groups within the context of their communities. Special attention is paid to the multicultural environment, in particular to Native Hawaiian, Pacific Islander, and Asian cultures of our communities, state, and the Pacific region.

MSW PROGRAM GOALS

At the completion of classroom and field education, graduating MSW students:

1. Are prepared for the specialized practice of social work that embodies the knowledge, values, skills, and cognitive and affective processes of the profession and a commitment to social and economic justice.

2. Integrate specific knowledge and skills for practice with oppressed groups and diverse populations, with attention to the unique role our island home plays in the lives and well-being of its people, particularly Native Hawaiian, Pacific Islander, and Asian populations in the community, state, and Pacific region.

3. Recognize the intersectionality of diversities in ourselves and others as central to successful social work practice.

4. Demonstrate cultural humility and incorporate Indigenous ways of knowing towards decolonized professional practice.
MSW PROGRAM OVERVIEW

The University of Hawai‘i (UH) awards a Master of Social Work (MSW) degree. Students may complete their degree requirements through a full-time or part-time program. The program requires **57 credit hours** of course work to be completed within a **four-year** period, including four semesters of field education (practicum) and completion of the advanced research requirement (Plan B: Non-Thesis).

The MSW curriculum of the Myron B. Thompson School of Social Work has been developed to both reflect and promote the advances of contemporary social work practice. Curriculum design and materials incorporate theory and practice approaches that have been developed throughout the country as well as those that have been created by faculty and practitioners to meet local and Pacific/Asian needs.

Upon graduation, students perform a wide range of tasks related to the provision and management of direct service, the development of social policy, and engagement in research-informed practice and practice-informed research that promotes social and economic justice. The MSW curriculum also prepares students to practice with diverse populations, respecting the knowledge, wisdom, problem-solving practices, and other resources that reside in the cultures and traditions of those with whom they serve. In addition, students develop competence in working in specialized areas of practice so that they graduate from the program with in-depth knowledge and skills necessary to practice in a particular specialization.

MSW PROGRAM OBJECTIVES

The MSW program objectives reflect the 10 competencies identified as crucial to practice by the Council on Social Work Education (2015; see [CSWE Accreditation at www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS](http://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS)) and the MBTSSW (2014). These objectives were affirmed by the MSW Program Committee and integrated into courses across the MSW curriculum.

1. Demonstrate ethical and professional behavior.
2. Engage diversity and difference in practice.
3. Advance human rights and social, economic, and environmental justice.
4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.
10. Engage, honor, and respect indigenous culture towards decolonized professional practice.
MSW CURRICULUM

GENERAL DEGREE REQUIREMENTS

1. Completion of a minimum of 57 credit hours, all letter graded.
2. Completion of foundation (generalist) requirements.
3. Completion of advanced year (specialization) requirements.
4. Completion of four (4) semesters (at least 900 total clock hours of field education & field integration seminar (FIS)).

For degree requirements for Advanced Standing students, see pg. 11.

Degree requirements must be completed within four (4) years from the time of admission to the MSW program.

Certain foundation (generalist) courses may be waived through examination to reduce the number of credits required for the degree. See MSW Waiver Exam Program on pg. 12.

FOUNDATION (GENERALIST) CURRICULUM

The foundation (generalist) courses present an orientation to social work practice and provide the necessary base upon which to build the more advanced body of knowledge, practice, principles, and skills offered by the specializations. The generalist curriculum is designed to provide an integrated system of courses that collectively introduce students to the components of the profession. There is emphasis on social work as a diversified profession with many functions and a variety of approaches.

The generalist courses present content in human behavior and the social environment, social welfare policies and services, research, social work practice, and field education. Thus, students complete the generalist curriculum prepared to intervene at the individual, family, organization, and community level.

ADVANCED (SPECIALIZATION) CURRICULUM

The specializations are the major focus of the advanced curriculum. They are organized around specialized areas of practice or populations in which social workers are often employed – Behavioral Mental Health, Child and Family, Gerontology, and Health.

Students select a specialization area by the end of their generalist-level course work. However, not all specializations are available through the Distance Education (DE) option.

The advanced curriculum includes two practice courses focused on the chosen specialization area, an advanced policy course, advanced research, one year of field education, and a specialization approved elective. Options for completing the advanced research requirement are described on pg. 11 – see Advanced Research.
All specializations teach certain common advanced skills with a focus on individuals and families (e.g., direct intervention, expertise in functioning within organizations, assessment, interpersonal skills, and expertise in a range of social work roles). In addition, each specialization presents content specific to its field of practice.

**Specialization Area Descriptions**

**Behavioral Mental Health**  
*(Interim Chair: Christabel Cheung)*

The goal of the Behavioral Mental Health Specialization is to develop and deepen knowledge and skills relevant to the critical roles social workers play in assessment, treatment planning, service delivery, consumer advocacy, culturally resonant practice, evaluation of services, and policy development in behavioral mental health. Utilizing the advanced practice framework, the BMH specialization’s educational objectives are designed to accomplish this goal as well as the advanced curriculum learning outcomes.

Required courses for BMH specialization are: SW 724 - Seminar in Social Work Practice in Mental Health; SW 725 - Social Work Practice in Mental Health; SW 797 - Advanced Policy; SW 741 - Review of Research or through an independent study (SW 743/744, 746); a specialization approved elective on BMH; and SW 790/791 - Field Education specific to BMH.

BMH specialization courses integrated with field instruction prepare students for contextualized social work practice with individuals experiencing severe and persistent mental illness and accompanying substance abuse issues. This re-empowerment oriented, client-centered approach, purposefully addresses the recommendations of the New Freedom Commission Report on Mental Health, emphasizing consumer recovery, collaborative treatment planning, elimination of service barriers, and evidence-based, best practices that are culturally resonant.

Students interested in the Behavioral Mental Health Specialization may contact Dr. Christabel Cheung, Interim Behavioral Mental Health Specialization Chair, by phone at (808) 956-6127 or by e-mail at cheungck@hawaii.edu.

**Child and Family**  
*(Chair: Francie Julien-Chinn)*

The Child and Family (C&F) Specialization prepares students for practice in multicultural communities with children and youth within the context of their families, who are facing challenges resulting from issues of poverty, social injustice, oppression, child abuse and neglect, domestic violence, community violence, mental health, immigration issues, or grief and loss. Because of the multicultural environment of Hawai‘i, culturally competent social work practice will be emphasized in the class with attention to indigenous ways of knowing and doing. Thus, the child and family specialization is designed to provide students with advanced knowledge and understanding of relevant practice theories, and evidenced based and best practices with children and families in various contextual situations. The emphasis is that of the ecological and family social work perspectives in which the child is seen in the context of family, communities, and the larger society to enhance engagement, assessment, intervention, and evaluation skills.
Required courses for C&F specialization are: SW 717 - Social Work Practice with C&F; SW 718 - Seminar in Social Work Practice with C&F; SW 797 - Advanced Policy; SW 741 - Review of Research or independent study (SW 743/744, 746); a specialization approved elective with C&F; and SW 790/791 - Field Education placement specific to C&F.

The specialized practice courses complement the advanced policy, field education, and research courses as students not only develop deeper understanding and skills relevant to social work practice, but an appreciation for the influence of key policies governing services to children and their families as well as having the competence to critically view intervention research on their applicability on children and families given their cultural context.

Students interested in the Child and Family Specialization may contact Dr. Francie Julien-Chinn, Child and Family Specialization Chair, by phone at (808) 956-4929 or by e-mail at fjjc@hawaii.edu.

Gerontology (Chair: Colette Browne)

The Gerontology Specialization provides students with the requisite knowledge and skill development for respectful and evidenced-based professional practice and research with older adults and their families in the context of the community and larger society. Building on the literature on normative aging from a life course and diversity perspective, we focus on both the well aged as well as those facing increasing dependencies due to poverty, elder abuse, depression, and dementia. Special attention is given throughout the two courses to the needs of Native Hawaiian and other Pacific Islander elders, Asian American aged adults, older women and the frail aged.

Required courses for the Gerontology specialization are: SW 726 - Social Work Practice with the Aged; SW 727 - Seminar in Social Work with the Aged; SW 797 - Advanced Policy; SW 741 - Review of Research or through an independent study (SW 743/744, 746); a specialization approved elective on aging; and SW 790/791 - Field Education specific to gerontology.

Students have varied field education experiences from working with the well aged to the very frail, from home and community based services to institutional care, and in settings that provide learning experiences in practice, program planning and administrative roles. Some examples of our agency partners include but are not limited to: The State of Hawai`i Executive Office on Aging, Leahi Hospital, the Elderly Affairs Division of the City and County of Honolulu, the Veterans Administration Outpatient Clinic and Center for Aging, Kahala Nui Retirement Community, St. Francis Hospice, and Child and Family Services of Honolulu.

Students enrolled as Gerontology Specialization students may be eligible to apply for scholarship funds through the Chair of the Gerontology Specialization and generously provided by Kahala Nui Retirement Community. For other potential scholarships, please contact the Chair.

The curriculum of the specialization is annually reviewed by members of the Ho’ola I o na Kupuna ‘Ihi (Respect our Elders) Advisory Council, composed of some of the community’s most respected gerontological social work leaders who are committed to quality gerontological social work education.
We welcome you to the aging demographic revolution! For more information, please contact Dr. Colette Browne, Professor and Chair, Gerontology Specialization, by phone at (808) 956-6126 or by email at cbrowne@hawaii.edu.

