June 29, 2018

Dear New MSW Student,

Welcome to the University at Buffalo School of Social Work (UB SSW)! Congratulations on your acceptance. The UBSSW is ranked within the top 10% in the nation and continues to improve annually, thanks to high-caliber students such as yourself!

To help our new students start the UB SSW MSW program on the right path, we ask that you complete the two following requirements:

1. **Complete the Online Pre-Orientation course prior to August 20, 2018**
2. **Attend New Student Orientation Thursday August 23, 2018.**

Completing the Online Pre-Orientation course and attending our New Student Orientation will be your first official graduate student requirement.

The online pre-orientation course will allow you to orientate yourself to the university and the School of Social Work policies, procedures, and resources at your own pace prior to August 20. The in-person orientation on August 23rd will be a wonderful opportunity for you to meet your fellow students, our faculty and staff, and to initiate your graduate career by obtaining a clear understanding of the program requirements, expectations, and opportunities available.

The **in-person orientation will be held Thursday August 23, 2018 8:30am – 4:00pm (REQUIRED)** and Friday August 24, 2018 from 9:00am – 12:00pm (Optional).

Students are asked to report to Center for the Arts on Thursday August 23rd **between 8:30am – 9:00am** to sign in and obtain your welcome packets. On Friday August 24th, students are encouraged to join a poverty simulation which will begin at 9:00am (see enclosed agenda).

**To register for the New Student Orientation, please go to surveymonkey.com/r/UBSSWNOSOF18. Please RSVP by Friday August 17, 2018.**

If you have any difficulty registering, or if you have questions about the orientation, please contact Student Services at 716-645-1229, 716-645-1863 or sw-studentservices@buffalo.edu. We look forward to meeting you on August 23rd!

Sincerely,

Dana Horne, EdD  Joshua Hine
Assistant Dean for Student and Academic Affairs  Assistant Director of Student Services

*Please note:* As this orientation program is specific to transitioning new MSW Graduate Students into our program, we ask that ONLY new MSW graduate students attend. We politely ask that parents, spouses/partners, children, and/or friends refrain from attending.
New Student Orientation
Thursday August 23, 2018
DAY ONE
AGENDA

8:30 – 9:00 am  Registration and Breakfast beverages (Center for the Arts)

9:00 – 10:00 am  Welcome from the Dean, Introduction of Faculty & Staff

10:00 – 10:45 am  Critical Thinking Discussion with Faculty: Identifying as a Social Worker
What is Social Work?
What does it take to be a good Social Worker?

10:45 – 11:00 am  Break

11:00 – 11:45 am  If the School all... TEDxTalk: Social Workers as Super-Heroes by Anna Scheyett (https://youtu.be/A27QjpQ_1eo)

11:45 – 12:00 pm  Getting Involved at the UBSSW – UBSSW Student Groups

12:00 – 12:50 pm  Lunch with your Advisor - Center for the Arts
Student Resource Fair – Center for the Arts Atrium

12:50 – 1:00 pm  Move to Natural Science Center (NSC) - NSC 201

1:00 – 2:00 pm  Student Panel Discussion – NSC 201

2:00 – 2:15 pm  Break

2:15 – 4:00 pm  The Road to Professional Social Work Practice:
2:15 – 2:30 pm: Curriculum Overview
2:30 – 2:50 pm: Licensure: LMSW vs LCSW?
2:50 – 3:30 pm: Expectations for Graduate School & Professional Practice
3:30 – 4:00 pm: Field Education: Making the most of your field practicum experiences.
New Student Orientation  
Friday August 24, 2018  
DAY TWO  
(Optional)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 9:00 am</td>
<td>Check-in – Natural Science Center (NSC 205)</td>
</tr>
<tr>
<td>9:00 – 9:30 am</td>
<td>Nuts &amp; Bolts</td>
</tr>
<tr>
<td>9:30 – 9:35 am</td>
<td>Move to Poverty Simulation location</td>
</tr>
<tr>
<td>9:35 – 12:30 pm</td>
<td>Poverty Simulation – 107 Talbert Hall</td>
</tr>
<tr>
<td>10:00-11:00 am</td>
<td>For those not attending Poverty Simulation - 684 Baldy</td>
</tr>
<tr>
<td></td>
<td>• Intro to MyUB and UBlearns</td>
</tr>
<tr>
<td></td>
<td>• Drop in Advising</td>
</tr>
<tr>
<td>12:30 – 1:00 pm</td>
<td>Campus Tours (1Capen, Libraries)</td>
</tr>
</tbody>
</table>
|             | *Meet outside of Baldy 101 – The Kiva*
### 2018–2019 “Where To Turn” in the School of Social Work

