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Chapter 1

Introduction

1-1. Purpose. This handbook guides the student throughout the academic year. It contains important administrative information, the curriculum and course calendar, student performance evaluations, and the responsibilities of the student and faculty. The student should refer to this handbook for clarification of questions before consulting with any of the faculty staff.

1-2. Program History.

In November 2006 the Army Surgeon General, recognizing the shortage of social work officers, approved the concept of establishing a Master of Social Work (MSW) Program to recruit and train previously commissioned officers to become Army social work officers. The first group of 18 applicants was selected by the 2007 Long Term Health Education and Training board to begin academic year 2008. In January 2008, Fayetteville State University was selected to partner with the Army Medical Department Center and School to provide the officers a social work education. Though the process of training existing Army officers to be social workers is not new, this is the first time the Army, through its partnership with a civilian institution will provide a graduate degree in social work.

The practice for Army social workers is ever expanding and requires proficiency in multiple areas, to include the treatment of Soldiers and families affected by the traumas of combat, substance abuse, domestic violence, policy practice, corrections, research, education, and human service program administration.

Army social workers practice in these diverse areas with other members of multi-disciplinary behavioral health care teams and must learn to routinely practice and document evidenced-based social work practice. Social workers must be able to incorporate outcomes into their practice and demonstrate treatment effectiveness, cost savings, and the prevention of disease. Graduates of the Army-FSU MSW Program can expect to serve as clinical social workers in an array of behavioral health treatment environments; staff officers at various command levels; and behavioral science officers in a number of combat support environments such as Brigade Combat Teams or chiefs of behavioral health clinics.

The curriculum and experience in the Army-Fayetteville State University (FSU) MSW Program will provide Army social workers of tomorrow the requisite knowledge and training that modern military medicine demands. Students who successfully complete the program will be awarded a Master of Social Work from Fayetteville State University and will be eligible to sit for the Association of Social Work Board (ASWB) initial exam to become a licensed master of social work practitioner.

1-3. Graduate Program Mission. The US Army Masters of Social Work Program

will produce Army Social Work Officers who provide advanced clinical social work practice to Soldiers, families, groups, organizations, and military communities. Graduates of this program will be prepared to work in a broad spectrum of military specific environments; combat stress, hospitals, research, healthcare policy agencies, and a variety of non-traditional assignments that may require a Social Work Officer.

1-4. Graduate Program Vision. To be recognized as the graduate social work program of choice for individuals aspiring to serve as social workers in a military environment. The Army MSW Program will be viewed as a premier graduate education program that develops clinically competent Army Social Workers that are capable of working in a variety of settings. This program is committed to:

- Developing tomorrow's leaders in military social work using innovative educational strategies;
- Providing collaborative and interdisciplinary learning experiences in a variety of settings;
- Embracing new technology and state of the art professional practice and research.

1-5. Graduate Program Values. The U.S. Army-Fayetteville State University Master of Social Work Program embraces the following values:

U.S. Army Values:

- *Loyalty*: Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other soldiers.
- *Duty*: Fulfill your obligations.
- *Respect*: Treat people as they should be treated.
- *Selfless-Service*: Put the welfare of the nation, the Army, and your subordinates before your own.
- *Honor*: Live up to all the Army values.
- *Integrity*: Do what's right, legally and morally.
- *Personal Courage*: Face fear, danger, or adversity (Physical or Moral).

Social Work Values

- Service: To the service of others above one's personal interests. Social workers are encouraged to volunteer their professional skills with no expectation of significant financial return.
- Social Justice: Pursue social change, particularly on the behalf of vulnerable and oppressed individuals and groups of people.
- Dignity and Worth of the Person: Treat everyone in a caring and respectful manner. Promote the client's socially responsible self-determination.
- Importance of Human Relationships: Seek to enhance and strengthen relationships among individuals, families, social groups, organizations, and communities.
- Integrity: Behave honestly, responsibly and promote ethical practices at all times.
- Competence: Always strive to increase one's professional knowledge and skills.

1-6. Student Learning Outcomes/Critical Tasks. The U.S. Army Fayetteville State University Master of Social Work Program will ensure that students able to adhere to the core competencies of the Council on Social Work Education by preparing students to:

- Develop their professional identity as a social worker and to behave accordingly.
- Apply social work ethical principles to guide their professional practice.
- Apply critical thinking to inform and communicate their professional judgment.
- Engage diversity and difference in practice.
- Advance human rights and social justice within a military environment.
- Engage in research-informed practice and practice-informed research within the military community.
- Appropriately apply knowledge of human behavior and the social environment.
- Engage in policy practice within the military to advance social and economic well-being and to deliver effective social work services.
- Respond to and shape an ever-changing professional context within the military.
- Engage, assess, intervene, and evaluate individuals, families, groups, organizations,

diverse military communities¹.

1-7. Accreditation Status. The Council on Social Work Education (CSWE) is the accrediting body for all graduate (MSW) and undergraduate social work programs. The Fayetteville State Department of Social Work has been accredited by CSWE since 2006 and will be considered for reaffirmation in 2010. In addition to the Army-FSU MSW Program being accredited by CSWE, this program is also accredited by the Southern Association of Colleges and Schools (SACS).

