INTRODUCTION

All students must pass a Qualifying Examination administered by the School as one of the requirements for the MSW degree. The exam is a test of your knowledge of the foundation content in social work. Mastery of this content is deemed essential before moving on to the advanced specialized course material. Students are permitted to take the examination twice. A student who fails the examination the second time will be disqualified from the MSW program and from the University. Thus, the examination should be taken quite seriously.

<table>
<thead>
<tr>
<th>QUALIFYING EXAMINATION TIME LINE</th>
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<tr>
<td>April 23, 2018</td>
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<td>April 30, 2018</td>
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<td>May 7, 2018</td>
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<td>May 14, 2018</td>
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<td>May 15-17, 2018</td>
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<td>July 9, 2018</td>
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ELIGIBILITY

To be eligible to take the written qualifying exam you must complete (or be registered in) all first year classes (31 units) with a minimum grade in each course of C. If you become eligible after the Spring Semester 2018 you make take the exam at the retake (tentatively scheduled for 7/9/2018), otherwise you will have to wait until the Spring Semester 2019 to take the examination. This sitting for the exam assumes that your eligibility problem has been resolved. There are no exceptions to this rule. It is the student’s responsibility to insure that they meet all eligibility criteria.
ELIGIBILITY LIST
All eligible students will be emailed by April 30, 2018. If you do not received notification it means:

a. You have not met one or more eligibility criteria
b. We made an error

If you did not receive an email, please contact Dr. Min by phone at (619) 594-6893, or by email (jwmin@mail.sdsu.edu) or stop by his office at HH-119.

EXAMINATION FORMAT

The examination will be a 2-hour and fifteen minute 100 question multiple-choice test of foundation content in social work. Content comes from first year course work in Micro and Macro Practice (SW 630, 631, 632), Policy and Services (SW 601), Research (SW 690, SW 610) and HBSE (SW 619 & 620). Test questions were developed by the instructors of those courses. Approximately 14 to 15 questions are drawn from each course except for 610 & 690 which are treated as a single course. You must answer at least 70% of the items correctly in order to pass the exam. All questions are subject to an item-analysis. Poorly performing items are discarded before calculating your final score.

WHAT TO BRING

The School will provide a scantron form. You should bring the following items with you to the examination:

a. Your RED ID for identification
b. #2 pencil(s) for filling out the Scantron answer sheet
c. A good quality eraser for changing your answers on the scantron answer sheet

**No cell phones are allowed in the exam room.**

NO SHOWS

The policy on students who miss the examination is:

a. If you are ill on the examination day you must notify the School by either calling the main telephone number 594-6865, and leaving a message on the VMS, or informing HH 119 office staff directly, or by emailing Dr. Min (jwmin@mail.sdsu.edu). You must bring a letter from a doctor verifying your illness to be eligible to take the exam on the second examination day as your first try.

b. You may have an unanticipated event or emergency of a serious nature that prevents you from taking the examination. You should call the School office and follow the procedures outlined in a. above. In addition, contact the School as early as possible so your request can be evaluated before the exam. If you are unable to make this early contact you must present a justification with supporting documentation that includes: (1) a description of the event that caused you to miss the exam, (2) a justification of why the event was unanticipated and
necessitated missing the exam, (3) and you must present satisfactory reasons for why you were not able to contact the School prior to the exam. Based on the evidence you provide, the School will decide whether or not you are eligible to take the exam on the second examination day as your first attempt.

c. If you do not meet the conditions in a and b, or the school decides based on the evidence that you present that your reason for missing that exam was not justified, you forfeit your first examination attempt. This forfeit means you have only 1 chance to take the examination. You are eligible to take the examination on the July 11th retake examination day (date tentative).

**APPEALING FAILING GRADES**

If a student sits for the exam, the grade will stand, unless they can demonstrate either of the following two conditions. (1) A student may believe that the School has not followed procedures outlined in this document. It is the student’s responsibility to present evidence that this is the case. (2) A student can demonstrate that the answer key used to score grades was unambiguously wrong.

**SPECIAL ARRANGEMENTS**

Special testing arrangements are available for students identified through Student Disability Services (SDS). Students requiring these arrangements must contact Dr. Ko and/or complete the appropriate procedures and documentation at SDS.