Health (Chair: Christabel Cheung)

Health social workers play a vital role in promoting the holistic wellbeing of individuals, families, groups, and communities. The bio-psychosocial-spiritual orientation to health is common to contemporary health social work practice across diverse practice settings. This orientation to holistic health contrasts with the profession’s historic beginnings in hospitals where the Western biomedical paradigm of health as the absence of disease predominated and where care focused on physical ailments, with little or no emphasis on underlying socioeconomic, psychological, relational, cultural, or spiritual issues.

In contemporary times, new and diverse opportunities have opened up in health social work due to factors such as federal, state, and local policy changes, shifting epidemiological trends of health and disease, and evolving roles of other healthcare professionals. In the 21st century, health social workers practice in community-based, state, and federal health agencies, as well as in hospitals, acute, primary, long-term, hospice, and other care facilities. In such diverse settings, health social workers provide services across the health continuum aimed at wellness promotion, prevention of disease risk, support for the treatment and control of disease conditions, treatment adherence counseling and education, as well as the design, oversight, and evaluation of organizational systems tasked with improving health and healthcare. In the health specialization, graduate students are prepared for entry into this critical and increasingly, diverse arena of social work.

Required courses for the Health specialization are: SW 722 - Social Work Practice in Health Care; SW 723 - Seminar in Social Work Practice in Health Care; SW 797 - Advanced Policy; SW 741 - Review of Research or independent study (SW 743/744, 746); a specialization approved elective in health; and SW 790/791 - Field Education placement in health.

The Health specialization curriculum includes all advanced-level courses in practice, research, policy, and field education, which together advance understanding of knowledge areas, skills, and priorities needed for entry-level practice in health settings. Development of knowledge, skills, and facilitative attitudes are contextualized within a health-related ecological framework and are relevant to social work practice across the health services continuum from health promotion to illness and disability management and ultimately, to dying, death, and bereavement. Substantive foci include: a) health and healthcare policies; b) bioethical issues; c) cross-cultural aspects of health social work practice; d) delivery of health services in clinical, community, and organizational systems; e) inter-professional collaborative team practice; f) use of evidence-based practice/best and promising practices from field and/or Indigenous communities; and g) community-based participatory research approaches.

Students interested in the Health Specialization may contact Dr. Christabel Cheung, Health Specialization Chair, by phone at (808) 956-6127 or by e-mail at cheungck@hawaii.edu.
**Elective Courses**

Students are required to take a minimum of nine (9) elective credits to meet the minimum 57 credits required for the MSW degree. At least one elective course (or three-credit equivalent) must be taken in the specialization area. A list of pre-approved elective courses for each area can be found on the SSW website at [www.hawaii.edu/sswork/msw-prog.html](http://www.hawaii.edu/sswork/msw-prog.html) under “Elective Courses.” Additional courses may be used to fulfill the requirement for a specialization area elective if approved by the appropriate specialization chair. Other options for elective credits in the specialization area include excess credits taken beyond the minimum three (3) credits required for SW 790 (1st semester specialization practicum; see pg. 10), SW 791 (2nd semester specialization practicum; see pg. 10), or advanced research (SW 743 and SW 744, or SW 746; see Advanced Research on pg. 11).

**Field Education**

Field education (practicum) is an integral part of the School’s total educational program and provides each student with the opportunity to apply concepts, principles, and theories learned in the classroom to practice at a field education (practicum) site. It is the signature pedagogy of the MSW education (CSWE EPAS). The major focus is on the development of practice knowledge, skills, values, and attitudes while working with diverse client systems in a service setting. Field education encompasses two required components: 1) agency field education placement, and 2) the Field Integration Seminar. The field education experience is guided by the curriculum goals and objectives. However, it is further individualized by the student and the field education instructor through the completion of a learning agreement that is approved by the Field Education Office. Students are expected to demonstrate a professional level of responsibility, good judgment, responsiveness to the supervision of their work, and appropriate interpersonal skills in all aspects of their field education performance.

Integral to the field education experience is a mandatory Field Integration Seminar (FIS) that is taken concurrently with students' field placement. The FIS course work builds upon the generalist curriculum for foundation-year field education students and the specialization curriculum for advanced-year field education students. FIS is designed to assist in translating theory, research, and policy into practice and provides a space for discourse on skills acquisition, implementation, and evaluation as well as on professional development. These seminars count toward the student’s total number of field education hours each semester.

The **foundation** year of field education, SW 690 and SW 691, is considered to be a **generalist approach** to social work and is integrated with the student’s foundation (generalist) practice courses. The **advanced** (specialization) year of field education, SW 790 and SW 791, is integrated with the student’s field of practice and is coordinated with the student’s **specialized practice** courses (Behavioral Mental Health/Child & Family/ Gerontology/ Health).

Field education is available only to classified students admitted to the MSW degree program. Students are required to complete four semesters of field education (SW 690 and SW 691 in the generalist year and SW 790 and SW 791 in the specialization year) totaling a minimum of 900
clock hours. No field education clock hour credits or waivers are given for prior paid or volunteer social work practice experience.

All generalist classroom course work must be completed prior to or concurrently with the generalist field education. It is strongly recommended that SW 606 & SW 690 and SW 607 & SW 691 be taken concurrently. SW 690 and SW 691 cannot be taken prior to SW 606 and SW 607, respectively. Similarly, all specialization-level course work must be completed prior to or concurrently with the specialization field education.

A summer block field education experience of SW 690 and 691 or SW 790 and 791 is an option for those students who elect to participate in field education after completing their respective generalist or specialization year courses. Summer block field education consists of 450 clock hours over thirteen weeks.

Students are assigned to field education sites by the Field Education Office. BSW graduates and more experienced students are placed in sites commensurate with their prior education and work experience. All students are required to participate in a field education orientation meeting, which precedes involvement in the field setting. Student attendance at the field education orientation program is counted toward the student’s total number of field education hours each semester.

Generalist-year students attend field education sixteen hours per week for a minimum of 225 clock hours a semester and earn three credits per semester.

Advanced-year (specialization) students have the option to increase their field education hours beyond the required minimum of three credit hours (225 clock hours) per semester if their agency field instructor agrees. The additional credits may be used as elective credits in the specialization area.

- 300 clock hours per semester (20 clock hours per week) = four credit hours, or
- 375 clock hours per semester (25 clock hours per week) = five credit hours

The opportunity for students to take a block field education experience off-island, on the mainland, or internationally will be considered on an individual basis but will only be allowed for students who have completed their relevant generalist and/or specialization course work. Students must contact the Field Education Office about other requirements for field education site certification for placement in agencies not on the island of their graduate program.

UH Mānoa holidays, rather than agency holidays, will be observed in the practica. This includes the allotted weeks designated for semester breaks and the one-week spring recess.

Students participating in field education cannot be defended or indemnified by the State of Hawai‘i or the University of Hawai‘i at Mānoa in the event of any legal action. Consequently, the School requires that students have professional liability insurance through the School’s group professional liability coverage plan.
Advanced Research (minimum 3 credits)

Plan B (Non-thesis): The Plan B offers three (3) options for completing the research requirement of the advanced year (specialization) curriculum.

Option 1: SW 741 – Review of Research in Social Work (3 credit hours)

Option 2: Two-semester research project:
- SW 743 – Individual or Group Research Project* (2-3 credit hours)
  and
- SW 744 – Individual or Group Research Project* (2-3 credit hours)

Option 3: One-semester research project:
- SW 746 – Individual or Group Research Project* (3-4 credit hours)
  Must be completed within one semester.
  Cannot be converted to SW 743 or SW 744.

+ Advanced Standing students typically have only two (2) Plan B options, SW 741 or SW 746, to be completed during the second semester. SW 650 is required as a prerequisite for advanced research and must be completed during the first semester. A two-semester research project may be an option if an Advanced Standing student takes an additional term or summer to complete their degree or if the first semester SW 650 requirement is waived by examination (see MSW Waiver Exam Program, pg. 12) or is otherwise completed prior to the first semester in the MSW program.

* Research projects must target a topic related to the student’s specialization area and must be monitored by a SW faculty member. Additional SW 743+744 or SW 746 credits beyond the three (3) credits required to fulfill the Plan B research requirement may be used as elective credits in the specialization area.

ADVANCED STANDING

Graduates from a CSWE-accredited Bachelor of Social Work program who have been admitted with Advanced Standing in the MSW Program enter into the advanced (specialization) year of the program.

MSW Degree requirements for Advanced Standing students:
1) Completion of a minimum of 30 credit hours (all letter graded)
   - Twenty-four of the required 30 credits must be at 600-level or above.
   - Generalist-year courses cannot be used as electives.
2) Completion of SW 650: Research Designs & Data Analyses for the Evaluation of Practice Effectiveness
3) Completion of advanced (specialization) curriculum requirements
   - Including two semesters (minimum 450 clock hours) of field education
   - Including Plan B Advanced Research requirement
   - Includes seminar requirement (fulfilled through specialization practice course)
**MSW WAIVER EXAM PROGRAM**

The MSW waiver exam program offers incoming students the opportunity to waive certain generalist-year course requirements prior to the first semester of enrollment. If successful, the student will have a reduced number of required credits to complete for the MSW degree.

The following courses may be waived by examination by students entering into their generalist year of study.