Chapter 2

Program Description

2-1. Graduate School Admissions. Admission to the Fayetteville State University is accomplished by formal application. The Education Technician will assist all incoming students with the application procedures according to program policies. Students are responsible for completing the required application forms and for coordinating to ensure official GRE scores and official transcripts are mailed to the Army-FSU MSW Program at the Academy of Health Sciences in a timely manner. Final determinations about admission will be made by the Graduate College at Fayetteville State University. Qualified students will be admitted regardless of race, color, national or ethnic origin, gender, age, or disability.

2-2. Curriculum Outline. All of the courses listed and described below are required in order for students in the Army-FSU MSW Program to successfully fulfill the requirements for graduation, with the exception of SWRK 606 (Social Practice Seminar) and SWRK 608 (Statistics and Research). These two courses are exclusively for advanced standing students. The semester breaks in the Army-FSU MSW Program differ from the semester breaks in FSU course catalog for students on the main campus. Regular track (non-bachelor of social work degree) students attending the Army-FSU MSW Program can expect to attend the program over four semesters: summer/fall, fall/winter, winter/spring, and spring/summer.

a. Course sequence by semester

Summer/Fall Semester

SWRK 510	Social welfare policy and service (3)
SWRK 520	Human behavior and the social environment I (3)
SWRK 525	Human behavior and the social environment II (3)
SWRK 530	Social work statistical and data analysis (3)
SWRK 540	Social work intervention w/ individuals & families, Practice I (3)
SWRK 560	Applied social work research methods (3)
SWRK 570	SW intervention w/ groups, communities, & orgs (3)
SWRK 574	Multicultural practice w/ diverse populations (3)
SWRK 608	Statistics & research seminar (3)*

Total semester credit hours (Regular Track Students only) – 24

Total semester credit hours (Advanced Standing) – 3 *

¹ Council on Social Work Education

Fall/Winter Semester

SWRK 580	SW field instruction I (4)
SWRK 585	SW field instruction II (4)
SWRK 606	Social practice seminar (3)*

Total semester credit hours (Regular Track) – 8

Total semester credit hours (Advanced Standing) – 3*

Winter/Spring Semester (Concentration courses for all students)

SWRK 605	Elective: Advanced social work in groups (3)
SWRK 605	Elective: Contemporary issues in mil SW (3)
SWRK 615	SW practice in mental health (3)
SWRK 621	Elective: SW practice w/ military families (3)
SWRK 626	Substance abuse intervention (3)
SWRK 630	Assessment of mental health (3)
SWRK 635	Management of human service orgs (3)

Total semester credit hours (Regular Track) – 21

Total semester credit hours (Advanced Standing)– 21

Spring/Summer Semester (Concentration field for all students)

SWRK 650-02	Field Instruction III (4)
SWRK 655-02	Field Instruction IV (4)

Total program credit hours (Regular Track) – 61

Total program credit hours (Advanced Standing) - 35

b. A complete description of the above courses can be found in the Fayetteville State University Graduate Catalog and the FSU MSW Student Handbook.

2-3. Textbook Requirements and Reimbursement. The Army-FSU MSW program administrator typically sends out the book list to the incoming students prior to arrival for the US Army-Fayetteville State University Master of Social Work Program. Students are responsible for purchasing required texts and submitting documentation for reimbursement to the education technician in the Army-FSU Program who will submit the appropriate paperwork in accordance with program policies. The disbursement is typically routed to the student's military payroll direct deposit account.

2-4. Graduate Faculty. Attachment A contains the listing of all graduate program faculty, highlighting their individual educational backgrounds. All teaching staff involved in the program are nominated and appointed faculty status through policies of the Department of Social Work, Fayetteville State University.

2-5. Learning Strategies and Methods.

- Didactic Instruction / Conference. Throughout the program, student-centered instruction is conducted by faculty who lead a discussion on the course objectives, eliciting student participation routinely. This enhances the student's knowledge base and prepares them on the application of theory and procedures to specific situations which maybe encountered in their supervised practice rotations.
- Practical Exercises. Working under the supervision of designated faculty, practical exercises provide activities that enable students to apply knowledge, practice and retain skills, and develop professionally. The student is required to perform the required action to an established standard.
- Guest Speakers. Experts, other than normal faculty, will present information to support a specific lesson and to provide information based upon their extensive experience.
- Case Studies. The student is presented a description of a situation and is required to solve problems or identify actions related to that particular situation. This provides an excellent means to solve problems either individually or as a member of a group.
- Peer Instruction. Individuals learn from their peers in a group when working toward achieving common learning objectives. Peer training is the most effective method for training job-related individual critical tasks.
- Field Instruction. The student will be placed in social work service agencies for a minimum of 500 (advanced standing students) to 960 (regular track students) clock hours academic year. Students will integrate gained knowledge, skills, self awareness and professional use of self in advanced social work settings.

2-6. Graduation Requirements. To graduate from the entire program, the student must demonstrate compliance in all areas as delineated in the Student Evaluation Plan (SEP). They must successfully meet academic standards, service-specific physical fitness standards, and the standards of conduct for each service. Upon successful completion of the Army- Fayetteville State University Master of Social Work Program, graduates will be awarded a Master of Social Work Degree from Fayetteville State University, and will be eligible to sit for the Association of Social Work Boards (ASWB) Licensed Master of Social Work exam.

