# Table of Contents

Welcome ................................................................................................................................. 2  
Program Options .................................................................................................................. 2  
  Two-Year Program ........................................................................................................... 2  
  Extended Program ........................................................................................................... 2  
  Reduced Residency Program .......................................................................................... 3  
  Online Hybrid Programs ................................................................................................. 4  
Academics ............................................................................................................................. 5  
Field Education .................................................................................................................... 7  
The Online Class Model ...................................................................................................... 9  
Advising ............................................................................................................................... 9  
Student Resources .............................................................................................................. 10  
  Office of Career & Leadership Development ............................................................... 10  
  Writing Center ............................................................................................................... 10  
  Columbia University Libraries ....................................................................................... 11  
Billing and Payment .......................................................................................................... 12  
Financial Aid ....................................................................................................................... 13  
Contacts ............................................................................................................................. 14
Welcome

Welcome to the Online Campus at the Columbia School of Social Work. As the nation’s oldest School of Social Work, Columbia opened the Online Campus with the goal of making Social Work education accessible to more students and, as a result, extending the reach of Social Work as a profession. As an Online Campus student, you will receive a Master of Science in Social Work by completing your coursework online and your field education in your local area. Enrolling in online courses affords you more flexibility in your schedule by reducing commute times while also building web-based communication and presentation skills. Our various location options for the Online Campus also allow you to choose where you want to begin building your professional network while in school. A variety of hybrid options are also available to you if you are interested in taking advantage of both campuses.

Program Options

Two-Year Program
If you are an Online Campus student in the Two-Year Program, you must complete the required 60 credits of the MSSW in four consecutive terms of full-time study. The program begins in the fall semester and you will spend each consecutive term taking three or four courses. Classes are offered on two days of the week and you will spend the remaining three days (21 hours per week) at your field education site for a total of 1,200 hours of field education.

Extended Program
The Extended Program offers you the opportunity to pursue the MSSW degree through a combination of part-time and full-time study. As an Extended Program student, you must meet the same course (60 credits) and field education requirements (1,200 hours) as Two-
Year Program students but can complete this in three or four years. Upon admission, in consultation with the Extended Program Associate Director of Advising, Natasha Dachos, you will select the option most suitable to your needs.

Once you begin Field Education, your program converts to full time and you must plan to be at your field placement site three days per week (21 hours). **Weekend or evening-only placements are not available.**

The Extended Program is divided into three phases: Pre-Field, Field, and Post-Field education. For each term of registration, you must register for a minimum of one course of 3 credits. A maximum of six courses (18 credits) may be completed prior to entering field education. Once you have matriculated into the Extended Program, you are not able to transfer to the Reduced Residency Program.

*See Student Handbook for more details about the Extended Program.*

**Reduced Residency Program**
The Reduced Residency Program was created to give employees of nonprofit organizations the opportunity to ground your practical work experience in a solid theoretical framework. As an Online Campus Reduced Residency student, you will fulfill the same 60-credit degree requirement as in the regular Two-Year Program and earn your MSSW through a combination of part-time and full-time study over a period of no fewer than four terms and no longer than four years.

The Reduced Residency Program is structured into two periods: the Pre-Residency period (up to two years of part-time enrollment while continuing to work full time at a social services organization), and the Residency period (a final year of full time enrollment). You will complete 900 hours of field education throughout your program. In consultation with CSSW Student Services, the Field Education Department, and the Reduced Residency Associate Director of Advising, Yesika Montoya, you will develop an academic plan that meets your program requirements.
You must be a student in the Reduced Residency Program in order to qualify to use your place of employment as your field placement site. However, this is not guaranteed; all Reduced Residency sites must meet the CSSW Field Education Department criteria as outlined in the Reduced Residency Guide.

See Student Handbook for more details about the Reduced Residency Program.

Online Hybrid Programs
All students at CSSW have the option of creating hybrid programs that combine the Online and New York City campuses throughout your studies. If you are a student in the New York City campus, you may switch into the Online Campus and vice versa from one year to the next (Note: you cannot make this change in the middle of the academic year). This means that you can complete different years of your MSSW program in any of the locations available via the Online Campus, including New York City. In the 2015-16 academic year, only the first year of the MSSW program will be available through the Online Campus. If you are entering your second year (this includes Advanced Standing students) in the 2015-16 academic year, you will not be eligible to transfer into the Online Campus.