**NOTIFICATION OF RESULTS**

Notification will be emailed May 14, 2018

**EXAMINATION REVIEW-FAILURES**

A grade of at least 70 is needed to pass the exam. For students who fail the exam, the graduate advisor (Dr. Ko) will provide a summary of the content covered in the exam and the areas that the student performed poorly. The exam itself will not be made available for review. Students who fail the exam are responsible for reviewing material on their own. Those students not passing the exam will not be allowed to continue in the program until they pass. Students can take the exam as many times as they want until they pass it. However, for those attempting to take 3rd time or more, the exam will be given only once a year in May. It is the students’ responsibility to file the leave of absence when they are not matriculating.

**SECOND EXAMINATION PROCEDURE**

Students who were not successful on the examination can take the examination again. Procedures duplicate the conditions of the first examination process. All the same expectations of the first examination will apply again. Retake exam will be in a multiple choice format. The retake examination will reflect the same set of knowledge and skills requirements, as the initial examination required. The exam must be taken prior to enrolling for the Fall semester. If you
plan to retake the examination, you must notify Dr. Min by email (jwmin@mail.sdsu.edu), or stop in at his office in HH-119.

SECOND EXAMINATION EVALUATION/NOTIFICATION
Students will be informed by email of the results of the second test.

STUDY GUIDE
The exam contains multiple choice questions that will test first year general concepts across subject areas outlined in the master syllabus, will be based on the study outline that follows; which are Micro Practice (SW 630 & SW 631), Macro Practice (SW 630 & SW 632), Human Behavior and Social Environment (SW 619 & 620), Social Welfare Policy (SW 601), and Social Work Research (SW 610 & SW 690). The instructors who taught these courses have constructed the study guide. The texts related to the topics that are outlined are suggested references based on the most common text or readings used in your first year courses. Common refers to those items in use across sections.

EXAM SECURITY
Your exam will be numbered and you will sign for receipt, and again when you return it. The Exam must be returned in order for you to receive a grade. No cell phones are allowed in the exam room. If you need to leave the room during the exam you must ask the Proctor for permission. The Proctor will hold your Scantron while you are out of the room. Violations of any of the above may lead to the disqualification of your exam.
STUDY GUIDE

A. Generalist Social Work Practice – SW 630

I. Overview of Social Work Practice
   A. Mission, Purpose and Function of Social Work
   B. Ecological Systems Model and Systems Theory
   C. Generalist Social Work Practice
      1. Definition
      2. Micro, mezzo, macro levels
      3. Social work roles
   D. Social Work Values, Laws, and Ethics
      1. Cardinal social work, e.g. confidentiality, self-determination, informed consent, personal vs. professional values
      2. Ethical principles, ethical dilemmas, and NASW Code of Ethics
      3. Laws regulating social work practice
   E. Phases of the Helping Process

II. Exploration, Engagement, and Assessment of Client Systems
   A. Effective Communication and Exploring Skills
   B. Verbal and Non-verbal Communication Patterns
   C. The Interview Skills

III. Assessment of the Client System
   A. Overview of the Multidimensional Assessment
      1. Assessment and diagnosis -brief introduction to DSM
      2. Culturally competent assessment
      3. Emphasizing strengths in assessment
      4. Identifying the problem and critical concerns
      5. Generalist Intervention model in assessment
   B. Assessment – Intrapersonal, Interpersonal, and Environmental Factors
      1. Assessment of physical, cognitive/perceptual, affective, and behavioral functioning including mental status examination
      2. Assessment of motivation, cultural, spiritual, and environmental factors
      3. Use and abuse of medications, alcohol, and drugs
      4. High risk factors: suicidal risk; homicidal risk; child abuse and neglect; elder/dependent adult abuse and neglect; domestic violence.
      5. Assessment tools: genograms; ecomaps; culturagrams
      6. Developmental assessment
      7. Assessment with minors (children, adolescents) and older adults
      8. Assessment with voluntary vs. involuntary clients
   C. Assessing Family Functioning
      1. Family Assessment - System Framework
      2. Family system in social environment
3. Family assessment skills and tools (Genogram, Ecomap, Culturagram)

IV. Developing Goals and Formulating Contracts
A. Negotiating Goals and Process
B. Evaluation and Measuring Progress
C. Introduction to the Evidence-Based Practice (EBP) Process
   1. The Evidence-Based Practice Perspective
   2. Steps of the EBP Process

