

Policy and Procedure Arizona State University		Number SWK 107
Manual Social Work	Section Faculty Council/Governance	Page 1 of 2
Subject MSW Program Coordinator		Effective 8/18/87 Revised 5/3/00

PURPOSE: To define the duties of the MSW Program Coordinator

SOURCES: Faculty Council

APPLICABILITY: MSW Program Coordinator

POLICY: MSW Program Coordinator Job Description

A. Admissions (January - August)

- 1). Visits BSW Senior Seminar classes to discuss MSW admissions.
- 2). Facilitates admissions information meetings in conjunction with Academic Coordinator.
- 3). Reviews and evaluates every applicant's file.
- 4). Discusses unusual situations with the Director.
- 5). Meets with students whose applications were denied to explain decisions.
- 6). Answers letters from applicants with special requests for information or assistance.
- 7). Sees that the faculty are kept informed of the status of admissions through regular reports.

B. Orientation and Delayed Entry

- 1). Coordinates planning for new student orientation.
- 2). Coordinates annual updates of MSW Student Handbook.
- 3). Participates in delayed entry for first year MSW students. Field Coordinator is the primary facilitator for delayed entry.

Policy and Procedure Arizona State University		Number SWK 107
Manual Social Work	Section Faculty Council/Governance	Page 2 of 2
Subject MSW Program Coordinator	Effective 8/18/87	Revised 5/3/00

C. Curriculum Planning and Evaluation

- 1). Chairs MSW Foundation Committee.
- 2). Is a member of the School Curriculum and Academic Review Committee.
- 3). Facilitates any curriculum revisions/catalog changes affecting the MSW Program.
- 4). Coordinates or facilitates ongoing evaluation of student outcomes for the MSW Program as required by CSWE.
- 5). Participates in the coordination of CSWE Reaccreditation/University Self Studies.
- 6). Has oversight responsibility for Tucson MSW Program and Flagstaff Cohort Pilot Program.
- 7). Prepares academic schedule, facilitates full-time faculty teaching assignments, identifies and hires faculty associates.

D. Student Issues

- 1). Facilitates student grade appeals and grievances.
- 2). Approves or denies student waivers and petitions.
- 3). Faculty advisor to MSW Student Council.
- 4). Attends summer commencement.
- 5). Nominates students for GAS and GTS scholarships.
- 6). Nominates students for Graduate College support program.