

# Aitkin County Health & Human Services

204 First St. NW

AITKIN, MINNESOTA 56431

PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: May 20, 2013

TO: Aitkin County Board of Commissioners  
Patrick Wussow, County Administrator

FROM: Tom Burke, Director

RE: Educational Tuition Reimbursement

Based on the information provided with the letter from Jessi Schultz with respect to her enrollment in the Master of Social Work Program through the University of North Dakota, I recommend and approve her plan and request for educational reimbursement.

April 25, 2013

Tom Burke, Director  
Aitkin County Health and Human Services  
204 1<sup>st</sup> St NW  
Aitkin, MN 56431

Re: Educational Tuition Reimbursement

Dear Mr. Burke,


I am enrolled in the Master of Social Work program at the University of North Dakota. This program is online and provides "live" classes via web cam and headset. I will be taking 6 credits a semester and should complete my degree in December 2014. I start classes on May 14, 2013. My summer semester courses include the following:

- Advanced Generalist Human Behavior and the Social Environment.
  - In Advanced Generalist Human Behavior and the Social Environment I (AG HBSE I), students learn to synthesize and differentially apply relevant conceptual frameworks to guide advanced generalist practice with individuals and families. This course builds upon developmental theories and the social work ecological and systems perspectives.
- Advanced Generalist Research Methods and Analysis
  - Advanced Generalist Research Methods and Analysis prepares students to build on foundation research knowledge to further refine and advance the quality of social work practice and that of the larger social work profession. The course emphasizes program as well as practice evaluation. Students use research methods to generate surveys; learn to choose, utilize, and interpret reliable and valid measurement instruments; and apply both qualitative and statistical analysis.
- Advanced Generalist Practice with Individuals
  - Advanced Generalist Practice with Individuals helps students refine and deepen their conceptual and technical knowledge of social work practice with individuals. The course equips students with advanced generalist skills to guide engagement, assessment, intervention, and evaluation with individual clients. Course assignments promote ethical and evidence-based practice relevant to diverse populations.

I have also attached a handout describing the Master of Social Work Program and the list of courses required for the program. As you can see on the Master of Social Work Program handout, these courses will enhance my current position as a social worker by increasing my knowledge and providing the skills to: "empower vulnerable, oppressed and disadvantaged populations and communities, maximize opportunities for every individual to realize his or her highest potential, promote social justice and respect for diversity at every level of society and contribute to the development and wellbeing of communities". Specifically, I will learn how to better serve my clients by using better assessment, intervention and evaluation techniques. This will lead to better written case plans and more efficient services for the agency. I will also be able to share this knowledge with co-workers during our meetings and consultations.

I hope this assists you in determining if these courses are germane to current position as a social worker in our agency. Please let me know if you have any questions.

Thank you,



Jessi Schultz  
Licensed Social Worker

## Social Work

### Master of Social Work

Promoting human and community wellbeing is the overarching purpose of the Social Work profession (CSWE, 2008). The 2008 Educational Policy and Accreditation standards state, "Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty and the enhancement of the quality of life for all persons" (CSWE, 2008).

The MSW program has an Advanced Generalist Concentration, preparing students for leadership roles in service, administration, and policy-making positions. Graduates master competencies that prepare them for effective practice with individuals, families, groups, organizations, and communities. Graduates work in a diverse array of human service settings, including mental health, family services, child welfare, schools, criminal justice, gerontology, and health care organizations and agencies.

The Advanced Generalist Concentration equips students for effective practice in highly under-served areas, including rural and reservation communities. These settings demand that students be able to synthesize and apply inter- and multi-disciplinary knowledge and skills to address needs in complex, multi-system service environments. This concentration is consistent with the department's mission to prepare competent Baccalaureate and Master's level social workers, develop and disseminate applied scholarship, and serve the community and region, in order to:

- Empower vulnerable, oppressed and disadvantaged populations and communities;
- Maximize opportunities for every individual to realize his or her highest potential;
- Promote social justice and respect for diversity at every level of society; and
- Contribute to the development and wellbeing of communities in North Dakota and the region.

The MSW Concentration builds on a generalist foundation curriculum to prepare advanced generalist practitioners who assess, intervene, and evaluate to promote human and social wellbeing, while advancing practice and the broader goals of the Social Work profession. Advanced practitioners can tailor actions to changing circumstances, and continually refine their own practice through experience and self-improvement.

