



**MADONNA  
UNIVERSITY  
IN GAYLORD**



**SOCIAL WORK  
OUTREACH PROGRAM  
IN GAYLORD**

**Preliminary Information**

# **Social Work**

## Madonna University Outreach Program in Gaylord

Thank you for your interest in our Bachelor in Social Work degree offered through the University Center at Gaylord, Michigan. Our next sequence of classes for the BSW degree will begin September 2005.

This Preliminary Information packet describes our program, prerequisites and courses, the BSW degree, and answers some of the most common questions regarding the admissions, financial aid and registration process, fees, distance learning technology, and other important areas.

Should you wish more information or should you like to arrange a personal meeting, please contact:

Shirley Charbonneau, MSW, Coordinator  
Social Work Distance Learning Program  
(800) 852-4951 x 5498  
FAX (734) 432-5393  
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Madonna University  
36600 Schoolcraft Road  
Livonia, Michigan 48150-1173

**Social Work Program**  
Gaylord Outreach

- Information Sheet -

***Question: What is a Bachelor in Social Work Degree?***

The baccalaureate social work degree is the only undergraduate degree that educates students to be professional social workers. The BSW prepares its graduates for immediate entry into direct human service professional positions. BSW graduates have the knowledge, skills and value base to work effectively with individuals, families, small groups, communities and organizations.

A BSW degree is the only bachelor's degree which allows a person to enter a master's in social work program with "advance standing." With a BSW, one is eligible to be certified by the State of Michigan as a Social Worker.

***Question: Is this program accredited?***

Yes, the Madonna University Social Work Program in Gaylord received accreditation by the Council on Social Work Education, the national accrediting body for professional social work programs, in June 1997 and again in 2003 for an eight year period.

***Question: When does the BSW Program in Gaylord start?***

The next Saturday BSW Program will begin in September 2005 right after Labor Day. All classes in this program will be on Saturdays in Gaylord. There will be one additional Social Work course the first semester held on Monday evenings 6:30-9:30.

***Question: Is this a new program?***

The program starting in September 2005 is the sixth Gaylord cohort; the first group began in Fall 1996, the second in Fall 1997, the third in Fall 1998, the fourth Fall 2001, the fifth in Fall 2003. There are 47 graduates who have completed their B.S.W. degree through the program in Gaylord; 20 more will finish in December 2005.

***Question: How long will it take me to complete the Bachelor of Social Work Degree?***

The Social Work Program is set up so you can obtain a BSW Degree in less than three years (seven semesters) if you have the prerequisites and follow the sequence of courses. It will take you two years (five semesters) to complete the BSW course work. The final two semesters require an internship with an accompanying seminar.

***Question: How are the courses scheduled?***

The Program is set up for you to take two Saturday courses 9:30-4:30 p.m. totaling 6-8 semester hrs. each term, which is considered half-time enrollment. Fall 2005 semester will require students to take an additional social work course on Monday evenings, which is 3/4 time enrollment just for the first semester.

***Question: How will I know what courses to take?***

You will follow the Sequence of Courses for the Social Work Program as found on page 8 in this packet.

***Question: Is there a Field Practicum requirement with this program?***

A two-semester 400 hour Field Practicum occurs in the final two semesters of the Program, placing you in a local social work agency in order to apply knowledge and skills to a practicum setting. You will be under the supervision of a professional social worker and monitored closely by Program faculty. A Field seminar accompanies the Field Practicum experience.

***Question: How do I get books for the courses?***

The Social Work Distance Learning Coordinator will facilitate the ordering and delivery of books prior to the start of each semester in order to save the cost of postage where possible. The Barnes & Noble Bookstore at Madonna University is available for other bookstore and merchandise needs. Their number is 1 (800) 852-4951, x 5613.

***Question: When do I get my syllabus and assignments?***

The syllabus and assignments will be sent to you before the first class session and they will be reviewed with you at the first session.