Chapter 3 Schedules

3-1. Academic Calendar. Attachment B contains an outline of the tentative academic calendar for the U.S. Army-Fayetteville State University Master of Social Work Program class which will be graduating in 2009. An orientation to the Master of Social Work Program will be conducted during the first two weeks of the academic year. A separate schedule delineating those specific activities will be provided to each student.

3-2. Semester Schedules. Class schedules are developed on separate excel spreadsheets and identify the daily activities scheduled throughout the academic year. The program administrator publishes the schedule and sends a copy electronically to each individual student and faculty. It is each student's responsibility to check the schedule frequently for any changes, updates, or deletions. Students will be notified as soon as possible if changes are necessary.

3-3. Duty Hours. Students are scheduled for a 40-hour week; however, if necessary, they are expected to remain after normal duty hours to complete their assignments. Normal duty hours for classes will be 0830-1600, or until released by the Program Director and/or respective faculty member.

Students are expected to arrive to class on time. Therefore, students should consider traffic and weather conditions in the area in planning for a timely arrival. When an emergency arises that may prevent a student from arriving on time, the student must call the Class Leaders and/or Class Advisor as soon as the situation permits.

3-4. Annual/Emergency Leave. Military officers receive thirty (30) days paid vacation each year. The master's program allows 2 weeks of annual leave during Exodus (December/January holidays). In addition to the holiday exodus, students will also be given a research break during the spring semester in which they will be encouraged to use their annual leave. Except for extenuating circumstances, such as serious illness or death in the family, students are not permitted ordinary leave, other than as specified above. Make up of missed coursework will be at the discretion of the instructor and the Program Director.

To request leave, the student will submit a completed DA Form 31 and supporting documents to the Class Advisor for initial approval. If driving, students must complete and attach a POV inspection form and a route plan/strip map and risk assessment matrix to the DA Form 31. The risk assessment information can be found at <https://crc.army.mil/home/> under the Web Tools Overview tab. Students driving a POV will not drive a distance greater than 350 miles per day. If a student is traveling via air, then a copy of the itinerary must be attached to the DA Form 31. Once all documentation is approved by the Class Advisor, then the Student Personnel Officer (S-1) will collect and provide all documents to the NCOIC, Army-Fayetteville State University Master of Social Work Program. The NCOIC, Graduate Program in Army Fayetteville State University Master of Social Work Program will take the DA Form 31 and supporting documents to D-Company for the Commander's signature and processing. All

students must physically have an approved leave form with a control number on it prior to leaving the San Antonio area.

If a student returns early from leave or decides not to take it, then a call must be placed to the D Co. Staff Duty Officer at 210-295-0938. Personnel who fail to comply with this policy may be subject to UCMF and/or other administrative actions. Refer to Attachment C for the D-Company leave and pass policy.

3-5. Passes. Students are not authorized passes that would require them to miss class time except in special pre-approved cases. Any student traveling outside a 50 mile radius of San Antonio must submit a pass request on a DA Form 31. A pass request will be submitted to the company at least 72 hours prior to the desired dates, and can not be authorized for more than 96 hours (4 days). If driving, students must complete a POV inspection form and a route plan/strip map and risk assessment matrix. The risk assessment information can be found at <https://crc.army.mil/home/> under the Web Tools Overview tab. Students driving a POV will not drive a distance greater than 350 miles per day. If a student is traveling via air, then a copy of the itinerary must be attached to the leave form.

Personnel who fail to comply with this policy may be subject to UCMJ and/or other administrative actions. Refer to Attachment C for the D-Company leave and pass policy.

3-6. Holidays. There are several federal and training holidays that occur during the academic year. Refer to the tentative academic calendar in Attachment B for further information.

3-7. Medical Care. As active duty officers, students are entitled to medical and dental care. The Class Advisor will provide information on the assigned clinic and hours of sick call during orientation. When an illness or injury occurs, the student must notify the Class Leader and/or Class Advisor before reporting to sick call. If placed on quarters, submit your DD Form 689, Individual Sick Slip (the health care provider will furnish this at sick call) to the Class Advisor before going home. If you are not placed on quarters, report to duty. Students who miss critical learning activities, as determined by the faculty, will need to make up these activities. The student will coordinate scheduled medical or dental appointments with the Class Advisor so adjustments for the time away from duty can be made.

3-8. Professional Meetings and Conferences. The US Army-Fayetteville State University Master of Social Work Program stresses that professional development is a lifetime responsibility of the individual. Participation in continuing education programs should begin early in one's career. Therefore, the faculty may schedule the students to attend one or more local professional meetings or conferences.

3-9. Monthly Counseling and Participation. As highlighted in the Student Evaluation Plan (SEP), each student will be assigned a faculty member as an academic counselor and advisor. The counselor will meet with the student at the beginning and end of each semester, or more frequently, depending on the student's academic status. Counseling will focus on academic progress, non-academic behavior, and any performance related concerns the student or faculty member may have. Counseling sessions will be documented and signed by the student and

counselor. Students should feel free to see their assigned counselor at any time situations or problems arise where further guidance is warranted.