- SW 630: Social Welfare Policy and Services
- SW 640: Introduction to Scientific Methods and Principles in Social Work
- SW 650: Research Designs & Data Analyses for the Evaluation of Practice Effectiveness (must pass SW 640 waiver exam)
- SW 659: Human Behavior in the Social Environment I
- SW 660: Human Behavior in the Social Environment II (must pass SW 659 waiver exam)

Advanced Standing students only need to consider SW 650, as the rest of these courses are automatically waived. However, for Advanced Standing students only, passing the SW 650 exam will **not** reduce the number of credits for graduation; thirty (30) credits will still be required to earn the MSW degree, but an additional elective may be taken in place of SW 650, if waived.

*Waiver exams are offered only to newly admitted students during Orientation Week.*

**GRADUATE CERTIFICATE PROGRAMS**

There are a number of certificate programs offered through UH Mānoa that may be of special interest to Social Work students. Information on graduate certificate programs such as Conflict Resolution, Pacific Island Studies, Public Administration, Resource Management, Disability and Diversity Studies, and Women’s Studies is available at [www.catalog.hawaii.edu/](http://www.catalog.hawaii.edu/) (click on “Degrees, Minors and Certificates Offered at UHM”).

Students interested in pursuing a graduate certificate must discuss their academic plan with advisors in both programs (MSW program and certificate program) to ensure that credits are counted appropriately (see Graduate Division policies on double-counting credits at the following website: [manoa.hawaii.edu/graduate/content,double-counting-credits]) to avoid unexpected delays in graduation.
COURSE ORGANIZATION

The standard full-time MSW program at the Mānoa campus is a two-year schedule consisting of the foundation (generalist) curriculum in the first year (generalist year, pg. 13) and the advanced (specialization) curriculum in the second year (specialization year, pg. 14) and requiring a minimum of 57 credits.

Students in the Distance Education option follow a three-year academic plan (pg. 16).

The Advanced Standing schedule (30 credits; pg. 15) is a modification of the specialization year that requires SW 650 from the generalist curriculum.

Mānoa campus-based students who are employed or have other commitments are encouraged to consider part-time study (three- or four-year schedule, pg. 16).

Students are admitted to the program in the fall semester and must complete all requirements within four years of admission to the MSW program.

To provide flexibility, the school makes every effort to schedule evening as well as day-time sections for required courses held at the Mānoa campus. For the Distance Education option, classes are held on weekday evenings (with the possibility of Saturdays, as space and time slots permit). Advisors will assist students to plan schedules in accordance with students’ needs, sequencing requirements, and specialization areas. Flexible field education placements and hours are contingent on availability of placements.

Generalist Year (Full-time, Year One)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 606</td>
<td>Social Work Practice with Individuals</td>
<td>3</td>
</tr>
<tr>
<td>SW 630</td>
<td>Social Welfare Policy and Services</td>
<td>3</td>
</tr>
<tr>
<td>SW 640</td>
<td>Introduction to Scientific Methods &amp; Principles in Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SW 659</td>
<td>Human Behavior in the Social Environment I</td>
<td>3</td>
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<tr>
<td>SW 690</td>
<td>Practicum</td>
<td>3</td>
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<tr>
<th>Course</th>
<th>Course Title</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td>SW 607</td>
<td>Social Work Practice with Families and Groups</td>
<td>3</td>
</tr>
<tr>
<td>SW 631</td>
<td>Social Work Practice in Communities &amp; Organizations</td>
<td>3</td>
</tr>
<tr>
<td>SW 650</td>
<td>Research Designs &amp; Data Analyses for the Evaluation of Practice Effectiveness (also required for Advanced Standing students)</td>
<td>3</td>
</tr>
<tr>
<td>SW 660</td>
<td>Human Behavior in the Social Environment II</td>
<td>3</td>
</tr>
<tr>
<td>SW 691</td>
<td>Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

All generalist-year courses must be completed before beginning specialization course work. Students may waive certain generalist courses if criteria are met.
### Specialization Year (Full-time, Year Two)

All generalist-year courses must be completed before beginning specialization course work.

<table>
<thead>
<tr>
<th>Course</th>
<th>Third Semester Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 790V</td>
<td>Practicum</td>
<td>(v 3-5)</td>
</tr>
<tr>
<td>Electives</td>
<td>Elective course(s)</td>
<td>(v)</td>
</tr>
<tr>
<td><strong>Select one</strong> SW 717</td>
<td>Social Work Practice with Children and Families</td>
<td>3</td>
</tr>
<tr>
<td><strong>Select one</strong> SW 722</td>
<td>Social Work Practice in Health Care</td>
<td>&quot;</td>
</tr>
<tr>
<td><strong>Select one</strong> SW 724</td>
<td>Seminar in Social Work Practice in Mental Health</td>
<td>&quot;</td>
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<tr>
<td><strong>Select one</strong> SW 726</td>
<td>Social Work Practice with the Aged</td>
<td>&quot;</td>
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<tr>
<td><strong>Select one</strong> SW 741</td>
<td><strong>Specialization practice course</strong></td>
<td></td>
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<tr>
<td>SW 743V</td>
<td>Review of Research in Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SW 746V</td>
<td>Individual or Group Research Project (first course of a two-semester sequence: SW 743-744)</td>
<td>(v 2-3)</td>
</tr>
<tr>
<td><strong>Select one</strong> SW 746V</td>
<td>Individual or Group Research Project (must be completed in one semester)</td>
<td>(v)</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Fourth Semester Course Title</th>
<th>Cr Hrs</th>
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<tbody>
<tr>
<td>SW 791V</td>
<td>Practicum</td>
<td>(v 3-5)</td>
</tr>
<tr>
<td>SW 797</td>
<td>Social Welfare Policy and Change</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Elective course(s)</td>
<td>(v)</td>
</tr>
<tr>
<td><strong>Select one</strong> SW 718</td>
<td><strong>Specialization practice course</strong></td>
<td></td>
</tr>
<tr>
<td>SW 723</td>
<td>Seminar in Social Work Practice in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>SW 725</td>
<td>Social Work Practice in Mental Health</td>
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<tr>
<td>SW 727</td>
<td>Seminar in Social Work Practice with the Aged</td>
<td>&quot;</td>
</tr>
<tr>
<td><strong>Select one</strong> SW 741</td>
<td><strong>Advanced research</strong> (may be taken in 3rd and/or 4th semester)</td>
<td></td>
</tr>
<tr>
<td>SW 744V</td>
<td>Review of Research in Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SW 746V</td>
<td>Individual or Group Research Project (prerequisite: SW 743)</td>
<td>(v 2-3)</td>
</tr>
<tr>
<td><strong>Select one</strong> SW 746V</td>
<td>Individual or Group Research Project (must be completed in one semester)</td>
<td>(v)</td>
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**Advanced Standing** (minimum 30 credits)

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<thead>
<tr>
<th>Course</th>
<th>Fall Semester Course Title</th>
<th>Cr Hrs</th>
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</thead>
<tbody>
<tr>
<td>SW 790V</td>
<td>Practicum</td>
<td></td>
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<tr>
<td>SW 650</td>
<td>Research Designs &amp; Data Analyses for the Evaluation of Practice Effectiveness</td>
<td>3</td>
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<td>Elective</td>
<td>Elective course</td>
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<tr>
<td>Elective</td>
<td>Elective course</td>
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<tr>
<td><strong>Select one</strong></td>
<td><strong>Specialization practice course</strong></td>
<td></td>
</tr>
<tr>
<td>SW 717</td>
<td>Social Work Practice with Children and Families</td>
<td>3</td>
</tr>
<tr>
<td>SW 722</td>
<td>Social Work Practice in Health Care</td>
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<tr>
<td>SW 724</td>
<td>Seminar in Social Work Practice in Mental Health</td>
<td>&quot;</td>
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<tr>
<td>SW 726</td>
<td>Social Work Practice with the Aged</td>
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<tr>
<th>Course</th>
<th>Spring Semester Course Title</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 791V</td>
<td>Practicum</td>
<td>(v 3-5)</td>
</tr>
<tr>
<td>SW 797</td>
<td>Social Welfare Policy and Change</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective course</td>
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</tr>
<tr>
<td><strong>Select one</strong></td>
<td><strong>Specialization practice course</strong></td>
<td></td>
</tr>
<tr>
<td>SW 718</td>
<td>Seminar in Social Work Practice with Children and Families</td>
<td>3</td>
</tr>
<tr>
<td>SW 723</td>
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<td>SW 727</td>
<td>Seminar in Social Work Practice with the Aged</td>
<td>&quot;</td>
</tr>
<tr>
<td><strong>Select one</strong></td>
<td><strong>Advanced research</strong></td>
<td></td>
</tr>
<tr>
<td>SW 741</td>
<td>Review of Research in Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SW 746V</td>
<td>Individual or Group Research Project (must be completed in one semester)</td>
<td>(v)</td>
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</table>

Please note:
SW 650 in fall is a prerequisite for SW 741 or 746 in spring.
### Distance Education (DE) option 3-year Schedule (57 credits)

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
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<td></td>
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<tr>
<td>SW 630 (3)</td>
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<td>SW 650 (3)</td>
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<tr>
<td>SW 640 (3)</td>
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<td>SW 660 (3)</td>
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<tr>
<td>SW 659 (3)</td>
<td></td>
<td>Elective (3)</td>
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<tr>
<td><strong>Second Year</strong></td>
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<tr>
<td>SW 606 (3)</td>
<td></td>
<td>SW 607 (3)</td>
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<tr>
<td>SW 690 (3)</td>
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<td>SW 631 (3)</td>
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<tr>
<td>Elective (3)</td>
<td></td>
<td>SW 691 (3)</td>
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<tr>
<td><strong>Third Year</strong></td>
<td>SW Specialization (3)^</td>
<td>SW Specialization (3)^</td>
</tr>
<tr>
<td>SW 741 (3) or Advanced Research*</td>
<td></td>
<td>Advanced Research*</td>
</tr>
<tr>
<td>Elective (3)</td>
<td>SW 790 (3-5)</td>
<td>SW 797 (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SW 791 (3-5)</td>
</tr>
</tbody>
</table>

* Advanced Research options in the 3rd year:
  - SW 741 in fall semester, or SW 746 (one-semester research project) in the fall or spring semester, or
  - SW 743 in the fall semester followed by SW 744 in the spring (two-semester research project).

