



June 20, 2023

Harry Potter, MSW
Program Director
Hogwarts School
Alexandria, VA 12345
hpotter@hogwarts.edu
555-555-5555

RE: *Letter of Instruction*
Riverdale University (DE)
Master's Social Work Program
2015 Educational Policy and Accreditation Standards (EPAS)

Dear Director Potter:

At its June 2023 meeting, the Board of Accreditation (BOA) reviewed the self-study submitted by the social work program and issued this *Letter of Instruction (LOI)* to the site visitor.

Instructions for General Questions

Discuss general questions related to the following accreditation standards with the program: Program Mission and Goals (**AS 1.0**), Diversity (**AS 3.0**), and Assessment (**AS 4.0**).

Instructions for Specific Questions

Area(s) of Concern

In taking this action, the BOA identified the following area(s) of concern.

Accreditation Standard 1.0.3: The program identifies its goals and demonstrates how they are derived from the program's mission.

The program identified its goals. However, the program did not clearly demonstrate how the goals are derived from the program's mission.

The site visitor is asked to explore with the program how each of its goals are directly derived from the program's mission.

Accreditation Standard M2.2.2: The program explains how its field education program provides generalist practice opportunities for students to demonstrate social work competencies with individuals, families, groups, organizations, and communities and illustrates how this is accomplished in field settings.

The program explained how its field education program monitors the field setting through assignments associated with the field experience. However, the program did not specify how field settings provide generalist practice opportunities for students to demonstrate social work competencies with individuals, families, groups, organizations, and communities.

The site visitor is asked to discuss with the program how field settings provide generalist practice opportunities for students to demonstrate social work competencies with individuals, families, groups, organizations, and communities.

Accreditation Standard M2.2.9: The program describes how its field education program specifies the credentials and practice experience of its field instructors necessary to design field learning opportunities for students to demonstrate program social work competencies. Field instructors for master's students hold a master's degree in social work from a CSWE-accredited program and have 2 years post-master's social work practice experience. For cases in which a field instructor does not hold a CSWE-accredited social work degree or does not have the required experience, the program assumes responsibility for reinforcing a social work perspective and describes how this is accomplished.

The program specified the credentials and practice experience of its field instructors and how the program assumes responsibility for reinforcing a social work perspective and how this is accomplished, in instances where field instructors do not possess the requisite credentials. However, the program only specified that it requires that an individual must possess a master's degree in social work to serve as field instructor, but did not specify that the degree must be from a CSWE-accredited program.

The site visitor is asked to verify with the program that field instructors must possess master's degrees from CSWE-accredited programs to design field learning opportunities for students to demonstrate program competencies.

Accreditation Standard 3.2.3: The program documents a full-time equivalent faculty-to-student ratio not greater than 1:25 for baccalaureate programs and not greater than 1:12 for master's programs and explains how this ratio is calculated. In addition, the program explains how faculty size is commensurate with the number and type of curricular offerings in class and field; number of program options; class size; number of students; advising; and the faculty's teaching, scholarly, and service responsibilities.

The program provided its faculty-to-student ratio, which was within the recommended ratio parameters, and specified how its ratio is calculated. However, the program did not discuss how faculty size is commensurate with the number and type of curricular offerings in class and field; number of program options; class size; number of students; advising; and the faculty's teaching, scholarly, and service responsibilities.

The site visitor is asked to review with the program how faculty size is commensurate with the number and type of curricular offerings in class and field; number of program options; class size; number of students; advising; and the faculty's teaching, scholarly, and service responsibilities.

Accreditation Standard 3.2.5: The program describes its faculty workload policy and discusses how the policy supports the achievement of institutional priorities and the program's mission and goals.

The program described its faculty workload policy and discussed how the policy supports the achievement of institutional priorities. However, the program did not discuss how its faculty workload policy supports the achievement of the program's mission and goals.

The site visitor is asked to discuss with the program how its faculty workload policy supports the achievement of the program's mission and goals.

Accreditation Standard 3.3.6: The program describes its administrative structure for field education and explains how its resources (personnel, time and technological support) are sufficient to administer its field education program to meet its mission and goals.

The program described how its personnel resources support the administration of its field education program. However, the program did not discuss time and technological support or its sufficiency to administer the field education program to meet its mission and goals.

The site visitor is asked to discuss with the program the availability of time and technological support resources and the sufficiency of those resources to administer its field education program to meet its mission and goals.

Accreditation Standard 3.4.5: The program describes and demonstrates sufficient office and classroom space and/or computer-mediated access to achieve its mission and goals.

The program described its office and classroom space. However, the program did not discuss the sufficiency of these resources to achieve its mission and goals.

The site visitor is asked to review with the program the sufficiency of its office and classroom space to achieve its mission and goals.

Accreditation Standard 4.0.5: For each program option, the program provides its plan and summary data for the assessment of the implicit curriculum as defined in EP 4.0 from program defined stakeholders. The program discusses implications for program renewal and specific changes it has made based on these assessment outcomes.

The program provided a plan for assessing the implicit curriculum and provided summary data in several areas. However, the program did not provide data nor a discussion of implications for program renewal and specific changes it has made based on these assessment outcomes.

The site visitor is asked to discuss with the program its implicit curriculum assessment data and specific changes that will be made to the program based on its assessment outcomes.

