

Practice Doctorate Accreditation: Implicit Curriculum

Implicit Curriculum: Admission (AS D4.0.1-D4.0.4)

Implicit Curriculum: Equitable and Inclusive Admissions (AS D4.0.1)

Implicit Curriculum

The implicit curriculum consists of the student learning experience and the program context or environment.

The implicit curriculum includes the following elements: student development, admissions, advising, mentorship, retention, and termination; student participation in governance; faculty; administrative and governance structure; and resources.

Admissions: Equitable & Inclusive

Accreditation Standard D4.0.1: The program's admissions policies are equitable and inclusive, with particular attention to underrepresented as well as historically and currently oppressed groups.

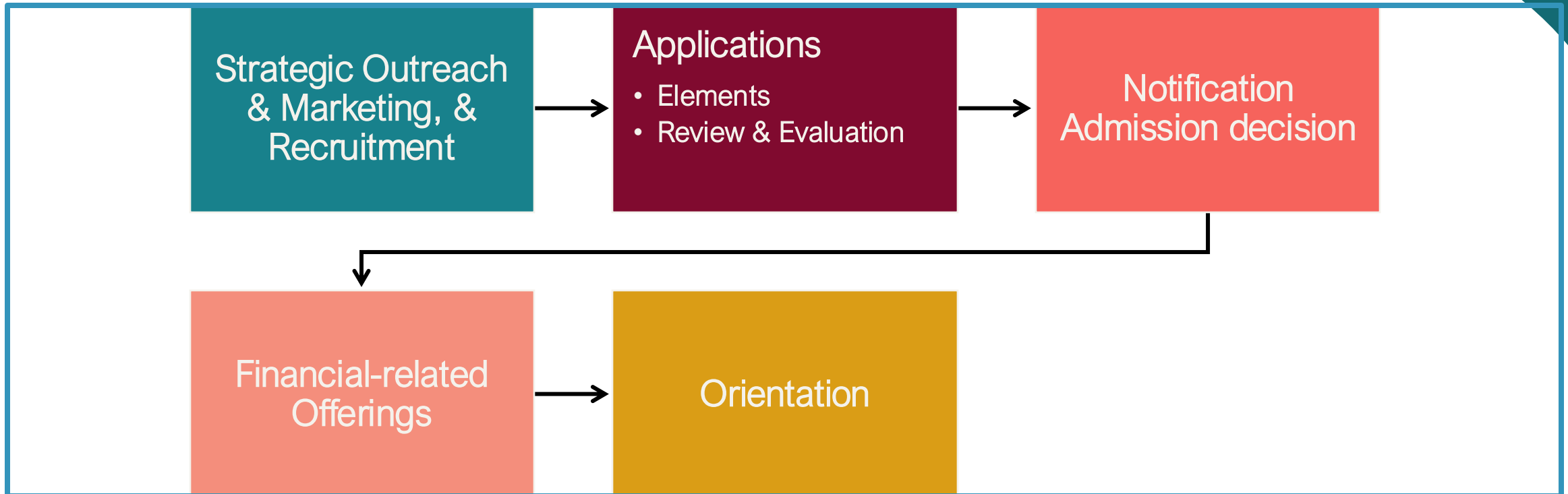
Admissions: Equitable & Inclusive

Focus of this standard:

- Equity and inclusion within admission policies, practices, and processes to reduce unfair bias.