V. Planning and Implementing Change-Oriented Strategies
A. Task-Centered Model
B. Crisis Intervention Model
C. Case Management

VI. Macro Social Work Practice with Organizations and Communities
A. Generalist Intervention Model
B. Social Work Roles in Macro Practice
C. Understanding Neighbors and Communities

VII. Managing Micro and Macro Barriers to Change
A. Burnout, Compassion Fatigue, and Vicarious Trauma
B. Cross-Cultural Barriers
C. Transference / Countertransference

VIII. Evaluation and Termination

Readings:


Recommended:
B. Social Work Practice: Individuals, Families, and Groups – SW 631

I. Assessment (Review from SW 630)
   A. Review of Multidimensional Biopsychosocial Assessment:
      1. Assessing the individual/family/group in the situation
   B. Review of High Risk Assessment:
   C. Overview/Review of legal and ethical issues impacting social work practice
   D. Mental Status Exam
   E. Review EBP and Social Work Practice
   F. Culturally Responsive Assessment of Diverse Groups: Race, Ethnicity, Gender
   G. Reviewing case conceptualization, goals and contracts, beginning treatment planning.

II. Assessment Skills and Diagnostic Formulation
   A. DSM - Use and Overview: rationale, organization, structure, and major diagnostic categories
   B. Cultural Considerations and Formulation in Making a Diagnosis

III. Assessment and Case Conceptualization using Theory and Practice Theory
   A. Overview of Theories and Practice Theories
   B. Social Work Perspective with Practice
   C. Strengths-Oriented Practice and Client Empowerment; Risk and Resiliency
   D. Diversity and Multiculturalism

   A. Ego Psychology
   B. Behavior Theory, Behavioral Analysis
   C. Cognitive Theory, Cognitive restructuring, Dialectical behavior therapy
   D. Solution-Focused Therapy and Solution-Focused Brief Therapy (SFBT)
   E. Motivational Interviewing, motivating change, trans-theoretical stages of change (TSOC) model

V. Family Therapy and Practice - Overview, Origins, Concepts, Assessment, Intervention and Evaluation
   A. Review of Family Functioning, Definition, Assessment, and Relationships
      1. Review family functioning in diverse family and cultural contexts
   B. Family Systems
   C. Multigenerational Systems – M. Bowen
   D. Structural Family Theory - S. Minuchin

VI. Introduction to Group Treatment
   A. Formation and assessment of groups
   B. Group dynamics and process
   C. Ethical and legal issues in group work
   D. Group preparation / beginning a group
VII. Group Development and Stages of Group
   A. Initial/preaffiliation stage
   B. Transition/power and control stage
   C. Intimacy stage
   D. Differentiation stage
   E. Termination stage

VIII. Termination (Review)
   A. Evaluating progress and measuring treatment outcomes
   B. Preparing for termination
   C. Intervention strategies and techniques for termination

Readings:


C. Social Work Practice 632 – Organization and Communities

1. Human service organizations and the environment
   a) Need assessment
   b) Community assets and strengths approaches
   c) Community collaborations

2. Planning and program design
   a) Organizational vision and mission
   b) Strategic planning
   c) Goals and objectives
   d) Program design: evidence-based practice, logic model (inputs, throughputs, outputs, outcomes)
   e) Marketing: publics, product, price, place, promotion

3. Managing human resources
   a) Job design
   b) Performance appraisal: BARS, MBO, critical incident techniques
   c) Job stress: job restructuring, supportive supervision, shared purpose
   d) Diversity: valuing, creating, and sustaining a divers workforce
4. Supervision
   a) Theories of motivation: process, content, Maslow, Herzberg, McClelland, management by objectives
   b) Participative decision making

5. Financial management
   a) Line item and program budgets
   b) Grants and contracts, performance-based contracts

6. Information systems
   a) Approaches to performance measurement: goal, internal process, strategic constituencies, human resources
   b) Inputs, throughputs, outputs, and outcomes

7. Program evaluation
   a) Process evaluation
   b) Outcome evaluation
   c) Efficiency and effectiveness
   d) Participatory evaluation

