UCLA Luskin Social Welfare

UCLA Luskin School of Public Affairs
Master of Social Welfare Handbook
For Students Entering in Fall 2026

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o To set up your username and password to go to: 5

□ **Update Contact Information** 5

o Email is the preferred method of communication for both faculty and staff. Please make sure that your current email address is on file with MyUCLA, InPlace, the advising staff, and that you check your messages daily. Your email for MyUCLA, InPlace, and the advising staff should all be the same. 5

□ **Register for Fall Classes** 5

o Enrollment is conducted through MyUCLA: 6

□ **Immunization Clearance** 6

o Luskin Social Welfare requires that every student obtain a health clearance to protect both the student and their clients from infection. 6

Some practicum placements may require vaccinations in addition to those required by UCLA policy and may require students to have completed their health clearance requirements before they begin their internship – this means all vaccinations, including the first two installments of the Hepatitis B vaccine (which is administered in three separate shots over a six-month period). 6

It is advisable that students identify the requirements for the University and their placements and begin receiving their vaccinations as soon as possible. Updated information on required immunizations can be found here: 6

The Arthur Ashe Student Health and Wellness Center has set up an online Immunization Requirement Assessment process. 6

How to comply with the UC Immunization Requirements: 6

1. Submit your Statement of Intent to Register SIR/SLR. 6
2. Please allow 2 business days after submitting your SIR/SLR before attempting to access the Ashe Patient Portal. 6
3. Be prepared! Gather all the info you'll need to complete your requirements online. 6
4. Go to the UCLA Immunization Requirements website and sign in to the Ashe Patient Portal. 6
5. Once you are logged in, from the Home page, click "Complete My Immunization Requirement." 6
6. Enter all the requested dates and immunization information. 6
7. Upload images or PDF files of your immunization records, laboratory tests, and/or chest x-ray by clicking on the Immunization Document upload tab. 6
8. You can check your compliance status from the Patient Portal by selecting Medical Clearances. 6

□ **Reliable Transportation** 7

□ **Apply for a Parking Permit** 7

□ **Apply for UCLA Housing** 7

o For those students interested in non-University housing these websites may help: 7

 Craiglist has apartment listings for the Los Angeles area, subdivided by region. 7

- Westside Rentals requires a subscription fee but has apartment listings for the Los Angeles area, searchable by neighborhood. 7
- **Finalize Financial Aid/Student Loans** 7

Many students apply for the GradPlus loan to cover living expenses and other costs while they are in school. It is important to be aware that the GradPlus loan takes your credit history into consideration so some students may not qualify for this supplemental loan. 7

Note: To be eligible to receive aid from the Professional Development Fees paid to the University, you must file FAFSA by August 1 8

- **Student Liability Insurance** 8
  - The Department has purchased student liability insurance for all registered and enrolled students with a coverage of $2,000,000/$4,000,000. Visit this page for the insurance information: 8
- **Bruin ID** 8
  - Please visit the BruinCard page for more information: 8
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Mission, Value, Vision, and Goals

Mission

Located within the world's top public university and the interdisciplinary Luskin School of Public Affairs, Social Welfare at UCLA leads in the pursuit of social and economic justice, the improvement of health and mental health across the lifespan, and the advancement of child and family well-being. We demonstrate our commitment to this mission by educating leaders and change agents to tackle society's most pressing social issues, producing knowledge to inform social policy and practice, and partnering with communities and agencies in Los Angeles and across the globe. Our program is ranked #8 in the nation by US News and World Reports (2024).

Vision

Social Welfare at UCLA Luskin advances knowledge, practice, and policy for a just and equitable society.

Values

- Community Collaboration and Partnerships
- Equity, Access, and Social Justice
- Excellence in Research and Scholarship
- Distinction in Teaching and Mentoring

Goals

1) Produce knowledge for local and global impact
2) Reimagine social work for the 21st century
3) Build equitable and sustainable community partnerships
4) Education for effective leadership and advocacy
5) Create an inclusive and accessible program

Incoming Student Checklist

The following tasks should be completed as early as possible in September. Deadlines are in bold or underlined.

- □ **Activate your UCLA Logon ID and Password**
  - To set up your username and password to go to: https://accounts.iam.ucla.edu/#/. If you are a returning Bruin, the UCLA Logon ID used to be called a Bruin Online ID or BOLid.
- □ **Update Contact Information**
  - Email is the preferred method of communication for both faculty and staff. Please make sure that your current email address is on file with MyUCLA, InPlace, the advising staff, and that you check your messages daily. Your email for MyUCLA, InPlace, and the advising staff should all be the same.
- □ **Register for Fall Classes**

- Enrollment is conducted through MyUCLA: https://my.ucla.edu/. All MSW students are required to enroll in the following Fall courses: 210A, 211A, 214A, 401, and 405. Students in credential and stipend programs must also enroll in 202A.

□ **Immunization Clearance**

- Luskin Social Welfare requires that every student obtain a health clearance to protect both the student and their clients from infection.

  Some practicum placements may require vaccinations in addition to those required by UCLA policy and may require students to have completed their health clearance requirements before they begin their internship – this means all vaccinations, including the first two installments of the Hepatitis B vaccine (which is administered in three separate shots over a six-month period).

  It is advisable that students identify the requirements for the University and their placements and begin receiving their vaccinations as soon as possible. Updated information on required immunizations can be found here: https://immunizationrequirement.ucla.edu/my-requirements/social-welfare-students. **Students who fail to complete their health clearance may not be allowed to begin their practicum placement on time and will have a hold place on their records which may prevent them from enrolling in Winter classes.**

  The Arthur Ashe Student Health and Wellness Center has set up an online Immunization Requirement Assessment process.

  How to comply with the UC Immunization Requirements:

  1. Submit your Statement of Intent to Register SIR/SLR.
  2. Please allow 2 business days after submitting your SIR/SLR before attempting to access the Ashe Patient Portal.
  3. Be prepared! Gather all the info you'll need to complete your requirements online.
  4. Go to the UCLA Immunization Requirements website and sign in to the Ashe Patient Portal.
  5. Once you are logged in, from the Home page, click "Complete My Immunization Requirement."
  6. Enter all the requested dates and immunization information.
  7. Upload images or PDF files of your immunization records, laboratory tests, and/or chest x-ray by clicking on the Immunization Document upload tab.
  8. You can check your compliance status from the Patient Portal by selecting Medical Clearances.

  Access the Ashe Patient Portal here: https://mystudentchart.sdh.ucla.edu/Ashe/Authentication/Login?. Once you have accessed the link, please click on the link that says Social Welfare Student Requirements.

- □ **Reliable Transportation**
  - All students must have reliable transportation, not only to attend classes but as a requirement for their practicum placement. Some practicum placements may require you to go out into the community or attend meetings outside your agency.
- □ **Apply for a Parking Permit**
  - Professional school students will be able to purchase a parking permit via UCLA Transportation: https://transportation.ucla.edu/index%2ephp/campus-parking/students. Due to the limited number of parking allotments available, permits will be dispersed on a first-come, first-served basis. Students are encouraged to carpool or take public transportation if possible. Note that parking permits are effective starting the first day of classes. Be prepared to pay for parking ($17) when attending orientation or arrange for alternative transportation. It is nearly impossible to find street parking near campus. For more information on obtaining a permit or exploring other transportation options, please visit the UCLA Transportation: https://transportation.ucla.edu/index%2Ephp/getting-to-ucla. Please contact UCLA Transportation with any questions at (310) 794-7433 or via email at transportation@ts.ucla.edu.

    PLEASE NOTE: Depending on how often you plan to drive and park on campus, you may find that it is cheaper to use the pay-by-space parking ($17 a day) than to buy a permit. Permit parking rates can be found here: https://transportation.ucla.edu/campus-parking/ucla-parking-rates-and-fees.
- □ **Apply for UCLA Housing**
  - Students wishing to live in University-owned housing should apply as soon as possible as space is in high demand. Please visit UCLA Housing for more information: https://housing.ucla.edu/
  - For those students interested in non-University housing these websites may help:
    - Craiglist has apartment listings for the Los Angeles area, subdivided by region. http://losangeles.craigslist.org
    - Westside Rentals requires a subscription fee but has apartment listings for the Los Angeles area, searchable by neighborhood. https://www.westsiderentals.com/
- □ **Finalize Financial Aid/Student Loans**
  - Beginning in May, the Financial Aid Office sends out Financial Aid Notifications (called FANs) and their electronic versions (called eFANs). The FANs details your financial aid awards and requests that you make any updates. The financial aid office also provides you with information about commonly used lenders. If you have questions, contact the Financial Aid Office over the summer to avoid headaches in the Fall. Financial Aid Office: https://financialaid.ucla.edu/.

    Many students apply for the GradPlus loan to cover living expenses and other costs while they are in school. It is important to be aware that the GradPlus loan takes your credit history into consideration so some students may not qualify for this supplemental loan.

Note: To be eligible to receive aid from the Professional Development Fees paid to the University, you must file FAFSA by August 1.

- □ **Student Liability Insurance**
  - The Department has purchased student liability insurance for all registered and enrolled students with a coverage of $2,000,000/$4,000,000. Visit this page for the insurance information: https://ucla.box.com/s/2dwplixqd04akoy12oacc0fcyrzffpdf
- □ **Bruin ID**
  - BruinCard appointments are available for incoming Fall 2026 students beginning September 1st. Appointment and walk-in services are available from 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. at 123 Kerckhoff Hall, Monday through Friday. Appointments are strongly encouraged as lines can get long, especially close to the start of classes.
  - Please visit the BruinCard page for more information: https://bruincard.ucla.edu/.
- □ **Pay Your Fees**
  - Quarterly tuition and fees are always due just before the start of each quarter. Fall fees are due by **September 20**. Winter fees will be due **December 20**, and Spring fees will be due **March 20**. Fees are paid online through MyUCLA. If you have been awarded financial aid, your financial aid disbursements will automatically go into your account (called your BAR account), and any extra funds will be refunded to you a few days later. Tuition payment deadlines: https://admission.ucla.edu/admitted-students/pay-tuition-fees.

    STUDENTS RECEIVING FINANCIAL AID: If your financial aid is enough to cover the full cost of tuition and /fees, you do not need to make a payment. Fees will be paid automatically when aid is applied to your BAR account. Please ensure your e-mail address is current with MyUCLA to receive reminder notices. It is also recommended that you independently verify your awards and payments.
- □ **Waive Graduate Student Health Insurance (UCSHIP)**
  - All graduate students are automatically enrolled in (and required to pay for) the UC Student Health Insurance Plan (called UCSHIP) unless they prove they have adequate health insurance through another provider. If you do have your own insurance, be sure to waive your UCSHIP enrollment so that you are not charged for insurance you won't need. Students must apply for a GSHIP waiver. Waivers must be submitted by the stated deadline, whether or not fees have been paid by that date. Deadlines are strictly enforced. There are no refunds after the deadline. The schedule for waiving GSHIP is as follows: Academic Year, July 1 – September 20. Review this page for more information about waiving UCSHIP: https://www.studenthealth.ucla.edu/insurance/benefits/waiving-uc-ship.

    Undergraduate, graduate, and professional students enrolled in UC SHIP have the option to enroll eligible dependents in an insurance plan. The plan provides Anthem Blue Cross PPO medical insurance with the option to purchase dental and vision benefits.

***Only available for students who currently have an approved health insurance plan.**
****Waiver must be completed every quarter.**

- □ **Residency Determination**
  - California Residency determines the assessment of non-resident tuition. After the first year of study, students are encouraged to evaluate their eligibility for California residency for tuition purposes. Eligible students must complete the Residence Petition to be classified as a California resident for tuition purposes. **Department staff are not allowed to discuss residency with students. Please review this page for more information**: https://registrar.ucla.edu/fees-residence/residence-requirements/residence-determination.
- □ **Important Links to Bookmark**
  - Department Calendar: https://calendar.google.com/calendar/u/0/embed?src=spasocialwelfare@gmail.com
  - UCLA Resources Guide: https://luskin.ucla.edu/student-affairs/graduate-resource-library/

MSW Academic Program

Curriculum Overview

The UCLA Luskin MSW degree requires a total of 92 academic units taken over a two-year period of full-time study or a three-year period of part-time study. First year foundation courses are required for all students. Students have more flexibility in selecting advanced year(s) concentration courses, electives, and practicum placements. UCLA Luskin's MSW program blends theory, leadership, and research with generalist practice and three unique advanced concentrations. We have a commitment to anti-racism and effective practice with diverse populations. Two years of practicum experience with social work agencies allow students to actualize what they are learning in the classroom, providing a holistic, integrated experience.

CSWE Accredited Program

Our MSW program is accredited by the Council on Social Work Education. CSWE requires us to assess our learning outcomes annually and to post this information on our website. All MSW students are required to participate in annual learning objective assessments, which take place in the Spring quarter. These assessments are anonymous and do not count for any grades but do provide us with data that we are required to report back to CSWE. For further information, see 2022 Educational Policy and Accreditation Standards.

Foundation Curriculum

Our foundation curriculum is comprised of coursework in:

- Foundations of Social Work Practice I/II/III
- Foundations of Social Welfare Policy
- Human Behavior in Social Environment
  - Theoretical Perspectives in Social Work and Social Welfare I/II
  - Critical Self-Awareness and Intergroup Dialog

- Social Welfare Research Methods and Applied Statistics in Social Welfare
- Practicum

Advanced Curriculum

Our advanced curriculum allows students to participate in year-long research projects and a more specialized practicum. A choice of concentration is made in the Spring quarter of the first year that determines specialized practice, theory, and policy/leadership coursework in one of three Areas of Concentration (AoCs):

- Child and Family Well-Being
- Health and Mental Health Across the Life Span
- Social and Economic Justice

The **Child and Family Well-Being Area of Concentration** prepares students to recognize and understand the determinants of well-being for children and families within and outside of the family system. In addition, this concentration prepares social work students to intervene utilizing methods that promote child and family functioning in physical, behavioral, affective, social, and cognitive domains. The theoretical and evidence basis for this concentration include knowledge about normative and non-normative developmental trajectories, stressful life transitions, interpersonal processes, and environmental conditions that support the growth, development, and social justice needs of children and families. The curriculum offers multilevel training that builds expertise for intervening at individual, family, community, and policy levels.