All MSW students must complete both Foundation and Advanced Generalist Concentration social work courses. Foundation courses are not offered through the Campus Program; instead, students who have a bachelor's degree in a related field may apply to the Fast Track BSSW Program. Advanced Generalist Concentration courses may be completed through the Campus Program, or the part-time Distance Program. The Campus Program can be completed in three semesters, and the Distance Program can be completed in two years for students with a BSW, or as few as three years for students without a BSW.

## Admission Requirements

### Admission Requirements for the M.S.W. Foundation Program (for students without a BSW)

The applicant must meet the Graduate School's current minimum general admission requirements as published in the Graduate Catalog. Applicants for the Foundation courses (offered only through the part-time Distance Program for students without a BSW) must meet the following standards:

1. Satisfactory completion of a bachelor's degree from an accredited institution.
2. At least 30 credit hours of liberal arts courses in such fields as biology, music, languages, anthropology, economics, political science, history, literature, sociology, psychology, and philosophy.
3. A course with human biology content.
4. A grade of C or higher in a statistics course prior to entering the Advanced Generalist Concentration portion of the MSW program.
5. Willingness to abide by the National Association of Social Worker's Code of Ethics and the University of North Dakota Code of Student Life.
6. An undergraduate GPA of 3.00 overall or a GPA of 3.00 in the last two years of the undergraduate program.
7. Satisfy the Graduate School's English Language Proficiency requirements as published in the Graduate Catalog.

### Admission Requirements for the M.S.W. Concentration Program (Advanced Standing)

Applicants for the Concentration courses must meet the following standards:

1. BSW from a CSWE accredited program.
2. An undergraduate GPA of 3.00 overall or a GPA of 3.00 in the last two years of the undergraduate program.
3. A course with human biology content.
4. A grade of C or higher in a statistics course.
5. Willingness to abide by the National Association of Social Worker's Code of Ethics and the University of North Dakota Code of Student Conduct.

6. Satisfy the Graduate School's English Language Proficiency requirements as published in the Graduate Catalog.
7. Students who have received a bachelor's degree or higher from the United States or English-speaking Canada are not required to submit the TOEFL.

#### **Admission Schedule**

- Campus Program: Annual application deadline is January 15. Classes begin the following Fall Semester (August).
- Distance MSW Foundation Courses: Applicants without a BSW must apply for Foundation courses. Annual application deadline is June 15. Classes begin the following Spring Semester (January).
- Distance Program Concentration Courses: Applicants with a BSW are considered "Advanced Standing" applicants and apply for Concentration courses. Annual application deadline is November 15. Classes begin the following Summer Semester (May).

### **Degree Requirements**

Students seeking the Master degree at the University of North Dakota must satisfy all general requirements set forth by The Graduate School as well as particular requirements set forth by the Social Work Department. Credit is not granted for life or work experience.

Degree Requirements for Students Completing Both Foundation and Concentration Courses:

1. Successful completion of 60 credit hours of courses approved by the social work faculty with at least a 3.00 grade point average. The number of electives required is dependent on whether a student selects the independent study or the thesis option.
2. Satisfactory completion of Foundation courses (24 credit hours). Please refer to the academic catalog for Foundation Courses:
3. Satisfactory completion of the Advanced Generalist Concentration courses (36 credit hours).
4. Completion of SWk 997, an independent study (2 credits) and comprehensive exam, or SWk 998, a thesis (4 credits).
5. Completion of at least 52 semester credits at UND. A maximum of 8 credits will be allowed for transfer.
6. The development of a program of study in the semester in which the full-time student first enrolls in Concentration courses, or the second semester in which the part-time student enrolls in Concentration courses.

#### **Program Requirements for Advanced Standing Students**

1. Successful completion of 36 credit hours of courses approved by the social work faculty with at least a 3.00 grade point average. Students who complete an Independent Study Project (SWk 997) must complete 5 elective credit hours; students who choose to complete a Thesis (SWk 998) must take 3 elective credit hours.
2. Satisfactory completion of the Advanced Generalist Concentration core courses. Please refer to the academic catalog for Concentration Courses:
3. Completion of SWk 997 (2 credits), an Independent Study Project and comprehensive exam, or SWk 998 (4 credits), a thesis.
4. Completion of at least 28 semester credits at UND. A maximum of 8 credits will be allowed for transfer.
5. The development of a program of study in the semester in which the full-time student first enrolls in concentration courses, or the second semester in which the part-time student enrolls in concentration courses.