8. Leadership and organizational change
   a) Transformational and transactional leadership
   b) Charismatic leadership
   c) Servant leadership
   d) Exemplary leadership
   e) Visionary leadership
   f) Staff-initiated organizational change
   e) Consultation technologies: organization development, business process reengineering, total quality management

9. Organizational excellence
   a) Organizational life cycles
   b) Employee attitude surveys
   c) Management audit
   d) Learning organization

10. Community change
   a) Confronting oppression
   b) Resistance
   c) Empowerment
   d) The community as a client

11. Theoretical framework for community change
   a) Systems theory and communities, a theory of change
   b) Organizing models for community change
   c) Cornerstones of community building
d) Healthy communities

12. Relating community change to professional practice
   a) Basic purposes of social welfare
   b) Traditional approaches to professional practice

13. Knowing your community
   a) Perspectives on community
   b) Participatory action research
   c) Needs assessments, asset assessments

14. Power
   a) What is power
   b) Fear of power, who has power, and bases of power
   c) Assessing and building power
   d) Empowering others

15. Powerful planning
   a) Basic reasons for planning
   b) Basic planning elements
   c) Obstacles

16. Building the organizing effort
   a) Mobilizing issues and selecting issues for action
   b) Developing your organization
   c) Coalitions
   d) Responsibilities of an organizer

17. Strategies and tactics
   a) confrontation
   b) negotiation
   c) collaboration
   d) co-optation
   e) advocacy

18. Enhancing the quality of neighborhoods
   a) Processes of neighborhood change
   b) Types of neighborhood organizations
   c) Activities of neighborhood organizations

READINGS

D. Human Behavior and the Social Environment - SW 619

Questions will be based on the following topics that were covered either in lecture, readings or both.

I. The Role of Theory in the Human Services
   A. What is theory?
   B. Distinctions between types of theories in the human services
   C. What is the role of theory in practice and research?
      1.) Evidenced Based Practice
      2.) Practice Wisdom
   D. Concepts and Conceptualization
   E. Evaluating theory
   F. Knowledge base of the human services and social work

II. Macro Theories of Human Behavior
   A. General Systems Theory
   B. Ecological Theory & Ecosystems
   C. Structural Functionalism
   D. Conflict Theory
   E. Person-in-Environment Perspective

III. Culture, Diversity and Human Behavior
   A. Sources of diversity
   B. Define and distinguish between culture, ethnicity, & race?
   C. Basic Elements of Culture
      1. Values & Norms
      2. Language
      3. World view
      4. Life styles
   E. Socialization and social control
   F. Ascription vs. achievement
   G. Non-dominant Groups
      1.) Race
      2.) Gender
      3.) Sexual Orientation
      4.) Disabilities
   H. Change and strain
      1. Processes (assimilation, accommodation, acculturation, bi-cultural)
      2. Diversity and immigration
   I. Oppression
   J. Cultural competence

IV. Social Class
   A. Defining social class
   B. Stratification and social status.
C. Latent and manifest functions of stratification  
D. Inequality  
E. Mobility  

V. Groups and Human Behavior  
A. What is a group?  
B. Theories of group development (stages)  
C. Group Structure  
   1. Composition  
   2. Roles  
   3. Culture (norms, conformity deviance, socialization, social control)  
   4. Status and prestige  
   5. Leadership  
   6. Cohesion  
   7. Subgroups  
   8. Boundaries  

E. Group Dynamics  
   1. Goals  
      a) Importance  
      b) Criteria (START)  
   2. Theories of group decision making  
      a) Methods  
      b) Correlates of poor decision making  
      c) Group Think  
      d) Group Polarization  
      e) Shared Information Bias  
      f) Normative Model of Decision Making  
   3. Theories of group performance  
      a) Social Interdependence Theory  
      b) Social Facilitation  
      c) Social Exchange  
      d) Social Loafing  
      e) Brainstorming  
   4. Theories of group conflict and conflict reduction  
      a) Types of conflict  
      b) Resolving conflict  
   5. Group leadership  
   6. Power, influence, & change  
      a) Basis of power  
   7. Trust  

VI. Community  

A. Communities and Human Behavior  
   1. What is community?  
      a) Gesselhaft and Gemeinschaft
b. Community, neighborhood, and public life
   c. Locational (Place) communities
   d. Non-place Communities (of identification)

