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413-572-8331

February 1, 2024

Dear Incoming Student,

The Social Work faculty and staff wish to congratulate you on your acceptance into the **Online, Traditional Full-Time** MSW Program at Westfield State University. We are looking forward to welcoming you to our Online MSW Program. *All synchronous courses meet via Zoom during their regular scheduled time. All asynchronous courses are fully online and do not have a regular scheduled time.* To help prepare you to begin the program in the fall, this letter and the accompanying documents will provide you with some important information about our courses, advising, registration, and summer orientation programs.

The MSW Program has a required Incoming Student Orientation for all incoming students that will be held in June. This year orientation will be held virtually via Zoom on Wednesday June 5th from 6:00-8:00 pm or Thursday, June 13th from 6:00-8:00 pm. Please complete the MSW Orientation sign up form in the MSW Accepted Students webpage: <https://westfield.ma.edu/academics/degrees/social-work-msw/msw-accepted-students>. Once you register, you will receive a Zoom link to attend orientation for your selected day.

At the orientation session, you will meet some of the MSW faculty and staff, review program requirements and receive other important information about the program and learn more about Westfield State University. In preparation for the orientation, please review this program of study and your acceptance letter.

If you have any questions after reviewing this information, please feel free to contact me. Otherwise, I look forward to seeing you at one of the orientations in June.

Sincerely,

A handwritten signature in black ink that reads "Rose Sullivan, PhD, LICSW".

Rose Sullivan, PhD, LICSW
Professor and MSW Program Director/Social Work Department Chair

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MSW Information

Traditional Full-Time (two years) Program

Course Registration:

The program of study outlines which classes you will take each semester. The current course schedule for the fall will be available online. As a Traditional full-time student, you will need to register for the following fall classes:

SOCW 0511 Research I
SOCW 0521 Human Behavior and the Social Environment I
SOCW 0523 Diversity & Social Justice
SOCW 0541 Generalist Social Work Practice I
SOCW 0551 Foundation Practicum I

Please review your entire program of study located at the end of this document.

*Traditional Full-Time students will attend classes on Monday and Thursday evenings between 5:15-9:00 pm.

Field Practicum:

As a full-time student, you will be in a field practicum placement this coming fall. **To begin the practicum placement process, you need to complete and submit all required Practicum Internship forms within 10 days of receipt of this electronic MSW handbook.**

To complete your required Practicum Orientation and Application Form, please go to MSW Accepted Students webpage:

down to the section: Practicum Orientation and Application.

You are welcome to contact the Social Work Practicum Education Director, Tyrese Tillman via email at ttillman@westfield.ma.edu with any questions regarding the Field Application process. **If you do not complete the practicum application in the required time frame you will lose your full-time status in the program.**

Program Prerequisites:

Some of you may need to complete either a Human Biology requirement and/or an American National Government requirement. If that is the case for you, there will be a note in this packet to that effect. The Human Biology requirement and the American Government requirement need to be completed by 9/6/24. You can complete these requirements at any college or university that offers these courses.

If you are interested, WSU also offers options to complete these requirements in house. Our non-credit, fully online Human Biology for Social Workers course is offered in the summer and meets the human biology requirement. A description of this course has been included at the end of this handbook. Please email Brandon Fredette at bfredette@westfield.ma.edu if you would like to register for this course.

We also offer a free, self-guided, open-book “exam” that will allow you to meet our American National Government requirement. You should be able to complete this exam on your own time in a matter of hours and you will have until 9/6/24 to complete it. The questions to the exam are enclosed in this handbook. Again, you are not required to complete these requirements at WSU, but you do need to complete them by the due dates. If you believe you have completed these requirements already and should not be required to complete them again, please contact the MSW Program Director, Rose Sullivan (rsullivan@westfield.ma.edu), to discuss this.

Transfer Credits:

If you have taken graduate social work courses from a CSWE accredited MSW program, you may be able to transfer up to 6 graduate credits to the WSU MSW program. To do this, we need an official transcript and a copy of the course syllabus. Once you have the syllabus, please make an appointment with Dr. Sullivan so we can determine whether your prior courses may be transferred for WSU MSW graduate credit.

MSW Information

Traditional Full-Time (two years) Program

The following procedures and policies must be followed before the Program of Study is considered acceptable toward the Master's Degree. This form must be typed or printed clearly.

1. The Program of Study form is developed based on the program and time frame in which you were accepted. After the study plan is reviewed, it must be signed by a) the Program Director, and b) the student.
2. Any changes in the original program must have the approval of the advisor and the Program Director.
3. The Program of Study is developed in adherence to the following policies:
 - a. Students are expected to complete their degree requirements within six (6) years from the date of the first course credited toward their degree, including transfer credits from other regionally accredited institutions. No credit will be given for a course older than 6 years at time of graduation.
 - b. No more than nine semester hour credits taken at Westfield State University prior to matriculation may be applied toward the degree. Once (6) semester hours have been earned, a Pending Application Waiver must be submitted and approved prior to registering for (3) additional credits. All such credits must be appropriate to your Program of Study and must be approved by your advisor.
 - c. A program of study is designed in consultation with an advisor in accordance with the requirements for a degree in a specific concentration. The advisor is not responsible for his/her advisee's meeting Graduate Division regulations and deadlines. You are personally responsible for knowing and following all university rules and regulations.
4. Academic Integrity
 - a. Students in the graduate program are expected to have a high standard of integrity. Any graduate student who cheats or plagiarizes on examinations, papers, assignments, or within a research setting is subject to dismissal from the program. Cases involving academic integrity shall be referred to the Dean for adjudication. (See Graduate Catalog & MSW Program Manual).