^ Not all specializations are available in the DE option.

### Part-time study (Mānoa campus option)

Mānoa campus-based students may choose to complete the MSW program under a part-time (three- or four-year) academic plan, keeping in mind minimum credit loads (if any) established by funding sources when applying for financial aid.

**Sample 3-year schedule:**

Refer to the DE 3-year schedule above as an example. Mānoa campus students have additional options in that they may choose any of the four specialization areas, may take SW 741 in the fall or spring semester, and often have more elective choices.

**Sample 4-year schedule:**

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
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<tr>
<td>SW 640 (3)</td>
<td></td>
<td>SW 650 (3)</td>
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<tr>
<td>SW 659 (3)</td>
<td></td>
<td>SW 660 (3)</td>
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<tr>
<td><strong>Second Year</strong></td>
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<td></td>
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<tr>
<td>SW 606 (3)</td>
<td></td>
<td>SW 607 (3)</td>
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<tr>
<td>SW 630 (3)</td>
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<td>SW 631 (3)</td>
</tr>
<tr>
<td>SW 690 (3)</td>
<td></td>
<td>SW 691 (3)</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td>SW Specialization (3)</td>
<td>SW Specialization (3)</td>
</tr>
<tr>
<td>*Advanced Research</td>
<td><em>Advanced Research</em></td>
<td></td>
</tr>
<tr>
<td>Elective (3)</td>
<td>Elective (3)</td>
<td>SW 797 (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SW 791 (3-5)</td>
</tr>
<tr>
<td><strong>Fourth Year</strong></td>
<td>SW 790 (3-5)</td>
<td>SW 791 (3-5)</td>
</tr>
<tr>
<td>Elective (3)</td>
<td>Elective (3)</td>
<td></td>
</tr>
</tbody>
</table>

* Advanced Research:
  - SW 741 or 746 may be taken either in the fall or spring semester OR
  - SW 743 may be taken and must be followed by SW 744 the following semester.
The following is a listing of all approved courses in the MSW Program. Most required courses are offered only one semester each academic year. *Elective course offerings may vary each semester.* You will need to review courses offered per semester by going to the following website: https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN.

**SW 606 Social Work Practice with Individuals (3)** Beginning practice course introduces students to the basic processes of social work and the roles and skills needed for generalist practice. Relevant theories of social work practice with individuals are explored for their efficacy with various problems and for their applicability to practice with various ethnocultures, social classes, and oppressed populations. Interviewing and interpersonal skill development are incorporated. Pre: admission to MSW program.

**SW 607 Social Work Practice with Families and Groups (3)** Practice course builds upon the generalist framework and foundation (generalist) content presented in SW 606. Special emphasis is given on models for assessment, intervention, and evaluation of practice with families and groups. Relevant theories of groups and the principles of group dynamics and group work methods are examined in regard to task, therapeutic, psychoeducational, and social development groups. Family content includes structure, behavioral, communication/experiential, and culturally-specific theories of intervention. Pre: SW 606.

**SW 630 Social Welfare Policy & Services (3)** Examines in a historical and comparative framework the economic, social, political, organizational, and administrative factors influencing the development, formulation, and implementation of social welfare policies in the U.S. Provides opportunity for the application of various models of social policy analysis in major areas of social welfare programming and service delivery. Pre: graduate standing.

**SW 631 Social Work Practice in Communities & Organizations (3)** Community conceptualization; organizational roles of developer, enabler, broker, mediator, and advocate; diagnostic and problem-solving technology; the special characteristics of the social worker as community organizer; matrix of structural objectives; sources and use of power; how to build an organization; and interorganizational negotiation. Pre: SW 606.

**SW 636 Policies, Programs and Services on Aging (3)** Explores policies, programs, and services for older adults. Students learn about the aging network, assess older adults’ needs, link older adults to appropriate services in the community, and track legislative bills that address older adults’ quality of life. Pre: graduate standing or consent.

**SW 639 Social and Cultural Aspects of Aging (3)** Overview of aging from the biopsychosocial, socio-economic and cultural perspectives. Explores common theories of aging. Emphasis on bridging the gap between the realm of concepts and theories, and the world of practice in gerontology. Pre: graduate standing or consent.

**SW 640 Introduction to Scientific Methods & Principles in Social Work (3)** Understanding and interpreting results of nomothetic and idiographic research; design principles and statistical analyses and their relationship to practices; use of published research. Pre: graduate standing.

**SW 650 Research Designs & Data Analyses for the Evaluation of Practice Effectiveness (3)** Extending the study of scientific methods introduced in SW 640. Covers the range of empirical research methods and data analytic procedures suitable for knowledge building and practice evaluation at all levels of intervention from case to program. Pre: SW 640.

**SW 659 Human Behavior in the Social Environment I (3)** An overview of social work’s person-in-environment focus as it applies to human behavior in the context of families, groups, communities, and
organizations. Using an ecological perspective, theories and evidence about human behavior are introduced and examined. Pre: graduate standing.

**SW 660 Human Behavior in the Social Environment II (3)** Uses social work’s person-in-environment focus to organize knowledge development about biological, psychological, social, and cultural systems as they are affected by human behavior. It is designed to provide students with an overview of human behavior and healthy and unhealthy development over the life span. Pre: SW 659.

**SW 663 Treatment of Chemical Dependency (3)** Introduction to treatment of alcoholism and other chemical dependencies. Application of social work strategies in work with individuals and families in disease and recovery process. Pre: graduate standing.

**SW 672 Child Welfare as a Field of Social Work (3)** Emphasis on the developments in child welfare; issues, concerns with regard to needs and rights, and the application of social work services to problems associated with needs for protection. Review of historical, theoretical, empirical, and legal findings for skill development in intervening in dysfunctional parent/child interaction. Pre: graduate standing.

**SW 674 Community and Public Health Practice (2)** Community organization and development applicable to the delivery of health services. Understanding community dynamics, mobilizing community groups for effective health care practice and delivery. Pre: PH 647 or consent. (Cross-listed as PH 671)

**SW 680 Topics in Social Welfare (v)** Current trends in field of social welfare. Recent courses have focused on forensic social work, immigrants and refugees, and leadership in human services. Meets seminar requirement. Repeatable once in different topic. Pre: graduate standing.

**SW 690 Practicum (3)** 1st semester of foundation (generalist)-year practicum. Field units are maintained by the school in public and voluntary welfare agencies, as well as in governmental programs. Students receive instruction related to their school experience with social problem situations and an opportunity to see the applicability and to experience the use of concepts and principles in actual practice. Pre: admission to MSW program.

**SW 691 Practicum (3)** 2nd semester of foundation (generalist)-year practicum. Pre: completion of SW 690 (or concurrent for block practicum).

**SW 696 Health and Aging (3)** Biological and physiological changes associated with aging. Social and psychological factors associated with health maintenance. Major threats to health, changing patterns of morbidity and mortality of the aged. Pre: graduate standing.

**SW 699 Directed Reading & Research (v)** Students, on the basis of special interest, select a faculty member to work with on a problem for which planned individualized study or research is deemed advisable. Pre: consent.

**SW 700 Thesis Research (v)** Independent research under supervision of a thesis committee. Includes formal proposal and defense of finished research. *This option is not currently available.*

**SW 707 Methods of Group Psychotherapy (3)** Designed specifically to train students in theory and practice of leading psychotherapy groups; it includes historical developments, research, theories, and application of group psychotherapy, group techniques and exercises. Pre: SW 607 or consent.

**SW 715 Therapeutic Strategies with the Older Adult (3)** Focuses on interdisciplinary strategies with older adults: individual, family, and group therapy; eclectic mental health approaches; case management; and environmental intervention. Emphasis placed on the use of these strategies as preventive, as well as supportive, measures for the well, transition, and frail elderly. Meets seminar requirement. Pre: graduate standing.
SW 717 Social Work Practice with Children & Families (3) Advanced practice course for students specializing in social work with children and families. Designed to provide students with an in-depth understanding of both theoretical formulations and therapeutic techniques for practice in the field of family and child welfare. Emphasis placed on the development of specialized knowledge and skills for assessment, intervention, and evaluation of a variety of common child and family practice situations. Pre: completion of foundation (generalist) courses.

SW 718 Seminar in Social Work Practice with Children & Families (3) Designed for students in the child and family specialization and builds upon past knowledge and skill development in practice classes and in the practicum. Students integrate, demonstrate, and extend earlier learning, acquire new knowledge, and learn and practice new skills. Organized around student case presentations in a consultation format. Meets seminar requirement. Pre: SW 717.

