

**CHILD WELFARE EDUCATION PROJECT
(CWEP)
STIPEND CONTRACT AGREEMENT**

**University of Houston
Graduate College of Social Work
2009**

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PART I: ACADEMIC GUIDELINES

Academic Requirements

Introduction

Child Welfare Education Project (CWEP) is the Title IV-E Educational Project housed in the University of Houston Graduate College of Social Work (GCSW). CWEP is a partnership with the Department of Family and Protective Services (DFPS) Children's Protective Services (CPS) that targets graduate students for a specialized Master of Social Work (MSW) education in children and families with the goal of employment in the state CPS. Eligible CWEP students must apply and be formally admitted into the GCSW-MSW Program, meet all curricular and graduation requirements, and complete their MSW degree at the GCSW within the allowable time frame. Additional CWEP requirements are outlined in this guidebook and the CWEP Advising Guide. The Advising Guide, which has been approved by the GCSW Faculty to help students in planning their coursework, is included in this guidebook and can be also found on the GCSW-CWEP web page (www.sw.uh.edu/communityoutreach/cwep.php).

Academic Requirements

- 1.01 CWEP students are required to take Child Abuse and Neglect
- 1.02 Field Education Requirements
 - a. For all CWEP students, Field Practica I and II placements are to be arranged in agencies outside of CPS and must be related to work with children and families.
 - b. CWEP students who are not currently employed by CPS ("Non-CPS Students") will complete Field Practica III and IV as a concurrent or a block placement within CPS. This represents a total of 480 clock hours.

- c. CPS employees will complete Field Practica III and IV within CPS for a block placement of 480 clock hours

1.03 CPS Required Education for CWEP Students

CPS Required Education (CPS-RE) (also known as Basic Skills Development (BSD) within CPS) is the state required educational component for all CPS employees. CWEP students who are CPS employees have already met this requirement. CWEP students who are not currently CPS employees must complete CPS-RE during the summer prior to enrolling in the concentration year field practicum. CPS-RE consists of a core curriculum and experiential assignments in CPS policies, practice, and procedures. Students are required to attend CPS-RE Monday through Friday from 8:00 a.m. to 5:00 p.m.

- a. CWEP students who are not currently employed by CPS must complete Field Practicum II before beginning CPS-RE. CPS-RE is usually scheduled for the summer semester.
- b. Students will receive academic credits for taking CPS-RE by enrolling in an elective independent study class during the summer semester mentioned above.
- c. CWEP students who are not currently employed by CPS must take CPS-RE in the summer semester before beginning Field Practica III and IV.
- d. Advanced standing part time students may participate in CWEP as long as their degree plan includes taking the CPS-RE class in the summer prior to their Field Practica III and IV.
- e. Advanced standing students who have completed CPS-RE prior to entering the GCSW may enroll full time while participating in CWEP.

University of Houston
Graduate College of Social Work
Child Welfare Education Project
Required and Recommended Course Guide
Effective Fall 2008 (Updated 1-27-09; Subject to Change)

Available and Updated at http://www.sw.uh.edu/communityoutreach/cwep_students.php

Required Courses:

Required Courses for All CWEP Students	Required Track Courses (Choose one track)	
	Track 1: Clinical Practice	Track 2: Leadership, Administration and Advocacy
Foundation Courses and Field (15 Semester Credit Hours)	Transtheoretical Practice	Dynamics of Leadership in Social Work
Assessment	Contextualized Social Work Practice	Strategies for Community Development
Evaluation of Practice	Clinical Applications of the DSM	Administrative Practice in Social Work
Policy Analysis	Crossover course from Leadership Track	Crossover course from Clinical Track
Child Abuse & Neglect (also as a HBSE requirement)	Field Practicum III: Clinical Practice	Field Practicum III: Leadership, Administration and Advocacy
*For non-CPS employees, also take elective Independent Study class (CPS-RE 3 Semester Credit Hours)	Field Practicum III: Clinical Practice	Field Practicum III: Leadership, Administration and Advocacy

CWEP Recommended Elective Courses:

Except the required Track courses and track courses from another track, students are encouraged to take the following courses as electives, in this order of recommendation, when the courses are offered:

- SOCW 7397 Clinical Practice with Children and Adolescents
- SOCW 7346 Families in Transition
- SOCW 7344 Family Violence
- SOCW 7375 Family Mediation
- SOCW 7397 Self Examination of Life Foundation (SELF)
- SOCW 7340 Social Work Practice with Families
- SOCW 7374 Mediation for Social Work
- SOCW 7377 Drugs in Society
- SOCW 7366 Grief and Bereavement Therapy
- SOCW 7307 Social Work and the Law
- SOCW 7365 Crisis Intervention
- SOCW 7347 School Social Work Practice
- SOCW 7397 Supervision and Consultation
- SOCW 7310 Social Service Program Evaluation
- SOCW 7321 Multicultural Practice
- SOCW 7322 Feminist Practice
- SOCW 7356 Social Work Practice with Groups in Clinical Settings
- SOCW 7397 Study Abroad Courses with a focus on child welfare
- SOCW 7397 Social Work Practice with Latino Immigrants
- SOCW 6304 Women's Issues

Notes:

1. This is a course guide and is subject to change.
2. Please discuss the selection of other electives with your CWEP Student Advisor, as well as your academic advisor.

