



## DIPLOMA IN SOCIAL WORK

The Diploma in Social Work program is designed for professionals engaged in social welfare and social development work who wish to pursue graduate studies to gain a higher level of competence in their field of practice. This program is open to those with a bachelor's degree in social work and those who do not, with a different track for each. An above-average performance or the successful completion of the degree qualifies students without a bachelor's degree in social work to enter the Master in Social Work program should they wish to take this course of study.

### PROGRAM GOALS

The Diploma in Social Work aims to provide higher level competence in direct practice and supervisory tasks among social work practitioners.

### ADMISSION REQUIREMENTS

- A bachelor's degree from a recognized academic institution;
- A high level of intellectual capacity and integrity; and
- A high English proficiency level (as evidenced by a TOEFL certification) for foreign applicants.

These will be determined through (1) an examination of an applicant's undergraduate credentials and (2) a review of references from former professors and professional supervisors.

### ADMISSION POLICIES

A Program Admission Committee, headed by the Program Chair of the Diploma in Women and Development Program, will convene to deliberate on the documents submitted by the applicants. The OUR then informs the students of the results of the admission.

If all documents and requirements have been fulfilled by the student, he/she will be admitted as a regular student. A student will be given provisional status if he/she failed to submit the needed requirements for admission to the program. One year will be given to the student to complete the said requirements.

### MODE OF INSTRUCTION

All courses, except for the field instruction courses, will be delivered mainly by distance education mode. Field instruction courses, an integral part in social work education, requires face-to-face supervision and this will be accomplished with the support of agency field work supervisor working under the overall direction of the faculty-in-charge of the course.

Prospective applicants are advised that the program requires at least one field instruction course for those with BSSW while those without a BSSW will need two field instruction courses. Each course requires working 320 hours in an assigned agency during their regular working hours.

Those without a bachelor's degree in social work and intend to pursue a Master of Social Work and complete the 1,000-hour requirement for professional social work training will be required to enrol in a total of five field instruction courses.

Students whose employment will not allow for an adjustment of their work schedule for field instruction with another agency may apply for a work-study scheme. In this scheme, they could conduct their field instruction in the agencies where they are working provided that they satisfy the guidelines to become fieldwork agencies.

### COURSES

The Diploma consists of 27 units of core and major courses for holders of a bachelor's degree in social work and 33 units for those without said bachelor's degree. This can be completed between five to six semesters on a part time basis, at six units per semester. Upon completion of all courses, students must take and pass a comprehensive examination to earn the degree.

For BSSW holders, students shall have an option to take specialization on these three areas: (1) social administration, (2) clinical practice, or (3) community organizing. Field instruction courses will also be focused on the chosen area of concentration.

**With BS Social Work Degree (27 units)**

**Core Courses (Total of 15 units)**

- SW201 Social, Economic & Political Structures and Processes**  
(3 units) Socio-economic and political structures and processes and their implications to social work
- SW202 Human Behavior & Social Change**  
(3 units) Theories of human behavior and their implications to social work interventions for social change
- SW210 Social Administration and Development**  
(3 units) Perspectives and approaches in the organization and management of social services
- SW220 Social Work Theory & Practice**  
(3 units) Theory and practice of social work
- SW299.1 Social Work Research I**  
(3 units)

**Specialization Courses (Total of 6 units)**

- SW211 Social Policy Development**  
(3 units) Approaches and techniques in social policy formulation for social development
- SW212 Social Planning and Program Development**  
(3 units) Participative methods of social planning and programming
- OR
- SW221 Clinical Social Work Practice I**  
(3 units) Individual and family diagnosis and treatment
- SW222 Clinical Social Work Practice II**  
(3 units) Group treatment concepts, methods and techniques
- OR
- SW230 Theory and Practice of Community Organization**  
(3 units) Theories, principles and processes in the formation, maintenance, consolidation and evaluation of people's organization

- SW231 Strategies in Community Mobilization**  
(3 units) Strategies and tactics in the effective mobilization of communities for social action  
[Prerequisite: SW 230]

**Field Instruction and Electives (Total of 6 units)**

- Elective SW 253 Supervision in the Social Services or Any major course apart from area of specialization**  
(3 units) Supervisory principles, approaches and techniques in the supervision of professional staff, paraprofessionals and volunteers.  
[Prerequisite: COI]
- SW280 Field Instruction I or Any major**  
(3 units)
- DSW Integration Exam**

**Without BS Social Work Degree (33 units)**

**Core Courses (Total of 15 units)**

**SW201 Social, Economic & Political Structures and Processes**  
(3 units) Socio-economic and political structures and processes and their implications to social work

**SW202 Human Behavior & Social Change**  
(3 units) Theories of human behavior and their implications to social work interventions for social change

**SW210 Social Administration and Development**  
(3 units) Perspectives and approaches in the organization and management of social services

**SW220 Social Work Theory & Practice**  
(3 units) Theory and practice of social work

**SW299.1 Social Work Research I** (3 units)

**Specialization and Survey Courses  
(Total of 12 units)**

**SW211 Social Policy Development**  
(3 units) Approaches and techniques in social policy formulation for social development

**SW221 Clinical Social Work Practice I**  
(3 units) Individual and family diagnosis and treatment

**SW230 Theory and Practice of Community Organization**  
(3 units) Theories, principles and processes in the formation, maintenance, consolidation and evaluation of people's organization

**SW212 Social Planning and Program Development**  
(3 units) Participative methods of social planning and programming

OR

**SW222 Clinical Social Work Practice II**  
(3 units) Group treatment concepts, methods and techniques

OR

**SW231 Strategies in Community Mobilization**  
(3 units) Strategies and tactics in the effective mobilization of communities for social action [Prerequisite: SW 230]

**Field Instruction Courses (Total of 6 units)**

**SW280.1 Field Instruction: Generalist Social Work Practice**  
(3 units) Supervised field placement to develop beginning proficiency in generalist social work practice for non-BS Social Work graduates

**SW280 Field Instruction I** (3 units)

**DSW Integration Exam**

## **LADDERIZED TO MASTER OF SOCIAL WORK**

Additional courses are required for students who wish to proceed to Master of Social Work from Diploma of Social Work.

### **Students not needing 1000 hours of Field Instruction**

#### **Additional Courses after Completion of Diploma (12 units)**

- SW299.2 Social Work Research II (3 units)
- SW281 Field Instruction by Area of Concentration (3 units)
- Elective Any 200-level social work course (3 units)
- Cognate Any 200-level course (3 units)

#### **Comprehensive Examination**

### **Students needing 1000 hours of Field Instruction**

#### **Additional Courses for Intensive Field Instruction Degree (1,000 hours of Field Instruction) (12 units)**

- SW299.2 Social Work Research II (3 units)
- SW281 Field Instruction by Area of Concentration (3 units)
- 280.2 **Field Instruction: Special Client Group I** (3 units)  
Supervised field instruction to develop beginning proficiency in generalist social work practice with a special client group [Prerequisite: SW 280.1 and all core/required specialization courses]
- SW280.3 **Field Instruction: Special Client Group II** (3 units)  
Supervised field instruction to develop beginning proficiency in generalist social work practice with a special client group (different from the client group in SW 280.2) [Prerequisite: SW 280.2]

#### **Comprehensive Examination**