SW 722 Social Work Practice in Health Care (3) Didactic and experiential learning activity focuses on the major functions of the social worker in the health field, including assessment, contracting, counseling, advocacy, case management, discharge planning, family group work, and community and team building. Covers health-care policy, research directions in practice, and social work management issues. Pre: completion of foundation (generalist) courses.

SW 723 Seminar in Social Work Practice in Health Care (3) Through the use of case studies developed by the students, social work practice is examined in three areas of health care: primary care provided in health departments and medical groups, hospital-based services, and long-term care. Meets seminar requirement. Pre: SW 722.

SW 724 Seminar in Social Work Practice in Mental Health (3) Prepares students for social work practice in mental health settings. As the first course in the specialization, it focuses primarily on minor short-term mental dysfunctions (e.g., reactive depression, anxiety). Built on conceptual foundations, including cultural implications of mental health, human ecology, life cycle/events, strengths assessments, and research. Includes a seminar component that involves student case presentations and consultations. Pre: completion of foundation (generalist) courses.

SW 725 Social Work Practice in Mental Health (3) Prepares students to work with persons who are experiencing major mental disorders and to improve the systems of care that have been developed to serve this population. It reviews the history of the community mental health movement, discusses relevant policies and laws, and describes the current mental health system in the United States and Hawai‘i. Pre: SW 724.

SW 726 Social Work Practice with the Aged (3) Designed for social work students specializing in social work practice with the aged and their families. Examines normative and pathological aging and its impact on physical processes, intellectual functions, and personality. Emphasis is placed on the development of specialized knowledge and skills for assessment, intervention, and evaluation of a variety of issues and needs common later in life. Discussions on the applicability of certain interventions with older adult and the family will be presented along with ethnocultural and gender considerations. Pre: completion of foundation (generalist) courses.

SW 727 Seminar in Social Work with the Aged (3) Designed for social work students in the aged [gerontology] specialization, builds upon past knowledge and skill development from courses and practicum. Students examine micro and macro interventions used for a wide range of issues and problems encountered by older adults and their families through the use of both case presentation and case consultations assignments. Meets seminar requirement. Pre: SW 726.

SW 737 Social Work & the Law (3) Knowledge of judicial systems and law relevant to social work practice in corrections, child-family welfare, health, and mental health. Skills for effective participation in the legal process are acquired in moot court and in practice for testifying. Pre: graduate standing.
SW 741 Review of Research in Social Work (3) In-depth study of research in a substantive area. Each seminar will be devoted to a particular topic: e.g., foster care of children, effectiveness of social work intervention, etc. Pre: SW 650.

SW 743 Individual or Group Research Project – Plan B (v) 1st course of a two-semester research project. Independent research (group of two to seven students or by an individual student) undertaken under the sponsorship of a faculty advisor. Elements are selection of a topic related to the practice of social work or knowledge relevant to that practice, utilization of empirical research methodology in collecting and analyzing original data, and preparation of a scholarly paper. Pre: SW 650.

SW 744 Individual or Group Research Project – Plan B (v) 2nd course of a two-semester research project. Pre: SW 743.

SW 746 Individual or Group Research Project—Plan B (v) One-semester research project. Independent research (group of two to seven students or by an individual student) undertaken under the sponsorship of a faculty advisor. Elements are selection of a topic related to the practice of social work or knowledge relevant to that practice, utilization of empirical research methodology in collecting and analyzing original data, and preparation of a scholarly paper. Project must be completed in one semester. Pre: SW 650.

SW 774 Cultural Factors in Work with Hawaiians (3) Hawaiian culture, past and present. Explores and examines possible approaches to working with Hawaiians and part-Hawaiians. Special emphasis on supports in the Hawaiian system that may promote maximal functioning for those Hawaiians experiencing problems in today’s society. Meets seminar requirement. Pre: graduate standing.

SW 776 Seminar on Women & Health (3) Women’s health and the role of women health professionals. Current literature and research regarding attitudes, roles, rights, and health care. Pre: graduate standing. (Cross-listed as NURS 744)

SW 790 Second-Year Practicum (v 3-5) Instruction in the field is continued. The practicum of the second [specialization] year provides an opportunity for the student to test out concepts, principles, theories, and alternative approaches in actual practice settings. Pre: SW 691.

SW 791 Second-Year Practicum (v 3-5) Second-semester of specialization year practicum. Same as SW 790. Pre: completion of SW 790 (or concurrent for block practicum).

SW 797 Advanced Social Welfare Policy and Change (3) Builds on SW 630 and emphasizes a more thorough and comprehensive examination of major policies, programs, and populations central to a specialization (Health, Behavioral Mental Health, Gerontology, Child and Family). Students learn a more focused and applied analysis of the relationship between social policy, social policy research, and social work practice. Pre: completion of foundation (generalist) courses.
ACADEMIC POLICIES

Student Identification Number

Students are assigned a student ID (SID; aka UH ID or Banner ID) number when they apply for admission to a UH campus. The UH username (@hawaii.edu user account), password, and ID number are essential to maintain access to student academic services, such as course registration, grades, and library privileges.

MyUH Services

The MyUH Services website provides one-click access to resources, services, and information for students in the University of Hawai‘i system.

https://myuh.hawaii.edu/

Login via @hawaii.edu user account may be required for some services.

Registration

*Students are required to meet with a faculty advisor for academic advising and planning before each official UH registration period.* New students are provided an orientation and academic advising session prior to registration and the beginning of the academic year.

All students register through the STAR-GPS registration system:

https://www.star.hawaii.edu/

Each semester, the UH Mānoa (UHM) Guide to Registration provides detailed instructions on how and when to register for UHM classes. Class Availability, academic calendar, UHM tuition and fees, and other important information regarding registration can be accessed through the Guide to Registration website:

http://manoa.hawaii.edu/records/register/guide.html

All DE courses are administered through the UH Mānoa Outreach College Extension terms. Some Mānoa campus-based courses may also be offered through Outreach College. Information regarding registration, payments, class schedules, etc. can be accessed through the Outreach College Credit Programs website:

http://www.outreach.hawaii.edu/credit/

Certification of Degree

Students whose bachelor’s and/or master’s degrees were incomplete at the time they submitted their applications for admissions must submit official copies of transcripts to the UH Mānoa Graduate Division to verify completion of their degrees. Registration will be denied for the following semester to those who fail to meet this requirement. *Exception: Official transcripts are not required for degrees awarded within the UH system.*
Course Loads

Sixteen credit hours in a semester and eight credits in a six-week summer session are considered a maximum graduate course load and may be exceeded only with approval of the MSW Chair and the UH Mānoa Graduate Division. The minimum full-time load for UH Mānoa graduate students is eight credit hours of course work in a semester. For more information see the Graduate Division website at manoa.hawaii.edu/graduate/content/course-loads-full-time-definition and/or the UH Mānoa Catalog at www.catalog.hawaii.edu/grad-ed/graduate2.html#enrollmentreq.

Please note from “Course Organization” on pgs. 13-16: In the MSW program, the two-year curriculum, which consists of one year of foundation (generalist)-level courses followed by one year of advanced-level (specialization) courses and requires 12-15 credits per semester, is often referred to as the “full-time” schedule. In the MSW “part-time” schedule, foundation (generalist) and specialization courses are spread out over 3-4 years. For this reason, MSW students generally take more credits than the University minimum of eight credits for “full-time” status. Furthermore, a student may enroll in a “part-time” MSW schedule while still maintaining full-time status with the University.

Other minimum/maximum semester credit requirements may apply for financial aid/scholarship, employment, or student visa purposes. Students should check with the appropriate offices for any additional conditions.

Course Changes

Students wishing to add/drop a UH Mānoa course or courses, register late, or withdraw from the University must follow the University deadlines and procedures in the current Guide to Registration (online at manoa.hawaii.edu/records/register/guide.html). Outreach College registration deadlines and procedures can be found at the following website: www.outreach.hawaii.edu/myuh/registration.asp.

Students are advised to pay close attention to the appropriate deadlines, particularly with regard to tuition refunds, “W” (withdrawal) designations, and any necessary documents, approvals, and/or signatures that may be required.

Students should discuss a planned course withdrawal with their academic advisor since some courses are only offered once a year and dropping a course may delay graduation. Students withdrawing from their last or only course must completely withdraw from the University (see “Complete Withdrawal” below) and will need to reapply to the University and to the MSW program if they wish to enroll in future semesters.

Complete Withdrawal

To withdraw from all courses after the last day listed on the Guide to Registration website (manoa.hawaii.edu/records/register/guide.html) to drop classes online, a student must obtain a Complete Withdrawal Form from Graduate Education Student Services (Spalding 353B) or the Social Work Admissions/Student Services Office (Gartley 203), obtain the necessary signatures as indicated on the form, and turn in the completed form to the UH Mānoa Cashier’s Office (QLCSS 105). A complete withdrawal from courses is considered nonattendance for that
semester and a withdrawal from the University, such that students must seek readmission to UH Mānoa and to their program in order to return to their studies. Applications for readmission are considered with all new applications for admission for that semester.

For more information, visit the following websites:
www.catalog.hawaii.edu/grad-ed/graduate2.html#registration
manoa.hawaii.edu/graduate/content/withdrawal

Requirements for Continued Registration

Students must be enrolled for at least one credit each semester (excluding summer session). International students must be enrolled full-time to maintain their visa status.