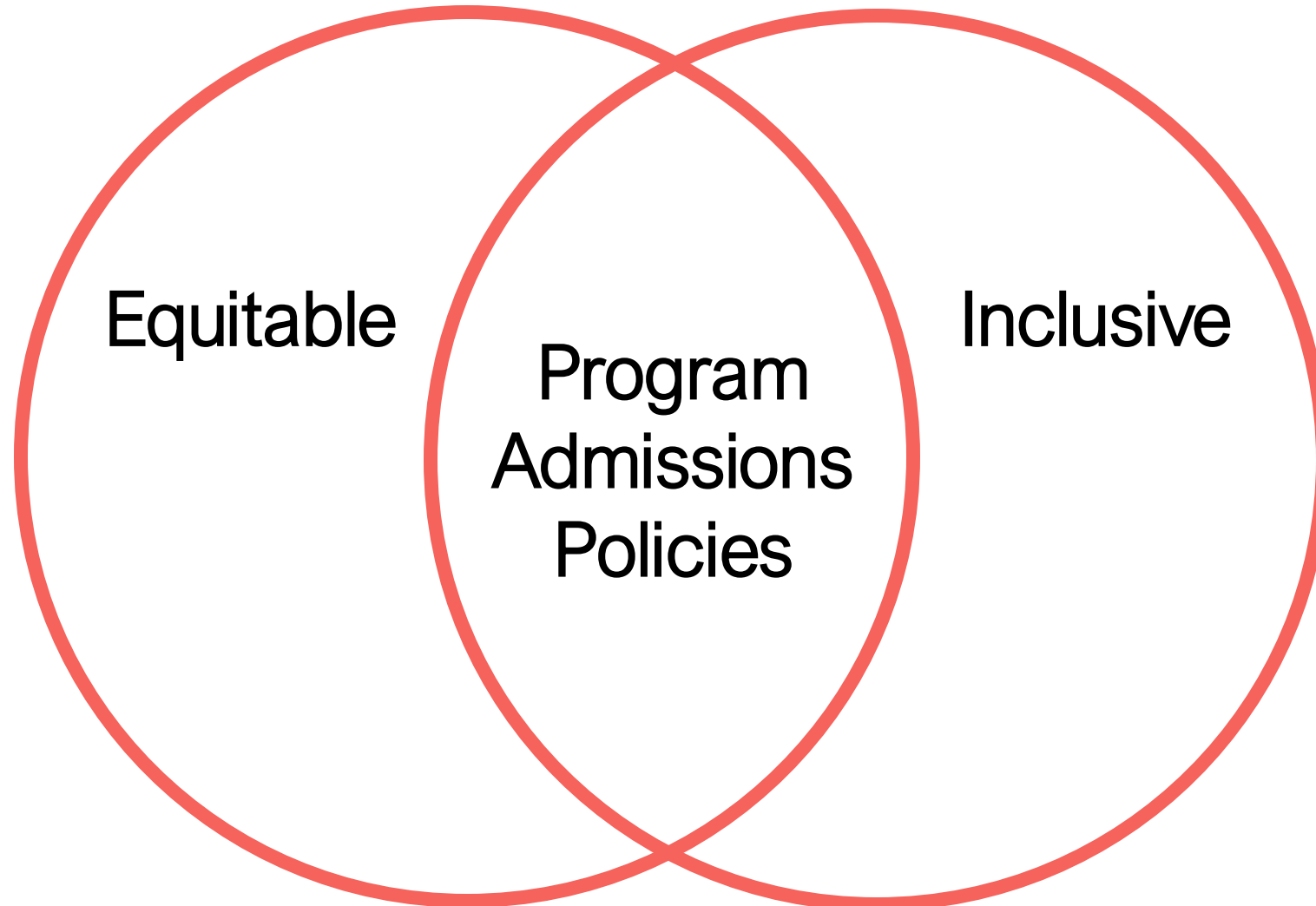
Defining Admissions Processes



Policies & Procedures: Admission

- For *Accreditation Standard D4.0.1*, the term policies includes:
 - Policies,
 - Practices, and
 - Processes

Policies & Procedures: Admission



Key Terms: Equity

Equity = Fair treatment, access, opportunity, and advancement, recognizing that all people do not all start from the same place.

