

AUGSBURG
C•O•L•L•E•G•E

MASTER OF SOCIAL WORK

1997 - 1999



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

In addition, the document highlights the need for regular reconciliation of accounts. By comparing the internal records with bank statements and other external sources, discrepancies can be identified and corrected promptly. This process helps to prevent errors from accumulating and ensures that the books are balanced at all times.

Furthermore, the document stresses the importance of transparency and accountability. All financial transactions should be supported by proper documentation, such as receipts, invoices, and contracts. This not only provides a clear audit trail but also helps to build trust with stakeholders and regulatory authorities.

Finally, the document concludes by reminding the reader that good financial management is essential for the long-term success of any business. By following these principles and practices, businesses can ensure that their financial records are accurate, reliable, and compliant with all applicable laws and regulations.

The second part of the document provides a detailed overview of the various financial statements used in business accounting. It explains the purpose and components of the balance sheet, income statement, and cash flow statement. Each statement is described in detail, including the types of accounts that are included and how they are calculated.

The balance sheet shows the company's assets, liabilities, and equity at a specific point in time. The income statement reports the company's revenues, expenses, and net income over a period. The cash flow statement tracks the company's cash inflows and outflows, providing insight into its liquidity and financial health.

*T*he good we secure for ourselves
is precarious and uncertain ...
until it is secured for all of us and
incorporated into our common life.

– Jane Addams



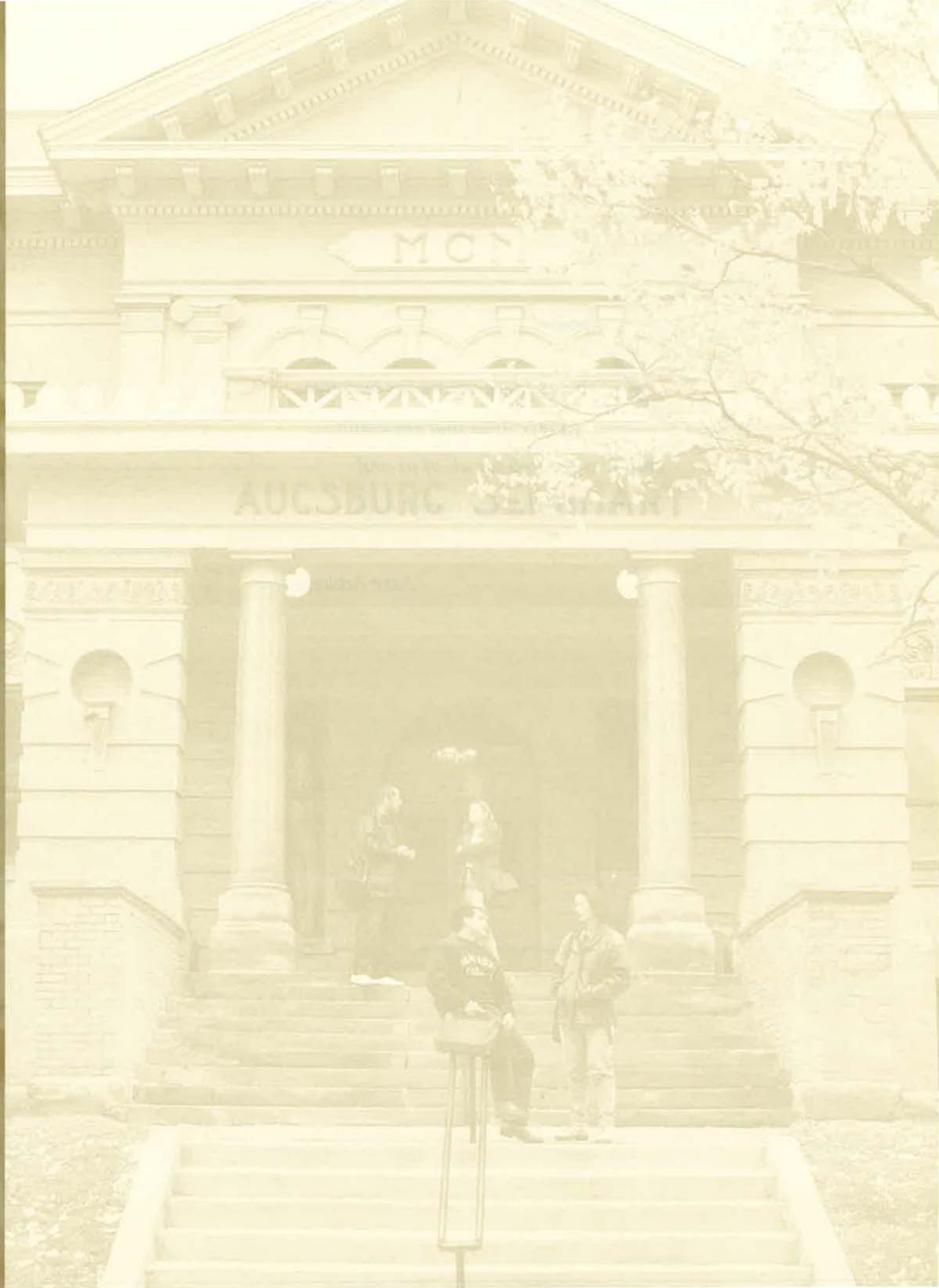


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INTRODUCTION



Master of Social Work Program

The Master of Social Work program prepares students for entering advanced social work practice. The program builds on the liberal arts base of the College and supports the College's mission statement: to nurture future leaders in service to the world by providing high-quality educational opportunities that are based in the liberal arts and shaped by the faith and values of the Christian Church, by the context of a vital metropolitan setting, and by an intentionally diverse campus community.

Program Philosophy

The Master of Social Work program is based on the following:

- Preparation for ethical, competent, professional practice
- A framework for practice of problem solving within a systems framework and strengths perspective
- Understanding of and respect for diverse peoples and cultures
- Commitment to educate the whole person
- Responsibility and service to the broader community in the interests of social justice
- Commitment to oppose oppression
- Focus on client empowerment

Accommodating the Needs of Adult Learners

Augsburg College takes pride in its focus on adult learners throughout its programs and is committed to education for experienced working people. Graduate social work classes meet during weekends in four-hour blocks on Friday evenings, Saturday mornings and Saturday afternoons. Students meet during these times in small classes of fewer than 22 students.

The Master of Social Work program is designed to meet the needs of a wide range of students who have family, community or employment obligations and/or must travel distances to obtain graduate social work education. The library, student center, computer center, counseling, parking, food service and many other support services are open to accommodate graduate students. Faculty arrange office hours to meet non-traditional student needs. Inexpensive accommodations may be available for students who travel to attend the program and wish to stay overnight.