Students go on to work in various settings such as public and private welfare agencies, school systems, mental health settings, and health care practice. A social worker in this concentration will be prepared to practice in outpatient clinics; in-home, guardianship, foster care, or group residential settings; community centers; prevention agencies; juvenile courts and justice programs; family and youth service programs; grass-roots advocacy organizations; and local, state, or national policy settings.

Several sub-concentration areas in the department can be completed to complement the Child and Family Well-Being Concentration:

- Credential program in School Social Work (PPS)
- Child welfare programs (CA Title IV-E and LA DCFS)
- Youth behavioral health (Ballmer Scholars)

The **Health and Mental Health Across the Lifespan Area of Concentration** emphasizes expertise in health and mental health across the lifespan through the integration of research and critical thinking, practice, leadership and policy analysis. Drawing from the social determinants of health model, issues of quality of life and longevity are linked to the exacerbation of social and economic disparities. Courses in the concentration examine wellbeing and resilience as well as disease and disability. The practice emphasis is on prevention and behavior change, by means of theoretically driven, empirically tested, culturally tailored and technology-supported interventions. Barriers and obstacles impeding individuals from gaining access to, and using, affordable and personalized services in health, mental health, and social services are analyzed from various perspectives. Students pursue employment in a wide range of health, mental health and substance abuse oriented settings in communities and institutions, including private practice.

They can expect to pursue careers in behavior change (individual and group counseling and psychotherapy), case management, administration, policy formulation and analysis, public behavioral health and research and teaching.

The **Social and Economic Justice Area of Concentration** prepares students to promote social justice and equity in a variety of domestic and global social welfare settings through an integrated model of theory, policy advocacy, research, and advanced generalist practice skills. Students will focus on theories of social justice and inequality and methods of coalition building, community development, and policy advocacy to address complex and interrelated challenges of race and gender disparities, global and domestic poverty, and criminal and juvenile (in)justice. Through coursework and practicum experiences, students can expect to pursue domestic or global careers in community development, voluntary/non-profit sector services, criminal and juvenile justice settings, or in various spheres of policy advocacy and implementation, grassroots organizing, and government agencies. Students will be prepared to work with a variety of populations including people living in poverty, those displaced by homelessness, war, or migration, those who are incarcerated or on probation or parole, and those who have experienced various forms of discrimination and marginalization.

Capstone Project

All MSW students are required to complete a research project as their capstone of the MSW program. Students in dual degree programs (MPP, JD, MA) who complete a research capstone project or thesis in the other program can choose to meet their MSW capstone through either a research project or comprehensive exam. Students in the Asian American Studies MA program who elect to complete the comprehensive exam in AAS are required to complete the MSW capstone research project. Students in the MSW/MPH dual program do not have a thesis or research project option in public health and must complete the MSW research project capstone for degree award.

First Year MSW Courses

Students who are part of stipend or specialized programs (CalSWEC APS, CalSWEC PBH, CalSWEC PCW, GSWEC, HCAI SWECE, LA DCFS, LAC DMH, GSWEC, SSW) will have additional and, oftentimes, more specific course requirements. Course requirements for these programs to follow.

In their first year, all students are required to take:

- Practicum each quarter: 401A, 401B, 401C
- 1 Practicum module series: 405
- 3 Courses in Foundations of Social Work Practice I/II/III: 210A, 210B, 210C
- 3 Courses in Human Behavior in Social Environment: 211A, 211B, and 212
- 1 Course in Foundations of Social Welfare Policy: 214A
- 2 Courses in Research Methods and Applied Statistics: 213A and 213B
- 1 Area of Concentration (AOC) Core Course (Health and Mental Health Across the Lifespan: 232; Child and Family Well-Being: 242; Social and Economic Justice: 252)

** Students interested in the Mental Health and Public Child Welfare Stipends as well as those interested in the PPSC need to also take 202A.

Second Year MSW Courses

Health and Mental Health Across the Lifespan

- Advanced Practicum each quarter (402A, 402B, 402C)
- 1 Required Advanced Practice Course: Choose 1 course between 231K – Mental Health and 231M – Health
- 1 Elective Advanced Practice Course: Choose 1 or more courses between: 231A – Clinical Practice with Couples and Families; 231F – Cognitive Behavioral Theories and Methods; 231P – Gerontology, 231Q – Psychopharmacology; 231X – Human Sexuality; 251A – Domestic and Sexual Violence
- 1 Required Advanced Policy Course: Choose 1 course between 290K – Mental Health Policy and M290M – Health Policy
- 1 Advanced Policy Elective: Any MSW Advanced Policy course (290 or M290 series)
- Year Long Research Capstone Project (SW 260ABC)
- 2 MSW Elective Courses

A total of 92 units are required for graduation.

Child and Family Well-Being

- Advanced Practicum each quarter (402A, 402B, 402C)
- 1 Required Human Behavior and Social Environment Course: 202B – Child and Adolescent Psychopathology
- 1 Required Advanced Practice Course: Choose 1 course between 231A – Family Systems Interventions; 231N – Children Adolescents and Families Practice; 231S – Trauma
- 1 Advanced Policy Elective within the AoC: Choose 1 course between 290N – Public Policy for Children and Youth and 290J – Child Welfare Policy
- 1 Elective*: (Suggested Options) 231E – School Social Work; 231F – Cognitive Behavioral Theories and Methods; 231G – Substance Abuse Intervention; 251A – Domestic and Sexual Violence (Suggested Options) * Courses outside of AoC must have Departmental permission
- Year Long Research Capstone Project (SW 260ABC)
- 2 MSW Elective Courses

A total of 92 units are required for graduation.

Social and Economic Justice

- Advanced Practicum each quarter (402A, 402B, 402C)
- 1 Required Advanced Practice course within the SEJ AoC – 241J
- 1 Elective Advanced Practice course (1 required, 2 recommended) from the following: 241E – Leadership, Development and Governance; 241H – Human Services Organizations; 241I – Grant Writing; 241K – Policy Practice
- 1 Advanced Policy course within the SEJ AoC: 290D – Criminal Justice and Mass Incarceration or 290L – Poverty and Inequality in a Global Context

- 1 Elective Advanced Policy course (1 required, 2 may be chosen) from the following: 290T – Juvenile Justice Policy or any 290 course
- Year Long Research Capstone Project (SW 260ABC)
- 2 MSW Elective Courses
- Outside Course: Highly Recommended – Taking at least 1 class outside of the AoC (to be approved by the student's academic advisor) is recommended. We recommend courses addressing economic or racial disparities, gender justice and women's rights, economic development, criminal justice, or social action/community organizing.

A total of 92 units are required for graduation.

Elective and Stipend Programs

All of the AoCs require MSW students to take a minimum of eight elective units, typically two courses within the Social Welfare Department (see AoC grids). Outside of the department electives (CFWB/SEJ) which count towards the degree must be graduate level (numbered 200 and above), taken for a letter grade, and approved by your advisor prior to enrollment using this form: https://sa.ucla.edu/forms/p/xgMtR.

Independent Study is occasionally approved for 4 units of elective credit upon request. Students requesting Independent Study credit must have a faculty mentor and must submit a reading list and course outcomes (final products) to the Director of Student Services for approval at **least three weeks in advance of the quarter.**

Stipend Programs and Certifications

Additionally, certain specializations and programs such as CA Title IV-E, Los Angeles Department of Child and Family Services (LA DCFS), CalSWEC Public Behavioral Health (PBH), Los Angeles County Department of Mental Health (LACDMH), and School Social Work (PPSC) require additional courses. Students are welcome to take more courses than are required if they wish, schedule permitting. Courses for stipend/credential programs are required in conjunction with or in addition to AoC required courses. For combinations of programs, please see the Director of Student Services.

Required Courses for the CA Title IV-E and LA DCFS Public Child Welfare Stipend Programs	
1st Year	• 202A: Adult Psychopathology (enrollment strongly recommended in the 1st year; may be deferred to the 2nd year depending on AoC) • 203C: SW & the Law/Child Welfare Law (or it can be taken during Spring of second year)
2nd Year	• 202B: Child/Adolescent Psychopathology • 203A: Public Child Welfare Integrative Seminar • 231A: Family Systems Intervention • 231J: Advanced Practice Child Welfare • 231: Advanced Practice (may be filled with AoC required practice course) • M290J: Child Welfare Policy • Year Long Research Capstone Project (260ABC)

In addition to the above requirements, PCW Students are expected to complete their research capstone on a topic related to Public Child Welfare to be presented to PCW Faculty and Students prior to graduation.

Required Courses for the GSWEC Stipend/Hearst Fellowship	
1st Year	• 202A: Adult Psychopathology (recommended)
2nd Year	• 231A: Family Systems Intervention (recommended) • 231P: Gerontology (required for Hearst; recommended for GSWEC) • M290K: Mental Health Policy (recommended) • Year Long Research Capstone Project (260ABC)

Required Courses for School Social Work (PPS)	
1st Year	• 202A: Adult Psychopathology
2nd Year	• 202B: Child/Adolescent Psychopathology • 203C: Education and the Law • 231A: Family Systems Intervention • 231E: School Social Work • 231: Advanced Practice (may be filled with AoC required practice course; recommended 231F – Cognitive Behavioral Theories and Methods • M290N: Public Policy for Children and Youth • Year Long Research Capstone Project (260ABC)
Students may choose to complete the CWA (Child Welfare and Attendance) training as part of their PPS (Pupil Personnel Services Credential) pathway, though it is not a required component of the core credential.	

Required Courses for Public Behavioral Health and HCAI SWECE Behavioral Health Stipend Programs	
1st Year	• 202A: Adult Psychopathology
2nd Year	• 231K: Mental Health Practice or SW231M: Health Practice • Elective Advanced Practice: 231G: Substance Abuse • M290K: Mental Health Policy or M290M: Health Policy • Any MSW Elective Advanced Policy course (290 or M290 series) • Year Long Research Capstone Project (260ABC) • Any MSW Elective Course (231Y: Crisis Intervention) (Recommended)
In addition to the above requirements, SWECE and PBH Students are expected to complete their research capstone on a topic related to Public Behavioral Health to be presented to PBH/SWECE Faculty and Students prior to graduation.	

Scheduling

All MSW courses are scheduled on Tuesdays and Thursdays between 8:00 AM and 7:00 PM, students are expected to be available and present for classes both days. Due to practicum

requirements, the Department is unable to make exceptions to this expectation. There are usually no classes scheduled between 12:15 PM and 2:00 PM, so that seminars, Student Alliance/caucus meetings, and other events can be held during these times. We try to create schedules that are most convenient for students. However, there may be large breaks between classes. Most quarters, you can organize your schedule so that you will not need to attend class for the entire 8:00 AM through 7:00 PM block.

In the first year, practicum instruction is scheduled for Mondays and Wednesdays all day (8 hours) and Fridays are reserved for additional practicum education activities (modules, seminars, meetings, etc.). During the second year, practicum instruction is also scheduled for half a day on Fridays.

Note: **Enrollment is managed and administered by the UCLA Registrar with enrollment appointments randomly generated.** Students with later enrollment appointments may not receive their first choice of instructor or schedule. For equity and consistency, department faculty and staff will not intervene in the enrollment process. Requests to override enrollment caps or jump waitlist will not be considered.

	Monday	Tuesday	Wednesday	Thursday	Friday
1st Year	Practicum	Classes	Practicum	Classes	Additional Practicum Activities
2nd Year	Practicum	Classes	Practicum	Classes	Practicum

Grades

To receive a master's degree, the university requires that you achieve at least a B (3.0) average in all courses taken in graduate status on any UC campus and in all courses applied toward the degree. The University will not confer a degree for students who do not meet the minimum 3.0 GPA threshold.

All courses applied to the MSW must be taken for a letter grade with the exception of Social Welfare courses that are only offered on S/U. Additional information regarding academic standing and academic probation can be found in the Standards and Procedures for Graduate Study.

Read the Standards and Procedures for Graduate Study here:
https://grad.ucla.edu/gasaa/library/spfgs.pdf.

Degree credit cannot be earned for C- or F grades. Required courses that a student has earned below a C must be retaken. Failure to maintain good academic standing will result in being placed on academic probation by the Division of Graduate Education.

Academic Probation
Academic probation occurs when a student's cumulative GPA falls below a 3.0 at any point during their course of study and/or if a student's quarterly GPA falls below a 3.0 for two consecutive quarters. Students unable to raise their GPA to above a 3.0 after 3 quarters on

academic probation, will be asked to withdraw from the program or will be dismissed by UCLA's Division of Graduate Education.

Practicum Grades

Students who received a failing grade in their practicum course, 401ABC or 402ABC, will be in danger of being dismissed from the MSW program and may not be able to continue to your second-year curriculum.

Graduate Grades

A	Superior achievement
B	Satisfactorily demonstrated potentiality for professional achievement in field of study
C	Passed the course but did not complete work indicative of potentiality for professional achievement in field of study
F	Fail
S	Satisfactory (achievement at grade B level or better)
U	Unsatisfactory

The grades A, B, and C may be modified by a plus (+) or minus (-) suffix. The grades A, B, and S denote satisfactory progress toward the degree. A grade of C may be applied toward graduate degrees unless otherwise prohibited by the program requirements. However, courses in which a grade of C is received must be offset by higher grades in the same term for students to remain in good academic standing. A grade of F or C- yields no unit or course credit and will not count towards degree progress.

Grade Assignments

The instructor in charge of a course is responsible for determining the grade earned by each student. The standards for evaluating student performance are based on the course description as approved by the appropriate course committee.

Incomplete Grades

Incomplete grades may be granted at the discretion of individual instructors for good cause. This consideration applies only if a student has submitted work of passable quality and has made satisfactory progress in the course up to the time the incomplete is requested. Students should make every effort to avoid 'Incompletes' whenever possible. A student who has an 'Incomplete' in the prior quarter should consider carrying a reduced course load and/or fewer hours of work outside of the University during the following quarter while completing the work.