Site Visit Assignment

Visit Date: January 17, 2024

Visit Location:

Riverdale University
90210 Riverdale Drive.
Dover, Delaware 54321

Role, Scope, and Boundaries of the Site Visitor

The site visit is an important step in the peer-review reaffirmation process. Certified site visitors operate under the authority and jurisdiction of the Board of Accreditation (BOA). The visitor's role is that of information gatherer. Visitors do not determine compliance nor recommend a decision type. Visitor also do not offer advice, suggestions, feedback, opinions, nor instructions to the program. The BOA is the sole arbiter of compliance.

Visitors may only discuss visit-related information with parties directly involved with the accreditation process (i.e., program, program's CSWE accreditation specialist, and the BOA).

The content of the visit and report are structured around collecting clarifying information pertaining to general and specific questions raised in this BOA-issued LOI. All programs respond to general questions. When the program's self-study is unclear, incomplete, inadequate, inconsistent, or inaccurate the relevant accreditation standard(s) are cited by the BOA in the LOI, and instructions are provided to the visitor to collect clarifying information from the program. The visitor reviews the self-study in its entirety in advance of the visit for program context; however, only accreditation standards identified in this LOI may be discussed with the program. Information beyond the boundaries of this LOI shall not be discussed, requested, nor reported.

Visit Preparation

Using this letter as a guide, collaborate with the program's primary contact to plan the site visit schedule, including the names and positions of those with whom you will meet. Meetings are conducted with program administrators, faculty, and students and the institution's president/chancellor or their designee (e.g., provost). Any additional program stakeholders, groups, or individuals, with whom you elect to meet should be driven by the accreditation standards identified in this LOI. The visitor may not meet with additional constituent groups beyond the agreed upon schedule without the program's consent.

A [sample schedule](#) is available on the CSWE website.

A [general questions bank](#) is available to assist site visitors and programs in preparing to engage in discussion regarding the general standards discussed at every site visit.

The program's primary contact is provided a copy of this LOI for informational and preparatory purposes to plan the visit.

No later than 30-days prior to the visit, the program is expected to email you an electronic copy of the exact self-study submitted to the BOA.

Programs do not submit formal written responses to this LOI nor furnish the visitor with supplemental materials in advance of the visit.

Communication & Documentation

During the visit, visitors are expected to give the program opportunities to provide information that clarifies the BOA's questions. Programs are permitted to show documentation, visuals, or materials explicitly requested in this LOI to the visitor. However, the visitor does not collect nor submit these materials with their report. The program is responsible for documenting compliance and submitting evidence in their formal written response to the Site Visit Report. The visitor collects the clarifying information as directed in this LOI via discussion with program stakeholders.

Following the close of the visit, any communication between the site visitor and program primary contact ceases, except for submitting any required documentation for reimbursement of travel expenses. Remaining questions or concerns are directed to the program's CSWE accreditation specialist. The visitor destroys/deletes the program's documents upon confirmation of acceptance of the report by the program's CSWE accreditation specialist.

Site Visit Report

The visitor uses this LOI to report their findings to the BOA via the Site Visit Report Template, attached separately.

Within 2-weeks of the conclusion of the site visit, the visitor sends one (1) electronic Word document copy of the report to Betty Cooper, Accreditation Specialist, in the Department of Social Work Accreditation at bcooper@cswe.org.

Report content is written in the visitor's own words and reflects objective and factual findings collected via discussion with program stakeholders. The report shall not refer the BOA to the any prior accreditation documents, nor any documentation shown during the visit. The report shall not include copied/pasted narrative nor excerpts. All evidence of compliance must be provided by the program in their response to the Site Visit Report.

Program Response to the Site Visit Report

Programs shall not submit a formal written response to this LOI. Instead, the program will submit a formal written response to the Site Visit Report.

Upon receipt of the Site Visit Report, the CSWE accreditation specialist reviews and processes the report. This review process results in the program receiving the report beyond the 2-weeks granted for the visitor to submit the report to CSWE.

Within 2-weeks of receiving the report from CSWE, the program sends one (1) electronic Word document copy of the report to Betty Cooper, Accreditation Specialist, in the Department of Social Work Accreditation at bcooper@cswe.org.

The program responds to each accreditation standard identified in this LOI and Site Visit Report. The response shall not refer the BOA to the any prior accreditation documents. The response must include any documentation shown during the visit. All evidence of compliance must be provided by the program in their response.

Formatting & Submission Requirements

The response must align with the formatting and submission requirements detailed in the [Accreditation Policy Handbook](#).

Policies, Procedures, & Resources

Policies and procedures regarding the site visit are located in the [Accreditation Policy Handbook](#). Additional visit [resources](#) are available on the CSWE website.

Decision Types

BOA Reaffirmation decision types are described in the [Accreditation Policy Handbook](#).

CSWE Accreditation Contact

Program primary contacts may schedule a consultation with their assigned CSWE accreditation specialist to discuss this BOA decision letter. The CSWE accreditation volunteer coordinator is also available before, during, and after the visit to address any visit logistics questions, clarify volunteer expectations, or provide visit resources.

If there are any questions about this letter or the policies, procedures, and actions of the Board of Accreditation, please contact Betty Cooper, Accreditation Specialist in CSWE's Department of Social Work Accreditation at bcooper@cswe.org.

As accreditation is a peer-review process, we cannot accomplish our work without your dedicated service. Thank you for your volunteer contributions to social work education accreditation.

Sincerely,

Chair, Board of Accreditation

Cc: **Primary Contact:**
Archie Andrews
Program Director
Riverdale University
90210 Riverdale Drive.
Dover, Delaware 54321
aandrews@riverdale.edu
555-555-5555

Attached Separately: Site Visit Report Template