The Master of Social Work program is highlighted by:

- Tradition of excellence in curriculum, faculty and students
- Intentional recruitment of students from diverse backgrounds
- Metropolitan location
- Access to challenging and rewarding field placements

Professional preparation at the Master of Social Work level at Augsburg is founded on the following assumptions:

- Analysis and presentation of complex social issues and solutions are based on solid research. MSW students will develop competencies to conduct, analyze and present practice-based research in oral and written form.
- The world is interdependent in all areas; students will become knowledgeable of social welfare policies and programs that address changing needs of the world community.
- In the interests of constructive social change that promotes social justice, students are educated to address institutional oppression created by issues of age, gender, race/ethnicity, class, disability, sexual orientation or religion. Social justice is a focus throughout the program.

MSW Program Concentrations

The Master of Social Work program has two program concentrations: Family Practice, or Program Development, Policy and Administration. Students choose one of the two concentrations for their program focus.



Family Practice

Family, in its diverse forms, is central to society. "Family," in this context, is interpreted broadly as the nurturing system surrounding people. It is inclusive of many areas of need. As a growing number of family-related challenges face society, there is an ever-increasing need for professionals who base their practice on in-depth study of the broad spectrum of issues that confront the family. In the Family Practice concentration, students will concentrate on promoting empowerment of the family-nurturing systems from a developmental and holistic perspective.

Program Development, Policy and Administration

Social change is necessary to foster policies and services that respond to human need. The Program Development, Policy and Administration concentration was developed in response to the growing demand for leadership and administration. Effective services require participatory development, competent practitioners, strong leadership and effective administration. Students in this concentration will learn the knowledge base and develop the skills necessary to promote and achieve needed change, and to develop, lead, guide and administer programs that will serve diverse people in a variety of settings.

CURRICULUM DESIGN



Students must complete 18 courses: nine Foundation courses, five Advanced curriculum courses, and four Concentration courses. Students must complete 900 hours of professionally supervised, program-approved social work field experience and complete a Master's thesis.

If admitted with Advanced Standing, students complete 12 courses, 480 hours of field experience and a Master's thesis. Courses include three Foundation courses, five Advanced curriculum courses and four Concentration courses.

Foundation

The Foundation courses begin the MSW program. These nine courses, including 420 hours of MSW-supervised field work, must be successfully completed prior to enrollment in the Advanced curriculum. Six of these courses may be waived for persons who hold baccalaureate degrees in social work from a Council on Social Work Education-accredited program and who are approved for Advanced Standing.

Advanced

After successful completion of the Foundation courses, students may enroll in the Advanced courses, which include two

Integrative Field Work Seminars (including 480 hours of MSW-supervised field work), Research II, one elective and the Thesis Seminar.

Concentrations

Upon completion of the Foundation courses, students continue their educational program through one of the areas of concentration: Family Practice, or Program Development, Policy and Administration.

Electives

Students are required to successfully complete at least one elective.

Field Work Placements

Students spend 900 hours in professionally supervised, program-approved field work placements.

Master's Thesis

The MSW thesis provides the avenue for integration of knowledge and experience gained during the course of study, particularly emphasizing greater understanding of the utility and importance of research to social work practice. The student, in consultation with the faculty member who serves as the thesis adviser, will select an area of study focused on social need, practice, service and policy.



Curriculum Plan

Courses are offered exclusively on a weekend format: Friday evenings, Saturday mornings and afternoons.

Foundation Courses (9 credits)

SWK 500 Human Behavior in the Social Environment
SWK 501 History of Social Welfare Policy
SWK 502 Integrative Field Work Seminar I
SWK 503 Integrative Field Work Seminar II
SWK 504 Research I
SWK 505 Practice Methods and Skills I
SWK 506 Practice Methods and Skills II
SWK 520 Introduction to Family Practice
SWK 521 Introduction to Program Development, Policy and Administration

Advanced Courses (5 credits)

SWK 523 Integrative Field Work Seminar III
SWK 524 Integrative Field Work Seminar IV
SWK 527 Research II
SWK 560 Elective Topics
SWK 589 Thesis Seminar
SWK 598 Independent Studies (as an elective)

Concentration Courses: Family Practice (4 credits)

SWK 540 Family Practice I
SWK 541 Family Practice II
SWK 542 Family Diversity (0.5 cr)
SWK 543 Creative Problem Solving for Supervision
SWK 545 Family Social Policy (0.5 cr)

Concentration Courses: Program Development, Policy and Administration (4 credits)

SWK 550 Processes of Program Planning and Development
SWK 551 Organizational Development and Administration
SWK 552 Inter-Organizational, Community and
Political Relations
SWK 553 Advanced Social Policy

Thesis

Master of Social Work Degree

*Total course credits required: 18 for Foundation students,
12 for Advanced Standing students.*

COURSE DESCRIPTIONS

Foundation Courses

Successful completion of these courses must be achieved before students may advance in the program.

*SWK 500 Human Behavior in the Social Environment**

This course provides the knowledge basic to an understanding of human growth through the life cycle and of the interplay of socio-cultural, biological and psychological factors, that influence the growth of individuals and families in contemporary world society.

*SWK 501 History of Social Welfare Policy**

This course analyzes the history of social welfare policy in the United States and its impact on current social systems and social policy. The course examines the major assumptions, values, ideas and events that contributed to the rise of the welfare state and the profession of social work. Social welfare policies of other countries are explored.

*SWK 502 and 503 Integrative Field Work Seminar I and II**

The integrative seminars are courses where field practice and classroom theory meet. The goal is to strengthen the connec-

tions between social work theory and practice. Students are expected to spend 420 hours in a field work placement during enrollment in these two courses. (SWK 502 is prerequisite for SWK 503.)

SWK 504 Research I

This course provides an introduction to social science research method and ethics including practice and program evaluation. The course presents research designs, both quantitative and qualitative approaches, and various ways to organize, compare and interpret findings. Students will be introduced to the use of computers in data analysis. Initial preparation for the thesis is begun in this course.

*SWK 505 Practice Methods and Skills I**

This course focuses on the theoretical foundation, ethics and values, and the skills and application of the problem-solving process of social work. Work with a diversity of professional and natural helping networks and client groups is stressed.

*SWK 506 Practice Methods and Skills II**

This course emphasizes problem solving with small groups, community and organizational systems, with an emphasis on group task and maintenance functions. Throughout the course, the focus is on work with diverse groups and organizations. (Prerequisite: SWK 505)

SWK 520 Introduction to Family Practice

This course explores concepts, theories, policies and research underlying holistic professional social work practice with families. It provides an overview of family practice using a systems framework and the strengths perspective.

SWK 521 Introduction to Program Development, Policy and Administration

This course presents the theories of organizational development, policy analysis, program development and budgeting. Roles of advanced social workers in agencies, as well as professional, ethical and effective functioning within organizational structures, will be explored.

**May be waived if admitted with Advanced Standing.*

Advanced Courses

Successful completion of Foundation courses must be achieved before students register for these courses.

SWK 523 and 524 Integrative Field Work Seminar III and IV

The integrative seminars are courses where field practice and classroom theory meet. The goal is to strengthen the connections between social work theory and advanced practice within the framework of either of the two program concentrations. Students are expected to spend 480 hours in a field work placement during enrollment in these two courses. (SWK 503 is prerequisite for SWK 523; SWK 523 is prerequisite for SWK 524.)