***Question: Where do I get library and other information resources?***

Gaylord Distance Learning students have the same library privileges as everyone else and you are encouraged to use them. Available library resources include such things as MAC (Madonna Catalog) and subscription research databases through the library home page. Some of the electronic databases include First Search, ProQuest, InfoTrac, LexisNexis, WebSPIRS and Wilson Web. (An account number and password are needed for off-campus use). This is in addition to other Internet sites. The library staff will also assist by obtaining materials that Madonna University does not own through interlibrary loan. Ready access to a personal computer will greatly facilitate this process. The Madonna University Library Homepage is: <http://ww3.madonna.edu/library/>.

You may also use your local library or college library in your area. In addition, the Technology Learning Center (TLC) at the University Center at Gaylord will be available for your use during certain hours each week. The Distance Learning Coordinator, your class instructors, and the Madonna University librarians will work with you on the best alternatives for you to locate resources.

***Question: How can I complete the prerequisites (support courses)?***

While it is expected that students would have completed the prerequisites

before starting the Social Work Program, there are four ways to finish any additional ones required:

1. Complete introductory courses in Biology, Psychology, Sociology, American Government and Computer Fundamentals at a local college. You may do this while enrolled in the Madonna University Social Work Program with the permission of the Social Work Distance Learning Coordinator.
2. Complete Empathy Listening Skills and Conflict Resolution during the semester it is scheduled as part of the BSW course offerings.
3. Take CLEP tests at local colleges for areas in which you feel qualified. Inquire as to which tests are equivalents for courses at Madonna University. (Not available for Social Work core classes).
4. Apply for experiential credits for life or work experience through Madonna University. (Not available for Social Work core classes).

***Question: Will my current college credits transfer to Madonna University?***

Yes, you may transfer into Madonna University courses completed at a regionally accredited institution with a grade of C or better. Ordinarily the number of credits transferred from a two-year college is limited to 74. An Associate's Degree is not a requirement; however, fulfilling the requirements of your community college's MACRAO Agreement is helpful to the transfer process. You can discuss this with your college counselor or the Social Work Distance Learning Program Coordinator.

***Question: What are the overall requirements for a bachelor's degree at Madonna University?***

A bachelor's degree requires a minimum of 120 semester hours with a grade point average of 2.0 or better and completion of certain General Education requirements. These requirements fall into Eight Goal and Competency areas. During your admissions process your transcripts will be evaluated with respect to fulfillment of these goals, and you will be advised if there are any courses you would need to take beyond those of the Social Work major.

***Question: What about costs?***

Tuition for the Fall 2005 semester has not yet been set. However, for the Academic Year 2003-2004 it is \$300 per semester hour. Registration Fee is \$50 per semester. Other general fees are listed in the Schedule of Classes booklet each semester.

***Question: How do I apply for Admission?***

Complete the Application for Admission and mail or give to Shirley Charbonneau, the Social Work Distance Learning Coordinator. Attach a copy of your Driver's License. Arrange to have official college and high school transcripts sent to the Admissions Office as soon as possible. A personal meeting with the Social Work Distance Learning Coordinator is required as part of the application process. Final University admission rests with the University Admissions office upon recommendation of the Social Work Distance Learning Coordinator.

***Question: Are there further Social Work Program Admission requirements?***

Students make formal application for acceptance into the Social Work Program after completing SW 2300: Introduction to Social Work with a grade of C or better and successful completion of support courses. Once formally admitted to the Program, it remains the Program's responsibility to continually monitor students' aptitude and suitability for social work practice.

***Question: How do I register for courses?***

Each semester the Social Work Distance Learning Coordinator will facilitate your registration for courses. Further questions may be directed to Stephanie Saluk in the Registrar's Office, 1 (800) 852-4951, x 5403.

***Question: How and when do I pay for my classes?***

Cash, check, VISA, financial aid and loans, third party and reimbursement programs are all acceptable forms of payment. Payment in full is expected prior to the start of each term. A deferred payment plan is available. For further information on billing questions, contact

Corinne Springer, Student Accounts, (800) 852-4951, x 5432.

