



**UNIVERSITY *of* HOUSTON**

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

**University of Houston  
Graduate College of Social Work  
2008**

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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 Handbook 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 Handbook and can be also found on the GCSW-CWEP web page ([http://www.sw.uh.edu/communityoutreach/cwep\\_students.php](http://www.sw.uh.edu/communityoutreach/cwep_students.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 block placement. This represents a total of 720 clock hours in a single semester.

- c. CPS employees will complete their concentration field placement with one of the following arrangements:
  - i. Transfer into a new position within CPS for a block placement of 720 clock hours (Field Practica III & IV); or
  - ii. Create a concurrent field placement of at least 720 clock hours (Field Practica III & IV) within CPS but outside of their current position.

### 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 eight weeks of specialized coursework 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. Field Practicum II is generally completed during the early part of the summer semester. CPS-RE is scheduled for the latter part of the summer semester.
- b. Students will receive academic credits for taking CPS-RE by enrolling in Advanced Field Practica I and II (SOCW 6194 & 6294) during the summer semester mentioned in 3.01.
- 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 Advanced Field Practica I and II (CPS-RE) 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  
Recommended Course Guide  
Effective Fall 2008**

**Required Courses:**

Required for All CWEP Students	Advanced (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	Field Practicum III: Clinical Practice	Field Practicum III: Leadership, Administration and Advocacy
*For non-CPS employees, also take <u>Field Practicum Elective II</u> for 2 SCH	Field Practicum III: Clinical Practice	Field Practicum III: Leadership, Administration and Advocacy

**CWEP Recommended Elective Courses (by curricular areas):**

As Practice Electives:

SOCW 7321	Multicultural Practice
SOCW 7322	Feminist Practice
SOCW 73xx	Clinical Practice with Children and Adolescents
SOCW 7344	Family Violence
SOCW 7346	Families in Transition
SOCW 7347	School Social Work Practice
SOCW 7365	Crisis Intervention
SOCW 7366	Grief and Bereavement Therapy
SOCW 7374	Mediation for Social Workers
SOCW 73xx	Supervision and Consultation
SOCW 73xx	Culturally Relevant Practice with Latinos/Latinas

As Human Behavior and Social Environment (HBSE) Electives:

SOCW 7xxx	Self Examination of Life Foundation
SOCW 7377	Drugs in Society

As Policy Electives:

SOCW 6304	Women's Issues
SOCW 7307	Social Work and the Law

Notes:

1. This is a course guide and is always subject to change. (Updated May 10, 2008).
2. You may discuss the selection of other electives with your CWEP Student 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**

<b><u>Fall</u></b> 15 SCH	<b><u>Spring</u></b> 8 SCH	<b><u>Summer</u></b> 3 SCH
Foundation Modules FP I (120 clock hrs)	FP II (240 clock hrs)(2) Assessment (3) Evaluation of Practice (3)	Elective (3)

**Year 2**

<b><u>Fall</u></b> 6 SCH	<b><u>Spring</u></b> 6 SCH	<b><u>Summer</u></b> 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**

<b><u>Fall</u></b> 9 SCH	<b><u>Spring</u></b> 10 SCH
Policy (3) Elective (3) Elective (3)	Track Course (3) ***FPIII (360 clock hrs.) (3) ***FP IV (360 clock hrs.) (4)

Notes:

\* May be offered in Fall semester.

\*\*CPS required training for Non-CPS employees

\*\*\* “Block” placement begins around 1<sup>st</sup> week in January until end of semester; with no Spring Break

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**  
8 SCH

FP II (240 clock hrs) (2)  
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**  
10 SCH

Track Course (3)  
\*\*FPIII (360 clock hrs.) (3)  
\*\*FP IV (360 clock hrs.) (4)

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**

**Fall**

15 SCH

Foundation Modules  
 FP I (120 clock hrs.)

**Spring**

14 SCH

FP II (240 clock hrs.) (2)  
 Assessment (3)  
 Evaluation of Practice (3)  
 CP Track course (3)  
 LAA Track course (3)

**Summer**

6 SCH

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

**Year 2**

**Fall**

15 SCH

FP III (360 clock hrs.) (3)  
 Policy (3)  
 Track course (3)  
 Electives (6)

**Spring**

13 SCH

FP IV (360 clock hrs.) (4)  
 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**

14 SCH

FPII (240 clock hrs.) (2)  
 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 (360 clock hrs.) (3)  
 Track course (3)

**Spring**

7 SCH

FP IV (360 clock hrs.) (4)  
 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

## **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 at any time within 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 All other DFPS employees (Adult Protective Services, Child Care Licensing, or Management) are also eligible to apply for the stipend and must work in CPS upon completion of their MSW degree. These employees must meet all of the stipend guidelines applicable to CPS employees.
- 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. (See Academic Requirement 2.01)
- 6.03 Field Practica III and IV will be offered at CPS as a block placement in a CPS unit different from the student's current employment unit. The student who is a CPS worker must transfer to the new unit and complete their placement as a 40-hour work week block. The transfer into the new unit is considered a management-directed transfer. The employee must remain in the new unit for one year before he/she can request a (another) transfer. (See Academic Requirement 2.03a) All CWEP students who are at or above the CPS supervisory level must have final approval of the CPS Regional Director. The University of Houston Field Coordinator will obtain this approval upon student's request.
- 6.04 CPS employees who decline the CPS block placement arrangement for Field Practica III and IV and choose to do the traditional 2-day per week field practicum in the fall and spring or choose to complete them outside of CPS must do so on their own time, above and beyond their normal 40-hour work week.

6.05 CPS employees may be assigned a special project for their Field Practica III and IV. The CPS Regional Director must provide final approval for all special projects. (See Academic Requirement 2.03b)

**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 attend field placements during regular work hours (8AM-5PM, Monday through Friday).
- 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) annually and resubmit job applications if requested.
- 8.04 A CWEP stipend may be given to a student at any time within a semester.

### **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 who have graduated from GCSW and participated in CWEP will not be required to go through the DFPS job fair process.
- 10.03 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 a three-month, transition-to-practice period during which time the peer-training unit will provide support.
- 10.04 CWEP students who seek employment at CPS after they enroll in the MSW Program and prior to graduation, must go through the DFPS job fair process and will be hired according to existing requirements at the time of hiring. When this occurs, the student will continue under the non-DFPS stipend agreement for the remainder of the semester in which they were hired by CPS. Then, the CWEP student must contact the CPS contract

staff prior to the next semester to make arrangements to sign a DFPS Stipend Agreement for the new semester.

10.05 Students must attend the CPS Required Education provided by DFPS prior to their Concentration year.

### **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.

11.04 All non-CPS students must participate in a midpoint review to determine their continued involvement in the CWEP program. This review will be completed after the student completes the CPS Required Education training offered by CPS. The student must provide a review package with the following materials:

- a copy of his/her candidacy portfolio
- a copy of the candidacy letter from GCSW
- the CPS Required Education evaluation
- the student's proposed plans/goals for Field Practica III and IV.

Each student will submit this review package to the CWEP Student Affairs Coordinator. The CWEP team will review the package and inform the student about his/her continued involvement in the CWEP program. Typically, this midpoint review will be completed during the summer between the student's Foundation and Concentration year.

**University of Houston  
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: \_\_\_\_\_