SWK 527 Research II

This course offers a practice-oriented exploration of the range of research methods used in social work, a critique of the role of research in assessing effectiveness in social service delivery, and identification with the responsibility of social workers to systematically evaluate our practice and expand the knowledge base of social work. A research project will be designed and initial planning for the MSW thesis is incorporated. (Prerequisite: SWK 504)

SWK 560 Elective Topics

The following are examples of elective offerings. Students should consult the Program Schedule for current electives.

- SWK 560 Child Welfare: History, Policy and Practice
- SWK 560 Contemporary Services for Persons with Disabilities and Their Families
- SWK 560 Exploring Human Services in International Settings
- SWK 560 Old Age
- SWK 560 Peace and Social Justice
- SWK 560 Poverty, Equality and Income Support Policy
- SWK 560 Social Work With Involuntary Clients

SWK 589 Thesis Seminar

The Thesis Seminar will provide students with a supportive group environment in which to problem-solve theoretical, conceptual, content, ethical and technical issues in the design, implementation, analysis, write-up and dissemination of thesis research. (Prerequisite: SWK 527)

SWK 598 Independent Studies

Students may propose a course of study as an elective in an area not covered in the current curriculum. An independent study course may be used to satisfy the elective requirements of SWK 560. No course offered in the current curriculum may be taken as an independent study.



COURSE DESCRIPTIONS

Concentration Courses: Family Practice

(Prerequisite for all Family Practice courses is SWK 520)

SWK 540 Family Practice I

This course is designed to address contemporary work in a context of historical references, to provide the foundational elements for individual family practice model creation, to synthesize universal family practice principles with special population requirements, and to integrate social policy and research into all levels of family practice.

SWK 541 Family Practice II

This course focuses on effective family practice intervention. It addresses specific theorists, compared and contrasted specifically to the feminist perspective, and demonstrates the application of theory and practice to a variety of family issues in different service delivery settings. (Prerequisite: SWK 540)

SWK 542 Family Diversity (0.5 credit)

This course examines the various theories underlying professional practice with families in their many diverse forms. Recognizing that the family is the basic institution through which one is socialized, this course examines how family membership shapes one's understanding and appreciation of ethnicity, gender roles and sociological script.

SWK 543 Creative Problem Solving for Supervision

This course examines knowledge and skill building in the administrative, educational and supportive functions of social work supervision. The interactional model, creative problem solving and strengths perspective are the frameworks for understanding and influencing the dynamics of supervision in a variety of settings.

SWK 545 Family Social Policy (0.5 credit)

This course explores the impact of social policies on diverse families, including policies that relate to housing, income maintenance, health, long-term care, education and discrimination. National and international political, social and economic systems are analyzed.

Concentration Courses: Program Development, Policy and Administration

(Prerequisite for all Program Development, Policy and Administration Concentration courses is SWK 521.)

SWK 550 Processes of Program Planning and Development

This course examines theoretical and conceptual ideas concerning human services, their rationale in a market economy, and their relationship to public policy. Students will gain knowledge and build skills in the planning, implementation and evaluation of services at various levels of

system design, taking into account organizational, financial and technological dimensions within an analytical framework of defined need and demand for service.

SWK 551 Organizational Development and Administration

This course examines organizational theory and structure, processes of development, research and evaluation, and social work values and ethics in the workplace.

SWK 552 Inter-Organizational, Community and Political Relations

This course explores strategies and methods for working effectively with other service agencies, legislative and policy-making bodies, regulatory agencies and advocacy groups. (Prerequisite: SWK 551)

SWK 553 Advanced Social Policy

This course examines theories, concepts and analytical frameworks for analyzing policy. It addresses the role of economics, demographics, politics, values and other relevant factors on policy design and implementation. The course emphasizes the analysis of selected existing or proposed policies in such areas as social insurance (e.g. Social Security), welfare reform, health care, long-term care and tax policy including tax expenditures.



LIBRARY

The Lindell Library, named for donor James G. Lindell and family, is a state-of-the-art facility that houses the library collection, academic and administrative computing services, and audio-visual services. The Library has a vast periodical collection, other circulating collections, a multi-media classroom, a copy center and a library instruction room. There are a variety of study spaces, ranging from carrels and casual seating to group study rooms equipped with network access.

The Lindell Library's collection of 175,000 volumes is complete

with the latest computerized catalogs, indexes and CD-ROM stations for various academic disciplines—e.g. Social Work Abstracts, Psychlit, ERIC (education) and CINAHL (nursing and health). An online catalog, CLICnet, reflects holdings of Augsburg and its six partner Twin Cities private college libraries. Twice-daily courier service among these and other local libraries (including the University of Minnesota and Minneapolis and St. Paul Public Libraries) facilitates easy and quick sharing of resources. Additional collections nation-

wide are also accessible through interlibrary loan arrangements. Remote, off-campus computer access to these services is provided via a telecommunications link.

The library staff is experienced in guiding graduate students to research materials for coursework as well as for the thesis stage of the Master of Social Work program. Librarians will help students acquire research skills through individual appointments and group instructional sessions.



ACCREDITATION AND AFFILIATIONS

The Augsburg Master of Social Work program is fully accredited by the Council on Social Work Education (CSWE). Augsburg College is accredited by the North Central Association of Colleges and Schools.* Augsburg College is a member of the Associated

Colleges of the Twin Cities (ACTC), the Lutheran Education Council in North America and the Minnesota Private College Council. Augsburg College is registered with the Minnesota Higher Education Services Office. Registration does not mean that

credits earned at the institution can be transferred to other institutions or that the quality of the educational programs would meet the standards of every student, educational institution or employer.

The College has adopted a statement of student rights and responsibilities and has provided for due process in the matters of disciplinary action, grievances and grade appeal. These rights, responsibilities and processes are outlined in the Student Guide of Augsburg College. Students are encour-

aged to participate in the MSW Student Organization where issues affecting them are discussed.

The College operates in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended and Title IX. Students

have the right to inspect certain official records, files and data which pertain to them (except where a waiver of access has been signed) and to challenge inaccurate or misleading information. Students have a right to experience education free from discrimination.

STUDENT RIGHTS

*NCACS, Commission on Institutions of Higher Education, 30 N. LaSalle St., Suite 2400, Chicago IL 60602-2504; (312) 263-0456.

ACADEMIC POLICIES



Academic Evaluation

Evaluation of academic performance in the Master of Social Work program will be based on number grades using a 4.0 scale with these definitions:

- 4.0 Achieves highest standards of excellence
- 3.5 Achieves above basic course standards
- 3.0 Achieves basic course standards
- 2.5 Performance less than basic course standards
- 2.0 Performance below basic course standards
- 1.5-0.0 Unacceptable performance (no credit—course must be retaken)

Evaluation of academic performance in SWK 502, SWK 503, SWK 523, SWK 524 and SWK 589 will be based on letter grades with these definitions:

- P Achieves at or above the 3.0 level (not computed in grade point average)
- N Does not meet minimum passing standard (no credit—not computed in grade point average)
(Student must petition to retake the course and to continue in the MSW program.)