2. Functions of community
3. Human Ecology and communities
   a. Competition
   b. Adaptation
   c. Ecological processes
4. Patterns of power and relationships
   a. Structure and dynamics
   b. Power distribution
      1. Power and influence
      2. Elitist, Pluralist, and Conflict Theory
   c. Mediating structures
5. Systems Theory
   a. Integration
   b. Behavioral
   c. Supra-systems
6. Capital
   a. Financial
   b. Human
   c. Social
   d. Cultural
7) Social network and support systems

VII. Organizations

A. Types of Organizations
   1. Basic Concepts and Definitions
   2. Historical perspectives on Organizations
   3. HSO classifications
B. HSO attributes
C. Organizations, Organizational Theory, Models, and Human Behavior
   1. Organizational Theory (be able to describe basic concepts and differences among theory)
      a. Rational-Legal Model
         Scientific Management
         Bureaucratic Theory (Classical)
      b. Human Relations Theory
      c. Contingency Theory
         (1) Technology types (Perrow)
      d. Systems Theory
      e. Political Economy Theory
      f. Institutional Theory
D. Organizational Culture and Climate
E. Organizational Structure
G. Motivation in the work place
H. Organizational Change
   1. Type of organizational change
   2. Theoretical approaches to organizational change
   3. Diversity as organizational change
I. Leadership
   1. Roles, decision making,
J. Diversity in organizations
   1. Challenges
   2. Barriers
   3. Performance pressure
   4. Managing diversity

Readings:


**E. Human Behavior in the Social Environment SW 620**

1) The psychosocial approach to human development
   a. The biological, psychological, and societal systems

2) Major Theories of Human Development
   a. Evolution theory
   b. Cognitive developmental theories
   c. Theories of learning
   d. Cultural Theory
   e. Social Role Theory
   f. Systems Theory
   g. Psychosocial Theory

3) Basic concepts of psychosocial theory

4) Evaluation of psychosocial theory

5) Pregnancy and Prenatal Development
   a. Genetics and development
   b. Normal fetal development
   c. The cultural context of pregnancy and childbirth

6) Infancy
   a. Developmental tasks
      i) Sensory/motor development
   b. Attachment theory
   c. Emotional development

7) Toddlerhood
   a. Developmental tasks
b. Language development  
c. Self-control  
d. Fantasy play and development

8) Early School Age  
   a. Developmental Tasks  
   b. Self Theory  
   c. Gender identification  
   d. Moral development

9) Middle Childhood  
   a. Developmental tasks  
   b. The contribution of friendship to development  
   c. Concrete operations—Piaget’s theory of cognitive development  
   d. Self-evaluation

10) Early Adolescence  
    a. Developmental Tasks  
       i) Physical maturation  
       ii) Cultural context of puberty  
       iii) Sexual orientation  
    b. Formal operations—Piaget’s theory of cognitive development  
    c. Emotional development  
    d. Peer group membership  
    e. Group identity  
       i) Racial/ethnic identity

11) Later Adolescence  
    a. Developmental tasks  
       i) Autonomy from parents  
       ii) Gender identity  
       iii) Internalized morality  
       iv) Career choice

12) Early Adulthood  
    a. Developmental tasks  
       i) Intimate relationships  
       ii) Child rearing  
       iii) Work  
    b. Social roles  
    c. Fulfillment theories  
    d. Life course theories

13) Middle Adulthood  
    a. Developmental Tasks  
       i) Managing a career  
       ii) Nurturing an intimate relationship  
       iii) Expanding caring relationships  
       iv) Managing the household

14) Later Adulthood  
    a. Developmental tasks
i) Accepting one’s Life
ii) Life goals, satisfaction and happiness
iii) Promoting intellectual vigor
iv) Dementia and Alzheimer’s disease
v) Redirecting energy to new roles and activities
vi) Developing a point of view about death

b. Post operational thinking

15) Elderhood
a. Longevity
b. Developmental tasks
   i) Coping with the physical changes of aging
   ii) Developing a psychohistorical perspective
   iii) Living arrangements

16) Death, dying, and bereavement
a. The definition of death
b. The process of dying
c. Bereavement
   i) Psychosocial growth and bereavement

Reading:

F. Social Welfare Policy - SW 601

1. Basic Policy
   a) The structure of social policy
   b) Social needs/social problem
   c) Claimsmaking
   d) Policy development process
   e) Strength-perspective
   f) Ideologies: conservative, liberal, radical, and feminist