<table>
<thead>
<tr>
<th>Question/Topic</th>
<th>Contact Info</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Services Office</strong></td>
<td><strong><a href="mailto:sw-studentservices@buffalo.edu">sw-studentservices@buffalo.edu</a></strong></td>
<td>- Answers student questions or general concerns about the MSW curriculum.</td>
</tr>
<tr>
<td></td>
<td><em>Office: 669 A &amp; B Baldy Hall (North Campus)</em></td>
<td>- Assists students in creating an academic plan.</td>
</tr>
<tr>
<td></td>
<td><em>Social Work Main Office #: (716) 645-3381</em></td>
<td>- Assists students in managing MSW program demands.</td>
</tr>
<tr>
<td></td>
<td><em><a href="http://socialwork.buffalo.edu/">http://socialwork.buffalo.edu/</a></em></td>
<td>- Connects students with on campus resources I.E.: Career Services, Office of Accessibility Resources.</td>
</tr>
<tr>
<td></td>
<td><strong>Student Services Webpage: <a href="http://socialwork.buffalo.edu/current-students.html">http://socialwork.buffalo.edu/current-students.html</a></strong></td>
<td></td>
</tr>
<tr>
<td><strong>Academics &amp; SSW Resources</strong></td>
<td><strong><a href="http://registrar.buffalo.edu/calendars/academic/">http://registrar.buffalo.edu/calendars/academic/</a></strong></td>
<td><strong><a href="http://calendar.registrar.buffalo.edu/calendar/">http://calendar.registrar.buffalo.edu/calendar/</a></strong> - Add/drop deadlines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Registration schedule</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Dates of instruction/ holidays</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Forfeiture of tuition after late drop</td>
</tr>
<tr>
<td><strong>School of Social Work Courses/Curriculum</strong></td>
<td><strong>Diane Elze</strong> <em>MSW Director</em> <em><strong><a href="mailto:deelze@buffalo.edu">deelze@buffalo.edu</a></strong></em> (716) 645-1228</td>
<td>- Questions about what classes will be offered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- General concerns about the curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Requests to have a course offered</td>
</tr>
<tr>
<td><strong>What classes should I take?</strong></td>
<td><strong>Faculty Advisors</strong></td>
<td>- General questions about the curriculum and sequencing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Questions about aligning courses with intended career goals (e.g. LCSW, CASAC)</td>
</tr>
<tr>
<td><strong>Classroom/School Environment</strong></td>
<td><strong>Diane Elze</strong> <em>MSW Director</em> <em><strong><a href="mailto:deelze@buffalo.edu">deelze@buffalo.edu</a></strong></em> (716) 645-1228</td>
<td>- Classroom environment concerns</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- School climate concerns</td>
</tr>
<tr>
<td><strong>ANY OTHER STUDENT CONCERN/NEED</strong> (i.e. time management assistance, modifying course load, stress management, self-care, grade appeals)</td>
<td><strong>Dana Horne</strong> <em>Asst. Dean for Student &amp; Academic Affairs</em> <em><strong><a href="mailto:dhorne@buffalo.edu">dhorne@buffalo.edu</a></strong></em> (716) 645-1229</td>
<td>- Questions about School of Social Work courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If you have questions about School of Social Work instructors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If you have questions or general concerns about the curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If you need to create an academic plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If you are having struggles managing the program demands</td>
</tr>
<tr>
<td><strong>CASAC Certification</strong></td>
<td><strong>Lesa Fichte</strong> <em>Director of Continuing Education</em> <em><strong><a href="mailto:lfichte@buffalo.edu">lfichte@buffalo.edu</a></strong></em></td>
<td><strong>Careers in Addictions Website:</strong> <a href="http://www.socialwork.buffalo.edu/conted/addictions.asp">http://www.socialwork.buffalo.edu/conted/addictions.asp</a></td>
</tr>
</tbody>
</table>