Definitions of other letter grades:

- W Grade given when course is dropped after midterm
- I Incomplete grade given in case where student is unable to complete course requirements for reasons beyond the student's control. To receive an incomplete, a student must complete a petition and return it to instructor prior to the end of the course.
- X A grade of X is given by the instructor to indicate that the study (Field Placement and Independent Studies) is extended. A final grade will be issued at the end of the term in which the work is completed and evaluated (but not longer than one year).

No more than two courses with a grade below 3.0 will count toward the degree. If a course grade is below 2.0, the course must be repeated; however, no more than two courses can be repeated. Only the credits and grades earned the second time are counted in the grade point average.

Summary of Degree Requirements

The candidate for graduation must successfully complete 18 courses, 900 hours of supervised field work, and a thesis as outlined in the Curriculum Plan with a GPA of 3.0 or higher. The candidate who has been admitted with Advanced Standing must successfully complete 12 courses, 480 hours of supervised field work and a thesis as outlined in the Curriculum Plan with a GPA of 3.0 or higher. These courses, field work and the thesis must be completed within a four-year period.

Curriculum Policies

Three courses are offered per term for the completion of the program in a two-year period. An alternative option of two courses per term is offered; however, students who enroll in two courses should expect that courses may not be available every term, which may extend the duration of the program to varying lengths.

No course offered in the current curriculum may be taken as an independent study.

Attendance is expected and missing more than one session may result in a reduced grade.

Academic Probation and Dismissal

Students must maintain at least a 3.0 cumulative grade point average. If a student falls below a 3.0 average, the student will be placed on probation for the following term. A 3.0 cumulative grade point average must be restored in order for a student to be removed from probation. If the cumulative grade point average again falls below 3.0, the student may be dismissed from the program.

If a student receives a grade of N in a course, the student must successfully petition before being permitted to repeat the course and to continue in the program. A plan for the student to follow would be outlined at that time.

Students may be dismissed from the MSW program for behavior detrimental to the program such as a gross violation of college policy (as published in the Student Guide) or conduct unbecoming to social work practice or in violation of professional ethics. Dismissal would occur only after established procedures were followed.

Credit and Contact Hours

Each full-credit course in the Master of Social Work program is the equivalent of four semester

credits or six quarter credits. Two courses (SWK 542 and SWK 545) receive 0.5 credit. Students meet in each class a total of 32 hours and are responsible for a significant amount of individual study and preparation.

Enrollment Policy/Leaves of Absence

Students may enroll on a full- or part-time basis, taking three or two courses, respectively, each trimester. All students are required to complete the program within four years of matriculation. Students who leave the program for more than one term must request in writing a leave of absence from the MSW program. The leave of absence must be requested prior to the leave and may not exceed one year. An approved leave of absence will not count toward the four year limit.

Residency

Each student must be enrolled in the MSW program for the last 10 courses.

Transfer Students

Foundation level students may request consideration to transfer up to eight courses from a CSWE-accredited MSW program if the grades are 3.0 or better. Advanced Standing students may transfer no more



than two courses from a CSWE-accredited MSW program if the grades are 3.0 or better.

Advising

The MSW program director assigns each student to an academic adviser who has the responsibility to promote student growth, development and the achievement of personal goals and professional education. Faculty office hours are posted on office doors; students may meet with faculty at other times by appointment.

ADMISSION REQUIREMENTS

The Master of Social Work program promotes the widest possible diversity within its student and faculty populations and across its curriculum content. Therefore, the admission policies ensure that educational opportunities are provided to persons with a range of abilities, backgrounds, beliefs and cultures.

A strong liberal arts background in the behavioral sciences is required. A course in human



biology, physiology or anatomy that includes comprehensive study of the human systems is required as well as a course that includes basic statistics. Applicants must demonstrate strong graduate level skills in

writing, and critical and analytical thinking; basic computer skills are recommended.

Applicants from a wide variety of backgrounds are encouraged to apply and they will be given consideration based on their composite assets. Applicants who do not hold a baccalaureate degree in social work should apply as Foundation level students. Applicants who hold a baccalaureate degree in social work from a Council on Social Work Education (CSWE) accredited program may apply for Advanced Standing. Admission to Advanced Standing is not automatic.

Applicants may be asked to participate in an interview with members of the social work faculty.

Academic credit is not given for life or professional experience.

Application deadline:

January 15
(for Foundation level)

October 1
(for Advanced Standing)

(Applications completed after the deadline will be reviewed if there are any openings.)

Notification of acceptance:

April 1
(for Foundation level)

December 15
(for Advanced Standing)

Matriculation date:

Fall trimester for
Foundation students

Spring trimester for
Advanced Standing students

Requirements:

- Baccalaureate degree from an accredited college or university; if applying for Advanced Standing, applicant must have a baccalaureate degree in Social Work from a CSWE-accredited program
- A minimum grade point average of 3.0 on a 4.0 scale ("B" average) for the last two years of an undergraduate program
- A minimum of one year, post-degree, supervised, human service employment experience. For applicants to Advanced Standing, this requirement is in addition to the social work field internship.
- A course in human biology, physiology or anatomy (A grade of "C" or better is required.)
- A course that includes basic statistics (A grade of "C" or better is required.)

APPLICATION PROCEDURES

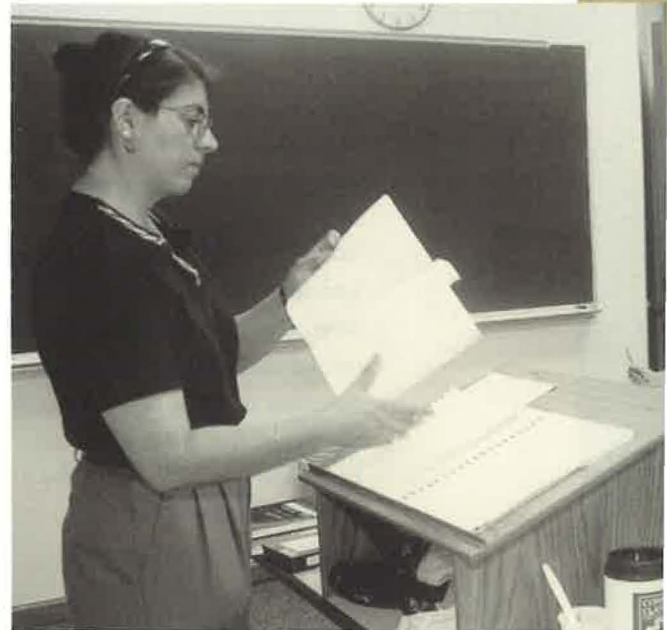
To apply, students must submit the following to the Department of Social Work—Master of Social Work program:

- 1) Completed application form with \$25 (non-refundable) application fee.
- 2) Typed personal statement which addresses the applicant's perspective and understanding of:
 - Social welfare and society
 - Social work as a profession
 - Personal qualities that equip the applicant for the social work profession
 - Ability to work with a diversity of people
 - Employment and/or volunteer work which prepared the applicant for pursuing a Master of Social Work degree
 - Personal skills in oral and written communication
 - Career and life goals and how the MSW degree will facilitate the applicant's development
 - Personal and professional limitations that the applicant perceives as needing to be addressed during the course of the applicant's professional preparation



- 3) Recommendations from three sources using the Recommendation Forms provided by the Department of Social Work
- 4) Official transcripts of undergraduate and graduate work from each institution attended
- 5) Documentation of completion of human biology and basic statistics prerequisites

All of the above must be received by the deadline of January 15 for Foundation level and October 1 for Advanced Standing.