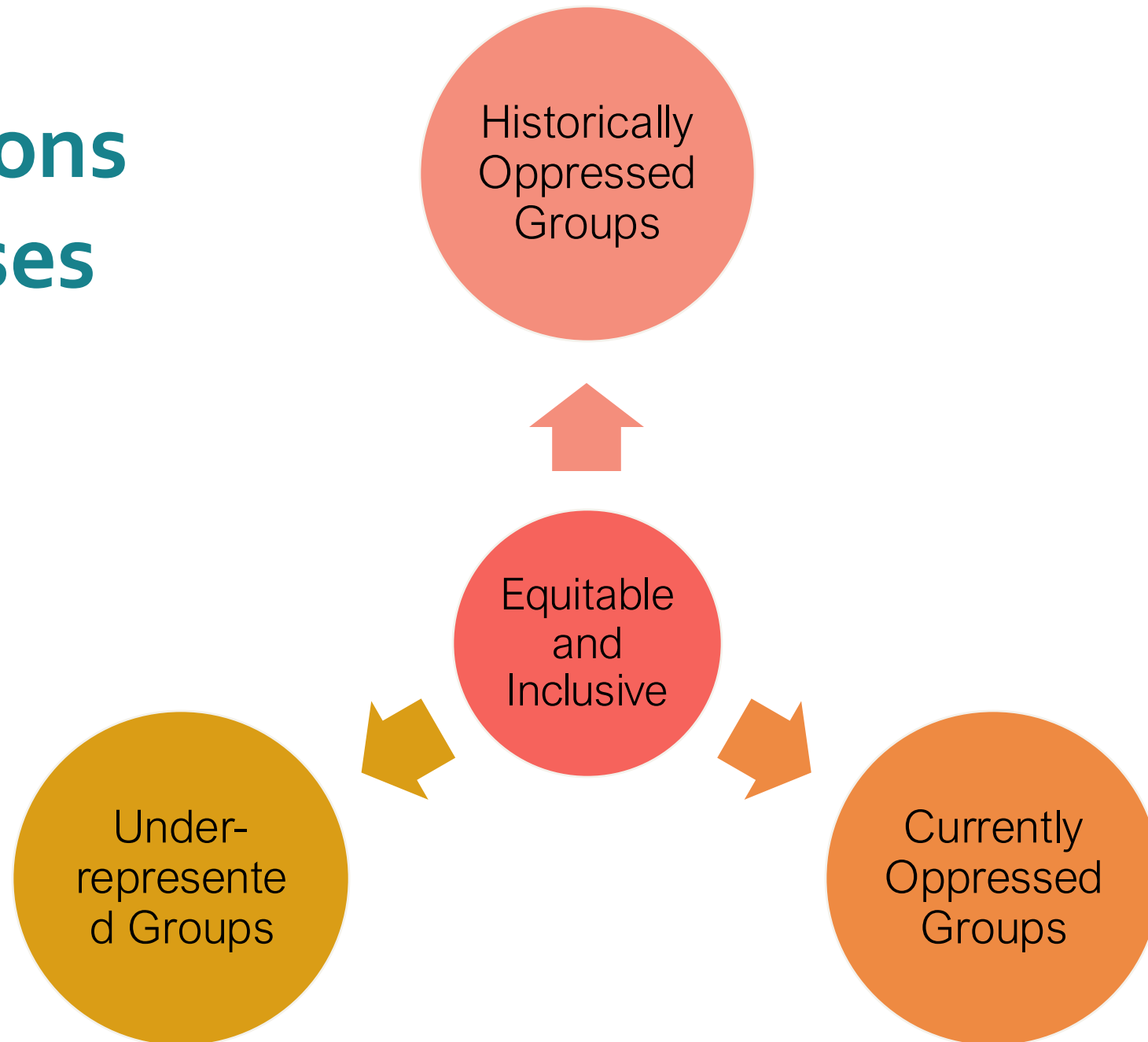
Equity is achieved by promoting justice, impartiality, and fairness within the procedures, processes, and distribution of resources by institutions or systems. Actively addressing equity issues requires understanding the root causes of outcome disparities in our society and making adjustments to imbalances.

Key Terms: Inclusion

Inclusion = The act of creating environments in which individuals and groups are engaged, respected, valued, and supported through the elimination of practices and behaviors that result in marginalization.

Inclusion is achieved when all people are welcomed to fully participate.