Chapter 4

Student Performance Evaluation

4-1. Student Evaluation Plan (SEP). The Student Evaluation Plan (SEP) prescribes guidance and establishes standardized policies and procedures for the evaluation of all students enrolled in the U.S. Army-Fayetteville State University Master of Social Work Program. The evaluation of candidates enrolled in the program is based upon the following principles:

- To ensure that each candidate has successfully met all program requirements and is qualified to receive the degree.
- To provide the student with feedback on academic progress and achievement.
- To provide feedback to the Program Director on the effectiveness of instruction and the instructional materials as part of continuous curriculum review and revision.
- To support decisions for academic awards, counseling, academic probation, and relief procedures.

The SEP will be verbally explained in detail during orientation week to all students.

4-2. Evaluation Strategies. The student receives many evaluations throughout the academic year. All course evaluation methods, assignments and requirements, and grading scales are annotated on each individual course syllabus. In addition, faculty may provide detailed training handouts which provide additional guidelines for written assignments, etc. The following discussion outlines the evaluation strategies used by the program instructors.

- Exams/Quizzes. The faculty administers exams/quizzes throughout the program on material presented during classroom instruction and on assigned readings. All completed exams are kept on file in the US Army-Fayetteville State University Master of Social Work Program office. Under the Academy of Health Sciences policies, students may review exams in the presence of the instructor or in the US Army-Fayetteville State University Master of Social Work Program office; however students may not remove an exam from the office nor copy any exam.
- Written Reports, Projects, and Other Homework Assignments. The faculty evaluates written requirements based upon the individual course grading criteria as annotated on the syllabus. In addition, some faculty may provide detailed training handouts with additional guidelines. Students must turn in all papers and projects on the agreed upon deadline, unless an extension is granted by individual faculty.

- Oral Presentations. The faculty evaluates oral presentations based upon the individual course grading criteria as annotated on the syllabus. In addition, some faculty may provide detailed training handouts with additional guidelines.

Specific questions about tests or assignments should be taken directly to the faculty member responsible for that block of instruction or to the Class Advisor for any outside instructors. Each faculty member may be contacted by e-mail to schedule appointments and for other communication. The faculty also recommends that each student keep an individual record of all grades received in case of discrepancies. The majority of faculty will post grades for each individual course on the electronic Fayetteville State University Blackboard.

4-4. Research Project. A research project is required to obtain the master's degree; it may be done individually or as a group. Research is a significant part of this education and training process. Your research project will solve a substantial social work focused research question. Successful completion of this requirement is based on successful completion of numerous sub tasks. Development and completion of the research project proposal is integral to completion of first semester research classes. Research project proposal will be due at the end of the first semester. During subsequent semesters, student's proposals will be reviewed by the FSU Human Subjects Committee prior to implementation of study or data collection. The completed research project must be submitted to the faculty supervisor at least six (6) weeks before graduation.

4-5. Academic Evaluation Report (AER). At the end of the program, an academic evaluation report is written for each student in accordance with (IAW) AR 623-3, Evaluation Reporting System. The academic evaluations will address the student's academic performance, physical fitness test results (pass/fail), and any noncompliance with standards of conduct during the program. Achievements in the area of leadership will also be included in the evaluation. Students will receive a copy of the report within sixty (60) days after completion. This report is used throughout the military services following completion of an educational training program. It becomes a permanent part of the student's official military personnel record.

4-6. Exit Interviews with Program Director. After completion of the didactic phase of the program, the student will meet individually with the Program Director and receive feedback in the form of an Individual Didactic Summary Report. This report highlights grades for individual coursework in both semesters, and the overall total GPA achieved. In addition, the report summarizes an assessment from all MSW faculties on the areas of academics, individual strengths, areas for improvement, and leadership and professional capabilities. A copy of the report is provided to the student for their records.

4-7. Probation and Termination. The Student Evaluation Plan (SEP) delineates the conditions in which a student may be considered for probation or termination from the program.

4-8. Student Recognition. In accordance with AMEDDC&S Regulation 351-10, Student Achievement Recognition, the following awards will be provided for Army students:

- Academic Excellence List. Upon completion of the program, students that earn at least a 3.75 grade point average (GPA) will be recognized by placement on this list.
- Leadership Award. Upon completion of the program, the student that demonstrates the most effective leadership, as voted by peers and faculty will be recognized with this honor.
- Research Award. Upon completion of the research project, the student(s) whose submitted manuscript scores highest on the subsequent criteria of originality, design, data analysis, scientific merit, and military relevance, as determined by a faculty panel, will be recognized with this achievement.

Chapter 5

Program Evaluation

5-1. Individual Course and Faculty Evaluations. At the conclusion of each course, the student will evaluate the course content and respective faculty member through an anonymous survey in accordance with the procedures outlined by Fayetteville State University

Chapter 6 Administrative Details

6-1. Privately Owned Vehicles (POV). All automobiles, motorcycles, and other vehicles must be registered and have a current decal to gain access to the installation on Fort Sam Houston. Students should report to building 367, One-Stop Processing Center, with military ID, car registration, proof of insurance, and driver's license to obtain the required decals.