CWEP Curriculum Models

University of Houston
Graduate College of Social Work
MSW Curriculum Example Model for CWEP Students
Flex Option 3 Year Model = 63 Semester Credit Hours (SCH)
Year 1

<u>Fall</u> 15 SCH	<u>Spring</u> 9 SCH	<u>Summer</u> 3 SCH
Foundation Modules FP I (120 clock hrs)	FP II (240 clock hrs)(3) Assessment (3) Evaluation of Practice (3)	Elective (3)

Year 2

<u>Fall</u> 6 SCH	<u>Spring</u> 6 SCH	<u>Summer</u> 6 SCH
LAA Track Course(3) CP Track Course (3)	Track Course(3) *Child Abuse & Neglect - (HBSE elective) (3)	**Elective (3) Elective (3)

Year 3

<u>Fall</u> 9 SCH	<u>Spring</u> 9 SCH
Policy (3) Elective (3) Elective (3)	Track Course (3) FPIII (240 clock hrs.) (3) FP IV (240 clock hrs.) (3)

Notes:

* May be offered in Fall semester.

**CPS required training for Non-CPS employees

CP (Clinical Practice) Track courses include:

- Contextualized Social Work Practice
- Transtheoretical Social Work Practice
- Clinical Applications of the DSM in Social Work

LAA (Leadership, Administration and Advocacy) Track courses include:

- Administrative practice in Social Work
- Dynamics of Leadership in Social Work
- Social Work Strategies for Community Development

Example Only: SUBJECT TO CHANGE

University of Houston
 Graduate College of Social Work
MSW Curriculum Example Model for CWEP Students
Flex Option Advanced Standing Model = 48 Semester Credit Hours (SCH)
Year 1

Fall
6 SCH

Policy (3)
Assessment (3)

Spring
9 SCH

FP II (240 clock hrs) (3)
LAA Track Course (3)
CP Track Course (3)

Summer
3 SCH

Elective (3)

Year 2

Fall
6 SCH

Elective (3)
Elective (3)

Spring
9 SCH

Evaluation of Practice (3)
*Child Abuse & Neglect-
(HBSE Elective (3)
Track Course (3)

Summer
6 SCH

***Elective (3)
Elective (3)

Year 3

Fall
9 SCH

Track Course (3)
**FPIII (240 clock hrs.) (3)
**FP IV (240 clock hrs.) (3)

Notes:

- * May be offered in Fall semester.
- ** "Block" placement
- ***CPS required training for Non-CPS employees

CP (Clinical Practice) Track courses include:
 Contextualized Social Work Practice
 Transtheoretical Social Work Practice
 Clinical Applications of the DSM in Social Work

LAA (Leadership, Administration and Advocacy) Track courses include:
 Administrative practice in Social Work
 Dynamics of Leadership in Social Work
 Social Work Strategies for Community Development

University of Houston
 Graduate College of Social Work
 MSW Curriculum Models for Degree Plan
MSW Curriculum Example Model for CWEP Students
Full time Model = 63 Semester Credit Hours (SCH)

Year 1

<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
15 SCH	15 SCH	6 SCH
Foundation Modules FP I (120 clock hrs.)	FP II (240 clock hrs.) (3) Assessment (3) Evaluation of Practice (3) CP Track course (3) LAA Track course (3)	*CPS Required Training (3) Elective (3)

Year 2

<u>Fall</u>	<u>Spring</u>
15 SCH	12 SCH
FP III (240 clock hrs.) (3) Policy (3) Track course (3) Electives (6)	FP IV (240 clock hrs.) (3) Track course (3) **Child Abuse & Neglect (HBSE elective) (3) Elective (3)

Notes:

- * CPS Required Training counts as an elective
- ** May be offered in Fall semester

CP (Clinical Practice) Track courses include:
 Contextualized Social Work Practice
 Transtheoretical Social Work Practice
 Clinical Applications of the DSM in Social Work