Students who are not enrolled nor on an approved leave of absence (see “Leave of Absence” below) will be regarded as withdrawn from their degree program and must apply for readmission in accordance with established regulations if they wish to resume their studies.

Graduate students at UH Mānoa must maintain satisfactory progress toward completion of their program and a minimum 3.00 cumulative grade point average (GPA). Satisfactory academic progress in a program includes maintaining the academic and professional standards expected in a particular discipline or program (such as the NASW Code of Ethics in the MSW program). Failure to maintain these standards may result in termination of a student’s enrollment in the program.

For further information see, refer to the following websites:
manoa.hawaii.edu/graduate/content/enrollment-policies
manoa.hawaii.edu/graduate/content/grades-regulations
manoa.hawaii.edu/graduate/content/academic-progress
www.catalog.hawaii.edu/grad-ed/graduate2.html#enrollmentreq

Academic Probation and Dismissal

Students who do not meet the minimum GPA requirements or otherwise fail to make adequate academic progress or who fail to comply with the Student Conduct Code may be placed on academic probation by the UH Mānoa Graduate Division.

Students on academic probation who fail to attain the minimum standards at the end of the probationary semester are subject to dismissal by the Graduate Division.

For more information, additional conditions, and other grounds for dismissal, see manoa.hawaii.edu/graduate/content/academic-progress,
manoa.hawaii.edu/graduate/content/disciplinary-actions, and http://www.catalog.hawaii.edu/grad-ed/graduate2.html#enrollmentreq.

Leave of Absence

Students who are in good academic standing after a minimum of one semester of course work relevant to the degree as a classified graduate student may be granted up to one year of leave from their studies upon recommendation of the MSW Chair and approval by the Graduate
Division. The date for return from a leave must be set at the time the leave is requested. Time on approved leave is not counted against the four-year limit for completion of the MSW degree program, and no readmission procedure is required. *Students who do not return from leave at the designated time will be required to apply for readmission to the University and the MSW program under established regulations.*

See more information, see [http://www.catalog.hawaii.edu/grad-ed/graduate2.html#enrollmentreq](http://www.catalog.hawaii.edu/grad-ed/graduate2.html#enrollmentreq) or manoa.hawaii.edu/graduate/content/leave-absence.

Petition for Leave of Absence forms may be obtained from the Graduate Student Services Office or online at manoa.hawaii.edu/graduate/content/forms (see “Miscellaneous Forms”).

**Transfer of Credits**

Credits from institutions other than UH Mānoa or taken as a post-baccalaureate unclassified (PBU) at UH Mānoa may be considered for transfer, subject to approval by the chair of the MSW program and by the UH Mānoa Graduate Division. Students cannot receive course credit for previous work or life experience.

For more information about UH Mānoa graduate transfer credit policies, see [http://manoa.hawaii.edu/graduate/content/transfer-pbu-credits](http://manoa.hawaii.edu/graduate/content/transfer-pbu-credits) and [http://www.catalog.hawaii.edu/grad-ed/graduate2.html#credit](http://www.catalog.hawaii.edu/grad-ed/graduate2.html#credit).

**Grades**

Student achievement at UH Mānoa is designated by letter grades: A+, A, A- (high achievement), B+, B, B- (meets expectations), C+, C, C- (below expectations), D+, D, D- (inadequate performance), F (failure), CR (credit), NC (no credit), NG (no grade and work in progress), S (satisfactory), and I (incomplete). L is the designation given to audited courses. Grades lower than C- may not be used to fulfill requirements for graduate degrees.

In the **MSW advanced year (specialization) curriculum**, students must have a **B- or better** in both of the field education (practicum) courses (SW 790 and SW 791) and a **B- or better** in the required specialization-specific practice courses (e.g. health, child and family, gerontology, or behavioral mental health). If a student earns below a B-, the course must be repeated.

An “I” (incomplete) grade may be given to a student who has failed to complete a small but important part of a semester’s work before the semester grades are determined, if the instructor determines that the failure was caused by conditions beyond the student’s control. Each student receiving an “I” should contact the instructor to determine the steps to be taken to complete the course work and remove the “I”. The **deadline** for removing an “I” received in the fall semester is the following April 1; for removing an “I” received in the spring semester or the summer session, the deadline is November 1. For more information about “I” make-ups, see [http://manoa.hawaii.edu/graduate/content/grading-policies](http://manoa.hawaii.edu/graduate/content/grading-policies).

For more information about UH Mānoa grades and grading policies, see [http://manoa.hawaii.edu/graduate/content/required-grades](http://manoa.hawaii.edu/graduate/content/required-grades), [http://manoa.hawaii.edu/graduate/content/grades-regulations](http://manoa.hawaii.edu/graduate/content/grades-regulations), and [http://www.catalog.hawaii.edu/grad-ed/graduate2.html#credit](http://www.catalog.hawaii.edu/grad-ed/graduate2.html#credit).
Grade Reports and Official Transcripts

In addition to registration, STAR (https://www.star.hawaii.edu/) can be used by students to view their grades. At the end of the semester, students may view their final grades through MyUH Services (https://myuh.hawaii.edu/) -> click on View My Final Grades to log in to STAR.

If you need official transcripts from the UH Mānoa Registrar, please go to the Office of the Registrar website at manoa.hawaii.edu/records/transcripts.html for ordering information.

Graduation

An application for degree must be filed at the beginning of the semester (or summer) in which the degree requirements are expected to be completed. Graduate Application for Degree forms may be obtained from the Graduate Student Services Office in Spalding Hall 353B or online at manoa.hawaii.edu/graduate/content/forms (see “Miscellaneous Forms”).

For degree application deadlines and other graduation information, see:
http://manoa.hawaii.edu/records/graduation.html
http://manoa.hawaii.edu/graduate/content/graduation
http://www.catalog.hawaii.edu/grad-ed/graduate2.html#degreechecks

To ensure that all degree requirements will be met, MSW students must arrange for a degree check with their faculty advisor before registering for their final semester. The Graduate Division will automatically delete from the graduation list the name of any student whose final grade report contains either a grade of “I” (incomplete) or a missing grade, unless certification is received beforehand from the MSW chair that the course is not a requirement for the degree. For more information, see http://manoa.hawaii.edu/graduate/content/degree-check.

Candidates must be enrolled during the term in which the degree is awarded.
See http://manoa.hawaii.edu/graduate/content/registration.

Conferring Degrees / Diplomas

Degrees are conferred and diplomas are awarded three times annually, in December, May, and August. Commencement exercises are held in May and December. Degree confirmation is available approximately 8-10 weeks following commencement. See http://manoa.hawaii.edu/records/graduation.html.

ADDITIONAL POLICIES AND INFORMATION

For further information and additional academic policies pertaining to UH Mānoa graduate students, please refer to the UH Mānoa Catalog (online at www.catalog.hawaii.edu) and the Graduate Division website (manoa.hawaii.edu/graduate/).
ACADEMIC ADVISING

Every MSW student is assigned to a faculty advisor who will be responsible for assisting them in achieving success in their academic and professional objectives and graduating on a timely basis from the MSW program.

Advisor assignments will be posted in the Student Mailroom (Gartley 105), via email announcements, and/or on the School website (www.hawaii.edu/sswork/Students/student_info.html, see “DSW Information/Resources”).

Once you meet your advisor, be sure to exchange current phone numbers and email addresses for future contact. Faculty office, phone, and email addresses are available online at www.hawaii.edu/sswork/facnstaff.html.

Advising is mandatory for all students. Meeting with your advisor on a regular basis will assist you in designing and achieving a reasonable and timely academic plan leading to the MSW degree; identifying academic and professional goals that incorporate your personal values, interests, aptitudes, and skills; and identifying and utilizing resources to support you in achieving your academic and professional goals.

Students are required to meet with a faculty advisor for academic advising and planning before each official UH registration period. Advising Week is a mandatory time for students to formally meet with their advisors. Appointments are to be made prior to registering for the next semester’s classes. Scheduled announcements, instructions, and registration/advising information will be distributed through e-mail listservs to notify students and faculty advisors of mandatory Advising Week.

The following describes suggested topics to be addressed during advising. Included is a suggested time frame for the most effective advising program. You are ultimately responsible for contacting your advisor regarding any changes to your academic plan.