Both New York City and Online Campus students also have the option of creating hybrid programs in which you enroll in a combination of online and residential courses in the same semester. However, you must officially declare your campus at the beginning of each year in order to determine your appropriate billing code. Once determined, you may take up to two courses outside of your declared campus (e.g. a New York City campus student may enroll in up to two online courses).

Eligible locations for the Online Campus in the 2015-16 academic year include**:

- **California**: Los Angeles, San Diego, San Francisco
- **Connecticut**: Hartford, Stamford
- **Washington, DC**
Florida: Miami, West Palm Beach
Illinois: Chicago
New Jersey (entire state)
New York: Albany, Buffalo, Syracuse, New York City
Pennsylvania: Harrisburg, Philadelphia, Pittsburgh
Texas: Austin, Dallas/Ft. Worth, Houston, San Antonio

*You must reside within a 90-minute commute of one of the above locations in order to be eligible for the Online Campus. For questions about this, contact cssw-admit@columbia.edu.

Academics

The Master of Science in Social Work (MSSW) received through the Online Campus is identical to that received through the New York City campus. You will take the same foundational and specialization courses required of all students pursuing an MSSW at CSSW. The MSSW curriculum can be divided into three main components: the Foundation Year, the Specialization Year, and Field Education. The Foundation year of the program is the same for all students and includes the following courses:

- T6010 First Year Field Work
- T6501 Social Work Research
- T660A Human Behavior and the Social Environment I
- T660B Human Behavior and the Social Environment II
- T6801 Social Welfare Policy
- T7100 Foundations of Social Work Practice
- T7102 Direct Practice
- T7103 Advocacy in Social Work Practice
In your Specialization Year, you will choose an **Advanced Practice Method Concentration** as well as a **Field of Practice**. This Specialization Year allows you to structure your program of study around acquiring advanced knowledge and skills for your intended professional practice. Your choice of Method Area of Concentration determines the type of second year field placement you will have, as well as your coursework. Currently, the **Method Area of Concentrations** available through the Online Campus are:

1. **Advanced Clinical Social Work Practice (ACP)**: emphasizes assessment, intervention, and evaluation within a field of practice, using individual, family, group, and case management strategies; focuses on a clinical application of risk and resiliency theories and research for at-risk populations; and addresses clinical issues with specific client populations.
2. **Social Enterprise Administration (SEA)**: builds knowledge, skills, and values in administering social service programs including social planning and program development, program evaluation, financial management, staff development and training, human resource management and supervision, and understanding management information systems.

The **Fields of Practice** available through the Online Campus include:

1. **Family, Youth & Children’s Services**: addresses the economic and social status and service needs of families, youth, and children; develops an intricate comprehension of laws, funding, and service organizations, including family support and child care services, preventive and protective services, school-related and/or school-based services, and adolescent issues.
2. **Health, Mental Health & Disabilities**: identifies health factors and social stressors that affect clients, including fiscal, legal, and organizational sanctions and influences such as managed care; focuses on program development and evaluation with an emphasis on assessing system entry points for client care and advocacy.
Field Education

Field education is a central component of the total educational program of the School, where practice experiences promote the integration of theoretical content from the classroom and the development of knowledge, skills and values for social work practice. You will receive individual, weekly supervision at your agency from a field instructor with a Master’s degree in social work and who has completed a Seminar in Field Instruction (SIFI). If your agency does not have a qualifying field instructor, your weekly supervision will be conducted remotely by an external supervisor who meets CSSW qualifications.

All students will report to their field education placement for 21 hours per week--three days a week, generally 8 hours per day, 9:00 a.m.- 5:00 p.m. (local time), including an hour for lunch or dinner. In your first year of placement, you will be in the field on Monday, Tuesday, and Friday. In your second year, you will be in the field on Monday, Thursday, and Friday. Any alternative field education schedules or hours must be approved by the Field Education Department through the advisor and assistant/associate director who manages that placement.

Online Campus students will work with Suzy Kim, Assistant Director of Field Education for the Online Campus, to determine a field placement in your region. If you reside in the New York metropolitan area, you will be placed as residential students, even if you are in the Online Campus. In this case, you will work with the appropriate Assistant/Associate Director and not Suzy Kim.