INTERNATIONAL APPLICANTS



The Department of Social Work encourages qualified applicants from other countries to apply for admission to the Master of Social Work program. International applicants should note that classes meet on the weekends (Friday evening and Saturday morning and afternoon) and that students can take three courses per trimester for full time or two courses per trimester for part-time study. With a full-time schedule, students can complete the required coursework in two years. (See the section under Admission Requirements for a general description of the

admission process, selection criteria and academic/work experience requirements.)

All application materials, as outlined under Admission Requirements and Application Procedures, are to be submitted in English.

Additional application materials required for international applicants are:

- Completed Declaration of Finances
- Official marksheets with certified translations from all undergraduate institutions attended listing all courses taken, marks earned, dates attended, and degree(s) or diploma(s) conferred, if any
- Official marksheets with certified translations from all graduate institutions attended listing all courses taken, marks earned, dates attended, and degree(s) or diploma(s) conferred, if any
- Evaluation of credentials for any international academic transcript including analysis of credentials, course by course evaluation and calculation of grade point average
- Official results on the Test of English as a Foreign Language (TOEFL) with a minimum score of 600.

Applicants may be asked to participate in an interview with social work faculty if they are in the United States

Limited financial aid from Augsburg College may be available. Therefore, students and their financial sponsors must complete a Declaration of Finances as part of the application for admission along with appropriate certifications. Students will need to provide proof of availability of funds for tuition, books and living costs for each academic year in which they want to attend. The College requires students to provide proof of a minimum of \$10,000 in U.S. funds for living expenses for themselves plus the cost of tuition.

NOTE: Additional information may be required, as requested by Augsburg College, to evaluate education credentials more accurately. Furthermore, supplemental information may be needed to issue an I-20 or J-1 for students admitted to the MSW program. Information requested for the I-20 or J-1 will not be used to make an admission decision.

FEE AND PAYMENT SCHEDULE

Fees

The application fee (\$25) is due on or before the application deadline. Upon acceptance into the MSW program, a \$100 fee is due, which is credited toward tuition and is non-refundable.

Refund Schedule

In order to be eligible for a refund, students are responsible for canceling courses with the Registrar's Office. A per-course tuition refund will be made on the following basis:

Through the first scheduled class meeting—100% of tuition (minus \$75 administrative fee if withdrawing completely)

Prior to the second scheduled class meeting—80% of tuition

Prior to the third scheduled class meeting—60% of tuition

No refund after third scheduled class meeting.

Payment Options*

- 1) Payment in Full: Due first day of classes
- 2) Payment Plan: Upon application for the payment plan and after College approval, a 3-pay plan is available each trimester with 1/3 tuition due every 30 days. Payment plans will be offered only if the student has adhered to previous payment plans.

Tuition and Fees

Tuition for 1997-'98 (per trimester course)	\$1,153.00
Application Fee (payable once, non-refundable)	\$25.00
Enrollment Reservation Deposit (non-refundable; applied toward tuition charges)	\$100.00
Late Registration Fee (\$25 per day up to a maximum of \$125 charged to any student registering after the scheduled registration date.)	\$25.00
Registration Change After First Class Meeting (cancel/add or combination at one time)	\$5.00
Transcript Fee (per copy after first, which is free)	\$2.00
Thesis Fee (If a student continues the thesis process beyond the spring term of the thesis year, the student shall pay a fee for each trimester until completion of the thesis.)	\$350.00

Finance Charge: A finance charge is applied at a simple rate of 1 percent per month on any account with an open balance of 30 days or more.

- 3) Company Reimbursement: Courses that are company reimbursed require a deposit of \$150 per course, with full payment due within 45 days after the end of the term.

Tuition is set on an annual basis and is payable at the beginning of each trimester. Registration is permitted only if the student's account for a previous term is paid in full as agreed. Augsburg College will not release diplomas or academic transcripts until all student accounts

are paid in full. This policy applies to student loan funds administered by the College (e.g. Perkins Student Loan); payments must be current according to the established repayment schedules.



*A non-sufficient-funds check will declare your registration invalid and could affect further credit extended by the College.

FINANCIAL AID



Students may receive assistance in meeting graduate program costs in a number of ways. Enrollment in two or more courses per trimester allows the student to be classified as full time for all federal and state financial aid programs. The Office of Student Financial Services will assist students in assessing financial aid eligibility and may offer financial aid from available alternatives.

Funded Scholarships

Augsburg actively pursues outside funding for special funded scholarships. The availability of such scholarships enables participation for individuals of limited financial means as well as individuals who work for volunteer agencies and other organizations not likely to provide tuition reimbursement.

Company Tuition Assistance Programs

Many companies, agencies and corporations offer full or partial tuition assistance to employees who participate in work-related or degree-related college programs. Augsburg College offers several payment plans by which employees may handle tuition reimbursement.

Bureau of Indian Affairs, Tribal and State Indian Scholarships

American Indian students who meet federal, state or tribal requirements may apply for these scholarships. Indian grants generally supplement other sources of financial aid. For assistance in applying, please contact Augsburg's American Indian Student Support Program director at (612) 330-1144 or your tribal agency.

Federal and State Aid Programs

The Office of Student Financial Services determines eligibility for any federal or state financial aid programs available to graduate students.

Determination of eligibility is based on a standard nationally-approved methodology.



The Federal Family Education Loan Program

- ***Federal Stafford Loan Program***

Available to students based on a financial eligibility determination. Annual loan limits are up to \$18,500 per year for graduate students, of which up to \$8,500 may be subsidized, if eligible.

The aggregate loan limit is \$128,500 for graduate students (including undergraduate borrowing). Interest rates for new borrowers with loan periods beginning October 1, 1992, or later are determined annually by the 91-day T-Bill +3.1%, with a cap of 8.25%. Students with outstanding balances on Federal Stafford Student Loans will continue with the interest rate on the previous loan. No interest accrues to the student borrower while enrolled at least half-time in an eligible program. The federal government subsidizes the interest during this time.

- ***Federal Stafford Loan - Unsubsidized***

Program characteristics (loan limits, interest rates, etc.) are the same as the above subsidized Stafford Loan, except that the interest accrues to the student borrower while enrolled. This loan is available to those who do not qualify for the subsidized Stafford Loan. A normal financial aid application is required.

