

**The University of Texas at Austin  
School of Social Work  
MSSW Program**

**GUIDELINES FOR SW395K: CONFERENCE COURSES**

Conference courses (SW395K) provide students with an opportunity to study special topics of interest to the student. In all respects, conference courses should meet the standards of other courses offered in the social work program. The guidelines below are intended to help students structure their conference course in a manner consistent with the educational standards of the School of Social Work. Supervised practicum and/or research experience may be used as a component of a conference course, but all conference courses must contain substantial reading and writing components as well as regularly scheduled meetings with the instructor to assist in the integration of course material.

To register for a conference course students must:

- Secure the cooperation of a faculty member of the School of Social Work or other department who is willing to be the instructor for the course.
- In cooperation with the faculty member, submit an outline for the conference course which contains the following information:
  - a. A descriptive title for the course.
  - b. The general goal of the course.
  - c. The specific objectives of the course.
  - d. The methods of instruction that will be used.
  - e. A list of readings.
  - f. The assignments that the student will submit during the course. Each student is expected to complete at least one written assignment during the course.
  - g. A meeting schedule. The student and instructor are expected to meet a minimum of once a week.
  - h. A statement indicating how the student will meet course objectives and devote adequate time to the course.
  - i. The method that will be used to determine the final grade for the course.
  - j. The signatures of the student and faculty member.

Students registering for a SW395K course during the summer must indicate in which summer session they plan to register (first 6 weeks, second 6 weeks, full 9 week session).

SW395K courses are barred so students cannot register themselves. To register for a SW395K course, students must submit the completed and signed SW395K form to the MSSW student advisor at least 24 hours prior to their registration period. Please consult the advisor if you have any questions.

**For Office Use Only**

Unique Number:  
\_\_\_\_\_

**The University of Texas at Austin  
School of Social Work  
MSSW Program**

**SW395K: CONFERENCE COURSE**

Please provide the information requested. Attach additional sheets if necessary.

Name of student: \_\_\_\_\_

EID: \_\_\_\_\_ Email: \_\_\_\_\_

Name of faculty member overseeing course: \_\_\_\_\_

Descriptive title for course: \_\_\_\_\_  
\_\_\_\_\_

Goal of Course: \_\_\_\_\_  
\_\_\_\_\_

Please check one: Letter-grade basis \_\_\_\_\_ OR Credit/No Credit basis \_\_\_\_\_

Year/Semester/Session to be taken: \_\_\_\_\_

**Learning objectives for course:**

By the end of the semester, the student will:

- 1.
- 2.
- 3.
- 4.
- 5.

**Methods of instruction/Course requirements (equivalent to 45 hours of class time and 135 hours of preparation/study time)**

**Major Readings:**

**Research/writing:**

**Meeting time with faculty member:**

**Other:**

**Evaluation criteria (list specific products upon which grade will be based: examinations, papers, media, etc.):**

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Signature of instructor

This course has the approval of the MSSW Program Director: \_\_\_\_\_  
MSSW Program Director