Field education requirements for the various programs are outlined below:

**Two-Year Program**

You are assigned field education three days per week for four terms, for a total of 1,200 hours.
Extended Program
During the field education phase of your program, you are assigned field education three days per week for four terms, for a total of 1,200 hours.

Reduced Residency Program
During the field education phase of your program, you will complete field education requirements in either four days per week in extended fall and spring terms, or three days per week in extended fall, spring, and a modified summer term. You must complete 900 hours of field education to satisfy degree requirements.

You are responsible for making up any time falling below the requirement because of holidays, illness, or emergencies. Cumulative planned overtime cannot be carried over from term to term, but in instances of prolonged illness or other emergencies, exceptions may be made by the Director of Field Education. **You may not change your regularly scheduled hours in field without the written authorization of your advisor and assigned assistant/associate director of field education. This decision cannot be made with the field instructor alone.**

You are not required to attend field education on agency holidays, however are required to attend on some School holidays (e.g. Election Day) if your agency is open on your usual day in the field. Agency holidays may vary regionally and you should adhere to your specific agency’s policies. During CSSW winter and spring breaks, you will not attend field education.
The Online Class Model

CSSW’s online courses are designed with a combination of asynchronous and synchronous activities to create multiple “touch points” throughout a week of class. These touch points are designed to facilitate a flipped classroom model whereby the focus of synchronous activities or class time shifts from instruction and lecture to more discussion and dialogue around the content you learned as part of your asynchronous activities prior to class. A typical week for an online class might include independent reading and video assignments, a formative assessment such as a discussion post or self-check quiz, budgeting time for long-term group or independent projects or papers, and finally the live session where you come together with your instructors and classmates to discuss and engage with the material you’ve been learning. As a result of the various touch points throughout the week, online courses redistribute 20 minutes to one hour of class time by assigning more independent or asynchronous work throughout the week.

Advising

The Office of Advising supports your educational development and success in the MSSW program. As an Online Campus student, the Office of Advising will assign you an advisor who will act as your first point of contact between your local field placement and the School of Social Work as well as your primary resource for educational support throughout the year. You can expect the following from your advisor:

- Primary resource for advising: academic, field and challenges that may potentially impact your academic and/or field performance
- Mentorship from an experienced practitioner
- One-on-one meetings to discuss field and academic successes and challenges
- Mandatory visits by your Advisor to the internship site
- Advising Seminars for professional social work practice development
- Email/Phone contact as needed
Additionally, you can make an appointment to meet with the Director or Associate Directors of Advising at CSSW either via telephone or web conference by contacting swadvising@columbia.edu.

Student Resources

Online Campus students have access to many of the resources available to our New York City campus students as most offices are available to meet with you via web conferencing or telephone during specified hours. All of the offices below offer this option for Online Campus students.

Office of Career & Leadership Development
The Office of Career & Leadership Development guides you both as a student and later as an alumnus/a of the School as you search for career opportunities and make decisions about your professional path. Online Campus students can set up 30-minute career appointments via web conference or telephone and it is up to you to decide what will be covered during that time. Popular topics include résumé and cover letter critiques, interview preparation, mock interviews, networking strategies, salary negotiations, and techniques for mapping out a career plan. To set up an appointment visit: https://columbia.mywconline.com/.

For more information about the Office of Career & Leadership Development visit: http://socialwork.columbia.edu/student-resources/more-resources/career-services

Writing Center
Online Campus students may utilize the CSSW Writing Center’s services with any piece of writing--academic or professional--at any draft stage, with any writing concern. Writing consultants are available for online appointments via WCONLINE, a scheduler and web
conferencing platform that allows for video chat, text chat and synchronous document review.

For Writing Center sign-up policies and instructions visit:  
http://socialwork.columbia.edu/student-resources/more-resources/writing-center

Columbia University Libraries
While a student at CSSW, you will have access to one of the world’s premiere collections in social work and social services, as well as to the collections and services of the other 21 libraries that make up Columbia’s library system, one of the top five research libraries in North America. Online Campus students can access all online databases and library resources using your UNI login. For additional support, the Social Work Librarian is available for telephone or web conference appointments to discuss some of the resources available in your local area. Comprehensive information about the Social Work Library's collections and services can be found here:
http://library.columbia.edu/locations/social-work.html
2015-2016 Online Campus Cost of Attendance

When making your financial plans, it is necessary to consider tuition and fees as well as living expenses in your region in estimating the overall cost of attendance. Below are the approved tuition and fees for 2015-2016.