It is important to be aware that incomplete grades are a permanent part of academic record and the most frequent cause of low-grade point averages in the MSW program. After one quarter, a grade of 'I' (incomplete) automatically lapses to an 'F' if the required work is not completed. This counts heavily in the computation of student GPA.

Grade Complaints

A grade may be appealed, on any reasonable grounds, to the instructor, the chair of the department, and the dean of the division or school.

If the student believes that the instructor has violated the Faculty Code of Conduct by assigning the grade on any basis other than academic work, the matter should first be taken up with the instructor. If the matter is not resolved, the student may seek counsel from the Office of Ombuds Services or may follow the procedures for the formal filing of charges. If a charge is sustained by the Academic Senate Committees on Charges and on Privilege and Tenure, an ad hoc committee is appointed within two weeks to review the disputed grade, and any warranted change is made within four weeks.

Office of Ombuds Services: https://www.ombuds.ucla.edu/.

Correction of Grades
All grades, except DR (Deferred Report), I (Incomplete), and IP (In-progress), are final when filed by the instructor in the end-of-term course report. However, the Registrar's Office is authorized to change a final grade (1) on written request of an instructor, provided that a clerical or procedural error is the reason for the change or (2) on written request of the chair of the UCLA Academic Senate in cases where it has been determined by the Committee on Privilege and Tenure that an instructor has assigned a grade on any basis other than academic grounds. No change of grade may be made on the basis of reexamination or, with the exception of the 'I' and 'IP' grades, the completion of additional work. Any grade change request made more than one year after the original filing must be validated for authenticity of the instructor's signature by the department chair. Any grade change request made by an instructor who has left the University must be countersigned by the Department Chair. All grade changes are recorded on the transcript.

Accessibility

If you anticipate needing accommodations for your courses, the Center for Accessible Education (CAE) is the office of record to determine student accommodations. We recommend reaching out to CAE as early as possible. Your CAE Disability Specialist will work closely with the Department to support the implementation of approved accommodations. For further questions about the process to request accommodations for classes, please reach out to your CAE Disability Specialist.

CAE: https://www.cae.ucla.edu/.

Academic Integrity

Students are expected to uphold academic integrity as outlined by the University. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, and falsification. All academic misconduct will be investigated and may result in sanctions against the student if the student is found to be culpable. Please see the Student Conduct Code which is published by the Office of the Dean of Students.

Interim 2026 UCLA Student Code of Conduct: https://studentconduct.ucla.edu/2026-individual-student-code
Office of the Dean of Students: https://deanofstudents.ucla.edu/

When on an examination or other work submitted by a student, the student is suspected of having engaged in plagiarism or otherwise having cheated, the suspected infraction is to be reported to

the appropriate administrative officer of the University for consideration of disciplinary proceedings against the student. Until such proceedings, if any, have been completed, the grade DR (Deferred Report) is assigned for that course. If in such disciplinary proceedings it is determined that the student did engage in plagiarism or otherwise cheat, the administrative officer, in addition to imposing discipline, reports back to the instructor of the course involved, the nature of the plagiarism or cheating. In light of that report, the instructor may replace the grade DR with a final grade that reflects an evaluation of that which may fairly be designated as the student's own achievement in the course as distinguished from any achievement that resulted from plagiarism or cheating. Since practicum is an assigned course, academic integrity extends to student internship. For example, falsifying client documents, timesheets, lying during the interview process or plagiarism in agency-based work would violate the student conduct code.

Note: Any act of academic dishonesty inclusive of practicum professional misconduct may incur sanctions at both the University and departmental levels including suspension and dismissal.

Academic Advising

The Director of Student Services assigns each MSW student to a senate faculty member who will be their Academic Advisor for the entire program. The Director of Practicum assigns students to a Practicum Faculty Liaison who will advise on practicum-related matters for each year. The purpose of the advising process is to assist the students to (a) articulate their professional development objectives; (b) develop an optimal course of study, within the MSW requirements, that meets these objectives; (c) monitor student progress; and (d) respond to academically related issues and devise solutions.

An Academic Advisor is a member of our senate faculty. The Academic Advisor meets with groups of first- and second-year advisees separately each Fall. These groups are scheduled by the department and are required of all students. After that group meeting, students are encouraged to reach out to advisors for individual meetings as needed. While advising assignments are made randomly, students are reminded to seek out multiple faculty, teachers, and mentors during their time at UCLA.

Although an Academic Advisor's primary focus is the student's MSW journey, they also provide professional guidance in their meetings with their advisees. This is especially the case in the student's second year of the program when questions about job search and readiness for certain social work settings are often initiated by the student. Academic Advisors also serve as support in meetings where students are experiencing issues related to professional conduct in class or in practicum. For example, if a student is facing removal from their practicum site, the Academic Advisor, in addition to the Practicum Liaison, can offer support or advocacy to create opportunities for learning and correction.

Practicum Liaisons are often more connected to community organizations and to the professional community. As such, they provide mentorship to students that is specific to professional settings of interest for students post-graduation. Practicum seminars, events, and informal mentorship through office hours are the primary modes for professional advising by the practicum liaison. Practicum events include the annual job fair, mock interview sessions and licensure workshops.

Responsibilities of the practicum faculty liaison are articulated in the practicum education section of this guide.
Professional advising is provided by the academic advisor, the practicum faculty liaison, and the Luskin Office of Student Affairs and Alumni Relations (OSAAR). Through OSAAR, students can receive 1-1 career counseling, a public affairs specific job board and newsletter and career development workshops. The Senior Fellows Program is the Luskin School's premier mentorship program, which provides selected students access to community and civic leaders for individualized professional guidance.

Leave of Absence Requests

In rare cases, a continuing student may wish to request a leave of absence. The University allows a continuing student in good academic standing to submit a "request for leave of absence" form. Time in leave of absence status may not exceed 3 academic quarters. The student must speak with their Faculty Advisor and the Director of Student Services before submitting a request. The Leave of Absence (LOA) form must be filed with the Division of Graduate Education no later than the end of the second week of classes of the quarter during which the leave is to be started. In cases where a leave of absence is requested and filed after the start of the academic quarter, tuition refunds follow the university refund schedule. Under certain circumstances the Department may request that a student receive a 100% refund of that quarter's tuition payment after the start of the quarter.

Leave of Absence Petition: https://grad.ucla.edu/academics/graduate-study/leave-of-absence-request/.

Course Credit and Waivers

- Course credit for previous work/life experience – Luskin Social Welfare does not grant course credit for previous work experience or life experience. Students must earn 92 credits while they are in the MSW program.
- Policy regarding a Graduate Course Waiver – Students who have completed graduate level Research Methods and Statistics courses within the last 3 years, having earned a B or better may request a waiver. To be considered for departmental approval, students must submit a syllabus for the courses taken and a transcript. Course waivers determine competency but do not replace units, all students must still complete a minimum of 92 units for the award of the MSW degree. A brief assessment of research methods and/or statistics may be required, as determined by the research committee.

Advanced Standing Policy

The information that follows applies to students with a CSWE-accredited Bachelor of Social Work (BSW) degree, earned within the past five years.

Students who have obtained a BSW from a CSWE accredited program may wish to apply to have some BSW courses approved as meeting content requirements of courses normally required of all first year MSW students. Students whose selected BSW courses meet departmental approval may then register for other courses within or outside the Department-in lieu of these entry-level courses. Students who place out of one or more courses must still earn 92 credits while they are in the MSW program. This means that BSW units do not count towards the 92

units required by UCLA for graduation. See Standards and Procedures for Graduate Study for the Transfer of Credit policy in effect at UCLA.

Eligible students must provide a transcript demonstrating that they have an overall grade point average of "B," an average of "B" for their last two years of study, a "B" average in all social work courses, and a "B" in any course to be considered as meeting MSW course requirements. There is no substitution allowed for practicum or the associated hours (401A/B/C, 402A/B/C or 405).

What foundation courses are eligible for consideration?
Practice Series: 210ABC (3 courses)
Theory Series: 211A (1 course)
Social Welfare Policy: 214A (1 course)

Students holding a BSW are able to apply for waivers for up to 6 of these courses. A review committee, comprised of one faculty member from each Curriculum Planning Group, will evaluate the materials submitted and determine if the applicant has satisfied the MSW first year requirement by virtue of their BSW degree and course work.

Substitutions – Students may propose elective courses that are in broad areas similar to the courses from which they are exempted. Courses may be found in social welfare, public policy, urban planning or other graduate programs within the University.

- (**in lieu of courses in practice series 210ABC**): Graduate courses focusing on intervention approaches to enhance functioning in individuals, families, and groups. These courses would most often be found in applied disciplines such as social welfare, psychology, or education, for example.
- (**in lieu of social policy 214A**): Graduate courses in some way related to history and/or policy in social welfare, health broadly construed, gerontology or related domains such as urban planning, public policy, health, international development or law.
- (**in lieu of human behavior 211A**): Courses on life span or human development.
- (**401, 402 and 405**): Practicum hours and courses cannot be replaced under any circumstances without exception.

Review Process – During the weeks prior to the enrollment period in the Fall of their first year, eligible students will declare their intention to be exempted from selected first year courses (Advanced Standing Course Waiver Form due August 31). They will reference the relevant first year MSW course and cite the corresponding course on their undergraduate transcript. The student will also provide a copy of the BSW course syllabi from the semester they took the course, demonstrating the common content across the UCLA MSW course and the BSW course already taken.

Advanced Standing Waiver: https://sa.ucla.edu/forms/p/LXKlL

These materials will be submitted to the curriculum committee for review, while students are searching for appropriate courses to take in lieu of the BSW courses. Students will be notified

within one week (from the deadline) of the first-year courses for which they have already satisfied the requirements by virtue of their BSW degree.
After being informed of the courses for which they are exempted, students may then submit requests to enroll in substitute courses. Students should keep in mind that finding suitable courses may prove difficult given the demands of practicum education and space availability in courses offered outside of the department.

Student Participation Opportunities

MSW students have multiple avenues to provide direct input to the department, and impact curriculum and the administration of the MSW program. MSW students are a major stakeholder group, and the department has increasingly enlisted the voices of students in all aspects of the governance and implementation of our program. Consistent with the University policy on nondiscrimination in all University-sponsored programs, all students may participate in any of the student clubs and organizations.

Student Alliance
The Department supports the Student Alliance which is the student-driven, umbrella organization for all MSW students. The Student Alliance utilizes departmental listservs to send news to their cohort via the weekly newsletter, and works closely with the chair and associate director by co-hosting quarterly forums to address issues generated by the student body. The Student Alliance also communicates and is represented on the UCLA Graduate Student Association (GSA) to gather funding and other resources pertinent to MSW students.

A full list of student organizations along with a description of each group is available for all current and prospective students on our website. Student organizations are encouraged to register with the Student Organizations, Leadership, and Engagement (SOLE) to establish formal recognition by UCLA, and identify a faculty advisor to assist them in navigating opportunities within UCLA and in the community. The Associate Director of Student Experience and Engagement will provide orientation to student leaders and provide support to the Student Alliance and other Social Welfare student groups in planning for the logistics of events.

Student Forums
Open forums with students and administration are held quarterly. The co-chairs of Student Alliance survey students prior to the quarterly forum and gather questions from their cohort. Issues cover the breadth of our MSW program (e.g., courses and practicum, finances, program climate) and are sent to department administration to help them prepare ahead of the forum. The Department Chair, Associate Director of MSW Education, and Director of Practicum typically attend the forum and may be joined by other departmental or Luskin staff to provide support and resources. The Student Alliance co-chairs and other students in attendance report back to their cohort, and the Department follows up with any action items, including referrals to other departmental committees and/or resources in Luskin or the broader campus.
Student Representation on Departmental Committees:

Annually, the Department works with the Student Alliance to identify student representatives to serve on departmental committees, and to act as liaisons between their cohort and the faculty.

Ideally, we have both first year and second year MSW student representatives on each committee so there can be continuity and a transfer of experience and knowledge among the students.

Faculty Search Committees
When the department recruits additional faculty members, an MSW student representative is involved in this critical endeavor. The student attends a faculty search process training which includes content on Equity, Diversity, and Inclusion. The representative meets with the search committee, reviews CVs, interviews candidates, and attends meetings/presentations/dinners with finalists.

Area of Concentration Committees
Each AoC - CFWB, HMHAL, SEJ – has student representatives who will attend meetings (at least quarterly), participate in discussions and decisions related to curriculum relevant to the AoC, review syllabi for existing and newly proposed courses, and gather student feedback and liaise between committee and the student body. Each AoC also plans at least one AoC-related presentation per year, so student representatives are involved in all aspects of planning, marketing, implementation, and evaluation.

Curriculum Committee
Similar to the AoC rep, the student representatives will liaise between the student body and committee, participate in discussions relevant to the entire MSW program – which includes the first-year curriculum. The Curriculum Committee consists of faculty chairs from each AoC, so the student representatives on this committee should have ongoing contact with the student representatives on the AoCs, to ensure student issues are addressed.

Dean's Student Advisory Council
The Dean's Student Advisory Council includes the representation and participation of graduate and undergraduate students across Luskin. The goal is to have more transparency around school-wide matters, bulk up on interdisciplinary opportunities, and to facilitate better dean's office communication with students. Committee members are assembled with two representatives from each degree program, with staggered graduation dates to assure continuity.

Anti-Racism, Diversity, Equity, and Inclusion (ADEI) Committee
The Social Welfare Committee on Anti-Racism Diversity, Equity, and Inclusion (ADEI) is a collective effort of Social Welfare students, staff, Practicum education faculty, and senate faculty members. We seek to ensure that issues of race, class, culture, caste, equity, privilege, identity, gender, sexual orientation, ability, age, size, and social justice are adequately and effectively integrated across the Social Welfare program. Click here to read the committee's full charter.
The Social Welfare Anti-Racism Committee (SWARC) is currently a separate committee. SWARC is a group of MSW and PhD students from the Luskin Black Caucus who, along with faculty, initiated the Action Plan to Address Anti-Blackness and Racism in July 2020 and continue to monitor and refine this plan.