LAA (Leadership, Administration and Advocacy) Track courses include:
 Administrative practice in Social Work
 Dynamics of Leadership in Social Work
 Social Work Strategies for Community Development

University of Houston
 Graduate College of Social Work
 MSW Curriculum Models for Degree Plan
MSW Curriculum Example Model for CWEP Students
Full Time Advanced Standing = 48 Semester Credit Hours (SCH)

Year 1

Fall

15 SCH

Assessment (3)
 Policy (3)
 CP Track course (3)
 LAA Track course (3)
 Elective (3)

Spring

15 SCH

FPII (240 clock hrs.) (3)
 Evaluation of Practice (3)
 Track Course
 Elective (3)
 *Child Abuse & Neglect (HBSE elective) (3)

Summer

6 SCH

**CPS Required Training (3)
 Elective (3)

Year 2

Fall

6 SCH

FP III (240 clock hrs.) (3)
 Track course (3)

Spring

6 SCH

FP IV (240 clock hrs.) (3)
 Elective (3)

Notes:

- * May be offered in Fall semester.
- ** CPS Required Training counts as an elective

CP (Clinical Practice) Track courses include:

- Contextualized Social Work Practice
- Transtheoretical Social Work Practice
- Clinical Applications of the DSM in Social Work

LAA(Leadership, Administration and Advocacy) Track courses include:

- Administrative practice in Social Work
- Dynamics of Leadership in Social Work
- Social Work Strategies for Community Development

**CONCENTRATION YEAR FIELD PROTOCOL
FOR STUDENT/EMPLOYEES AND
STUDENT NON-EMPLOYEES**

UNDER CONSTRUCTION

**FIELD PLACEMENT PROTOCOL-CONCENTRATION YEAR
CHILD WELFARE EDUCATION PROJECT (CWEP)
STUDENTS/NON-EMPLOYEES OF THE DEPARTMENT OF FAMILY AND
PROTECTIVE SERVICES (DFPS)**

UNDER CONSTRUCTION

PART II: CWEP ADMINISTRATIVE GUIDELINES

Stipend/Contract Guidelines for CPS Employees

Eligibility

- 4.01 CPS employees who are in a IV-E eligible position, have been employed for one year from their hire date, and perform their work at a satisfactory level for production (performance) and attendance are eligible to apply for a CWEP stipend. If only limited stipends are available, seniority may be considered as criteria for selection.
- 4.02 A CWEP stipend can be given to a student only at the beginning of a semester.

Payback

- 5.01 Receipt of a stipend requires a commitment to work in CPS and is based on the number of semesters for which the stipend is received.
- 5.02 An academic unit is defined as either a fall, spring or summer semester and shall be considered equal to four full calendar months for repayment purposes.
- 5.03 Employees may receive a stipend for up to 11 academic units and would be committed to up to 44 months of employment following graduation.
- 5.04 Employee's payback (either through CPS employment or through financial repayment) begins immediately after termination of the contract, or graduation from the GCSW.
- 5.05 Students who are in the military reserve and are called to active duty must obtain a formal leave of absence from CPS and the GCSW.

Administrative

- 6.01 Only DFPS employees in eligible Title IV-E positions are eligible to apply for the stipend and must work in eligible IV-E CPS positions upon completion of their MSW degree.
- 6.02 CPS employees complete Field Practica I and II outside of CPS on their own time, above and beyond their normal 40-hour work week.
- 6.03 Field Practica III and IV will be offered at CPS. The student who is a CPS worker must remain in their unit until they have completed F.P. III & IV.

Other CWEP Requirements

- 7.01 Students are required to attend the annual stipend orientation and contract meeting offered each summer prior to the start of the fall semester.
- 7.02 Students are required to attend each CWEP symposium offered unless they have received an excused absence in advance from the CWEP Student Affairs Coordinator.
- 7.03 Students agree to participate in ongoing and post graduation evaluations of the CWEP program.

Stipend/Contract Guidelines for Non-CPS Employees

Eligibility

- 8.01 Part time students will only be accepted if they are able to complete CPS-RE during regular work hours (8AM-5PM, Monday through Friday) and to attend field placements during regular work hours.
- 8.02 Applicants for a CWEP stipend are required to:
- a. Participate in an initial interview with DFPS and CWEP staff,
 - b. Complete the Employment Pre-screening test,
 - c. Complete a DFPS job application, which includes three job references,
 - d. Obtain an abuse/neglect records check, a criminal records check, and driving records check.
- 8.03 CWEP stipend holders are required to update these records (8.02c) as requested and resubmit job applications if requested.