6-2. Duty Assignment. Students are assigned to Delta Company, 187th Medical Battalion, located in building 2264. The company handles all administrative actions including pay inquiries, name changes, TDYs, in and out-processing, etc. The Commander has the authority to approve/disapprove leave, appoint a tasking for military functions and details, or assign extra duty when classes are not in session or when students are not in a leave status. Current Delta Company policy letters including items such as chain of command, open door, alcohol and drug use, sexual harassment, etc. are located in a binder in the Classroom Library Area. Students should review these policies to become familiar with them. Important Company Telephone numbers are: (210) 221-6877 / 6800; CQ Desk: (210) 295-0938 / 0845.

6-3. Army Physical Fitness Test (APFT). The company conducts this test biannually, usually in April and October; failure of the APFT results in assignment to remedial physical training. Exercising is an officer's responsibility; however, the Program Director will provide additional guidelines during orientation.

6-4. Drug Testing. In accordance with AR 600-85, Army Substance Abuse Program, drug abuse will not be tolerated, resulting in serious consequences for such misbehavior. By regulation, each military member must be tested at least once per year. Reserve members must be tested at least once every two years. This is accomplished by means of random testing of urine. Basically, a commander can order that either all or a random-selected sample of his/her unit be tested, at any time. Results of random testing can be used in court-martials (Under Article 1128a of the Uniform Code of Military Justice), article 15s (nonjudicial punishment), and involuntary discharges. Military members do not have the right to refuse random testing. Students will be notified through their chain of command and must report for the urinalysis at the time and location specified. Personnel who fail to comply with this policy may be subject to UCMJ and/or other administrative actions.

6-5. Fraternalization and Improper Relationships. Refer to Attachment D. The purpose of this regulation is to establish standards of conduct regarding treatment of student personnel and to maintain and enhance the pride, motivation, skills, discipline, confidence, and reputation of all U.S. Army Medical Department Center and School personnel. Personnel who fail to comply with this requirement are subject to punishments under the Uniform Code of Military Justice (UCMJ). Students must read and understand its contents, and will be required to sign off on that fact during their first initial counseling session.

6-6. Program Facts. The advance standing course number is: 60250-C17A/73A and the

foundation course is 60250-C17/73A. Important faculty information and contact numbers are discussed below:

- Program Chief: MAJ Sheila Adams – (210) 221-6785
- Program Director: Dr. Freeman-(210) 221-6158
- NCOIC: SFC Lane – (210) 221-7462.
- Instructor: MAJ Bicknell – (210) 221-6073
- Instructor: MAJ Keller – (210) 221-7477
- Instructor:– Dr. Debra Morrison-Orton – (210) 221-6761
- Instructor:– Dr. Larry Applewhite – (210) 221-6169
- Instructor:– Vacant
- Education Technician: - Ms. Wilma Ambrose (210) 221-6887

For assistance with resolution of administrative issues, students are to use the following chain of command: Class Leader, Class Advisor, and Program Chief. It is inappropriate to call faculty members at home except for the Class Advisor in an emergent situation. Be sure to go through the assigned Class Leader first before calling the Class Advisor.

6-7. Facilities and Classroom Etiquette. The AMEDD C&S is a tobacco-free facility, and a No Hat/No Salute Zone is located between Aabel and Willis Halls. Students will be issued Fayetteville State University student identification numbers and passwords to access Blackboard and other Fayetteville State University online resources. Stimson Library and the computer lab are also available for student use.

Class rooms assigned for the US Army-Fayetteville State University Master of Social Work Program students are Willis Hall, room 2122 and 1507 respectively.

There is no food or drink allowed in the classrooms other than clear beverages in a covered container. .Students may have any non-alcoholic drink in a covered container during lectures and breaks.

Be respectful of faculty, guest speakers, and visitors at all time. This includes no talking or sleeping during lectures, tardiness, or distracting other classmates. Students should be in the assigned seats at least ten (10) minutes before the scheduled class begins. Daily attendance will be monitored by the Class Leader and Class Advisor; faculty must have accountability of all students during the duty day.

During a class when an exam or quiz is given, the following rules will be strictly enforced:

- No notes, study cards, or other material will be allowed under or on the desk. All study materials must be put away in a backpack or briefcase.
- Students will not be allowed to leave the classroom area without faculty permission. If allowed to leave, students will not take more than 3-4 minutes to

accomplish their business.

- Only one male student and one female student will be excused to go to the restroom at the same time.
- Students will not be allowed to eat or drink liquids other than bottled beverages.
- Students will not be able to use a cell phone until all students have turned in their exams to the instructor.

6-8. Conduct and Appearance. Students are responsible for ensuring that their conduct and appearance is that which is becoming to a professional and a military officer. Students must demonstrate ethical and professional behavior expected of a social worker as outlined in the National Association of Social Workers Code of Ethics. In addition, cheating on exams or plagiarism is not tolerated and will be grounds for dismissal from the program.

As military officers, students must comply with body fat and physical fitness standards per service specific requirements set forth in AR 600-9, AR 350-15, and FM 21-10. Organized group physical training will be conducted at a minimum of once a week. Student must also comply with the standards for wear and appearance of uniforms per service specific requirements as outlined in AR 670-1. Uniform modifications are strictly prohibited.

6-9. Duty Uniforms. The Program Director is responsible for establishing and defining the wear of the various uniforms for students. The NCOIC, is responsible for ensuring all students adhere to the regulations and prescribed uniform requirements during all occasions. The Army Combat Uniform (ACU) is to be worn for all day-to-day operations. For events off the installation, the uniform will be at the discretion of the Program Director. The Class A uniform will be worn by students actively involved in any formal functions, such as graduation, or other official events as instructed by the Program Director.