When emailing or calling Student Services staff, you may receive a speedier response if you include your full name, student I.D. number, phone number, program (Full-Time Seated MSW, Part-Time Seated MSW, Part-Time Advanced Standing Seated MSW, Full-Time Advanced Standing Seated MSW, Part-Time Online MSW, Part-Time Advance Standing Online MSW, MSW/PhD, BA/MSW, JD/MSW, MBA/MSW or MPH/MSW) and year in the program. Our answers may vary depending upon your year in a particular program.
### Field (Practicum) Education Office

| Field (Practicum) Education Office | Laura Lewis  
Director of Field Education | sw-field@buffalo.edu  
(716) 645-1234 |
|-----------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| Margie Quartley  
Field Education Coordinator | Kathryn Griswold  
Administrative Field Coordinator | Field Education Website:  
http://www.socialwork.buffalo.edu/msw/field/contact_staff.asp |

### Human Biology Requirement

| Human Biology Requirement | Kathryn Kendall  
Asst. Dean for Admissions & Recruitment  
kkendall@buffalo.edu  
(716) 645-1265 | If you did not complete an undergraduate human biology course prior to admission to the MSW program, you must complete SW 101 (or equivalent) by February prior to your Advanced year. |
|--------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| Dana Horne  
Asst. Dean for Student & Academic Affairs  
dhorne@buffalo.edu  
(716) 645-1229 | Joshua Hine  
Assistant Director of Student Services  
jchine@buffalo.edu  
(716) 645-1863 |

### Online MSW Program

| Online MSW Program | Kathryn Kendall  
Sr. Assistant Dean for Enrollment and Online Programs  
kkendall@buffalo.edu  
(716) 645-1265 | Questions concerning the Online MSW program. |
|-------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| Joshua Hine  
Assistant Director of Student Services  
jchine@buffalo.edu  
(716) 645-1863 | |

### Registration Questions about Social Work Classes

| Registration Questions about Social Work Classes | SSW Registrar  
sw-info@buffalo.edu  
645-1273 |
|-----------------------------------------------|---------------------------------------------------------------|
| Dana Horne  
Asst. Dean for Student & Academic Affairs  
dhorne@buffalo.edu  
(716) 645-1229 | Joshua Hine  
Assistant Director of Student Services  
jchine@buffalo.edu  
(716) 645-1863 |