#### **Thesis Option:**

1. Full-time students select a Faculty Advisory Committee by the end of the first semester of enrollment in Concentration courses. Part-time students select a Faculty Advisory Committee during the second semester of enrollment in Concentration courses.
2. A proposal must be submitted no later than the semester prior to the student's final semester.

#### **Non-Thesis Option:**

1. Full-time students select a faculty adviser by the end of the first semester in Concentration courses. Part-time students select a faculty adviser by the second semester they are enrolled in Concentration courses.
2. A proposal must be submitted no later than the semester prior to the student's final semester.
3. The final comprehensive examination is completed in the last semester of enrollment.

### **Faculty and Areas of Expertise**

We recommend you browse the Social Work faculty web page to learn more about their areas of expertise.

#### **Contact Information**

Carenlee Barkdull, Graduate Director  
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 University of North Dakota  
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 225 Centennial Drive, Stop 7135  
 Grand Forks, ND 58202-7135

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[carenlee.barkdull@email.und.edu](mailto:carenlee.barkdull@email.und.edu)

**Apply online at My GradSpace: <http://graduateschool.und.edu>**

# MASTER OF SOCIAL WORK

## (Part-Time) Distance Degree Program

Classes are offered online 3 nights per week and require time on campus (twice for Foundation, once for Advanced) during the course of study. Application deadline is June 15 of each year for Foundation and November 15 each year for Advanced (with BSW). Foundation course work begins in January of each year. Advanced course work begins in May of each year.

<b>Foundation Courses</b> (Courses needed to advance into Advanced Generalist Concentration Courses)	
<b>Spring Schedule – 1<sup>st</sup> Semester</b>	<b>Summer Schedule – 2<sup>nd</sup> Semester</b>
SWK 501 GP HBSE I (2)	SWK 502 GP HBSE II (2)
SWK 503 GP Individuals & Families (2)	SWK 504 GP Treatment & Task Groups (2)
SWK 507 GP Research (2)	SWK 505 GP Communities & Organizations (2)
<i>Total Credit Hours = 6</i>	<i>Total Credit Hours = 6</i>
<b>Fall Schedule – 3<sup>rd</sup> Semester</b>	<b>Spring Schedule – 4<sup>th</sup> Semester</b>
SWK 506 Social Policy (2)	SWK 517 GP Field Instruction II (5)
SWK 515 GP Field Instruction I (3)	SWK 518 GP Field Seminar II (1)
SWK 516 GP Field Seminar I (1)	
<i>Total Credit Hours = 6</i>	<i>Total Credit Hours = 6</i>
<b>Advanced Generalist Concentration Courses</b> (Courses needed to complete MSW degree)	
<b>Summer Schedule – 1<sup>st</sup> Semester (Advanced)</b> <b>5<sup>th</sup> Semester (Foundation)</b>	<b>Fall Schedule – 2<sup>nd</sup> Semester (Advanced)</b> <b>6<sup>th</sup> Semester (Foundation)</b>
SWK 527 AG HBSE I (2)	SWK 528 AG HBSE II (2)
SWK 529 AG Research (2)	SWK 533 AG Families (2)
SWK 530 AG Individuals (2)	SWK 534 AG Treatment Groups (2)
<i>Total Credit Hours = 6</i>	<i>Total Credit Hours = 6</i>
<b>Spring Schedule – 3<sup>rd</sup> Semester (Advanced)</b> <b>7<sup>th</sup> Semester (Foundation)</b>	<b>Summer Schedule – 4<sup>th</sup> Semester (Advanced)</b> <b>8<sup>th</sup> Semester (Foundation)</b>
Elective (2)	Electives (3)
SWK 535 AG Communities (2)	SWK 537 AG Tools for Policy (1)
SWK 536 AG Organizations (2)	SWK 997 Independent Study (2)
<i>Total Credit Hours = 6</i>	<i>Total Credit Hours = 6</i>
<b>Fall Schedule – 5<sup>th</sup> Semester (Advanced)</b> <b>9<sup>th</sup> Semester (Foundation)</b>	<b>Spring Schedule – 6<sup>th</sup> Semester (Advanced)</b> <b>10<sup>th</sup> Semester (Foundation)</b>
SWK 580 AG Field Instruction I (5)	SWK 582 AG Field Instruction II (5)
SWK 581 AG Field Seminar I (1)	SWK 583 AG Field Seminar II (1)
<i>Total Credit Hours = 6</i>	<i>Total Credit Hours = 6</i>

Note: Social Work classes 580/581 & 582/583 may be taken in either the Fall or Spring semester or over the course of two semesters as indicated above.