- **New student advising and orientation will be completed prior to beginning the first academic year.**
  Additional information covered at orientation includes:
  - MSW Curriculum and Program Policies
  - Student Rights and Responsibilities (e.g., Student Conduct Code, Academic Grievance Procedures, Title IX)
  - MBT SSW Student Academic/Professional Development Review Procedures

- **FALL SEMESTER**

  **Beginning of the first semester:**
  - Establish contact with your advisor
  - Discuss academic and professional goals
  - Develop Academic Plan (pathway to graduation)
  - Discuss any transfer and/or waiver of credits (and notify MSW Admissions in writing)
  - Discuss liberal arts background and requirements (if necessary)
  - Review admission conditions/requirements of the SSW and/or UHM Graduate Division (if any)
Beginning of semester:
● Advisement on adding/dropping courses and possible consequences to academic plan

Mid-semester:
● Discuss academic progress, both positive and problematic. Formulate remedial plans and means of monitoring (as needed) and any “I” grade make-ups
● Academic advising for spring semester
● Update Degree Check form and Academic Plan
● Exit meeting for all fall graduates

**SPRING SEMESTER**

Beginning of semester:
● Advisement on adding/dropping courses and possible consequences to academic plan

Mid-semester:
● Discuss academic progress, both positive and problematic. Review any earlier remedial plans and/or develop remedial plans. Monitor “I” grade make-ups.
● For students completing foundation (generalist) curriculum:
  o Review mid-program progress
  o Advisor sign-off for student to enter advanced year (specialization) curriculum, using Degree Check form
  o Discuss specialization and advanced research options
● Academic advising for next fall semester (and summer, if needed)
● Update Degree Check form and Academic Plan
● Exit meeting for spring and summer graduates

*You will be notified by email when it’s time to meet with your academic advisor. It is your responsibility to set an appointment or correspondence with your advisor to update and maintain your academic records. Inaccuracies or lack of appropriate information in your student file can cause needless delays in achieving your graduation. It is also important that you inform your advisor of any specifics impacted by financial aid or scholarship requirements.*

**Be Proactive in Achieving Your Goals!**

In addition to mandatory academic advising each semester with assigned faculty advisors, students are also encouraged to seek professional advising from additional faculty if they are interested in their research or practice area and would like guidance toward their professional goals and development in those areas.

*Changing advisors:* Students have the option of changing advisors if they identify another advisor who may be better suited to providing appropriate guidance and if that advisor is willing. In this event, a Change of Advisor Form may be obtained from the SW Admissions/Student Services Office in Gartley 203.
STUDENT RIGHTS & RESPONSIBILITIES

Student Responsibility

Though advisory services are provided to assist students, the student alone is responsible for following the procedures and completing the steps required in the degree program. Requirements of the UH Mānoa Graduate Division, both procedural and substantive, may be waived only by request of the student and must have the written approval of the UH Mānoa Graduate Division. Policies and procedures of the Graduate Division may be found on their website (manoa.hawaii.edu/graduate/) and in the UH Mānoa Catalog (online at www.catalog.hawaii.edu/grad-ed/graduate.html).

The Myron B. Thompson School of Social Work places a premium both on academic and professional functioning. Students must maintain a minimum cumulative grade point average of 3.0 and function in accord with the Student Conduct Code policies and procedures of the University of Hawai‘i system and University of Hawai‘i at Mānoa campus as published online at www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/ as well as the Code of Ethics of the National Association of Social Workers (see Appendix; www.socialworkers.org/about/ethics/code-of-ethics). Students are required to demonstrate professional conduct, personal integrity, and emotional stability requisite for professional practice with colleagues, faculty, clients, and members of other professions. In particular, students are expected to demonstrate a sense of responsibility, good judgment, and responsiveness to the supervision of their work and to demonstrate sensitivity and appropriate interpersonal skills in professional interactions. Substandard performance in any of these areas is considered grounds for probation, suspension, or dismissal from the program.

Student Academic Performance and/or Professional Development Review

The purpose of the student review hearing is: a) to address concerns regarding a student’s academic/professional development, b) to develop a plan of action, if necessary, c) to make a recommendation to the program chair. A faculty member or academic advisor can request a review in the event concerns arise in the student’s academic/professional development.

Detailed procedures are provided to students in the orientation packet accompanying this handbook and are also available on the School website (www.hawaii.edu/sswork/Students/student_info.html, see Student Hearing Process under “STUDENT RULES, REGULATIONS, and POLICIES”).

Academic Grievance Procedures

The University of Hawai‘i at Mānoa has established “Academic Grievance Procedures,” which include a statement on responsibilities of faculty and students and procedures for resolution of academic grievances. These academic grievance procedures are available online at studentaffairs.manoa.hawaii.edu/policies/academic_grievance/. For grievance situations specific to graduate students, Graduate Division policies and procedures apply – see http://manoa.hawaii.edu/graduate/content/academic-grievance.
Gender Equity in Education (Title IX)

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Members of the University of Hawaiʻi at Mānoa community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

For more information, including Title IX campus coordinators, reporting options, confidential resources, and policies and procedures, see the University of Hawaiʻi System Title IX and Office of Institutional Equity (www.hawaii.edu/titleix) and the UH Mānoa Offices of Title IX (manoa.hawaii.edu/titleix/) and Gender Equity (manoa.hawaii.edu/genderequity/titleix/).

For additional University policies and procedures, see the Office of Student Affairs website at HTTP://STUDENTAFFAIRS.MANOA.HAWAII.EDU/POLICIES/.
GENERAL INFORMATION

Mailboxes

Classified Mānoa-based MSW students are assigned a mailbox in the Student Mailroom (Gartley 105). UH Policy dictates that student mailboxes are to be used for school mail only. Personal mail should be delivered to your home.

Please check your mailbox at least once a week!

E-Mail

All students must have a UH username (@hawaii.edu user account). If you encounter problems obtaining a username, please contact UH information Technology Services Help Desk at (808) 956-8883 or help@hawaii.edu (see the ITS Help Desk online at www.hawaii.edu/its/help-desk/).

Please check your email on regular basis –
daily for DE students, weekly for Mānoa-based MSW students.

Student Services maintains an MSW student listserv that provides important program information, job listings, and information on related workshops, trainings, and community issues/events related to social work. SSW information will be sent only to your hawaii.edu address. You can configure this email to be forwarded to your preferred address via the “Settings” on your Google@UH email screen.

Computer Lab

The School provides several PC computers and laser printers in Gartley 002 for Social Work student use. Lab hours are posted on the door: Monday - Thursday, 8 am – 5 pm; and Friday, 9 am – 3 pm (subject to change). A Computer Lab Agreement webform must be submitted for access. Students must furnish their own flash drives and paper. No food or drink are allowed. The SW computer lab is intended for use as a study area, and students are asked to treat the computer lab and each other with respect.

Other computer labs are also available for your use (see the ITS website at www.hawaii.edu/itslab/) at the Wong Computer Lab in Sinclair Library (1st floor) and CLIC lab in Hamilton Library (1st floor).

Wireless internet access is available in most locations on campus; see manoa.hawaii.edu/campusmap/wireless.php for campus wireless coverage & www.hawaii.edu/askus/1037 for how to connect.

Need computer/internet help? See: www.hawaii.edu/its/services/

Telephones

Administrative office staff do not take students’ personal messages. However, they will assist with emergency personal messages and those related to field education and other official matters.
Photocopy Machines

Photocopiers for student use are located in Hamilton and Sinclair Libraries and also at the Campus Center. The School’s copier is for use by School of Social Work faculty and staff only. Please do not ask administrative support staff to make copies for you.

FAX

The SSW FAX machine is for office use only. Please do not have materials sent to you through the School’s FAX.

Identification Cards

A photo ID card is provided to every student enrolled in a degree granting program and must be validated each semester after tuition payment has been made. Student IDs are required for services/discounts from the libraries, Athletics, Campus Center Ticket Office, and more (!) and can be obtained from the Ticket, Information and ID Office located in Campus Center 212. Call (808) 956-7235 or visit www.hawaii.edu/campuscenter/services/uhmanoaid.html for more information.

Arrangements will be made for Distance Education students to obtain student ID cards.

APA Format

Academic papers are to be formatted according to APA standards. It is strongly recommended that you purchase a reference copy of the Publication Manual of the American Psychological Association, 6th edition (2010). A helpful website is www.apastyle.org/. A charge of plagiarism can and has been a cause for dismissal from the program, so please be vigilant in properly citing sources of information.

Maintaining Personal Academic Records

You will need to collect and maintain your own curriculum information, such as course descriptions, syllabi, field education learning contracts, etc. The SW Admissions/Student Services Office does not have the capacity to maintain individual course information or other types of course specifics.

You may need to show proof of course work completion for purposes of employment, licensure, and certification applications. While the MyUH system can access grade/registration records, it does not reflect specific course descriptions. In the case of SW 680 (“Topics in Social Welfare”) courses, MyUH does not record the topic titles, which can vary semester to semester. Also, you may need to show proof of field education experiences for the CSAC (Certified Substance Abuse Counselor) or other certification or licensure. Please keep your field education records and evaluations for this purpose.
HELPFUL LINKS

Myron B. Thompson School of Social Work: www.hawaii.edu/sswork/
National Association of Social Workers (NASW) Hawaii Chapter: www.naswhi.org/

University of Hawai‘i (UH) System
www.hawaii.edu

MyUH Services
https://myuh.hawaii.edu

UH Mānoa (UHM) Campus
manoa.hawaii.edu/

UHM Campus Map
manoa.hawaii.edu/campusmap/

UHM Graduate Division
manoa.hawaii.edu/graduate/

UHM Catalog
www.catalog.hawaii.edu/

UHM Outreach College
www.outreach.hawaii.edu/

UHM Office of the Registrar
manoa.hawaii.edu/records/

UHM Guide to Registration
manoa.hawaii.edu/records/register/guide.html

UHM Academic Calendar
manoa.hawaii.edu/records/calendar/index.html

UHM Financial Aid Services
www.hawaii.edu/fas/

UHM Libraries
manoa.hawaii.edu/libraries/

UH Information Technology Services
www.hawaii.edu/its/services/

UHM Bookstore
www.bookstore.hawaii.edu/manoa

UHM Office of Student Affairs
studentaffairs.manoa.hawaii.edu/

KOKUA (Disability Access Services)
www.hawaii.edu/kokua/

UHM Department of Public Safety
http://www.manoa.hawaii.edu/dps/

Veterans Affairs and Veteran Student Services at UH Mānoa
manoa.hawaii.edu/records/veterans/
http://manoa.hawaii.edu/veterans/