- ***Federal Perkins Student Loan***

A joint Augsburg College-federally funded program administered through the College for students who demonstrate financial eligibility.

No interest accrues nor do payments have to be made on the principal at any time students are enrolled at least half-time. A student may borrow a maximum of \$3,000 per year as a graduate student with a \$30,000 maximum (including undergraduate and graduate amounts). Simple interest of 5 percent and repayment of the principal (at the minimum of \$40 a month) begins nine months after the student graduates or leaves school. Repayment may extend up to 10 years.

- ***SELF (Student Educational Loan Fund)***

A Minnesota State loan program.

Students may borrow up to \$9,000 per year for graduate students with a \$40,000 aggregate maximum when graduate study is included (\$500 minimum). The interest rate is variable, paid by the borrower quarterly while in school. Principal payments begin 13 months after leaving school. Students must apply for financial aid and be enrolled at least half-time.

Veterans Educational Benefits

Veterans may be eligible for educational benefits from the U.S. Department of Veterans Affairs. The Office of Student Financial Services has further information.

To Apply for Financial Aid

- 1) Complete the Application for Admission and indicate a desire to apply for financial aid.
- 2) The Office of Student Financial Services will send the necessary application and financial statement forms (or the student may pick them up in the Office of Student Financial Services, 152 Science Hall).
- 3) Complete and return the financial aid forms by the deadlines indicated. Your financial aid application will be processed after you have been admitted to the MSW program and the following forms have been received: results from the Free Application for Federal Student Aid (FAFSA), Augsburg Financial Aid Application, and Federal Tax Return and W-2 form.
- 4) Accept the financial aid offered, in whole or in part, within the deadline stated.



ABOUT AUGSBURG COLLEGE



History

Augsburg College was the first seminary founded by Norwegian Lutherans in America. Named after the confession of faith presented by Lutherans in Augsburg, Germany, in 1530, Augsburg College opened September 1869 in Marshall, Wisconsin and moved to Minneapolis in 1872. Augsburg College and Seminary changed its name to Augsburg College in 1963 when the Lutheran Free Church merged with The American Lutheran Church.

Campus Location

Augsburg's 23-acre campus is located in the heart of the Twin Cities of Minneapolis and St. Paul and surrounds Murphy Square. Adjacent to the campus are the Fairview University Medical Center complex, the West Bank campus of the University of Minnesota and Mississippi River parkways.

Accessibility

Augsburg College has made a major effort to become one of the most accessible campuses in the region. Without going outside, the skyways, tunnels and elevators provide accessible connections between nine of 15 major buildings—student housing towers, the Christensen Center, main academic and administrative halls, Music Hall and the Foss Center for Worship, Drama and Communication. In addition, there are services for students with learning and physical disabilities. The CLASS Office phone number is (612) 330-1648.

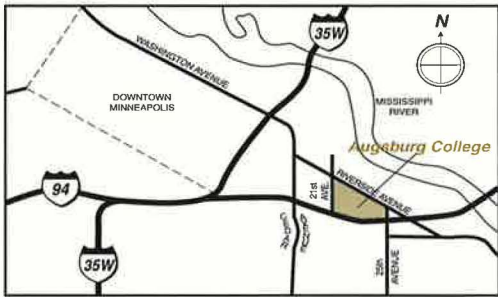
Church Affiliation

Augsburg is a college of The Evangelical Lutheran Church in America. The College is a diverse community with many strong religious traditions represented among the students, faculty and staff, including but not limited to Lutheran, Roman Catholic, American Indian Spirituality and Thought, Buddhist and Islamic faiths.

Non-Discrimination Policy

Augsburg College does not discriminate on the basis of race, creed, national or ethnic origin, age, marital status, gender, sexual orientation or disability as required by Title IX of the 1972 Educational Amendments or Section 504 of the Rehabilitation Act of 1973 as amended. This non-discrimination policy is incorporated as part of its admission policies, educational programs and activities, and employment practices.

CAMPUS LOCATION



From Minneapolis

Interstate 94 east to 25th Avenue exit, left to Riverside Avenue, left to 21st Avenue South, left at Augsburg sign.

From St. Paul

Interstate 94 west to Riverside exit, right on Riverside Avenue to 21st Avenue South, left at Augsburg sign.

Parking

All posted Augsburg College parking lots, with the exception of resident parking lots in front and behind the residence halls, are free and open for student

use from 4:30 p.m. Friday through Sunday evening and Monday through Thursday evenings after 4:30 p.m. until 8:00 a.m. Lots are located between 21st and 22nd Avenues and north or south of Eighth Street between 24th and 25th Avenues. Most street parking is four hour parking and available

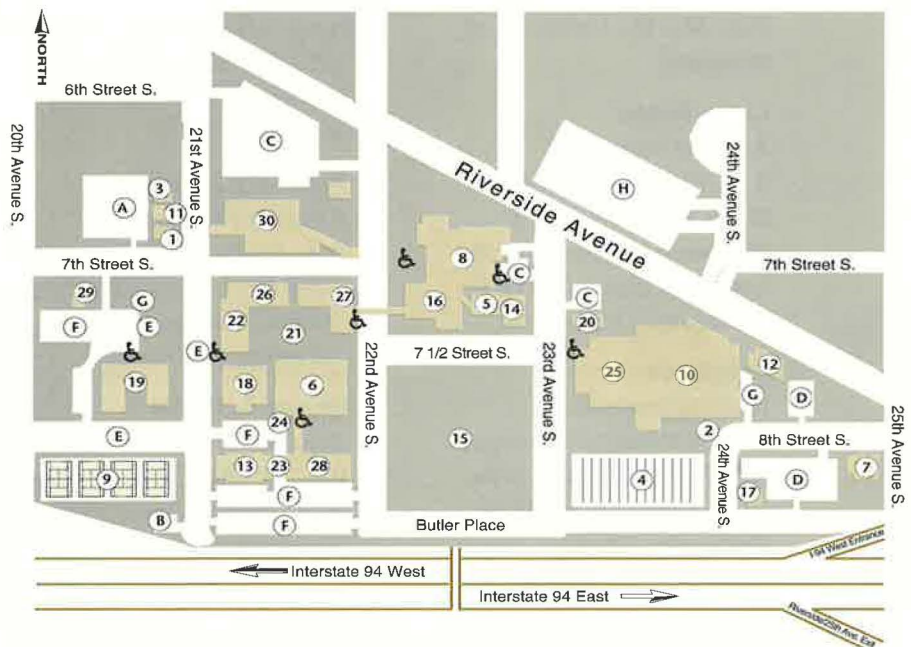
seven days a week, except for the parking meters on Riverside Avenue. The parking meters are as posted by the City of Minneapolis. Additional parking is available in the Fairview-University Medical Center ramp.

Public Transportation

For schedules and specific information about city bus transportation to Augsburg College, call the Metropolitan Transportation System at (612) 373-3333.