2) Major Historical Eras
   a) Early Republic
   b) Progressive Era
   c) The New Deal
   d) The Great Society
   e) The Conservative Eclipse – Nixon through Obama administrations

3) Major Social Welfare Programs
   a) Social Insurance Programs
      i) OASDI
      ii) Unemployment Insurance
      iii) Medicare
b) Public Assistance Programs  
   i) TANF  
   ii) Medicaid & CHIPRA  
   iii) Supplemental Nutrition Assistance Program (Food Stamps) & WIC  
   iv) SSI  
   v) The Earned Income Tax Credit  

c) Child Welfare Policy  
   ii) Child Abuse Prevention and Treatment Act of 1974  
   iii) Independent Living Act of 1986  
   iv) Indian Child Welfare Act  

d) Aging Policy  
   i) The Older American Act (OAA)  
   ii) The Age Discrimination in Employment Act of 1967  

e) Poverty  
   i) Calculation of Poverty Level  
   ii) Size and demographic characteristics of poverty  
   iii) Income inequality  

f) Human Rights and Civil Rights  
   ii) Universal Declaration of Human Rights 1948  

Readings:  


G. Social work research - SW690 & 610  

Basic Research Concepts You Should Know  

- Be able to define science and its minimal tenets.  
- Know the strengths and limitations of evidence based practice.  
- Describe the different research paradigms (e.g., positivist, interpretivist) and how they differ.  
- Define what is meant by theory, its components, and use in research.  
- Distinguish between concepts, attributes, and variables.
• Know what a logic model is.

• Understand what is involved in problem formulation.

• Be able to write a good hypothesis.

• Be clear on what conceptualization and operationalization involves.

• Know the different levels of measurement.

• Define the ecological fallacy.

• Know the difference between independent, dependent and extraneous variables.

• Be able to articulate the different types of reliability (inter-rater, internal consistency and measurement validity (face, content, convergent, criterion, convergent, discriminant).

• Be able to identify what is needed to determine causation.

• Be able to identify the strengths and limitations of different sampling designs.

• Be clear on the differences between different experimental and quasi experimental designs.

• Be able to describe survey research.

• What is qualitative research and how is it different from quantitative research?

• Define mixed methods research.

• Identify the strengths/limitations of qualitative research and its purpose.

• Know the different types of study designs (longitudinal, cross-sectional, trend studies, cohort studies, panel studies, case control, time series, pretest-posttest, classical experimental design, multiple time series, etc.).

• What advantage does random assignment give?

• What are threats to internal validity, and how does a control group address them?

• Discuss program evaluation—why, how, when, what makes for good quality results.

• Know sampling designs; random, stratification, probability vs. non-probability; quota, convenience, cluster, systematic, etc.

• Identify methods of data collection and their strengths and weaknesses (interviews, mail surveys,
random digit dialing, and data abstraction).

- Describe principles of instrument construction.
- Describe what a standardized instrument is and how it would be useful in your research.
- Know issues around internal validity (definition and threats).
- Know what improves external validity.
- Give the conditions for establishing causation.
- What is missing data and describe problems it poses for researcher? Give some solutions to the problem of missing data.
- What are the strengths and limitations of doing different types of unobtrusive data collection, measures, etc.
- Know what is involved in culturally competent research.
- Be able to describe some of the common elements of ethical research.
- Describe differences between descriptive and inferential statistics.
- Know what measures of central tendency and dispersion statistics are.
- What is treatment fidelity and why is it important?
- Discuss and distinguish different types of research designs and their corresponding statistical approaches to analyze the data from the research designs.
- Know the choice of appropriate statistics based on types of variables.
- Know the difference between statistics and parameters.
- What are some strategies for answering research questions that examine relationships among variables:
  - Chi-square
  - Pearson’s correlation coefficient (strength and direction)
  - Interpreting a Correlation Coefficient
- Strategies for answer research questions examining differences between samples
- t-tests (two different types and when to use which t-test)
- One-way ANOVA

- Know hypothesis-testing procedures: alpha value, statistical values of each test, df, and p value
- Know the meaning of the alpha value, for example, .10, .05, .01, etc.

**Readings:**


**These will also be useful:**