***Question: Is there any Financial Aid available?***

Financial aid consists of loans, grants and scholarships. You may be eligible for financial aid through any number of sources. It is important to apply for financial aid early, at the same time as application for Admission, if possible. An award for financial aid will not be made until after you are admitted, so it is important to get all forms in as quickly as possible. You may wish to discuss your situation with the Social Work Distance Learning Coordinator. For more information regarding financial aid, contact Sandra Strong, Financial Aid Office, (800) 852-4951, x 5661.

***Question: How will I know about policies and procedures at the University?***

You will be given a copy of *The Madonna University Bulletin*, published every two years, and the *Madonna University Student Handbook*. These publications contain important policy and procedures information for Madonna students. You will also receive prior to each semester the Schedule of Classes booklet, which contains further policies and procedures. The Social Work Program Distance Learning Coordinator will make sure you receive these materials and will keep you informed about important information.

***Question: What about registration dates, withdrawal dates, holiday closings, etc.?***

The Gaylord Outreach Program will follow the Madonna University calendar as listed in the *Bulletin* and Schedule of Classes.

***Question: How does Distance Learning work?***

You will be in the interactive television classroom at the University Center at Gaylord (see Map). The majority of classes will be conducted at Madonna University's main campus and will be electronically transferred live to the interactive classroom in Gaylord. Students will be taught simultaneously in Livonia and Gaylord. Each group of students can see and interact with the other as well as the instructor. The instructor will teach from Gaylord once or twice a semester. A classroom facilitator who is a local social work practitioner at the

master's level (MSW) will be present in each class in Gaylord.

***Question: What do I do if there is bad weather?***

Your instructor will let you know what the plan is for the class. All class sessions will be taped in Livonia. There will be a way that you will be able to obtain all of the course content.

***Question: What if I am absent?***

Videotapes will be available to you. Your instructor will explain how to obtain the tapes and requirements for reporting on the material.

***Question: Who will my fellow students be?***

Most likely students in this distance learning program will be very similar to those who have already completed our BSW Distance Learning program in Gaylord - from all over northern Michigan including the Eastern Upper Peninsula, mostly working adults with families, jobs and many valuable life experiences. Madonna University's main campus social work students are 79% commuter students, of median age of 34 - 38, and the majority working.

***Question: Will I have regular Madonna University student status?***

Yes, you will be a regular, admitted part-time Madonna University student with all of the privileges and responsibilities of that status. Having a strong connection to main campus is very important to the Social Work Program and Madonna University, and Social Work Distance Learning students are expected to attend a once-a-semester Distance Learning Weekend on main campus.

***Question: How do I reach offices of Madonna University?***

Any of the departments you need to speak with can be reached through (800) 852-4951. Shirley Charbonneau, the Social Work Program Distance Learning Coordinator, will be glad to assist you with any problems or concerns you might have (800) 852-4951, x 5498.