CAMPUS MAP

1. Admissions Weekday Program
2. Air Structure Entrance
November through March
3. American Indian Student Support Program and Pan-African Student Services
4. Anderson-Nelson Athletic Field and Seasonal Air Structure
5. Center for Global Education and International Programs
6. Christensen Center—Information Desk
7. East Hall
8. Foss, Lobeck, Miles Center for Worship, Drama and Communication
9. Husby-Strommen Tennis Courts
10. Ice Arena
11. Jeroy C. Carlson Alumni Center
12. Maintenance and Grounds Shop
13. Mortensen Tower
14. Murphy Place
15. Murphy Square
16. Music Hall
17. Nordic Center
18. Old Main
19. Oscar Anderson Hall
20. Public Relations and Communication
21. Quad
22. Science Hall
23. Security Dispatch Center
24. Shipping and Receiving
25. Si Melby Hall
26. Sverdrup Hall
27. Memorial Hall
Master of Social Work Admissions
28. Urness Tower
29. Youth and Family Institute
30. Lindell Library



Parking Lots

- A. Admissions/Faculty/Staff Parking
- B. Faculty/Staff/Commuter/Resident Parking
- C. Faculty/Staff Parking
- D. Faculty/Staff/Commuter Parking

- E. Commuter Parking
- F. Resident Parking
- G. Visitor Parking
- H. Fairview-University Medical Center ramp
Pay parking available

OFFICERS OF ADMINISTRATION

Barbara Gage, B.A.
Chair, Board of Regents

William Frame, Ph.D.
President of Augsburg College

Marie McNeff, Ed.D.
Vice President, Academic and Learning Services and Dean of the College

Glenda Dewberry Rooney, Ph.D.
Chair, Department of Social Work

Clarice Staff, D.S.W.
Director, Master of Social Work Program

Laura Boisen, Ph.D.
MSW Field Coordinator

Anthony Bibus III, Ph.D.
Director, Bachelor of Social Work Program

Michael Schock, Ph.D.
BSW Field Coordinator

Janna Caywood
MSW Program Assistant

Amy Brallier, M.A.
Secretary, Department of Social Work

Doran Edwards, B.A.
Data Management Specialist

OFFICERS OF INSTRUCTION

Anthony Bibus, III
Assistant Professor
B.A., College of St. Thomas;
M.A., University of Virginia;
Ph.D., University of Minnesota

Vern Bloom
Assistant Professor
B.A., M.S.W., University of Minnesota

Laura Boisen
Assistant Professor
B.S., Wartburg College;
M.S.S.W., University of Wisconsin-Madison; M.P.A., Iowa State University; Ph.D., University of Minnesota

Lois Bosch
Assistant Professor
B.A., Northwestern College;
M.S.W., University of Iowa;
Ph.D., University of Illinois-Champaign-Urbana

Maria Brown
Assistant Professor
B.A. (German), M.A. (German), American University; M.S.W., University of Minnesota

Francine Chakolis
Assistant Professor
B.S., Augsburg College;
M.S.W., University of Minnesota

Maria Dinis
Assistant Professor
B.A., M.S.W., California State University; Ph.D., University of California (Berkeley)

Annette Gerten
Instructor
B.A., College of St. Catherine; M.S.W., University of Michigan; Ph.D., University of Minnesota

Rosemary J. Link
Associate Professor
B.A., Southampton University; C.Q.S.W., London University (Bedford College); Ph.D., University of Minnesota

Sharon K. Patten
Associate Professor
B.A., St. Olaf College; M.S.W., M.A. (Public Affairs), Ph.D., University of Minnesota

Curt Paulsen
Associate Professor
B.A., St. Olaf College; M.S.W., University of Minnesota; Ph.D., The Fielding Institute

Glenda Dewberry Rooney
Associate Professor
B.A. University of North Texas; M.S.W., University of Illinois-Chicago; Ph.D., University of Minnesota

Michael Schock
Assistant Professor
B.A., University of Washington; M.S.W., University of Minnesota; Ph.D., University of Washington

Edward R. Skarnulis
Professor
B.A., Omaha University; M.S.W., Ph.D., University of Nebraska

Clarice Staff
Assistant Professor
B.A., Augsburg College; M.S.S.W., D.S.W., Columbia University

Mary Lou Williams
Assistant Professor
B.F.A., M.S.W., University of Pennsylvania



4M/9/97

This catalog was current at the time of publication.

It is subject to change without notice.

AUGSBURG



C•O•L•L•E•G•E

MSW Graduate Program Office
Campus Box No. 269
2211 Riverside Avenue
Minneapolis, MN 55454
(612) 330-1763
FAX (612) 330-1493

Augsburg College
Master of Social Work
Application Instructions

Please send all application material, which includes completed and signed application form, \$25.00 application fee, typed personal statement, three completed recommendation forms, and official post-secondary transcript(s), by JANUARY 15TH, for foundation applicants or by OCTOBER 1ST for advanced standing applicants, to the following address:

Augsburg College
Department of Social Work
2211 Riverside Avenue South, CB #274
Minneapolis, MN 55454

Application Form and Fee

Complete all sections of the application form and sign. Make \$25.00 non-refundable check or money order payable to Augsburg College. Mail application form and application fee together.

Typed Personal Statement

Submit a typed personal statement (typically 3-8 pages) which addresses:

- your perspective on social welfare and society
- your understanding of the social work profession
- your demonstrated ability to work with a diversity of people
- your personal qualities that equip you for the social work profession
- your oral and written communication skills
- your career and life goals and how you anticipate the MSW degree will facilitate your development
- your limitations which you view as needing to be addressed during your professional preparation
- your employment and/or volunteer work which prepared you for pursuing a MSW degree

Explanation of GPA (optional -- one page limit)

Address any extenuating circumstances which may have affected past academic performance.

Recommendations

Please ask for recommendations from three references (use the forms available from the Department of Social Work) to be sent to the MSW Program Director. At least one reference should be from a professor or someone who can address your academic potential. One reference should be from a supervisor and should address your human service employment and/or volunteer experience.

Transcripts

Have all official transcripts from each post-secondary institution attended sent to the Dept. of Social Work.

There are two circumstances in which a transcript is considered *official*:

- if it is sent directly to the Department of Social Work from another institution
- if it is received by the Department of Social Work in a sealed, university envelope, with the Registrar's stamp across the back

There are two conditions under which you are not required to submit an official transcript:

- if you earned nine quarter (or six semester) credits or less at a particular institution and you do not wish these courses to be considered
- if courses taken at other institutions appear on your degree transcript, AND all *credits and grades* for each transferred course appear on the degree transcript

If your transcript is from an institution outside the United States, it must be submitted in English and with certified grade translations. International applicants should refer to the MSW catalog for further requirements.

Interview

You may be asked to have a personal interview with a committee of the Department of Social Work.