### School/University Policies, Systems and Requirements?

| School/University Policies, Systems and Requirements? | Dana Horne  
Asst. Dean for Student & Academic Affairs  
dhorne@buffalo.edu  
(716) 645-1229 | Student Services maintains all student records.  
-What classes do I still need to take to complete the program?  
-What’s required to apply for graduation?  
-How can I schedule this?  
-What’s the deadline? |
|-------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| Joshua Hine  
Assistant Director of Student Services  
jchine@buffalo.edu  
(716) 645-1863 | Diane Elze  
MSW Director  
deelze@buffalo.edu  
(716) 645-1228 | |
| **Transferring Credits (from other university or within UB)** | **Diane Elze**  
*MSW Director*  
[deelze@buffalo.edu](mailto:deelze@buffalo.edu)  
(716) 645-1228 | **If you previously completed graduate coursework (within the past 6 years), you may be able to transfer credits to apply to your MSW degree. See:**  
[http://socialwork.buffalo.edu/admissions/faq.html#title_10](http://socialwork.buffalo.edu/admissions/faq.html#title_10) |
| --- | --- | --- |
| **Dana Horne**  
*Asst. Dean for Student & Academic Affairs*  
[dhorne@buffalo.edu](mailto:dhorne@buffalo.edu)  
(716) 645-1229 |  |  |
| **Center for Excellence in Writing** | **UB Center for Excellence in Writing**  
209 Baldy Hall (North campus)  
(716) 645-5139  
[writing@buffalo.edu](mailto:writing@buffalo.edu)  
[http://www.buffalo.edu/cas/writing.html](http://www.buffalo.edu/cas/writing.html) | **UB offers the Center for Excellence in Writing services as a resource to provide one-on-one writing consultations, which serve to help build a student’s understanding of the writing process and to empower and grow student confidence, skills and effectiveness.**  
The center also offers ongoing writing support, writing groups, dissertation writing retreats and workshops.  
*They provide help with:*  
- Understanding your assignment  
- Brainstorming  
- Outlining  
- Drafting  
- Identification of patterns  
The center also offers specific resources for graduate students:  
[http://www.buffalo.edu/cas/writing/resources/resources-grad-students.html](http://www.buffalo.edu/cas/writing/resources/resources-grad-students.html) |
| **Research Tutor** | **Travis Hales**  
[twhales@buffalo.edu](mailto:twhales@buffalo.edu) |  |
| **Writing Tutor** | **The SSW Writing Tutor**  
To request an SSW Writing Tutor appointment:  
**Lizzie Finnegan**  
[ehfinnegan@gmail.com](mailto:ehfinnegan@gmail.com) | **The tutor can help you with:**  
- Planning a paper.  
- Reviewing a paper for APA format or writing style  
The tutors do not serve as editors. They will highlight areas that need editor. They will not make the revisions for you. |
|  |  |  |
| **Important UB Resources** | Question/Topic | Contact Info | Details |
| **Question/Topic** | **Contact Info** | **Details** | **Details** |
| Parking & Transportation Services | UB Parking & Transportation Services  
106 Spaulding Quadrangle (North Campus)  
Ellicott Complex  
(716) 645-3943  

Parking:  
http://www.student-affairs.buffalo.edu/parking/parking.php  

Inter & Intra Campus Shuttles:  
http://www.student-affairs.buffalo.edu/parking/transport.php | - Where can I park?  
- Parking Permits?  
- Bus Schedules? |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UB ID Card</td>
<td>North Campus</td>
<td>South Campus</td>
</tr>
</tbody>
</table>
| 1Capen  
Capen Hall  
(716) 645-6344 | 1Diefendorf  
Diefendorf Hall  
(716) 829-3682 |  |
| Office of Accessibility Resources | Accessibility Resources  
60 Capen Hall (North Campus)  
Tel: (716) 645-2608  

For more information:  
http://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html | If you previously had accommodations in High School and/or your undergraduate studies, contact the Office of Accessibility Resources as soon as possible to ensure you receive your accommodations. |
| Office of Veteran Services | Veteran Services  
101 Allen Hall (South Campus)  
Tel: (716) 829-5586  

For more information:  
http://www.buffalo.edu/studentlife/who-we-are/departments/veteran.html | UB’s Veteran Services is a comfortable place where student veterans can obtain information about veterans’ benefits, academic policies, and campus resources to support their academic success here at UB. |
| UB Student Health Services | Student Health Services  
Michael Hall (1st floor)  
UB South Campus (map)  
(716) 829-3316  

For more information:  
http://www.buffalo.edu/studentlife/who-we-are/departments/health.html | Student Health Services offers health care services to any registered UB student. Any UB student who is currently registered for classes can be seen in Student Health Services, regardless of the type of insurance plan he/she holds. This means you DO NOT need to be insured under one of UB’s insurance plans to utilize Student Health Services. |
| UB Wellness Education Services | Wellness Education Services  
114 Student Union  
UB North Campus  
301 Michael Hall  
UB South Campus  
(716) 645-2837  