## Social Work Distance Learning Program

### SEQUENCE OF COURSES

		<u>Sem.hrs.</u>	
<u>Fall Semester 2005 (September-December)</u>			
SW 2300	Introduction to Social Work	4	One evening 6:30-9:30
SW 3350	Generalist Practice Methods I (Individuals)	3	Alt. Saturdays 9:30-4:30
SW 3400	Human Behavior & the Social Environment	3	Alt. Saturdays 9:30-4:30
<u>Winter Semester 2006 (January-April)</u>			
SW 3410	Human Behavior & the Social Environment II	3	Alt. Saturdays 9:30-4:30
SW 3700	Generalist Practice Methods II (Groups/families)	4	Alt. Saturdays 9:30-4:30
<u>Spring/Summer Semester 2006 (May-July)</u>			
SW 3500	Social Welfare	4	Alt. Saturdays 9:30-4:30
ENG 4212	Voices & Visions: Modern American Poets	4	Telecourse
SW 2390	Empathy Listening Skills	1	One Fri. evening/Sat. day
SOC 4140	Conflict Resolution Skills	1	One Fri. evening/Sat. day
<u>Fall Semester 2006 (September-December)</u>			
SW 4350	Generalist Practice Methods III (Organizations)	3	Alt. Saturdays 9:30-4:30
SW 4650	Social Policy	4	Alt. Saturdays 9:30-4:30
<u>Winter Semester 2007 (January-April)</u>			
SW 4700	Generalist Practice Methods IV (Communities)	3	Alt. Saturdays 9:30-4:30
SW 4870	Social Work Research	4	Alt. Saturdays 9:30-4:30
<u>Spring/Summer Semester 2007 (May-July)</u>			
SW 4800	Field Practicum I	4	Variable
SW 4850	Field Practicum Seminar I	2	TBD
<u>Fall Semester 2007 (September-December)</u>			
SW 4900	Field Practicum II	4	Variable
SW 4950	Field Practicum Seminar II	2	TBD

Social work courses must be taken in sequence as outlined above.

The Bachelor's of Social Work Degree requirement is a total of 120 semester hours, including: general education requirements, prerequisites and professional core classes.

Course sequence as described above subject to change.

### Curriculum Plan

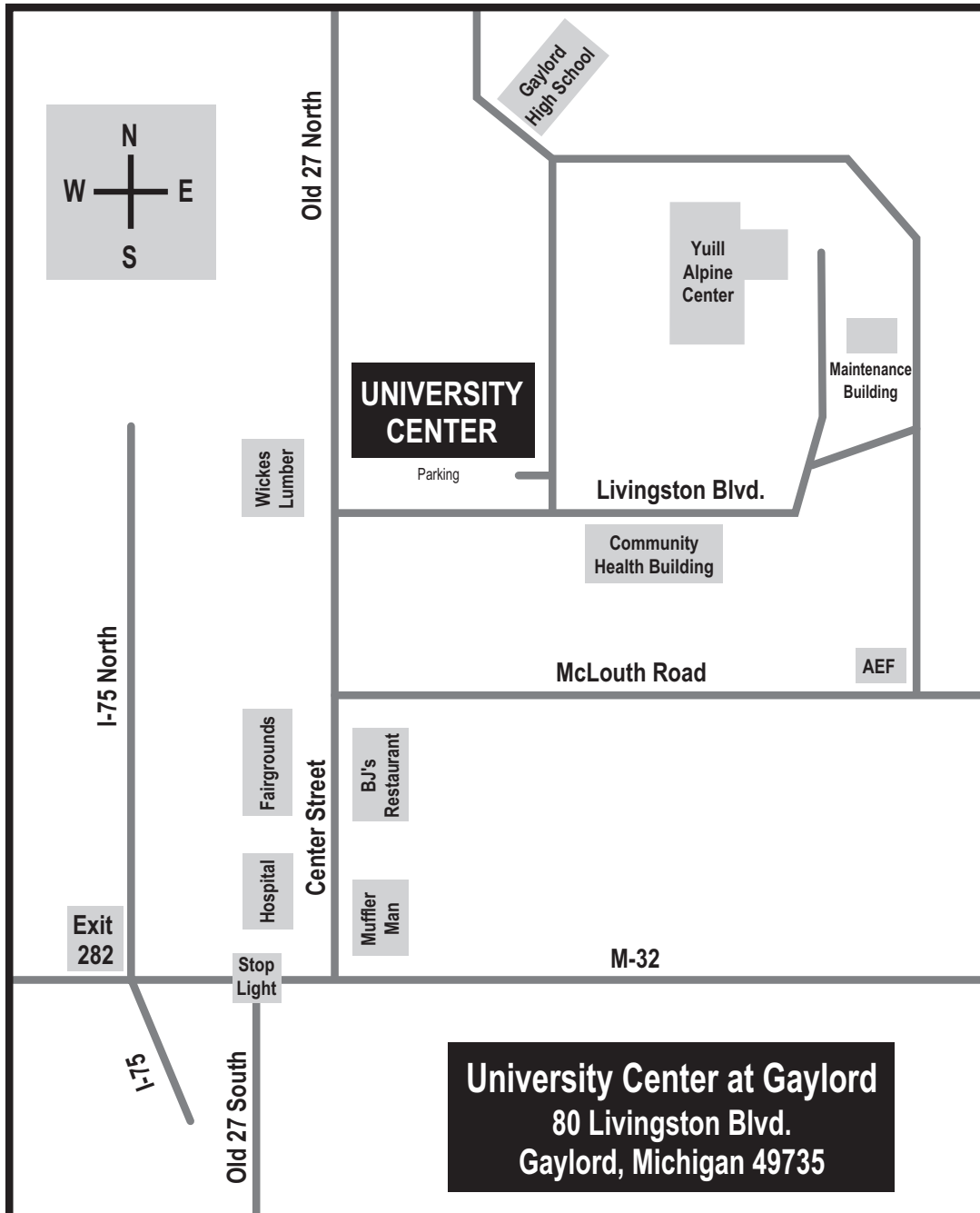
Required Support Courses (Prerequisites)	Semester Hours
Intro to Biology (BIO 1010) <b>OR</b>	<b>4</b>
Human Genetics and Society (BIO 3150) <b>OR</b>	<b>3</b>
Health Problems (NSC 1250)	<b>4</b>
Intro to Sociology and Cultural Anthropology (SOC 1010)	<b>4</b>
General Psychology (PSY 1010)	<b>3</b>
American Government (PSC 2510)	<b>4</b>
Empathy Listening Skills (SW 2390)	<b>1</b>
Conflict Resolution (SOC 4140)	<b>1</b>
Introduction to Computers (CIS 2380)	<b>3</b>
<b>Total</b>	<b>19-20</b>