UHM International Student Services
www.hawaii.edu/issmanoa

UHM Student Employment
manoa.hawaii.edu/careercenter/

UH Employment (includes graduate assistantships)
workatuh.hawaii.edu/

UHM Title IX Office
manoa.hawaii.edu/titleix/

UHM Office of Gender Equity
www.manoa.hawaii.edu/genderequity/

UHM Health Services
www.hawaii.edu/shs/

UHM Counseling & Student Development Center
manoa.hawaii.edu/counseling/

UHM Student Housing Services
manoa.hawaii.edu/housing/

UHM Parking & Shuttle Services
manoa.hawaii.edu/commuter/

UHM Food Services
manoa.hawaii.edu/food/

UHM Writing Center
https://sites.google.com/a/hawaii.edu/writingcenter/

UHM Campus Newspaper
http://www.manoanow.org/kaleo/

Information About Hawai‘i:
portal.ehawaii.gov/
manoa.hawaii.edu/about/honolulu.html
GRADUATE STUDENT ORGANIZATION (GSO)

UH Mānoa Graduate Student Organization

Founded in 1974, the GSO represents the academic interests of over 5,000 graduate students attending the University of Hawai‘i at Mānoa, the flagship campus of the University of Hawai‘i System. Its main function is to represent classified graduate students.

The GSO places a particular emphasis on fostering excellence in research at both the PhD and Master level. As such, the GSO endeavors to facilitate research initiatives from graduate students through its grants and awards program.

The GSO provides input on all issues affecting UH Mānoa graduate students. It has representatives seating on over 40 university committees and participates in a wide variety of graduate student, campus, and community events.

A small portion of student fees collected from all graduate students goes toward supporting the GSO and its programs.

The Graduate Student Organization has two semi-separate branches:
- The GSO Assembly
- The GSO Executive Council

For more information on the UH Mānoa GSO, please see the GSO website at gso.hawaii.edu.

SSW Graduate Student Organization

Membership

Every student of the School of Social Work is eligible to become a member of the SSW Graduate Student Organization (GSO). Membership to the organization will automatically cease upon termination of enrollment from the University.

Meetings

All meetings of the Graduate Student Organization will be convened at such times and places designated by the Executive Board.

Voting

Every member shall have one (1) vote for each office in all elections and for each matter on which action is to be taken by the membership. All items presented for decision by the membership shall be determined by a majority (50+% ) votes cast.

Election of Officers

Officers shall be elected annually during February by the members from a slate of proposed officers. All nominees shall have consented to the inclusion of their names on the final ballot prior to the annual voting. The election of officers will be conducted by secret ballot.
Officer Responsibilities

President
1. Serve as the chief executive officer.
2. Preside at all meetings
3. Represent the organization in all official dealings

Vice-President
1. Assist the President in the performance of his/her duties
2. In case of a vacancy in the office of the President and whenever the President is absent or incapacitated, assume the presidential powers and duties for the duration of such vacancy, absence, or incapacity
3. Coordinate the activities of all club committees

Secretary
1. Maintain accurate and complete files of the minutes of all meetings of the organization
2. Keep safely and openly to the inspection of all members, all records and documents of the organization
3. Perform all duties as are customary to the offices of secretary and/or may be required by the Executive Board

Treasurer
1. Be responsible for all financial records, keeping full and accurate accounts of receipts and disbursements
2. Submit financial reports upon request, which will be open to the inspection of all club members
3. Perform all duties as are customary to the office of treasurer and/or as may be required by the Executive Board

Executive Board
The Executive Board is comprised of the President, Vice-President, Secretary, and Treasurer. The board is responsible for the general welfare of the organization, making recommendations and establishing committees. The board is the administrative body of the organization and has discretionary authority over all funds, property, and other assets. The board is also responsible for conducting all elections and promoting participation by the students.

The term of service on the board in any single capacity should be for a period of not longer than one (1) year.

Committee Participation
Student participation in the School’s decision-making process is encouraged through voting participation on key faculty committees, including the MSW Committee and Admissions Committee. Student representatives are selected during the annual election of officers.
Phi Alpha Honor Society
UH MĀNOA NU SIGMA CHAPTER
National Qualifications for Individual Membership

A graduate student is eligible for membership after receiving the following national requirements and meeting local chapter requirements.

- completed one term of course work with the minimum number of social work credits as determined by the local chapter
- achieved a minimum grade point average of 3.5 based on 4.0 scale
- local chapters may establish higher eligibility requirements

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

“Through knowledge – the challenge to serve”

悛 Nu Sigma must meet in official sessions at least twice each year.
悛 The chapter year shall begin on July 1 and end on June 30.
悛 Officers include a: President, Vice-President, and Secretary-Treasurers.
悛 Standing Committees and Special Committees will be appointed as needed.

Membership Requirements

❖ National Dues for lifetime membership in the Phi Alpha Honor Society, plus Nu Sigma Chapter fees for each semester of membership
❖ MY UH Web Transcript showing GPA for graduate students.
❖ Attend two service-related activities per year.

Service Requirements

悛 All members must participate in two service-related activities per year.
悛 Any member interested in serving as an officer (nominated by election) will have service requirements waived. Additionally, after paying membership dues, all officers will have semester fees waived as long as member is serving as an officer.
悛 Any member working on a Standing Committee or Special Committee will have service requirements waived. Additionally, after paying membership dues, all members on these committees will have semester fees waived as long as the members are serving on the committee.
悛 A service-related committee will be formed and information will be sent to all members regarding up-coming service activity opportunities.

For more information about the Phi Alpha Honor Society, visit www.phialpha.org.
For the UH Mānoa Nu Sigma Chapter of Phi Alpha, please contact nusigma@hawaii.edu.
APPENDICES

Appendix A: NASW Code of Ethics
   From https://www.socialworkers.org/about/ethics/code-of-ethics

Appendix B: School of Social Work Oli Komo & Mele Aloha

Appendix C: Veteran Student Services
Appendix A

Code of Ethics of the National Association of Social Workers
See https://www.socialworkers.org/about/ethics/code-of-ethics
Appendix B

Oli Komo

Ke welina mai nei ke kini
Hali ‘ia e ke Kahaukani
Pā i ka ua Tuahine
Eia ho‘i ke ânuenue nani a Kahalaopuna
He mai, he mai
Ua ao maila ka hale aloha
Aloha e, Aloha e, Aloha e

Greetings to the multitudes
Brought by the Kahaukani wind
Touched by the Tuahine rain
Behold the beautiful rainbow of Kahalaopuna
Enter, enter
The enlightened house
Greetings, greetings, greetings

Haku ‘ia o Brandee Aukai a me Kelly Anne Beppu under the guidance of Kumu Randie Fong.

*This mele was written as a gift to the Myron B. Thompson School of Social Work in 2010. It speaks of the beautiful winds, rain and rainbows that welcome you as you enter the house of learning. The mele captures the warmth that was shown to us while attending school in beautiful Mānoa.

Mele Aloha

Ākea ka moana nui
Hoʻolālani ‘ia o ‘Iwikuamoʻo
E pūlama i mōhala nā pua
A kū i ka māna
E kupu a liko aʻe
E ulu a ola mau
A kau i ka puaaneane
E ola mau Ka Lāhui!

The immense ocean of Kanaloa
Aligned is ‘Iwikuamoʻo
Fed by the elder, the younger retains the knowledge
Bud forth and grow
Increase and thrive
To live a full life
Long live the Nation!

Haku ‘ia o Brandee Aukai a me Kelly Anne Beppu under the guidance of kumu Randie Fong.

*This was written in honor of Myron B. Thompson, also known as “Pinky.” We worked together with his ‘ohana and close friends to compose this oli. Though we both did not have the honor of meeting him, he left a legacy that touched us greatly. Pinky was a man of few words, though his actions were great. He loved his people, his culture and the ocean, in which he used as a common thread to unite all people. Through this oli we hope that Myron “Pinky” Thompson and his vision for his beloved people will be perpetuated by the school of social work that carries his name.
Appendix C

Veteran Student Services: QLCS 310  
http://manoa.hawaii.edu/veterans/

Office of Veteran Student Services
Dedicated to providing veteran students with tools and services attain their educational goals and succeed at UH Mānoa

Phone: (808) 956-2192  
e-mail: veteran@hawaii.edu

VetSuccess On Campus (VSOC) Services

VSOC assists with:
- access to VA benefits, such as providing information on submitting a claim for Vocational Rehabilitation & Employment (VRE) as well as locating community and campus resources
- providing Veteran-specific career and employment services
- providing supportive guidance to ensure Veterans’ health, education, and VA benefit needs are met, while utilizing their VA educational benefits

Claire Kusakabe  
VSOC Counselor  
e-mail: claire.kusakabe@va.gov  
Phone: (808) 956-2192  
Office hours: Tuesdays & Fridays, 8:00 am - 4:30 pm

Veterans Integration to Academic Leadership (VITAL) Programs

- On-campus clinical counseling for student veterans
- Assisting veterans with understanding health care benefits
- Assisting with access to VA medical care and services

Dr. Nadine Shigezawa  
Clinical Psychologist, VITAL Program  
e-mail: Nadine.Shigezawa@va.gov  
Phone: (808) 594-8039  
Office hours: By appointment