For more information:  
http://www.buffalo.edu/studentlife/who-we-are/departments/wellness.html | Wellness Education Services offers health care services to any registered UB student. Any UB student who is currently registered for classes can utilize their services.  
WES provides an array of services, including yoga, LGBTQ support groups, stress reduction, smoking succession programs and other life & learning workshops. |
### UB Counseling Services

**Counseling Services**  
120 Richmond Quad  
UB North Campus, Ellicott Complex, (Map)  
Phone: (716) 645-2720 or (716) 829-5800

If you are experiencing a psychological crisis and cannot wait until the UB Counseling Center is open, on-call counselors can be reached by calling University Police at (716) 645-2222 or by calling Crisis Services Hotline 24/7 at (716) 834-3131.

Students are encouraged to seek support as soon as possible when facing a personal challenge that inhibits their academic and personal success.

UB Counseling Services offers many free support services & workshops that cover topics such as: Managing Stress, Substance Abuse, Separation or breakup from your partner, death of a loved one, ongoing sleep disturbance, what to do if you have been assaulted, and depression.

### UB Department of Psychology – Clinical Service

**Psychological Services Center**  
Department of Psychology  
University at Buffalo  
Park Hall (Amherst Campus), Room 168  
Phone: (716) 645-3697  
Email: psy-psychservices@buffalo.edu

The Department of Psychology offers clinical services to UB Students and Staff as well as the surrounding community. They offer a wide variety of psychological services including individual, family, and couple’s therapy.

The psychotherapy fee for all UB students, faculty and staff is $15 per session. They do not accept insurance.

### Getting Involved

<table>
<thead>
<tr>
<th>Question/Topic</th>
<th>Contact Info</th>
<th>Details</th>
</tr>
</thead>
</table>
| DREAM Program          | Sue Green  
**DREAM Program Faculty Coordinator** sagreen@buffalo.edu | [http://socialwork.buffalo.edu/current-students/volunteer-opportunities/dream-program.html](http://socialwork.buffalo.edu/current-students/volunteer-opportunities/dream-program.html) |
| Friends of Night People | Diane Elze  
**FONP-SSW Volunteer Coordinator** deelze@buffalo.edu | [http://socialwork.buffalo.edu/current-students/volunteer-opportunities/friends-of-night-people.html](http://socialwork.buffalo.edu/current-students/volunteer-opportunities/friends-of-night-people.html) |
| Mentor Program         | Denise Krause  
**Clinical Professor, Assoc. Dean for Community Engagement & Alumni Relations** dkrause@buffalo.edu  
(716) 645-1223 |                                                                                               |
| UB GSA                 | **UB Graduate Student Association**  
310 Student Union  
University at Buffalo  
Buffalo, NY 14260-2100  
Phone: (716) 645-2960  
Fax: (716) 645-7333  
[http://gsa.buffalo.edu/gsa-feedback@buffalo.edu](http://gsa.buffalo.edu/gsa-feedback@buffalo.edu) | The Graduate Student Association (GSA) is the representative body for graduate students at the State University of New York at Buffalo.  
The GSA offers multiple funding opportunities (conference funding, research funding), services, events and clubs to the graduate students including funding the SSWGSA. |
| SSW GSA Members        | **Facebook group:**  
**Email:** ubsswgsa@gmail.com | The SSW GSA is the representative body for the students of the SSW to the GSA.  
The SSW GSA offers conference funding, events and other opportunities and projects throughout the year. |
How to Access the Pre-Orientation Course

1. Access MyUB by typing myub.buffalo.edu into your internet address bar.
   a. Use your UBIT name and password to login

2. Once you are on your MyUB page, click on UBlearns on top.

3. Click Login to access your UBlearns courses.
   a. (You shouldn’t have to enter credentials, but it is your UBIT name and password)
4. Find the “School of Social Work Advance Standing MSW Orientation Prep Course”

5. Proceed with the course!