(Prerequisites should be completed before entering the Program. Transfer equivalences are accepted.)

Required Core Courses	Semester Hours
Introduction to Social Work (SW 2300)	<b>4</b>
Generalist Practice Methods I (SW 3350)	<b>3</b>
Human Behavior and Social Environment I (SW 3400)	<b>3</b>
Human Behavior and Social Environment II (SW 3410)	<b>3</b>
Social Welfare (SW 3500)	<b>4</b>
Generalist Practice Methods II (SW 3700)	<b>4</b>
Social Policy (SW 4500)	<b>4</b>
Generalist Practice Methods III (SW 4350)	<b>3</b>
Generalist Practice Methods IV (SW 4700)	<b>3</b>
Field Practicum I, II (SW 4800/4900)	<b>4,4</b>
Field Practicum Seminar I, II (SW 4850/4950)	<b>2,2</b>
Social Work Research (SW 4870)	<b>4</b>
<b>Total</b>	<b>47</b>

**Courses must be taken in sequence. The Bachelor of Social Work Degree requirement is a minimum of 120 semester hours, including: general education, prerequisites, and professional core courses.**

# Directions to the University Center at Gaylord



## FROM THE SOUTH

- Exit I-75 via ramp at sign reading "Exit 282 M-32 to Gaylord/Alpena"
- Turn right on M-32, W Main Street and drive through town
- Turn left on N Old 27 (last stop light) and go North for 1.3 miles. The street sign will say "North Center"
- Turn right on Livingston Blvd (just past Wickes Lumber)
- Turn in the first driveway on the left

## FROM THE NORTH

- Exit I-75 via ramp at sign reading "Exit 282 M-32 Downtown Gaylord and I-75-BL"
- Turn left on M-32, W Main Street and drive through town
- Turn left on N Old 27 (last stop light) and go North for 1.3 miles. The street sign will say "North Center"
- Turn right on Livingston Blvd (just past Wickes Lumber)
- Turn in the first driveway on the left