Other uniforms may be authorized for wear as instructed by the Program Director.

6-10. Liability for Safety in Travel To or From Assigned Areas. Active duty military members are entitled to medical care for disability due to travel to or from an assigned area.

6-11. Students with Disabilities. Any student who needs any learning accommodations should inform their assigned Academic Counselor immediately. The student is responsible for obtaining appropriate documentation and information regarding needed accommodations, and providing it to their assigned Academic Counselor in the beginning of the academic year.

6-12. Equal Opportunity Policy. The US Army Fayetteville State University Master of Social Work Program is fully committed to providing an organizational climate and environment that allows the talent, ability, initiative, respect, and dignity of each student to flourish through fair, equitable, and just policies and practices. The Commander's policy on equal opportunity, rights of military personnel to present complaints, and sexual harassment are found in the Delta Company policy binder located in a binder in the Classroom Library Area .

6-13. Grievance Procedures. If a student has a complaint about the program, the Class Advisor, the Academic Counselors, or any other faculty, students have several people with whom they can voice a concern. Try to solve the complaint at the lowest level by first discussing the concern with the individually assigned Academic Counselor. Most complaints can be resolved at this level. If these individuals cannot resolve the complaint to satisfaction, then continue to raise the issue with the chain of command.

6-14. Records and Protection of Privacy of Information. Each Academic Counselor maintains a personal file on each student assigned to them at the Academy of Health Sciences. The file is kept secure. The file may include the student's application forms from the recruiters, evaluations from the program (i.e., exams, papers, projects, etc.), disciplinary actions, and other administrative information. The student can notify their assigned Academic Counselor if he/she would like to review his/her record. Records are disposed of according to military guidelines as outlined in AR 25-400-2. The Army FSU MSW Program Director maintains an official file on each graduate that includes a copy of the student's program verification statements, official transcript, and degree/confirmation release form. This file is maintained permanently with the Internship Consortium Program Director at the Academy of Health Sciences. All individual counseling is conducted in a private office. Conversations will remain confidential and on a "need to know" basis depending upon whether the issue is academic or personal.

6-15. Access to Military Support Services. Students have access to many services as an active duty service member. These include but are not limited to: Chaplains, social workers, finance, personnel, post office, banking, recreation facilities, and the command channels. During the in-processing Command Orientation program, the student also received information about specific services available. These support services include over 50 medical specialties, dental, physical fitness, and chaplain facilities.

The pace of the US Army-Fayetteville State University Master of Social Work Program is both physically and mentally challenging and demanding, with little room for free time. Appropriate stress management activities and coping skills should be implemented to assist students during this hectic time period. Consistent healthy exercise, eating, and sleeping habits and routines are important mechanisms to combat stress. Also, be sure to talk with the assigned Academic Counselor at least once per month, or more frequently as needed. Academic Counselors will be able to provide assistance for local phone numbers and resources for stress management and/or other support services.

6-16. Student Leadership. Students serve in various leadership positions, based upon the student's date of rank or the desires of their peers. The names, positions, and duties are described below.

- Class Leader. This position is attributed to the senior ranking officer in the class. The class leader serves as the liaison between the class and faculty. This position works closely with the Class Advisor to be the main contact point for messages and mail, and dissemination of information. In addition, the Class Leader is responsible for preparing the classroom for speakers, greeting and introducing guest speakers,

and writing letters of appreciation; maintaining and distributing current class alert rosters (addresses and phone numbers); ensuring the classroom and lab areas are kept clean and organized; and advising classmates on customs and courtesies of the military.

- Assistant Class Leader (Executive Officer, XO). This position is held by the second most senior ranking officer in the class. The XO serves as the assistant to the Class Leader and helps with maintaining good order and discipline. In addition, the XO is responsible for assisting the NCOIC, MSW Program with maintaining and accounting for equipment and personnel.
- Personnel Officer (S-1). This position is an elected office which changes each semester. The S-1 serves as the liaison between the class and NCOIC, MSW Program. In addition, the S-1 is responsible for coordinating administrative issues and actions such as leaves, pay issues, allotments, etc.
- Academic Affairs Officer (S-3). This position is an elected office which changes each semester. The S-3 serves as the liaison between the class and faculty for any academic issues including test reviews, textbook and supply distribution and turn-in, sign-up rosters for student presentations, and coordination with the Scheduling Officer. In addition, the S-3 is responsible for reproducing any documents for guest speakers and for distributing these copies to classmates.
- Social/Morale Officer. This position is an elected office which changes each semester. The Morale Officer is responsible for coordinating all social events and special occasions, such as birthdays. In accordance with the Academy of Health Sciences policy #5, “social functions, where students and faculty members are to be in attendance, may be conducted with the approval of the department chief. Invitation to such function should include all faculty and students in accordance with reasonable prudence and judgment.” In addition, all permanent party (faculty) and student personnel should understand and abide by the requirements in AMEDD C&S Reg 600-8, Improper Relationships Involving Student Personnel. Refer to Attachment D for further information.
- Class Historian. This position is an elected position throughout the academic year. The Class Historian keeps a record of all significant class events and is responsible for ensuring photos are taken throughout the program. In addition, the Class Historian is responsible for developing an end of year video yearbook (photo slide show) and assembling them into an electronic class photo album; and developing a video yearbook for the final graduation event.