AUGSBURG COLLEGE
MASTER OF SOCIAL WORK
Application for Admission

PERSONAL INFORMATION

Last Name _____ First Name _____ Initial _____ Other Last Name Used _____

Address _____

City _____ State _____ Zip _____ County _____

Telephone (Home) _____ (Work) _____

Social Security Number _____ Birth Date _____

U.S. Citizen? Yes No Resident Status _____ Visa Type _____

The following information is optional. This information will be used to report our demographic statistics to the Council on Social Work Education.

Female Male

Religious Affiliation _____ Denomination _____

Predominant Ethnic background:

African American American Indian Asian/Pacific Islander

Bi-racial (specify) _____ Caucasian

Hispanic Other _____

PROGRAMMATIC INFORMATION

Applying for: Professional Foundation (enter Fall trimester of next academic year)

Advanced Standing (enter Spring trimester of next academic year)
Must have a BA-BS in Social Work from a CSWE accredited program to apply for Advanced Standing.

Concentration preference: Family Practice

Program Development, Policy and Administration

Plan to register as: Full-time (3 courses per trimester)

Part-time (2 courses per trimester)

PREREQUISITE COURSES

Below, please identify your completed prerequisite courses. Your grades in each course must be documented on an *official* transcript. If you have not completed these courses, please indicate courses you intend to complete and write the expected date of completion in the space provided for "grade received." Both prerequisites must be completed and documented in our records before enrollment in MSW courses will be allowed.

1) Human Biology, Physiology or Anatomy

Course #	Course Title	College/University	Grade Received
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2) Basic Statistics

Course #	Course Title	College/University	Grade Received
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MASTER OF SOCIAL WORK
Augsburg College
2211 Riverside Avenue South
Minneapolis, Minnesota 55454

RECOMMENDATION FORM

Name of Applicant: _____
Name of Recommender: _____
Address of Recommender: _____

TO THE APPLICANT

Please give this recommendation form to a person who you believe will be able to provide a valid appraisal of your capacity to do graduate work and to function as a social worker. Please indicate whether you reserve the right to review the recommendation once it is written or to waive your right to have access to this information.

I (reserve _____) (waive _____) my right to review this recommendation.

Signed: _____

TO THE RECOMMENDER

Thank you for your willingness to provide information to the Augsburg College Master of Social Work Program. Please fill out the checklist on the reverse side of this sheet and then expand on your evaluation by responding to the following question:

In what capacity and/or how long have you known the applicant? If you have personal knowledge of any experience the applicant has had in the broad areas of social service, indicate the nature of this experience and your assessment of the applicant's performance.

Using this grid, please compare the applicant with others you have known during your professional career. For each of the categories below, please place the applicant in the appropriate reference group.

	Top 5%	Top Third	Middle Third	Lowest Third	Inadequate Opportunity to Observe
1 Intellectual	-----	-----	-----	-----	-----
2 Analytical	-----	-----	-----	-----	-----
3 Able to express ideas and feelings:					
a. verbally	-----	-----	-----	-----	-----
b. in writing	-----	-----	-----	-----	-----
4 Capable of doing graduate work	-----	-----	-----	-----	-----
5 Responsible	-----	-----	-----	-----	-----
6 Person of integrity, well developed value system	-----	-----	-----	-----	-----
7 Creative, innovative	-----	-----	-----	-----	-----
8 Mature and emotionally stable	-----	-----	-----	-----	-----
9 Able to respect and work with differences in people (race, class, culture, and ethnicity)	-----	-----	-----	-----	-----
10 Concerned and committed to working toward solving social problems	-----	-----	-----	-----	-----
11 Able to initiate and follow through	-----	-----	-----	-----	-----
12 Willing to accept direction and/or supervision	-----	-----	-----	-----	-----
13 Other _____	-----	-----	-----	-----	-----

Summary Evaluation

- I strongly recommend this applicant for admission and feel that he/she has the capability to perform at a superior level.
- I recommend this applicant for admission and feel his/her performance should be comparable to that of most graduate students.
- I feel that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.
- I do not recommend this applicant for admission to the Augsburg College Master of Social Work Program.

Signed: _____ Date: _____

Thank you for your cooperation. Please return this form to:

MSW Program Director
 Department of Social Work
Augsburg College
 2211 Riverside Avenue South
 Minneapolis, MN 55454

PREVIOUS EDUCATION

List colleges and universities attended beginning with your most recent undergraduate experience. If you do not plan to submit a transcript from a below listed institution, please indicate this by marking an asterisk next to the name. If your Bachelor's degree is pending, please indicate your anticipated award date.

Name & Location	Dates Attended	Major	Degree	Award Date

EMPLOYMENT: List all Human Service employment.

Employer/Occupation	Location	Dates

Total years of paid social work experience_____

SOCIAL WORK FIELD EXPERIENCES: List Social Work field experiences (internships) - if any.

Agency	Location	Dates

OTHER ACADEMIC PLACEMENT EXPERIENCES: List community service internships.

Agency	Location	Dates

VOLUNTEER EXPERIENCE: List Human Service volunteer activities.

Agency/Duties	Location	Dates

Total years of unpaid social work experience_____

HONORS, AWARDS, AND PUBLICATIONS

Academic honors, awards, certificates, publications or honorary scholarships: _____

FORTHCOMING RECOMMENDATIONS

Please list the persons writing a recommendation. You should have recommendations sent to the MSW Program Director (use the forms available from the Department of Social Work).

Name	Title	Organization/Institution

TRANSCRIPTS

Have you requested that your official post-secondary transcripts be sent to the Department of Social Work?

Yes No

(If your undergraduate transcript is from Augsburg College, you should send a request, in writing, to the Registrar's Office and ask that an *official copy* be sent to the Department of Social Work. Please note that grades for transferred credits *do not* appear on Augsburg transcripts.)

FINANCIAL AID

Do you plan to apply for financial aid? Yes No

THIS APPLICATION IS INCOMPLETE UNLESS SIGNED BY THE APPLICANT

I certify that to the best of my knowledge the statements I have made on this form are correct and complete. I understand that failure to submit all required materials, withholding information requested on this form, or giving false information may make me ineligible for admission to the Master of Social Work program at Augsburg College or subject to dismissal.

Date Signature

Please send this completed application, along with a non-refundable application fee of \$25.00 to Augsburg College, Department of Social Work, CB#274, 2211 Riverside Avenue South, Minneapolis, MN 55454.

Your application to the Master of Social Work Program is not considered complete until all of the following are received:

- completed and signed application form
- non-refundable \$25.00 application fee
- typed personal statement
- *all* official post-secondary transcript(s)
- three completed and signed recommendation forms

The above items must be received by the Department of Social Work no later than January 15th for Foundation applicants or October 1st for Advanced Standing applicants. Applications completed after this date will be reviewed on a "space available" basis only.

FOR ADDITIONAL INFORMATION WRITE OR CALL:

AUGSBURG COLLEGE

MSW GRADUATE PROGRAM OFFICE

2211 RIVERSIDE AVENUE

MINNEAPOLIS, MN 55454

(612) 330-1763

FAX (612) 330-1493

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2211 Riverside Avenue
Minneapolis, MN 55454