Payback

- 9.01 Receipt of a stipend requires a commitment to work in CPS and is based on the number of semesters for which the stipend is received.
- 9.02 An academic unit is defined as either a fall, spring or summer semester and shall be considered equal to eight full calendar months for repayment purposes.
- 9.03 Full time students may receive a stipend for up to six academic units and will be committed to up to 48 months of employment following graduation.

- 9.04 Part time students may receive a stipend for up to 11 academic units and would be committed to up to 88 months of employment following graduation.
- 9.05 Students who leave the GCSW, drop out of the stipend program, or do not work at CPS after graduation will be required to begin cash payback to DFPS immediately. These students must attend an exit interview with CPS contract staff.
- 9.06 Students who are in the military reserve and are called to active duty must obtain a formal leave of absence from CPS and GCSW.

DFPS/CPS Employment Process

- 10.01 Students are required to complete a DFPS job application during their last semester prior to graduation.
- 10.02 Students will have a DFPS personnel review and training needs assessment during the last semester of school prior to their graduation. Upon graduation and employment by the agency, students will complete the required specialized training.
- 10.03 CWEP students, who seek employment at CPS after they enroll in the MSW Program and prior to graduation may be hired according to existing DFPS hiring requirements. When this occurs, the student will continue under the non-DFPS stipend agreement for the remainder of their academic period.
- 10.04 Non DFPS employee students must successfully complete the CPS Required Education provided by DFPS prior to their enrollment in Concentration year Field Practica..

Transition to Practice

- 11.01 Graduation Notification. About a month before graduation, the CWEP Student Affairs Coordinator will notify DFPS Contracts and DFPS Operations Support Administrator

which students are expected to graduate. After graduation, the CWEP Student Affairs Coordinator will notify DFPS Contracts, DFPS Operations Support Administrator which students actually graduated.

- 11.02 Matching Interests and DFPS Vacancies. Student interests and preferences, along with available job vacancies will be considered to the extent possible. The CWEP Student Affairs Coordinator will provide information about the program area that the student completed his/her internship to the DFPS Operations Support Administrator. The CWEP Student Affairs Coordinator will review this information in making the decision about full time employment of the student.
- 11.03 Notification Regarding New Hires. The DFPS Operations Support Administrator will include the CWEP Student Affairs Coordinator in the distribution of the “on-Boarding” list when the CWEP student is hired by DFPS. The “On-Boarding” list will include the hire date, BSD class number, new hires’ name, field (CVS, FBSS, etc.) unit number, position number, OJT Supervisor’s name, unit mail code, new hire SSN, county and Program Director’s name. The newly hired CWEP student will be required to attend “on-boarding” activities on their first day of employment as well as a New Employee Orientation on the second day of employment.
- 11.04 Transition to Practice. The newly hired former CWEP student will be required to attend BSD Specialization Training should a CWEP student become employed in a discipline different from where he/she completed their internship. CWEP students who graduate from BSD and become employed in the same discipline where he/she completed their internship will complete a three month transition-to-practice period (as required per PSI #02-016). CWEP students who must attend BSD Specialization Training will also

complete a three month, transition-to-practice period upon completion of their specialization training. The newly hired CWEP student will have the benefit of an OJT Supervisor to support them during their specialization training and/or their transition-to-practice. The OJT Supervisor will complete the MAC form which will provide network access for the newly hired former CWEP student.

Other CWEP Requirements

- 11.01 Students are required to attend the annual Stipend Orientation and Contract meeting offered each summer prior to the start of the fall semester.
- 11.02 Students are required to attend each CWEP symposium offered unless they have received an excused absence in advance from the CWEP Student Affairs Coordinator.
- 11.03 Students agree to participate in ongoing and post graduation evaluations of the CWEP program.

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Graduate College of Social Work
Child Welfare Education Project**

CWEP Student Contract

I, _____, have received and read the *Child Welfare Education Project Stipend Contract Agreement*, and agree to be bound by the provisions and specific degree plans therein. I further understand that the DFPS Stipend Agreement will provide specific contract information about my participation in this educational program, and the GCSW reserves the right to modify information provided in this document that may be inconsistent with my signed Stipend Agreement. **This contract must be delivered to the CWEP Student Affairs Coordinator prior to signing the Stipend Contract. Failure to do so may result in postponement or cancellation of the stipend.**

Check one:

For CPS Students:

_____ **Flex Option -- Block Placement Option Degree Plan**

_____ **Flex Option Advanced Standing -- Block Placement Option Degree Plan**

For Non-CPS Students:

_____ **Full Time Degree Plan**

_____ **Flex Option Part Time Degree Plan**

_____ **Flex Option Advanced Standing Degree Plan**

_____ **Full Time Advanced Standing Degree Plan**

Student's Signature _____

Date: _____