Chapter 7

Responsibilities

7-1. Students

- Demonstrate ethical and professional behavior expected of a Social Work Officer and military officer IAW all Army values, military regulations, and the National Association of Social Workers Code of Ethics (See Attachment I). This code challenges all Social Workers to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.
- Abide by the guidelines outlined in the Student Handbook, the Student Evaluation Plan (SEP), and individual course syllabi.
- Assume complete responsibility for own learning experiences.
- Complete required readings and assignments, and turn items in on time.
- Serve to the fullest capacity, the assigned leadership position for each semester, completing the tasks with character, determination, and collaboration.
- Consult with the proper chain of command or respective faculty member on problems encountered on duty and/or matters requiring clarification.
- Complete an evaluation on each course or program as requested by the respective faculty member.
- Meet service-specific height-weight standards as outlined in AR 600-9. Body composition measurements may be used as the final determinate.
- Meet Army Physical Fitness Test (APFT) standards established by AR 350-15 and FM 21-20.
- Meet the standard for Wear and Appearance of Army Uniforms and Insignia, IAW AR 670-1.

7-2. Program Chief

- Organizes and operates the graduate program according to the most current policies, guidelines, and requirements published by Fayetteville State University, AMEDDC&S, CSWE, and other accrediting bodies.
- Represents and is the primary liaison for the graduate program to Fayetteville State University, CSWE, and other accrediting organizations as required.
- Assesses, plans, implements, and evaluates the program.

- Chairs admission and curriculum committee meetings (CCM) in accordance with the policies of Fayetteville State University and the AMEDDC&S. Coordinates, manages, and documents all program requirements as discussed in appropriate meetings.
- Develops program training budgets.
- Supports student and faculty needs.
- Serve as a role model for the student as a competent, enthusiastic, assertive, and professional social worker.

7-3. Program Director/Class Advisor

- Functions as the academic coordinator and liaison for students with Fayetteville State University and AMEDDC&S, submitting such items as grades, admission forms, student transcripts, etc.
- In conjunction with the NCOIC, Army-FSU MSW Program coordinates with appropriate unit commander on military administrative issues and actions, such as the APFT, tasking for duty, leave, etc.
- Conducts the initial course orientation and thereafter ensures students are informed of changes in policies.
- Coordinates the class opening reception, graduation activities, and other functions as requested by the Program Chief.
- Maintains data on academic performance, class ranking, awards, promotions, and other administrative issues.
- In conjunction with other faculty, monitors the academic progress of each student. Provides updates to the Program Chief on each student's progress as needed.
- Observes the class and keeps the Program Chief informed of student attitudes, complaints, recommendations, and overall classroom demeanor.
- Initiates appropriate administrative actions concerning relief of students for academic or nonacademic reasons.
- Supervises the academic counseling and guidance program as administered by student academic counselors. Ensures all newly assigned academic counselors are briefed on their responsibilities prior to their assumption of counseling duties.

Ensures academic counselors are maintaining appropriate, timely, and accurate documentation for all students in the academic graduate program.

- Ensures that a completed DA Form 1059, Service School Academic Evaluation Report (AER) is submitted as prescribed by AR 623-3.
- Serve as a role model for the student as a competent, enthusiastic, assertive, and professional social worker.
- Performs other duties as assigned by the Program Chief.

7-4. Academic Counselors

- Provide performance counseling to their counselees on academic matters. As necessary, assist students by arranging extra academic instruction or provide other resources as needed.
- Provide personal counseling with the aim of assisting students in resolving personal problems that may potentially impede academic performance. Refer those students who present unusual or particularly difficult issues to other resources as necessary.
- Summarize the content of the counseling session, and record it on the appropriate forms as outlined in AMEDD C& S and FSH Reg 351-12.
- Complete a DA Form 1059, Service School Academic Evaluation Report (AER) for each student at the end of Phase 1, as prescribed by AR 623-3 and the SEP.
- Serve as a role model for students as a competent, enthusiastic, assertive, and professional social worker.
- Perform other duties as assigned by the Program Director and Assistant Program Director.

**U.S. Army-Fayetteville State MSW Program
Faculty**

MAJ Sheila Adams – Acting program chief and a clinical associate professor, received her PhD from The University of Texas Austin, MSW from Our Lady of the Lake in San Antonio, Texas, and her bachelor degree from Western Michigan University. Throughout her military career she has served as Regional Social Work Consultant, medical social worker, chief of family advocacy, chief of mental health, and previous instructor at the Academy of Health Sciences. Dr. Adams has published a number of articles on issues related to working with violent women and patient satisfaction.

Dr Dexter Freeman – Program director and clinical associate professor, received his PhD from The Catholic University of America, MSW from The University of Georgia, and his bachelor degree from Austin Peay State University. Prior to becoming a member of the faculty, Dr. Freeman was on the faculty at Texas State University and served as an active duty Army social worker until he retired in 2003. Dr. Freeman spent majority of his military career as a clinical social worker providing direct clinical services and supervision to other social workers in the Army Family Advocacy Program, Alcohol and Drug Prevention and Control, and the Department of Social Work at places like Fort Stewart and Fort Hood. He has written several articles and book chapters on issues such as domestic violence, spirituality in treating violent families, and ethical decision making in the military.