Tuition and Fees per annum

Tuition

Students enrolled in the Online Campus will be charged $1,390 per credit.

Mandatory Fees

Document Fee

This one-time fee of $105, assessed during the first term of attendance, entitles students to e-transcripts, enrollment and degree certifications, and the mailing of the original diploma.

Student Events Fee

One-time fee of $450 for incoming students to cover orientation and graduation expenses.

Learning Resource Fee

This mandatory fee of $200 per term is charged to all students to cover the cost of learning resources including dedicated personnel, technology and equipment specific to the Online Campus.

Health Insurance

This fee is charged to all full-time students in order to provide them with basic medical insurance throughout the academic year. The Gold-level coverage is charged as $1,057 in the fall and $1,726 in the spring (the higher spring rate is because insurance coverage is provided through the summer). Students are insured from Sept. 1, 2015 until Aug. 31,
2016. A higher-level Platinum plan is available for $4,049. NOTE: The Columbia Student Health Insurance Plan may not cover all of your health care expenses. The plan excludes coverage for certain services and contains limitations on the amounts it will pay. Please read the Student Health Insurance Plan Brochure carefully before deciding which plan is right for you. Students having comparable medical insurance of their own may elect to waive this fee. Click here for waiver information. For additional Health Service and Medical Insurance information, please visit the Health Service Enrollment Office or call 212-854-7210.

Financial Aid

Your financial aid package is determined by the CSSW Office of Financial Aid and will include funding to allow you to meet your cost of attendance. This could include a mix of need-based scholarships and federal loans. NOTE: Only students who submit the Free Application for Federal Student Aid (FAFSA) are considered for financial aid. Tuition and fees are charged per semester; all aid is disbursed in halves, per semester. A non-refundable $400 enrollment deposit is required to confirm your planned enrollment. This $400 is applied to your first semester's tuition charges. All financial aid amounts are subject to change. Additional questions? Contact the Office of Financial Aid at 212-851-2293 or swfinaid@columbia.edu.
Contacts

Office of Online Initiatives
E-mail: swonline@columbia.edu
Telephone: 212-854-8833

Office of Admissions
E-mail: cssw-admit@columbia.edu
Telephone: 212-851-2400

Office of Advising
E-mail: swadvising@columbia.edu
Meetings: By appointment via phone, online or in person: Go to the Advising online appointment system.
See also: Office of Advising Staff Listings & Advisor Directory

Office of Career & Leadership Development
E-mail: swcareer@columbia.edu
Telephone: 212-851-2321
Meetings: By appointment via phone, online or in person: Monday-Friday, 10:00 a.m. - 4:30 p.m. EST. Go to the Career Services online appointment system to schedule 30-minute appointments.
See Also: Career Services FAQs

Office of Enrollment & Student Services
E-mail: swstudentservices@columbia.edu
Telephone: 212-851-2367, 212-851-2436, or 212-851-2364
Meetings: By appointment via phone, online or in person: 10:00 a.m. – 5:00 p.m. EST, Monday through Friday. (After 5:00 p.m., appointments available by request.) Go to the Student Services online appointment system.
Field Education Department
E-mail: swfield_education@columbia.edu
Telephone: 212-851-2307
See also: Field Education staff list

Office of Financial Aid
E-mail: swfinaid@columbia.edu
Telephone: 212-851-2293
Meetings:
● By appointment (on the phone, online or in person): 10:00 a.m. – 4:30 p.m. EST, Monday, Tuesday, Thursday & Friday. (After 5:00 p.m., appointments available by request.) Go to the Financial Aid online appointment system.
● Walk-in: Wednesdays, 10 a.m. – 6 p.m.

Social Work Library
E-mail: socwk@libraries.cul.columbia.edu
Telephone: 212-851-2194
Meetings: By appointment by phone or web conference or via e-mail.

CSSW Writing Center
E-mail: swwrite@columbia.edu
Telephone: 212-851-2232
Meetings: The Writing Center schedule changes based on student need by semester, but is generally open Monday-Friday days, evenings, and on weekends during the regular school year. Go to the Writing Center online appointment system for the current schedule and availability. Appointments may be online or in person, 30 minutes or 1 hour, scheduled in advance or drop-in.
See also: Writing Center FAQs