Read the full charter here:

Diversity, Disparities, and Difference (D3)

A second year MSW student acts as the Project Manager (PM) for the D3 Initiative and works with PMs from the other departments in Luskin and the Dean's Office to initiate and support DEI efforts by student organizations, and to address climate issues. D3 impacts all students through the annual Equity in Public Affairs Training at the beginning of the academic year and hosts quarterly Community Collaborative and other events to connect students and faculty within and across disciplines.

Disability Justice Committee

A first year MSW and a second year MSW student act as the student representatives of their respective cohorts to this committee. Representatives will attend committee meetings, present student needs and concerns, relay committee actions to the greater student population in conjunction with Student Alliance.

Student Responsibilities and Accountability Procedures

Student Responsibilities

Our program abides by the NASW Code of Ethics, along with the Division of Graduate Education's Standards and Procedures, and our internal program expectations, as outlined in the principles below.

a) Active Participation

a. Students are embarking on a process that requires a great deal of effort and as such, they must be willing and able to:
   i. Attend and participate in classes and practicum per the expectations outlined in the syllabi and in accordance with the Practicum setting and the Council on Social Work Education Core Competencies;
   ii. Navigate transportation to attend practicum and classroom requirements;
   iii. Use the technology required to engage in scholarship and effective practice;
   iv. Remain in communication with their practicum faculty liaisons and faculty instructors and advisors, particularly in the case of lapses in attendance or personal situations that arise during the course of the program that might impact performance in practicum.

b) Emotional Health

a. In accordance with the National Association of Social Workers' (NASW) Code of Ethics (§ 4.05), social work students should not allow their personal problems or issues to interfere with their judgment and performance or to jeopardize the best interests of people for whom they have professional responsibility. Students must be willing to:
   i. Demonstrate appropriate self-disclosure (the revealing of personal information) and professional boundaries in classroom and practicum-settings;
   ii. Maintain respectful relationships with other students, faculty, practicum instructors/task supervisors, staff, clients, and other professionals;
   iii. Seek appropriate help when personal issues interfere with professional and/or scholastic performance;

iv. Demonstrate the ability to integrate into practice constructive criticism received in both didactic and Practicum-settings.

c) Self-Awareness and Reflective Thinking

a. Self-awareness and reflective thinking are an ongoing part of social work education. Students must be willing and able to demonstrate:
   i. A willingness to continually reflect on their own values, attitudes, beliefs, biases, emotions, past and current experiences, and to consider how these factors affect their thinking, behavior, interactions, and relationships;
   ii. Capacity to continuously re-assess their own strengths, limitations, and suitability for professional practice;
   iii. Take responsibility for their own actions and consider the impact of these actions on others;
   iv. Seek supervision and accept constructive feedback with an open mind

d) Commitment to Diversity, Social Justice, and Anti-Racism

a. Social work practice requires understanding, affirming, and respecting another individual's way of life and values. Social workers appreciate that, as a consequence of disparities and differences, a person's life experience may include oppression, poverty, marginalization, and alienation as well as privilege and power. Students must be willing and able to:
   i. Demonstrate a willingness to examine their personal beliefs, values, and assumptions that perpetuate racism and other forms of oppression;
   ii. Examine forms of systemic oppression in order to work towards more equitable social welfare solutions;
   iii. Strive to relate and to work effectively with others who differ from themselves, regardless of the person's age, class, color, culture, race or ethnicity, family structure, beliefs, religion, sex, gender, gender identity, sexual orientation, marital status, national origin, ability, and/or value system;
   iv. Approach differences with an attitude of humility and respect, acknowledging the importance of cultural differences in shaping life experiences;
   v. Exhibit an appreciation for difference and a commitment to engage around the complex issues of racism, diversity and social justice;
   vi. Critically examine one's own relationship to their privileged statuses and how theses statuses influence the social work relationship.

e) Ethical Conduct

a. Students are required to adhere to ethical conduct and decision-making in accordance with the values, ethics, and standards established for the social work profession, as formalized in the NASW Code of Ethics, and to abide by all applicable University policies. Students must be willing and able to meet the following requirements:
   i. Adhere to a commitment to clients' rights to freedom of choice and self-determination.
   ii. Demonstrate behavior and decisions reflecting the highest standards of honesty and personal and professional integrity;

iii. Understand their role in practice as a learner and social work student. This includes the ability to correctly judge the limits of one's own competence and to seek help from an appropriate source when necessary;
iv. Disclose any discipline imposed by a state licensing board or the equivalent; and
v. Follow federal and state laws and agency policies regarding confidentiality and mandatory reporting, including seeking permission from agency administrators for the use of agency materials, records, or audio-visual materials for academic course work.

f) Interpersonal and Communication Skills

a. Communication and relationship skills are key to social work practice. Students must be willing and able to: Demonstrate the ability to build rapport with and work effectively with colleagues, faculty, practicum instructors, task supervisors, staff, clients, and other members of the community;
b. Demonstrate the capacity to understand the experience and perspectives of individuals or groups and use this empathy as a basis for a productive relationships;
c. Exhibit conflict resolution skills, including the ability to negotiate differing attitudes and opinions;
d. Maintain an environment free from violence, intimidation, and abuse, including on social media;
e. Abide by the Standards for Technology in Social Work Practice

g) Professional Standards

a. Students must be willing and able to: Show the capacity to successfully complete required practicum hours and demonstrate positive progress in the required competencies and behavioral indicators in their practicum placements and classroom settings;
b. Follow the policies, procedures, and operating standards of the University, Luskin School of Public Affairs, Luskin Social Welfare, and the practicum placement agency;
c. Adhere to agency policies and practices through the learning process and supervision.

Student Accountability Procedures

Our approach for MSW student accountability to the standards outlined above may be viewed in stages. The Associate Director of Professional Ethics and Student Conduct is responsible for overseeing this approach.

STAGE 1: Prevention and community agreement.

During program orientation, faculty and/or staff clearly communicate that students are required to learn about and commit themselves to upholding ethical and professional behavior. Students are asked to review these standards, to discuss them with your academic advisor(s) and to indicate that they have read these principles and agree to abide by them while in our program.

STAGE 2: Addressing the concern.

Stage 2 depends on the concern that is brought to the attention of a staff or faculty member, and whether it is a low level or high-level concern. Concerns related to practicum (regardless of level), may result in the issuance of a Performance Improvement Plan (see Practicum section) for details.

Low Level Concerns include, but are not limited to, violations of ethical or professional standards with:

- Demonstrated student awareness, initiative, and ability to resolve the issue;
- Evidence that the impact is limited mainly to the student and has not gravely impacted the community;
- Faculty or advisor confidence that the issue can be solved through one-on-one discussion or referrals to outside professionals.

Low level concerns will first be addressed one on one with the student's advisor, practicum liaison, or another trusted faculty/staff member. Some information may be shared with the Director of Student Services, Associate Director of Professional Ethics and Student Conduct or Chair, as needed.

If a low-level concern persists or worsens after a discussion has taken place, the Associate Director of Professional Ethics and Student Conduct will be notified. The Associate Director of Professional Ethics and Student Conduct is then responsible for directly talking with a student about the concern and helping that student understand and develop strategies to help address identified concerns. The Associate Director of Professional Ethics and Student Conduct may consult with faculty who identified concerns and meet with the faculty and student in a collaborative discussion aimed at problem solving and goal-setting.

High Level Concerns include, but are not limited to, violations of scholastic or professional performance standards explained above, in which there is/are:

- Evidence of harm or risk of harm to self, others, agency or university;
- Incidents counter to the NASW code of ethics, especially those related to mandated reporting and protection of clients and community;
- Diffuse concerns which affect multiple aspects of the learning environment;
- Concerns regarding how the student's behavior negatively impacts the learning environments for others;
- Concern regarding violence, abuse, or illegal conduct.

Note: A high-level concern regarding gender-based harassment or violence will be immediately referred to the University Title IX office. The Title IX office and/or Dean of Students will then handle that concern within the purview of their own protocols and procedures.
<u>In the event of a high-level concern noted above:</u>

- If the high-level concern violates the UCLA Student Code of Conduct, the student may be referred to the Dean of Students Office.
- The student will be required to meet with their Academic Advisor, the Director of Student Services, the Director of Practicum, the Associate Director of Professional Ethics and Student Conduct and their Practicum Liaison to review the concern(s). The team will then

make a recommendation to the chair of the program and the student, regarding a remedy, solution, and/or recommendation for continuation in the program.

- At that time, the student will have a 1-week time period to respond to the recommendation, in writing, before the department chair makes a final determination about next steps. These next steps might include an individual improvement plan. This plan shall include:
    - Goals for improvement and specific dates to meet those goals;
    - Resources to meet those goals; and
    - Consequences for failing to meet these goals.

Students will have a chance to review the plan with the Associate Director of Professional Ethics and Student Conduct and/or the Department Chair.

Stage 3: Recommendation for suspension or dismissal from MSW program.

In extreme circumstances and when other options have not been successful, the Chair and/or the Dean of Students may make a recommendation to the Division of Graduate Education that the student be suspended or dismissed from the program. This can happen under three potential conditions:

- A high-level concern has been identified that is serious enough to warrant a recommendation for immediate dismissal from the program;
- A student fails to adequately address professional behavior concerns within one or more quarters (in practicum education or within the academic program); or
- Failure to meet academic probation requirements or for academic dishonesty that is upheld by the Dean of Students investigation process.

NOTE: The Division of Graduate Education makes all final determinations regarding dismissal of an MSW student from the program. The Dean of Students Office or the Title IX office may also recommend sanctions, depending on the nature of the violation. The Division of Graduate Education also has an appeal process in place for matters of academic concern, probation, or dismissal. Information relating to academic probation and appeals can be found in Standards and Procedures for Graduate Study.

MSW Students and Faculty

Faculty are expected to behave ethically, with integrity, and abide by the University's nondiscrimination policy.

Faculty are expected to abide by the Faculty Code of Conduct rules and in addition, have approved an internal plan to address racism and anti-Blackness within our department.

If you are concerned about a faculty member's interactions with students (group or individual) class content, or other conflicts with faculty, the following steps should be taken:

- We encourage all students to approach the faculty member directly when possible. Sometimes disputes are best resolved through an interpersonal interaction that results in mutual understanding.
- If the issue is not resolved through (1), students may seek consultation from their Academic Advisor, Practicum Liaison, Associate Director of MSW Education,

Department Chair, or Lecturer Liaison. Often these consultations prove to be effective for working through disputes.

- If (1) or (2) does not address the issue, the Associate Director of MSW Education, Chair, or Lecturer Liaison may intervene though a) direct negotiation, meeting with the student(s) and faculty; or b) communication with both parties, separately.
- An egregious issue should be reported directly to University channels listed in Appendix II.

Luskin Social Welfare Support Services

The Student Alliance is the student government body for the MSW program. Its officers are responsible for planning events, advocating for students, and helping students navigate the department. If you have a question or a concern about your experience in the MSW program, please contact your Student Alliance representatives first. They are here to help.

The Luskin Student Support Coordinator, Nael Rogers, is available to support Luskin students, particularly from underrepresented groups. They will also work to develop student-led support groups. Nael can be reached at naelrogers@luskin.ucla.edu.

Luskin's Office of Student Affairs and Alumni Relations provides counseling and workshops, professional development programs and resources that are tailored to areas of interest within the fields of Public Policy, Social Welfare, and Urban Planning.

The **Social Welfare Department Newsletter** is a weekly email that the Department distributes to all MSW and PhD students. The Newsletter contains information about campus deadlines and events, as well as announcements from the Department. It is important that all students read the Newsletter to be informed about important resources, deadlines, events, and trainings.

The **Social Welfare Bulletin** is a weekly e-mail newsletter that Student Alliance distributes to all MSW students. The Bulletin contains information about upcoming caucus meetings and events, as well as announcements from fellow students. It is important that all students read the Bulletin to know what is happening.

Caucuses: Student Caucuses are student groups made up of Social Welfare and/or other Luskin School of Public Affairs students. These groups are concerned with a variety of issues and host events throughout the year pertaining to those issues. Students are welcome to join as many caucuses as they like. Time commitments in caucuses vary between caucuses and often depend on how much time the individual wishes to put in. Caucuses usually meet every few weeks on a Tuesday or Thursday between 12 PM and 2 PM.

LSPA Computing: The Computer Lab is on the first floor at the south end of the building, room 1015. The LSPA Computer Center is reserved for the use of UCLA LSPA students. Students are responsible to pay for all printing charges incurred. There are also numerous places on campus where you can print for free or low cost. **Eating is strictly prohibited in the Computer Lab.**

Senior Fellows Program: The Senior Fellows Program connects 10 to 12 distinguished leaders from the public, non-profit, and private sectors to the Luskin School of Public Affairs. These Senior Fellows take on graduate student mentees from the three departments making up the

Luskin School of Public Affairs. Students compete for placement as mentees by writing an essay, and mentorship assignments are made based on compatible subject matter interests and commitment to the mentorship process. The formal program begins in October, and students connect with their Fellows throughout the year via email, phone calls, and personal meetings.

Practicum

Overview

The Master's degree in Social Welfare is a practice-oriented degree which is predicated on the assumption that the schools and the community of social work agencies are engaged together in the process of education. This has been accomplished through the practicum course that is mandated for accreditation by the Council on Social Work Education (CSWE). This joint endeavor is based on a mutual commitment to the profession, to the development of high-quality practitioners and to the provision of quality services to those we serve.

The UCLA Department of Social Welfare utilizes over 200 agencies each year. Because of students' varying interests and learning needs, we seek a variety of settings serving diverse populations. The Department considers the placement agency as a laboratory where the student puts classroom content into action. The students then incorporate these experiences into their professional development. Because there is seldom a perfect sequential tie between course content and experiences in the placement, creative Practicum Instructors are needed to facilitate the generalization, carry-over, and integration of knowledge for students in their two distinct placements. It is important to note that Practicum Instructors are volunteering their time, and often do not get extra compensation or even a reduced workload in exchange for their supervision of our students.