Traditional Full-Time Two-Year Program		
Year 1	Foundation Year	
Course #	Course Name	Credits
Semester 1		
SOCW 0521	HBSE I	3
SOCW 0511	Research I	3
SOCW0523	Diversity and Social Justice	3
SOCW 0541	Generalist Practice I	3
SOCW 0561	Foundation Practicum I	4
	total credits	16
Semester 2		
SOCW 0522	HBSE II	3
SOCW 0512	Research II	3
SOCW 0542	Generalist Practice II	3
SOCW 0531	Social Welfare Policy Analysis	3
SOCW 0562	Foundation Practicum II	4
	total credits	16
Year 2	Advanced Year	
Semester 1		
SOCW 0621	Mental Health and Children	3
SOCW 06xx	Hybrid Elective	3
SOCW 06xx	Elective (hybrid or online)	3
SOCW 0643	Practice with Families	3
SOCW 0651	Advanced Practicum I	5
	total credits	17
Semester 2		
SOCW 0622	Mental Health and Adults	3
SOCW 0631 or SOCW 0698- 501/502/503	Advanced Policy	3
SOCW 0642	Practice with Adults	3
SOCW 06xx	Elective (hybrid or online)	3
SOCW 0652	Advanced Practicum II	5
	total credits	17
total credits for program		66

To confirm that you accept and understand the information on this Program of Study and that you understand that you must complete all MSW Program requirements based on the above schedule and within six years, please complete the [Master of Social Work Attestation Form](#).

**Summer 2026
Human Biology for Social
Workers**

Social workers, to effectively assess client systems, need to have background knowledge in sociology, psychology, political science, economics and human biology. This course will provide social work students with basic knowledge about human biology that will aid them in assessing client systems and creating intervention plans that have a greater potential to create desired outcomes. The course will explore the basics of anatomy, biological development, and heredity. Further, the course will look at issues around health, illness, disability, mental illness, the impact of substance use, sexuality, and aging. Finally, we will examine issues around Public Health.

Intended Audience

This course is intended for students entering an MSW program that requires all students have completed a Human Biology class before starting the graduate program. The course also is intended for BSW students who have complete their core science requirements but are still required to complete a Human Biology class as part of their Social Work Program. Since the requirements of each MSW and BSW program vary, we strongly recommend that the student check that this course will meet the requirements of their program before completing the course. A copy of the syllabus is available to document the course content to MSW and BSW programs.

Credit

This is a noncredit pass/fail course.

Instruction Method/Expectations

The course is offered as an on-line course that is divided into six topical modules and takes six weeks to complete. For each module students will read assigned readings, listen to assigned podcasts, complete a short written assignment, a short quiz, and/or participate in an on-line asynchronous discussion board. Students need a computer or tablet with an internet connection. Students need a web-browser (e.g. Explorer, Safari, etc.) and a word processing program (MS Word, Apple Pages, Text Edit, etc.). Students need basic web-browser skills and word processing skills. Students will be required to listen to and possibly watch podcasts and videos. Finally students need a functional email address that is provided to the instructor.

This class is scheduled to start May 22, 2026 and end on June 4, 2026.

If you have any questions about the course, please contact Dtcpf qp"Ht gf gwg"cv*635+794/: 255 or via email bfredette@westfield.ma.edu. To register for the course online, please visit: www.westfield.ma.edu/humanbio

Westfield State University

MSW Program US Government Knowledge Assessment Examination

Part 1: Short Answer Questions (please answer in your own words in 1-3 sentences)

1. What is an amendment?
2. What do we call the first 10 amendments to the Constitution?
3. What is one right or freedom specified in the First Amendment?
4. What is the “rule of law”?
5. How many years does a U.S. Senator stay in office?
6. How many years does the President stay in office?
7. What are the Departments in the President’s Cabinet?
8. What is the highest court in the United States?
9. How many justices are on the Supreme Court?
10. How do Supreme Court justices acquire their seat on the court?
11. What are two powers given to the federal government under our Constitution?
12. What are two powers given to the States under our Constitution?
13. What are two rights of everyone living in the United States?

Part 2: Essay Questions

(please answer each answer in your own words and in less than a page for each question)

1. What is the organization of the US government (including the branches of government, the roles and responsibilities of each branch, and the relationship between the branches)?
2. Describe the process by which a proposed legislative action becomes a law.
3. Describe how new laws are implemented.
4. Describe the process for amending the Constitution.
5. Describe the difference between a law and an executive order.

Part 3: Integrative Essay (no more than one page)

For this essay, please share your *own* thoughts about why social workers might need to be familiar with the structure and workings of the U.S. government. Then briefly discuss one example of a government law or policy that you believe is important to the well-being of social workers and/or the people we work with and explain why you think this law or policy is important.