MAJ Graeme Bicknell – Clinical assistant professor, received his PhD from The University of Texas Austin, MSW from the University of Denver, and bachelor degree from Metropolitan State College. Prior to becoming a member of the faculty, Dr. Bicknell was assigned to the Joint Military Information Support Command, United States Special Operations Command as a researcher. His primary area of interest is related to social work in support of combat operations and he has published articles related to the role of social workers in combat environments.

MAJ Nathan Keller – Clinical assistant professor, received his PhD from The University of Texas Arlington, MSW from The University of Georgia, and bachelor degree from Gettysburg College. Dr Keller's military career included a variety of social work assignments such as alcohol and drug, mental health, combat stress, and Division social work. He has conducted a number of national presentations on military leadership and stress coping topics. In addition, he has also written book chapters and articles on stress and coping strategies.

Dr. Debra Morrison-Orton – Clinical associate professor, received her PhD from The University of Texas Austin, MSW from Washington University, and bachelor degree from Kansas State University. She is a retired Air Force social worker with over thirty years of experience as a clinical social worker in medical social work, geriatrics, vocational rehabilitation, family therapy, and child welfare. Dr. Morrison-Orton has a wealth of experience

as a social work education; having served as the director of the Department of Social Work at California State Bakersfield from 2002 until she joined the faculty at the AMEDD Center & School. In addition to her teaching experience at Cal State-Bakersfield, she has also taught at Southwest Texas State University, The University of Texas Austin, and the European division of The University of Maryland. Dr. Morrison-Orton has published on the nexus between religion/spirituality and the rehabilitation process and feminist therapy.

Dr. Larry Applewhite – Clinical associate professor, received his PhD from Catholic University of America, MSW from The University of Texas at Austin, and his bachelor degree from The University of Maryland. Prior to joining the faculty, Dr. Applewhite served as the director of the Battlemind Training Program at the Army Medical Department Center and School. He has a wealth of military clinical, administrative, and teaching experience. He has served as a lecturer and adjunct faculty at Our Lady of the Lake and The University of Nebraska, respectively. He served as a social work officer in the Army for more than 20 years and he has written a number of book chapters and articles on issues related to social work in austere environments, the impact of deployment on families, and domestic violence.

U.S. ARMY- FAYETTEVILLE STATE UNIVERSITY

CALENDAR OF EVENTS MSW Class 2008-2009

*** * * ALL DATES ARE SUBJECT TO CHANGE * * ***

(Updated 19 June 08)

STUDENT ARRIVAL/ORIENTATION

REPORT DATE	15 Jun 08
SUMMER/FALL CLASS REGISTRATION*	16 – 20 Jun 08
ORIENTATION	23 Jun- 8 Jul 08
OPENING CEREMONY	23 Jun 08

SUMMER/FALL SEMESTER (30 JUN 08 – 3 OCT 08)

INDEPENDENCE DAY OBSERVED	4 Jul 08
FINAL EXAMS (Select classes regular track)	25-29 Aug 08
LABOR DAY	1 Sep 08
FALL/WINTER CLASS REGISTRATION*	8-12 Sep 08
FINAL EXAMS (Select classes regular track)	22 Sep 08
FINAL EXAMS (Select classes regular track)	3 Oct 08
SEMESTER FINAL GRADES DUE	8 Oct 08

FALL/WINTER SEMESTER (6 OCT 08 - 23 JAN 09)

VETERAN'S DAY (MONDAY)	10 Nov 08
THANKSGIVING DAY (THURSDAY)	27 Nov 08
TRAINING HOLIDAY (FRIDAY)	28 Nov 08
WINTER/SPRING CLASS REGISTRATION*	17-21 Nov 08
HOLIDAY EXODUS BREAK (no classes)	20 Dec 08– 2 Jan 09
MARTIN LUTHER KING, JR'S BIRTHDAY	19 Jan 09
SEMESTER FINAL GRADES DUE	28 Jan 09

WINTER/SPRING SEMESTER (26 JAN 09 - 1 MAY 09)

PRESIDENT'S DAY (Monday)	16 Feb 09
FINAL EXAMS (select classes)	23-24 Feb 09
RESEARCH DAYS	9-13 Mar 09
FINAL EXAMS (select classes)	25-26 Mar 09
SPRING/SUMMER CLASS REGISTRATION*	30 Mar- 3 Apr 09
FINAL EXAMS (select classes)	23 & 29 Apr 09
SEMESTER FINAL GRADES DUE	4 May 09

SPRING/SUMMER SEMESTER (4 MAY 09 – 14 AUG 09)

MEMORIAL DAY (Monday)	25 May 09
INDEPENDENCE DAY OBSERVED	3 Jul 09
LAST DAY OF CLASS	7 Aug 09
SEMESTER GRADES DUE	10 Aug 09
LICENSING EXAM	12 Aug 09
GRADUATION	14 Aug 09

* Students must register for classes on the Fayetteville State University website through Banner, utilizing their student ID number.