This joint endeavor is one that is mutually rewarding. Students bring to the agencies different life experiences, dedication, commitment, and vitality. They often pose challenging questions that stimulate thinking and reappraisal. It is hoped that the agencies derive benefits from their affiliation with the Department. Practicum is **not an employment situation** – learning is at the forefront of the experience, which should distinguish interns from other employees at the site.

The goal of providing the best learning/teaching opportunity for the student is primary. This can be achieved only if mutual regard exists for the integrity of each partner to the agreement based on clear definitions of the respective roles and the responsibilities of the Department, the agency, and the student as learner. It is in this spirit of partnership that the Department has outlined the following objectives to be used in the joint efforts to educate social workers.

Practicum Course and Learning Objectives

Practicum Courses (401ABC & 402ABC & 405)

The practicum course provides the student with an opportunity to practice, develop, and enhance professional experiences within the field of Social Work. Clients, practicum instructors, agencies, and communities join with the practicum liaison and academic faculty in providing learning experiences and challenges to the social work student. The practicum placement experience is a critical part of the students learning process. It is the point of interaction between the university, the community, and the student. Practicum placement provides a laboratory-type experience for

testing practice skills and theory while simultaneously allowing for a set of real-time experiences to assess the value of that knowledge in the lives of people in the community. Practicum is a year-long course, meaning if you do not pass the Fall, Winter or Spring quarters, you will need to retake the entire 401/402 series. Please note that partial completion of practicum hours within any given quarter does not qualify for credit toward the course and may prevent the student from continuing to the next quarter. Exceptions to this policy are rare and will only be considered under extraordinary circumstances, with approval from the Director of Practicum Education and assigned Practicum Liaison.

The practicum course consists of a practicum placement, trainings, seminars, and joint student, practicum instructor, and practicum liaison evaluations for the first-year students. During the second year, the course entails additional hours of practicum experience with the continuation of student, practicum instructor, and practicum liaison interaction and evaluation.
SW 405, Community Advocate Training, is the one-unit Fall Quarter course that includes the training modules that are crucial to prepare students for their practicum experience. Topics such as mandatory reporting and crisis intervention are required given the importance of these competencies in the practicum setting. Students who do not attend training modules **will be required** to do make-up sessions that could include: online training, live make-up sessions with faculty or attending the missed session in their concentration year.

Practicum Learning Objectives
Practicum is required of all students in the MSW program. Practicum provides the student with supervised experience for defining social work tasks on behalf of individuals, families, groups, and communities. The practicum objectives in this Department's curriculum are designed to help the student to:

- Acquire professional skills in the sequential process of problem definition and resolution through various methods of social work; re-specify and apply theoretical and general knowledge gained elsewhere in the curriculum to the specific and immediate problems encountered in practice;
- Acquire the specialized knowledge and skills relevant to a particular social problem or population which are not necessarily included in classroom instruction;
- Critically assess and modify the effectiveness of various patterns of service delivery in conjunction with other social institutions and other personnel (professional and nonprofessional);
- Obtain a holistic (person-in-environment) view of the needs of a given population or social problem area, as a basis for engagement. Achieve and demonstrate those ethical behaviors and attitudes essential to a professional; namely, personal integrity and responsibility, self-discipline, self-awareness, commitment to those he/she serves, and to the achievement of the goals of the social work profession; and this includes the capacity to consider the importance of culture, race, ethnicity, socioeconomic status, age, gender, sexual orientation, disabilities, different community experiences, geographic location(s), and other social dimensions that influence the lives of individuals, families, groups, and communities.

Practicum Liaison
Each student is assigned to a member of the University-based practicum faculty who acts as the Department liaison to the placement agency. In addition to certain administrative responsibilities inherent in the Department's Affiliation Agreement with the agency, the practicum liaison:

- Works with the agency Practicum Instructor to develop the content of practicum instruction with regard to learning experiences and assignments.
- Reviews the student's performance and consults with the practicum instructor and the student on the assessment of level of performance.
- Has final authority for grading.

The Practicum Liaison is available to the student to discuss progress and other issues related to the placement. Students should meet with their Practicum Liaison at least once per quarter and prior to practicum site evaluation visits, which occur twice per year. Students are encouraged to meet with their Liaison at any point they have questions about any aspect of their placement. When the student believes that the Liaison has not taken action to resolve issues of concern in the placement, the student should consult the Director of Practicum Education. It is the Department's experience that the agency Practicum Instructor and the student can resolve most matters provided the student accepts responsibility to openly discuss areas of concern.

When in doubt as to what may be reasonably expected of the agency and practicum instructor, the student should discuss the issue of concern with the Practicum Liaison. It should be noted that it is the intent of the Department and its practicum instruction agencies that every reasonable effort will be made to facilitate a positive learning experience for the student.

Practicum Days/Hours
Agencies may have regular 8 AM – 5 PM business hours, but this can vary according to the setting and could include early morning, late afternoon, and evening hours.

Students do not get credit for their lunch hour but should be provided with two 15 minute breaks within their 8-hour day. Due to the diverse nature of our practicum settings, the scheduling of breaks and lunch varies widely. Practicum Agencies may request slightly different hours based on agency needs and/or students may request slightly different hours based on personal circumstances. The schedule should be clear and agreed upon by both parties and the Practicum Liaison should approve any major deviations to the schedule.

The Foundation/first year practicum placement is designed to be a generalist experience including both micro and macro activities. First Year students are in practicum placement on Mondays and Wednesdays for 8 hours a day. During Fall Quarter, students are required to attend 405 training modules and a Practicum Seminar on Fridays. There are also occasional Friday activities in the Winter and Spring quarter (e.g. practicum seminars, the second-year placement process orientation, the Placement Fair, etc.).

Specialized/second year students are in practicum placement three days a week, on Mondays and Wednesdays for 8 hours a day, and on Fridays for 4 hours. Second year students interview with selected agencies and are made aware of the schedule thus they should be certain they can accommodate any deviations in the schedule when accepting the assignment.

Credit Hours:

- First Year Practicum Instruction (401A, 401B, 401C) carries 9 units of credit granted for successful completion. Students must complete 59 days/472 hours/31 weeks of practicum hours.
- Second Year Practicum Instruction (402A, 402B, 402C) carries 12 units of credit granted for successful completion. Students must complete 89 days/592 hours/31 weeks of practicum hours.

Students must adhere to the agency's working hours on the designated days of practicum. The days of practicum may NOT be changed without prior approval of the Practicum Liaison, and then only for compelling educational reasons.

Practicum hours are scheduled in concert with campus class schedules; thus any modifications must be done with class time having first priority.

Holidays: Please note the academic holidays listed in the practicum and academic calendar on which students are excused from practicum. However, students are not excused from practicum on agency-only holidays. Students are expected to make up that time.

Practicum Instruction and Absence Make-Up Time
Three (3) absences (1 ABSENCE PER QUARTER) from practicum, or seminars, due to illness or other valid reasons may be excused at the discretion of the Practicum Instructor (practicum instruction) or Practicum Liaison (modules and seminars), as long as they do not interfere with the student's agency responsibilities or overall learning. After 3 absences (for ANY reason) from practicum instruction, make-up time is required (see Make-up Time). Since graduate credit for practicum is dependent on the number of hours completed in practicum, as well as the student's performance, the agency Practicum Instructor and the student must report immediately to the Practicum Liaison any unexcused or extended absences more than three times so that make up time may be arranged. All students are expected to notify the practicum instructor immediately of any absences, however brief. Note: Missing internship hours can be made up, but seminars, obviously, cannot. Missing seminars may affect the student's grade for practicum.

Make-up time may be required during University Winter and Spring recesses, at the conclusion of regular practicum instruction in the Spring Quarter or at other times during the week which do not interfere with class attendance. When make-up time for prolonged absences cannot be scheduled with the time available in the academic year, the student will be required to repeat the practicum course in its entirety in a later academic year or at a time to be determined by the Department.

Students are encouraged to meet with the Practicum Liaison as often as needed. It is expected that students should have contact several times during the academic year with the Practicum Liaison, usually accomplished in conjunction with the completion of a task -- i.e., learning agreement, evaluation, decision making about second year placement, and for career advisement.

Center of Accessible Education CAE Accommodations for Practicum
Approved classroom accommodations may not automatically apply to practicum settings, as different student needs and the context of practicum placement may impact accommodation determination and implementation. If you anticipate needing accommodations for your practicum, we recommend reaching out to your CAE Disability Specialist as early as possible.

Your CAE Disability Specialist will work closely with the Department, including practicum staff, to support the implementation of approved accommodations in your practicum placement. As your CAE Disability Specialist makes determinations in partnership with the Department of Social Welfare, factors in your placement, such as the location, type of agency/setting, and stipend options, may be impacted by the determination of what accommodations are reasonable and applicable. The approval of accommodations in the practicum setting must consider these factors along with the program faculty's assessment of essential elements of the placement that are intended to aid the student's development of the skills required of a social worker. For further questions about the process to request accommodations for the practicum setting, please reach out to your CAE Disability Specialist.

Practicum Placement and Practicum Agencies

Practicum Placement Process
Practicum faculty members coordinate all practicum placement assignments for both first- and second-year students. First year assignments are made during the summer prior to the beginning of the academic year. Faculty consider a variety of personal and professional factors when making assignments for student's first year placement including: previous experience, agency availability, supervision style, location and student personal circumstances (to the extent possible). Students may not choose their own setting or agency. A primary consideration is providing the student with a well-rounded set of agency-based experiences during their degree program. Thus, the first- and second-year placement is meant to be a distinct and different experience at different organizations with different supervisors and duties.

Beginning in the Winter Quarter (WQ) of the first year, students participate in a series of activities that facilitate the selection of a second-year practicum placement. During the Winter Quarter the second-year Placement Process begins and continues into the Spring Quarter (SQ). There are many activities that take place during this process to support students, including individual and group meetings with the student's first Year practicum liaison, meetings with other practicum liaisons, Specialization and Concentration Orientations, the Placement Fair, and the Student Alliance Lunch-and-Learn. All first-year students are required to meet with their respective liaisons to identify two agencies where they would like to be interviewed.

Summer Block placements are arranged for students who are in good standing in the MSW program. During the second Year Placement Process, the student begins the consultation process with his/her current practicum liaison to identify potential summer block placements. Summer Block placements are subject to agency availability. Students in PCW stipend programs are not eligible for Summer Block placements. Students also considering the PPSC/CWA should consider a regular academic year placement since most school districts in Southern California do not have summer hours or practicum instructors working in the summer.

Interviews take place from mid-April to mid-May (the time frame for interviews is coordinated with the other MSW programs in the Los Angeles area). Following the interviews, students rank their first and second choices. The agencies submit a list of students who they deem to be acceptable or unacceptable. The practicum education faculty then matches the students to the practicum placements. Students who are not accepted by either agency are sent on a subsequent interview.

Students who fail to be selected by an agency after an additional interview will have a meeting with their Practicum Liaison and Academic Advisor to determine the reason for placement difficulties. The Practicum Liaison and Faculty Advisor will then make a recommendation to the Chair and the Director of Practicum Education, which may include termination from the program if it is deemed that the student is unable to secure a second-year placement.

Place of Employment Policy

While UCLA strongly encourages MSW students to expand their experience beyond past or present social work agencies where they have worked, students can petition for their second year placement at their place of employment. That said, the following conditions must be met without exception. The agency must be able to provide a substantial learning experience that aligns with all identified CSWE competencies and UCLA MSW requirements and provide a qualified practicum instructor who can provide educational supervision. Practicum supervision may be provided by the same supervisor if practicum supervision is distinct from employment supervision and the supervisor meets the requirements of Accreditation Standard 3.3.6.

Students who are interested in this option for their second-year placement must complete the Employment-Base Internship Application (email Practicum Advisor) the beginning of second year placement process. Student must submit it to their current practicum liaison, who will review the petition along with the Director of Practicum. The practicum personnel will determine the suitability of the placement that includes the following criteria:

- The proposed learning activities are outlined and align with the CSWE competencies and UCLA's practicum education requirements; and, also meet the competency behaviors consistent with the student's Area of Concentration.
- Practicum supervision may be provided by the same supervisor if practicum supervision is distinct from employment supervision. The practicum instructor must possess a MSW from a CSWE-accredited social work program and must have at least two years of post-master's experience. The practicum instructor must have completed or is currently attending a new practicum instructor seminar at UCLA or other MSW program in the Southern California consortium. The practicum instructor must provide one hour of individual supervision on a weekly basis, complete the necessary practicum evaluations and other learning tools as required, and meet with the assigned Practicum Liaison at least twice per academic year.

If we become aware that practicum learning tasks and/or educational supervision are not occurring as planned, we reserve the right to terminate the placement and require the student to complete their required hours at another educational placement. Also, if any employment-related disciplinary actions occur which results in the termination of employment, a student may need to complete their required hours at another educational placement. Although we encourage the

agency and student to make clear agreements about pay and benefits during the internship portion of employment, UCLA cannot enforce agreements related to employment, only those related to practicum standards.

Practicum Placement Process for MSW/JD and Combined MSW/PhD Students
If you are an MSW/JD or combined student MSW/PhD your second-year practicum will proceed along a slightly different trajectory based on several factors. These factors are in large part dependent on when you entered your program. MSW/PhD and MSW/JD students will be required to participate in a Summer Block placement in fulfillment of their second practicum placement. All MSW/PhD and MSW/JD students should contact their assigned practicum liaison who will support students in selecting and navigating the second-year placement process. When all first-year students receive their initial information about the second Year Placement Process, that is your cue to work closely with your practicum liaison. Summer Block placements require summer session enrollment including registration fees as determined by UCLA Summer Sessions. The student is responsible for those fees.

Agency Visit
Practicum Liaison visits occur twice each academic year. The purpose of the visit is to evaluate the student's performance as well as the effectiveness of the practicum instruction. It is an opportunity to share successes and areas to improve for both the student and the agency. The learning agreement is reviewed, evaluated, and at times, revised. On occasion, the Liaisons also meet with agency administrators and preceptors. Practicum Instructors are informed that the practicum Liaisons are available on short notice to meet with them or consult over the telephone if issues arise that demand immediate attention.

While site visits may occur over Zoom, in-person visits are preferred.

Agency Affiliation Agreements
The practicum program of the department is made possible by affiliation agreements entered into between local health and welfare agencies as independent institutions and the Regents of the University of California acting on behalf of Luskin Social Welfare. There is a formal Affiliation Agreement which specifies the responsibilities of the affiliate agency and Luskin Social Welfare, arrived at with respect to the integrity and mission of each institution. The Department sets the criteria to be used in the selection of practicum agencies and agency-based practicum instructors, but in all instances the agency reserves the right to protect the interest of those it serves and to set its own standards and methods of practice, policies and procedures. The consequences of this arrangement are significant to the student in the following ways:

- The student is required to observe agency policy in all matters, with the agency practicum instructor having final authority as to the nature of service provided by the student.
- The agency assumes the cost of practicum instruction and may determine when instruction of the student exceeds that agreed upon by the Affiliation Agreement.
- The agency practicum instructor is an employee of the agency with prime responsibility to the agency and is responsible to the Department only to fulfill the teaching functions specified in the Affiliation Agreement.
- A Learning Agreement will be developed between each student and his/her practicum instructor.

Practicum Instructor
In most cases this person is an employee of the agency where you will be completing your practicum placement. The practicum instructor must possess a MSW from a CSWE-accredited social work program and must have at least two years of post-master's experience. The practicum instructor must have completed or is currently attending a new practicum instructor seminar at UCLA or other MSW program in the Southern California consortium. The Practicum Instructor must provide one hour of individual supervision on a weekly basis, complete the necessary practicum evaluations and other learning tools as required, and meet with the assigned Practicum Liaison at least twice per academic year.

Practicum Instruction Documents
Practicum forms are available InPlace for students and agency practicum instructors. Student performance expectations and evaluation procedures are delineated.

Placement of Students
Assignment of students to a given agency for practicum instruction is the responsibility of the Department, under direction of the Director of Practicum Education and the practicum faculty in consultation with the agency. Although students have more opportunity for choice in their second year, the final decision for your practicum placement is at the discretion of the practicum faculty. The agency determines the number of students it will accept.

Among the agencies available to the department each academic year, practicum assignments of students are made on the basis of the following criteria:

- Educational needs;
- Past experience of the student;
- Methods chosen (micro/clinical or macro/planning and administration);
- Geographical residence of the student;
- Immunization clearance from ASHE;
- Stipend obligations of the student when pertinent; and
- In the second year, preferences of students (according to their concentration).

Students DO NOT contact a placement directly to arrange their practicum placement. This is done by the practicum faculty. Students should contact agencies only after instruction from their practicum liaison.

Once placement assignments have been announced, student requests for change of placement are not ordinarily granted. Exceptions to this policy are based on unusual extenuating circumstances.

The UCLA MSW program requires that all required practicum hours be completed while in the MSW program. Previous work or internship experience will not be given consideration toward practicum course credit or counted toward practicum education internship requirements.

Immunization Clearance/COVID-19 Vaccine Exemptions
The UCLA MSW program requires that all students obtain a health clearance. In certain limited circumstances, students may be granted a medical exception, an accommodation based on religious beliefs or disabilities, or a deferral based on pregnancy. While we do understand that

UCLA is allowing for exemptions under special/certain circumstances, please be aware that your agency may or may not allow such exemptions. While we will do our best to find an agency that will allow an exemption or that does not have a vaccination policy, please be advised that practicum is an integral part of the MSW program and that if we are unable to find a suitable placement, you will not be able to meet the program requirements.

Pupil Personnel Services Credential (PPSC) Qualification Changes for Foundation Year Practicum

Effective 2024–2025, foundation year practicum placements will no longer qualify for the Pupil Personnel Services Credential (PPSC), even if completed at a PPSC-approved site. Only students with an eligible, school-based specialized/second year practicum placement will be officially designated as PPSC candidates while in the UCLA MSW program and will receive priority enrollment in required PPSC coursework. Students without this official designation may not be guaranteed access to these courses, which will be offered on a space-available basis. This policy aligns with regional standards and addresses faculty workload, course capacity, and departmental resources. Students who do not qualify for the PPSC during the MSW program may still meet requirements post-graduation through UCLA's Post-MSW PPSC program, offered during the summer and winter. While some practicum instructors may offer to certify foundation year hours to count toward total internship hours, they will only be applied after graduation in the context of post-MSW credentialing.

Evaluation of Practicum

Learning Agreement

The Learning Agreement is a flexible document that can be modified throughout the year by the Practicum Instructor and student working together. Major changes should be cleared with the Practicum Liaison. The learning agreement for all students uses a format that complements a competency-based evaluation instrument. The learning agreement provides a structure for the placement experience and expectations are delineated. It is the focus of both the student's and practicum instructor's attention during the first weeks of placement and should be revisited throughout the academic year. It is the student's responsibility to complete the written document, while the content should represent mutually agreed upon objectives. Students are responsible for submitting the learning agreements on the dates specified in the practicum education calendar. Like the evaluations, the learning agreements are to be signed by the student, practicum instructor, and practicum liaison. Note: Students assigned to the Title IV-E programs (CalSWEC, LA DCFS) may use learning agreements and receive evaluations specifically designed to prepare them for work in public child welfare settings.

The Agreement is to be developed between the practicum instructor and the student. The students have the responsibility for writing up the Learning Agreement. Following a review of the Learning Agreement with your practicum instructor, the mutually agreed upon final copy is to be submitted to your practicum liaison via InPlace. It will form the basis for the evaluation. Make a copy for yourself, your practicum instructor and your practicum liaison, and please follow the directions in InPlace and save each section.

Student Self-Evaluation

In accordance with the on-going evaluation of the student by the agency and by the university, the student is also expected to complete a self-evaluation of his or her own performance at the conclusion of each quarter. As the evaluations are used to gauge the student's performance in practicum in order to further enhance learning, the student self-evaluation is a way for the student to assess his or her own level of accomplishment at different intervals throughout the year-long internship. Within the evaluation, the student should address themes essential to social work practice, such as identity as a professional and as a learner, experiences that have developed the student's knowledge base of practicum, and identification of areas that may need improvement within the next quarter or for future practice. The student should complete a self-evaluation at the end of each quarter of practicum on the assigned dates, building on the previous evaluation or experience as an intern.

Practicum Grades

First and second year practicum courses are defined as separate, year-long courses. A student may not advance to second year practicum instruction until successful completion of the first year. Successful completion of both years of practicum instruction is required for the MSW degree. The University records only one official grade for each full year of practicum instruction. Satisfactory grades assigned for practicum instruction will range from "A" to "B". The final grade is given at the end of the spring quarter of each year. The final determination of the grade is made by the practicum liaison based upon the practicum instructor, student evaluations, participation in practicum seminar (for 401ABC) and an overall assessment of students' progress. A failing grade in practicum course 401ABC or 402ABC will put a student in danger of being dismissed from the MSW program.

Unsatisfactory Practice

Students whose practicum instruction in either year is interrupted due to unsatisfactory performance by the determination of the Department and/or dismissal from the practicum agency will not receive credit for any prior quarter of the year. The grade of "F" at the end of either year of practicum instruction shall necessitate the repetition of the full year of practicum instruction. Permission to repeat a full year of practicum instruction is the decision of the Department Chair in consultation with the Director of Practicum and appropriate faculty committees.

If a student's performance is unsatisfactory at any time during the academic year, the practicum liaison is to be notified immediately by the practicum instructor. Depending on the performance issue(s), a decision will be made regarding the student's ability to continue in the practicum placement. The School recognizes that the agency reserves the right to unilaterally terminate a student if their behavior is deemed to be highly inappropriate and places the agency, its staff, or clients at risk. Most decisions concerning the student's status in the placement should not be unilateral. The Practicum Instructor, student, and Liaison are partners in arriving at a recommendation and a plan for resolving problem(s).

It is recognized that problems in the practicum course are often complex. If a decision is made for the student to continue in the placement, a plan of action is required to ameliorate the performance deficits. Every effort should be made to help the student improve and meet the Learning Agreement objectives.

To facilitate this process, a "Performance Improvement Plan" (form on website) is developed to:

- Delineate the issues;
- Specify the steps to be taken by the student, practicum instructor, and practicum liaison;
- Establish goals and a timeline for correction;
- Identify supports that could be helpful for student improvement.

Student participation in this process is essential. There is a defined grievance procedure (Appendix I) students may follow when differences in perception occur. Remember, early notification and intervention combined with clearly defined issues with specific examples, are the best strategies for problem solving. Most problems that arise in the practicum placement, whether personal, academic, or administrative can be resolved by open professional discussion.

Notice of Failure to Meet Performance Expectations

When it becomes clear to the Practicum Instructor that a student is not meeting performance expectations, it shall be the responsibility of the practicum instructor to inform the student's practicum liaison and the student of this judgment. A joint conference of the Practicum Instructor, the Liaison, and the student shall be convened to discuss the situation, and identify the student's performance difficulties. If it is determined that the student will continue in the agency, steps will be formulated in writing via Performance Improvement Plan, to be taken by the agency staff, the faculty, and the student in order to provide the maximum opportunity for the student to meet standards. Insofar as possible, a reasonable time period will be established within which time the student will be expected to bring his or her performance up to the required standard. There are some circumstances in which an issue is not necessarily about student "performance," but related to agency-student dynamics (e.g. communication issues, pace of work, etc.). The Performance Improvement Plan is still the appropriate document to use in order to rectify these issues.

The following options are available in the event that a student is terminated by the agency, because of his/her inability to meet standard expectations:

- Plan to redo the placement in a subsequent year, in a different agency under the supervision of the same or different liaison, with approval from the Director of Practicum Education.
- The student may receive a failing grade in the practicum course, putting them in danger of being dismissed from the MSW program.

Nothing in the foregoing procedure shall be interpreted to abridge the right of the agency, as stated in the Affiliation Agreement, to terminate a student in placement when, in the opinion of the practicum instructor or agency personnel, the student has failed to follow agency policy, has misused agency resources, or the quality of performance is such as to negate the responsibility to its clients. However, we encourage the practicum instructor to make no unilateral decisions as to a student's remaining in the agency.

Note: In either case an appeals process is available. See Appendix I.

Three Practicum Placement Rule
UCLA's MSW program is dedicated to a strong practicum program. Because of our high standards, the vast majority of students have a fulfilling and challenging experience in first and second Year Practicum placements. On rare occasions, a student must be re-placed for a variety of reasons including, but not limited to:

- An agency loses the Practicum Instructor and has no other qualified professional to fill this role.
- The School recognizes the agencies' right to terminate a student if his/her behavior is deemed highly inappropriate, placing the agency, its staff, or clients at risk (MSW Student Manual, "Unsatisfactory Performance").

I. Foundation/First Year Students

The Placement Process
First year students are assigned to practicum placements by the practicum faculty team. These placements are selected with the intent of expanding on the student's previous experience in related activities, and to prepare the student for social work practice across a range of settings with individuals, families, groups, communities, organizations and policy settings. The foundation year placement is meant to be distinct and different from the student's chosen area of specialization and population, giving the student as much variety in experiences by the time of graduation. Most students do well in first year placements selected by the practicum placement team, though occasionally difficulties may arise that require placement replacement.

Replacement
A first-year student who is not in good standing in the original practicum placement assignment --has had difficulty related to performance, has not successfully completed the Performance Improvement Contract in the original placement, or has received an unsatisfactory grade in practicum placement ("Unsatisfactory" or below a "B") -- is understood to have already experienced and been evaluated in one placement situation. In consultation with the practicum liaison, the student will have two additional placement interview options for the academic year.

These two additional opportunities to match with a placement can be done one at a time. If the student does not match in either of these interviews, there will have been **three placement situations** in which the student has demonstrated difficulty matching: with the original placement and two subsequent interviews. If a match is not made, this leads to a student failing practicum and being subject to termination from the MSW program.

Second Year Placement Process
Students participate more actively in their second-year placement selection process, which begins Winter Quarter of their first year. In consultation with their first-year practicum liaison and other liaisons who work with selected placement sites, students will choose two placements from an approved list in which to interview. Most second year students select

and are matched by one of those two placement choices. Sometimes, due to match factors, a student may go on a third interview after consultation with their practicum faculty liaison. On such occasions, the overwhelming majority of students match successfully with a placement of their choice for the second year.

Failing one academic year of practicum and not being matched in three placement sites results in a referral for review by the Director of Practicum Education, the Practicum Liaison, and the Academic Advisor, who will recommend whether the student will be allowed to continue in the program. If placement difficulty is related to student performance in the practicum, and if there have been three failed attempts at placement based on student performance difficulties, then it is likely the committee will identify the student as unsatisfactory for placement and will recommend dismissal from the program.

II. Second Year Students

Since significant time is spent selecting, interviewing, and matching with a second Year placement, there are only rare occasions when a Performance Improvement Contract is necessary, or that replacement is required.

Replacement

There are various reasons, as outlined above, that a second-year student may find him/herself going on additional interviews to access a placement site. A student is allowed up to three interviews in order to locate a practicum placement that matches the student's learning needs. These interviews will be developed in collaboration with the student and appropriate practicum faculty by the assigned practicum liaison assigned at that time.

If, following a successful match, a second-year student has difficulty in placement due to performance, the student may try one more placement, as long as he/she has not already attempted three interviews. The student may proceed only with Practicum Director and Departmental administrative approval to proceed into another practicum placement on a contract, if the practicum liaison is able to find an appropriate placement.

After three unsuccessful attempts at placement, the student's situation will be referred to the Director of Practicum Education for further review. At such time, if a student is found to be unsatisfactory for placement by the Practicum Liaison, a recommendation to counsel the student out of the program will go to the Faculty Advisor and to the Social Welfare Department Administration.

NOTE: The student is limited to three attempts at a successful practicum placement in either the first or second year. Although there are some circumstances that are not the fault of the student (e.g. a change in the site's ability to take an intern) and may not be counted as a failed attempt, any additional attempts at placement will only be considered in extraordinary circumstances. Students who fail to successfully meet this criterion are subject to termination from the program.

Methods and Seminars

Practicum Modules
During the Fall quarter, first year students are required to attend SOC WLF 405 course, which occurs on Fridays. Students are provided with training on key social work responsibilities (mandated reporting, crisis intervention, working with an anti-racist lens, etc.). Each module is designed and attended by a team of social work practicum faculty in collaboration with agency-based social workers. Most first year modules take place in on Fridays in Fall, with one or two training opportunities in Winter Quarter.

Practicum Seminars
The seminars are quite different from the modules, as they are principally experiential learning opportunities. Students will be assigned to groups facilitated by a practicum faculty member. Students will be encouraged to join in group decision making and leadership as active participants in the learning process. As such, students will generate the problems, issues, and mechanisms for interacting with one another in the group guided by the facilitator and the suggested topics for each session. The purpose of the group is to provide a forum in which students can focus upon issues and encounters which:

- Emerge from student-participants concerns.
- Have been found by practicum faculty to be critical to many students in the learning process.
- Develop a peer and practicum faculty supportive learning environment.
- Create a forum for risk-taking, problem solving, and integration of classroom and practicum placement learning.
- Focus awareness upon increasing the student-participants self-reflection, self-knowledge, self-expression, and use of self in the learning and problem-solving process.
- Provide an opportunity for the group as a whole to explore group process, the effect of group members on one another, and the effect that an individual group member has upon the group as a whole.
- Provide an opportunity for group members to engage in group decision making, group leadership, and group exchange.
- Provide an opportunity for students to engage in active listening, empathic attunement, reflection, challenges, formulating understandings of themselves and others, learning to utilize others as resources, while actively participating in their own learning process.

Safety in Practicum

The following suggestions are meant to assist you to remain safe in practicum, they are not meant to scare you or cause you to fear your practicum placement, clients, or the communities you will be visiting. Incidents are very rare and most situations can be dealt with safely and successfully. The Department, your practicum instructor, and their agencies, work together to prepare you for any potential risks factors related to the community setting.

- **Agency Protocol** – Know the agency's protocol for safety and security. Let agency personnel know your schedule and whereabouts at all times, especially when you are out in practicum. The agency should provide training on safety during the orientation

- **COVID Safety** – Review all of the COVID protocols the agency is employing. If you have any concerns, engage with your practicum liaison.
- **Securing Your Belongings** – Do not leave your personal cell phones, laptops, backpacks, purses and other valuables unattended. Valuables should not be brought to placement settings or left in your vehicle.
- **Working with Clients** – Be aware that your clients may be in situations that are overwhelming or stressful that may result in behaviors that are or may be perceived as threatening. It is possible that clients or family members may be prone to violence and may possess a weapon. You may also interact with individuals that are intoxicated or may have other medical, psychiatric, or neurological disorders. Preparation with your practicum instructor is key to help mitigate any specific or potential issue with a client and/or their family. Your practicum instructor will be your guide when responding to these situations.
- **Office Meetings** – Be aware of your surroundings and your position in the room. Look out for any potentially dangerous objects and where the exits are located. You should have a plan for assistance in the event any issue should arise that may require attention. You should consider this when scheduling appointments. Dress appropriately for the practicum situation you are entering. Do not wear anything that may impede you from leaving an unsafe situation. If your agency has a panic button, please go over the protocol for its use, and know its location in your office.
- **Travel** – Always know where you are going. Valuables should be placed out of sight in one's vehicle, prior to parking at the destination. Don't forget to lock all doors and close all windows. When walking to your destination, be alert, and walk with purpose.
- **Home Visits** – Prior to making a home visit, you should discuss any potential safety issues with your practicum instructor and review the agency policy for these visits. If it is your first visit, if possible try to go with an agency staff memer. Notify your practicum instructor, or other direct supervisor, of your location and when you will be visiting your client. A phone call or text message may be appropriate after leaving your home visit, but that should be determined with your practicum instructor. If you feel unsafe upon arrival or at any time during the visit, you should not proceed with the meeting and end it in a respectful manner.

Faculty and Staff Directory

Mailing Address: 337 Charles E. Young Drive East Suite 3357 Los Angeles, CA 90095-1656	Phone: (310) 825-2892 Fax: (310) 206-7564

The Department's office is located in 3357 Public Affairs Building. Faculty offices are located on the 5th floor and their mailboxes are in 5320.

Contact	Office Number	Phone	Email
Staff			
Avendaño, Alex *Ballmer Scholars Student Services Advisor*	5313	267-4149	alexavendano@luskin.ucla.edu

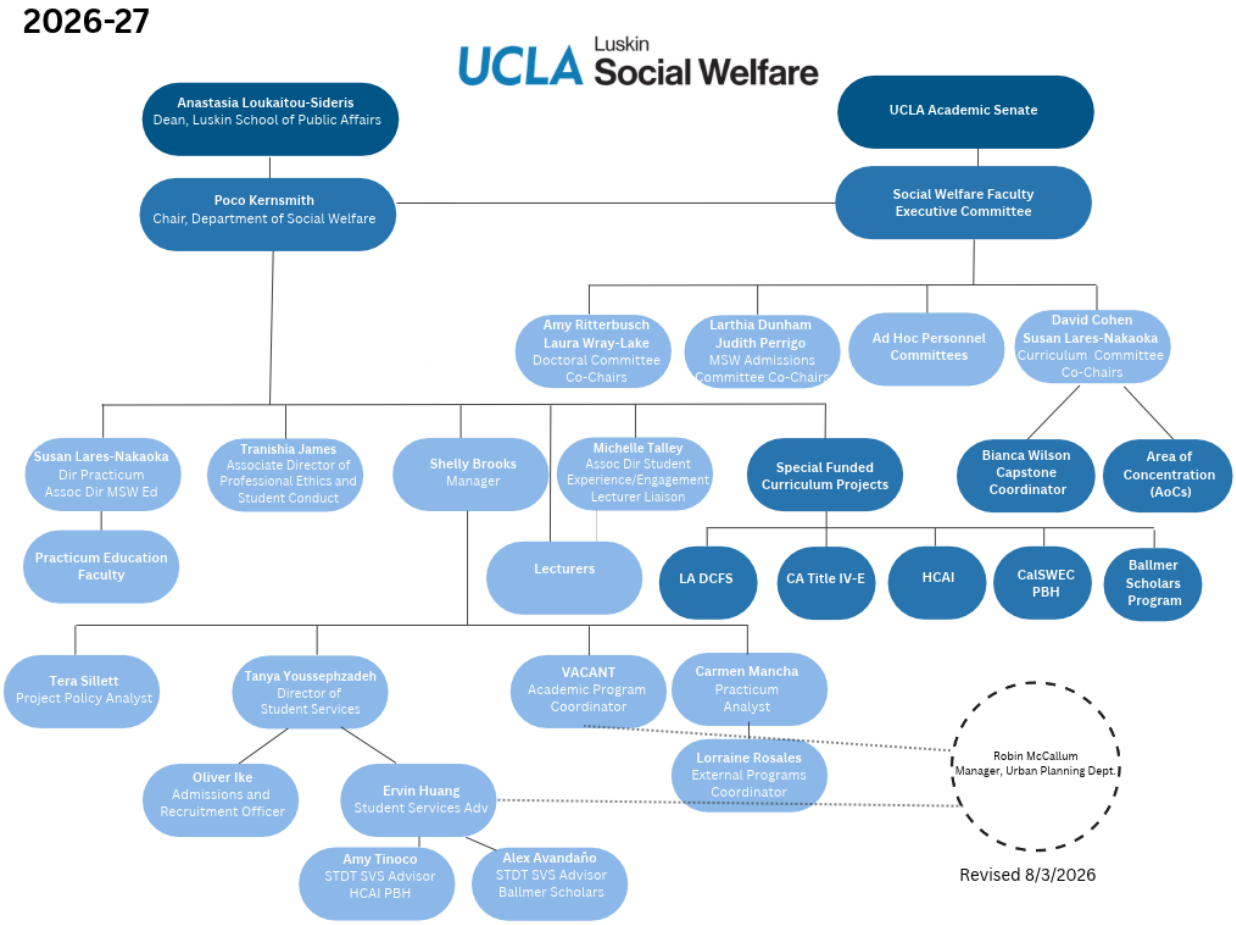
Brooks, Shelly *Manager*	3357G	825-1429	brooks@luskin.ucla.edu
Huang, Ervin *Assistant Director of Student Advising*	3357R	825-5581	ervin@luskin.ucla.edu
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Kernsmith, Poco D. *Department Chair & Professor*	3357S	825-5932	poco@luskin.ucla.edu
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Astor, Ron *Professor*	5333	825-2194	astor@luskin.ucla.edu
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Cooper, Khush *Adjunct Assistant Professor*	5259	N/A	khush.cooper@ucla.edu
Dunham, Larthia	5250	206-4436	dunham@luskin.ucla.edu

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Foster, Britney *Practicum Faculty*	5237		
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Assistant Professor			
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Sun, Sicong (Summer) *Assistant Professor*	5256	206-7228	sun@luskin.ucla.edu
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Wray-Lake, Laura *Undergraduate Program Chair & Professor*	5317	825-4962	wraylake@luskin.ucla.edu

Organizational Chart



2026 – 2027 Committee List & Descriptions

FACULTY EXECUTIVE COMMITTEE:
Santos, Ritterbusch, Roy, Kernsmith (Ex-Officio), Lares-Nakaoka (Advisory), Huang (Staff Support)

- Jointly appoint all committees necessary for the functioning of MSW and PhD programs
- Revisit by-laws and voting procedures
- Monitor and review the rules and policies established by the faculty, and exercise general supervision of the educational policies and programs of the Department
- Assign Ad Hoc committee assignments for personnel cases
- Assign task forces and special committee assignments, such as search committees
- Consult with the chair on matters related to the department

DOCTORAL COMMITTEE:
Ritterbusch, **Wray-Lake**, Astor, Karimli, Levy-Storms, Roy, Sun, Tinoco (Staff Support)

- Oversee the operation of the doctoral program

- Set doctoral curriculum and milestones
- Manage doctoral admissions
- Monitor doctoral student progress

MSW ADMISSIONS COMMITTEE:
Dunham, **Perrigo**, James, Nakamura, Sangalang, Small, Ike (Staff Support)

- Set admissions goals and recruitment plans
- Review and assign MSW admissions files
- Review and recommend MSW fellowship applications (GOP)
- Recommendations for admission to MSW program
- Help recruit students once they are admitted
- Train the faculty on admissions
- Prepare data summaries on admissions

ANTI-RACISM, DIVERSITY, EQUITY AND INCLUSION COMMITTEE:
Lodoño, **Lares-Nakaoka**, Cooper, Harvey, James, Sapiga, Mancha (Staff Support)

- Collaborate with student caucuses, D3, and SWARC
- Monitor student and faculty climate
- Communicate with student representatives on departmental committees including but not limited to: curriculum, AoCs, faculty searches, recruitment
- Plan student and faculty events
- Recommend professional development and trainings for faculty

PRACTICUM AND LECTURER REVIEW COMMITTEE:
Talley, **Wray-Lake**, Anheier, Cohen, Hur, Miyashita, Brooks (Staff Support)

- Review practicum faculty and lecturer dossiers
- Make recommendations to the Chair on practicum and lecturer appointments

ALUMNI COMMITTEE:
Cooper, **Hur**, Dunham, Palencia, Sun, Rosales (Staff Support)

- Plan annual Joe Nunn alumni event
- Develop ways to keep alumni engaged with department

CURRICULUM COMMITTEE:
Cohen, **Lares-Nakaoka**, Astor, Palencia, Talley, Turner, Wilson, Youssephzadeh (Staff Support),

- Review course petitions and test outs
- Review BSW advanced standing petitions
- Listen and respond to student concerns on MSW curriculum
- Monitor the implementation of curriculum
- Coordinate with all AoC Chairs
- Coordinate CSWE reaffirmation of curriculum review and assessment
- Review any major course changes
- Approve new courses

CHILD AND FAMILY WELLBEING AOC:

Astor, **Palencia**, Cooper, Gómez, Harvey, James, Kernsmith, Perrigo, Santos, Sapiga, Wray-Lake

HEALTH AND MENTAL HEALTH ACROSS THE LIFESPAN AOC:
Cohen, **Talley**, Levy-Storms, Lodoño, Miyashita, Nakamura, Sangalang, Small, Sun, Wilson

SOCIAL AND ECONOMIC JUSTICE AOC:
Turner, **Lares-Nakaoka**, Anheier, Dunham, Hur, Karimli, Ritterbusch, Roy

All AoCs:

- Review course petitions for AoC substitutions
- Listen and respond to student concerns on curriculum
- Coordinate CSWE materials for curriculum review and assessment related to specialization
- Review classes to be offered annually
- Review syllabi and course content for alignment with CSWE EPAS
- Host information sessions for first year students
- Plan events, seminars, or speakers related to the AoC
- Review any major course or sequence changes and send to the curriculum committee for approval

RESEARCH COMMITTEE:
Wilson, Gómez, Karimli, Levy-Storms, Santos

- Review of course petitions for research class substitutions or test outs
- Listen and respond to student concerns on curriculum
- Monitor capstone procedures and policies
- Review any major course changes and send to curriculum committee

Practicum Advisory Committee:
Sapiga, **Small**, Miyashita, Nakamura, Lares-Nakaoka (ex-officio)

- Provide consultation to the department regarding practicum curriculum, policies and procedures
- Coordinate between classroom and practicum learning experiences

Latin American-Origin Communities Certificate Committee:
Santos, Gómez, Lares-Nakaoka, Lodoño, Palencia

- Finalizing course syllabi and advancing necessary course approvals through the Curriculum Committee
- Developing implementation timelines and operational procedures
- Developing the certificate website and related communications
- Determining admissions and application process

Disability Justice Committee:
Sangalang, Astor, Lodoño, Miyashita, Perrigo, Talley

- Provide consultation to the department regarding practicum curriculum, policies and procedures
- Promote inclusivity and universal design for learning
- Review policies and practices to reduce barriers to educational access to achieve core social work competencies
- Collaborate with departmental committees and student caucuses
- Recommend professional development and trainings for students, staff, and faculty

LEAD INSTRUCTORS:
Small 202A, Palencia 210A, Perrigo 210B, Hur 210C, Londoño 211A, Small 211B, Sangalang 212, Karimli 213A, Santos 213B, Sun 214A, Moio 231A, Talley 232, Cooper 242, Wilson 260ABC, Sillett (Staff Support)

- Communicate with other instructors to develop and revise common syllabi, assignments, and grading rubrics
- Arrange periodic meetings with instructor team
- Communicate with curriculum committee for any major course changes

REPRESENTATIVES TO COMMITTEES OUTSIDE SW
Luskin FEC – Londoño (SW representative); Luskin Data Analytics – Karimli; Luskin Undergraduate – Leap, Ritterbusch; Legislative Assembly- Sangalang (24 – 27) and Turner (24 – 27) with Perrigo as alternate (24 – 27)

Appendix I – Practicum Appeal Procedures

Luskin Social Welfare is strongly committed to helping students maximize their learning opportunities and experiences in both practicum work settings and in the classroom. Potential problems and demonstrated difficulties, both personal and educational in nature, should be identified and acted upon as early as possible, to allow resolution and/or corrective action as necessary. Every effort is made to assure that the student's rights to due process are carefully protected as well as to assure that appropriate protection to agency personnel and clients is afforded.

When a problem arises, early intervention is essential. Problems addressed by this procedure may be related to student performance in the practicum, agency issues, or faculty conduct. The Student Code of Conduct is referenced in the UCLA General Catalog, Appendix A and in the UCLA Schedule of Classes. The Faculty Code of Conduct is contained in the Appendices of the UCLA Faculty Handbook, Supplement A.
Step 1: Formal Consultation Between Student and Practicum
Instructor The purpose of this formal consultation is to:

- Clarify problems/issues.
- Identify strategies for improvement/resolution.
- Obstacles to learning are identified by both parties and communicated verbally.
- Remedial steps to be taken by one or both parties are agreed upon and outlined. A time frame is established. The steps and time frame are written down by the practicum instructor with copies to both parties.

- Either the student or the practicum instructor has the right to invite the UCLA practicum liaison to participate in these activities. When the practicum liaison is present, he/she should document Steps A and B (outlined above) in writing.

Possible Outcomes:

- Identified problems are resolved.
- Extenuating circumstances may result in a student being reassigned to a new practicum agency.
- Identified problems are not resolved, proceed to Step 2.

Step 2: Formal Three-Way Conference

When the problem is related to practicum or agency issues or student's performance in practicum, the three-way conference will include the student, the practicum instructor and the practicum liaison. The following tasks will be completed and documented by the practicum liaison.

- The practicum liaison will notify the Director of Practicum that the meeting is taking place.
- The party that requests this conference (student and/or practicum instructor) should submit the request in writing (telephone requests from practicum instructors are appropriate with the written request submitted on the date of the conference). This should all take place within 10 business working days after failing to resolve the problem in Step 1.
- The parties clearly identify the problem, remediation efforts, and obstacles to resolution.
- The practicum liaison communicates with the student and practicum instructor prior to the three-way conference to identify the nature of the complaint.
- The three-way conference is held with 10 business working days of receipt of the request for a formal conference.
- Following the conference, a formal agreement is written by the practicum liaison. If the problems relate to student performance, the practicum liaison will complete the "Performance Improvement Plan" (located online). The formal agreement/plan:
    - Identifies problem area(s)
    - Notes steps for remediation
    - Outlines process for evaluating progress within a time frame
    - Outlines possible outcomes/consequences
    - The practicum liaison, practicum instructor and student sign the document
    - Copies go to student, student's file, practicum instructor, practicum liaison, Director of Practicum Education, and the student's Academic Advisor.

Possible Outcomes:

- Parties follow through with the terms of the agreement/contact. Problems are resolved.
- Parties follow through with significant plan terms. Not all terms are completed, but sufficient progress towards resolution warrants an extension of the plan. The extension of the agreement/plan is determined by the practicum liaison in consultation with the Director of Practicum Education.
- Attempts to follow through on the agreement/plan are not successful.

- If the agency and/or practicum instructor fail to meet the terms of the agreement/plan, the student may be assigned to a new practicum placement.
- If the student fails to comply with the "Performance Improvement Plan," he/she may be terminated from practicum with an unsatisfactory grade.
- Any situation where the practicum liaison or practicum instructor determines that there is imminent danger of harm to clients, the student will be removed from the practicum placement.

At any step in the process, if the student and/or practicum instructor has specific concerns regarding the practicum liaison's efforts, a conference with the Director of Practicum Education can be requested.

Appendix II – Campus Resources & URL Links

Academic & Professional Development Resources

Career Center – Graduate Student Services: https://career.ucla.edu/channels/masters-students/

- Offers specialized services for masters, doctoral and professional school students: one-on-one career counseling, professional development workshops, interview skill building, & resume/CV workshops.

Center for Accessible Education (CAE): https://www.cae.ucla.edu/

- Facilitates academic accommodations for regularly enrolled, matriculating students with acute and chronic physical and mental health related disabilities. Graduate Division Associate Deans
- Provide academic leadership for program development, planning, & decision making in the Graduate Division. Available for assistance if students cannot solve problems within their departments.

Graduate Writing Center (GWC): https://gwc.gsrc.ucla.edu/

- Offers free individual appointments with experienced writing consultants to work on writing issues ranging from style and argumentation to grammar and syntax. Also offers a variety of workshops and programs aimed at improving writing skills and facilitating thesis and dissertation progress.

Institute for Digital Research & Education (IDRE): https://idre.ucla.edu/

- Provides services to UCLA community aligned with five program areas that support computational research, statistical design, data visualization, advanced data analysis of large data sets, & databases.

Department Forms

MSW Petition Approval (use to petition outside courses, AoC course substitutions, stipend substitutions, dual degree petitions, and other): https://sa.ucla.edu/forms/p/xgMtR
Advanced Standing: https://sa.ucla.edu/forms/p/LXKlL

Financial Resources

Bruin Shelter: https://www.bruinshelter.org/

- Provides a safe, supportive environment for fellow college students experiencing homelessness by fostering a collaborative effort between universities, community-based organizations, and service providers.

- Provides free food for any UCLA student who may be experiencing hunger and/or struggling to attain food due to financial hardships. Economic Crisis Response Team (ECRT)
- Provides support to students who are experiencing a financial crisis that impacts their academic success at UCLA.

Financial Aid Office (FAO): https://financialaid.ucla.edu/

- Provides information and support about awarding of federal financial aid, scholarship/refund process, budget increase requests, and individual counseling support. Financial Wellness Program (FWP)
- Provides support for students to help navigate their finances and improve overall financial well-being. Helps increase financial literacy through one-on-one coaching, workshops, and online resources.

Division of Graduate Education's Fellowships and Financial Services (FFS): https://grad.ucla.edu/contact-us/

- Information about graduate student funding including institutional based fellowships & extramural award processing. Support for successfully applying to fellowships offered by the Graduate Peer Mentors.

Student Loan Services: https://loans.ucla.edu/

- Provides interest free short-term loans to students through the Loan Services Office (Strathmore Building, Room 106). Short term loans are due the 20th of the following month.

Basic Needs: https://basicneeds.ucla.edu/

- The Basic Needs is comprised of staff, faculty, students, and community members dedicated to addressing basic needs issues at UCLA.

Health & Wellness Resources

Arthur Ashe Student Health & Wellness Center: https://www.studenthealth.ucla.edu/

- Devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students.

Campus Assault Resource & Education (CARE) Advocacy Office for Sexual and Gender-Based Violence: https://careprogram.ucla.edu/

- CARE is a confidential place for survivors of sexual assault, dating and domestic violence, and stalking. CARE Advocates offer free consultation and supportive services to UCLA students, staff, and faculty.

Counseling and Psychological Services (CAPS): https://counseling.ucla.edu/

- Multi-disciplinary student mental health center that offers short-term individual therapy, group therapy, psychiatric treatment & evaluation, crisis consultation, psychoeducational programs & workshops.

Mindful Awareness Resource Center (MARC): https://www.uclahealth.org/uclamindful

- Offers classes & workshops to general public, teaching skills of mindfulness across the lifespan. Resilience in the Student Experience (RISE)
- RISE serves as CAPS' holistic wellness hub and provides an array of programs, classes, trainings, and self-directed resources to foster and support resilience, connection, and well-being. This wellness oasis offers meditation, yoga, peer coaching, and other mind-body modalities.

Supporting Nursing Mothers at UCLA: https://chr.ucla.edu/hr-policy/all-policies-procedures/ucla-procedure-84-lactation-accommodation/supporting-nursing-mothers

- A website with guidance in finding appropriate resources, as well as understanding what your rights are as a breastfeeding student, faculty or staff member.
- Luskin installed a private lactation space in the fifth-floor elevator lobby for student use.

Reporting & Consultation Resources

Students in Distress & Reports of Concern

- Economic Crisis Response Team (ECRT): https://studentincrisis.ucla.edu/
- Office of the Dean of Students: https://deanofstudents.ucla.edu/

Discrimination Based Concerns

Report and Incident

For those curious about the details, these generally applicable points will guide you.

1. All gender-based discrimination, including sexual harassment, assault, and violence:
    a. Title IX Office: https://sexualharassment.ucla.edu/ | titleix@conet.ucla.edu
    b. CARE Advocates: https://careprogram.ucla.edu/ | advocate@careprogram.ucla.edu
    c. Counseling and Psychological Services (for students): https://counseling.ucla.edu/ | 24-hour line: (310) 825-0768
2. All disability claims: If seeking academic accommodations for students:
    a. Center for Accessible Education: https://www.cae.ucla.edu/ | (310) 825-1501
        i. If seeking an investigation:
            1. Discrimination Prevention Office: https://bewellbruin.ucla.edu/resource/discrimination-prevention-office-dpo (claims against faculty) | (310) 794-1232 | dpo@equity.ucla.edu
            2. Civil Rights Office: https://civilrights.ucla.edu/ | (310) 825-7102 | civilrights@ucla.edu
            3. ADA/504 Compliance Office (claims against students): https://equity.ucla.edu/civil-rights/ada-504/ | (310) 825-3935
3. To report violent behavior or threats of harm affecting the workplace: https://chr.ucla.edu/employee-labor-relations/workplace-violence-prevention/behavioral-intervention-team | (310) 794-0422 | uclabit@chr.ucla.edu | Chris Silva, Behavioral Intervention Coordinator | c.silva@ucla.edu

Additional Campus Resources

BruinCard: https://bruincard.ucla.edu/

- Your student ID card. This card will also serve as your library card, your gym membership, and your identification for accessing medical services at the Ashe Center. It is University policy that students carry their Bruin Cards with them at all times in case a student is asked to prove that he or she is a student. It can also get you discounts on the Big Blue Bus and at certain Westwood eateries. You can get you card at Kerckhoff Hall, Room 123 after you've paid your fees Fall quarter.

Bruin Resource Center (BRC): https://www.brc.ucla.edu/

- Provides services and opportunities to students, particularly current and former foster youth, students with dependents, students in recovery, and undocumented students. Campus Safety (UCPD).
- UCLA has its own state police department (UCPD) with its station located on Westwood Blvd, just south of Strathmore. If you are victim of a crime, you should report it to UCPD. UCPD also operates a student campus safety program called Community Service Officer (CSO) Programs. CSOs are UCLA students who have been trained by the UCPD to help keep UCLA safe.

Dashew Center for International Students and Scholars (DCISS): https://internationalcenter.ucla.edu/

- The Dashew Center is there to help students with issues such as immigration regulations, understanding employment options, and making cultural, educational, and personal adjustments to the campus and the community.

Graduate Student Association (GSA): https://gsa.asucla.ucla.edu/

- GSA is UCLA's student government for graduate students in all areas of study. They work to promote graduate students' interest on campus and within the University of California. GSA has a combination of elected and appointed positions if you would like to get involved. Student Alliance also reports to GSA as the representative body for our department.

Graduate Student Resource Center (GSRC): https://gsrc.ucla.edu/

- Provides academic, professional, financial, and social resources and services specifically for graduate students.

LGBTQ Resource Center: https://lgbtq.ucla.edu/

- Ensures that LGBTQ voices are represented for sensitive and inclusive UC policies and practices. They provide confidential assistance and support to students, faculty, and staff who feel they have experienced harassment or discrimination, or who have questions pertaining to issues of health, housing, financial aid, classroom, and personnel.
- Resource for the UCLA community to resolve conflicts, disputes, and complaints in an informal manner.

Office of Ombudsman Services: https://www.ombuds.ucla.edu/

- The Office of Ombuds Services works to ensure that all members of the University community receive fair and equitable treatment in matters of concern or complaint. The Ombudspersons facilitate communication and assist parties in reaching their own mutually acceptable agreements when conflicts arise. Acting as neutrals and committed to confidentiality, the Ombudspersons may gather information on complaints, clarify issues, expedite processes or, when appropriate, initiate mediation.

Registrar's Office: https://registrar.ucla.edu/

- Contains useful information including the schedule of classes, academic calendar, and fee information. Located in Murphy Hall.

Student Legal Services: https://studentlegal.ucla.edu/

- Legal advice and resources for students.

Students with Dependents Program: https://swd.ucla.edu/

- Provides caring and personalized support to UCLA students who are parents, guardians, and caregivers at the undergraduate, graduate, and professional school level.
- The UCLA Store (At LuValle Commons) sells any textbooks designated as required by instructors. Check course syllabi to see what books are required.

- Information on housing options for graduate students, including fees and policies for off campus housing.

UCLA IT Support Center: https://dts.ucla.edu/customer-support

- Help with UCLA Logon ID, Google Apps, getting remote network access, connecting to campus wireless, and other IT support needs.
- Information on libraries on campus and the services they provide. The closest library is the Young Research Library (YRL).

UCLA Recreation: https://recreation.ucla.edu/

- Recreation and gym options for UCLA students, including fitness classes and membership options.

UCLA Transportation: https://transportation.ucla.edu/

- Resources on how to get around UCLA and how to get to campus from your residence. Information on public transportation, vanpool, biking, and other options.