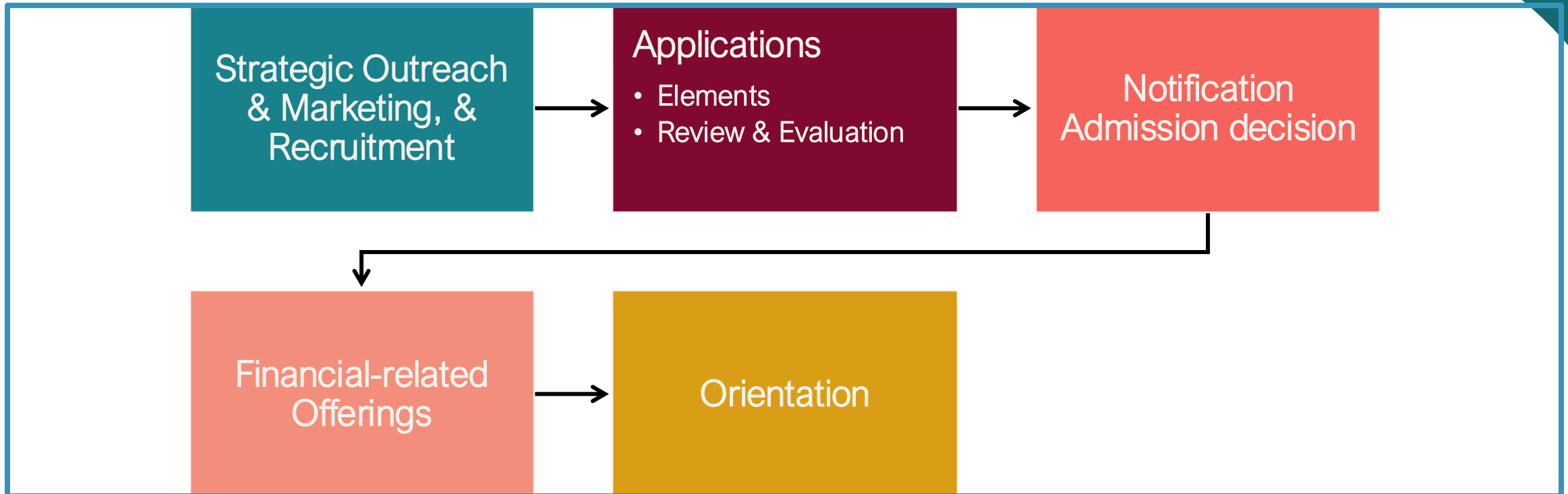
Admissions Processes



Content Elements

- Volume 3 = Student Handbook
- Identification of policies, practices, and processes to be program-specific or institution-specific
- Narrative of how admissions policies/practices/processes make the program equitable & inclusive

Admissions Processes: Examples



Admissions Processes: ADEI Examples

Strategic Outreach & Marketing, & Recruitment

- Community partnerships that provide pathways for master's-level practitioners to earn a practice doctorate degree
- Recruitment from community colleges in underserved communities
- Credit-bearing introductory social work courses offered to the local community or online
- Recruitment office locations
- Timing information sessions and open houses to maximize access
- Offering childcare during onsite recruitment events
- Recruitment fairs

Admissions Processes: ADEI Examples

Applications: Elements, Review, & Evaluation

- Accessibility of application platform
- Inclusive demography questions on the application
- Objective application evaluation criteria or a holistic admissions rubric
 - Include prompt on application for students to “tell their story” by providing context and addressing any extenuating circumstances in their academic and professional history
- Optional or elimination of standardized test scores as an admission criterion
- Employing multiple evaluators per application
- Requiring unconscious bias training for application evaluators
- Alternative methods for conducting admission interviews
- Option for transgender individuals to change their name and pronouns on admissions applications

Admissions Processes: ADEI Examples

Notification of Admissions Decisions

- Accessibility of application platform
- Requiring unconscious bias training for application evaluators
- Strategies to reengage and reintegrate students who took a leave of absence

Admissions Processes: ADEI Examples

Financial-related Offerings

- No application fees or fee waivers
- Optional or elimination of standardized test scores as an admission criterion
- Alternative methods for conducting admission interviews
- Maximize number of transfer credits accepted

Admissions Processes: ADEI Examples

Orientation

- Offering office hours, group/student organization opportunities, and resources at orientation to support students in navigating doctoral education
- Strategies to reengage and reintegrate students who took a leave of absence
- Optional early orientation to build social connections
- Admission process and orientation supports for first generation, second career, or transfer students

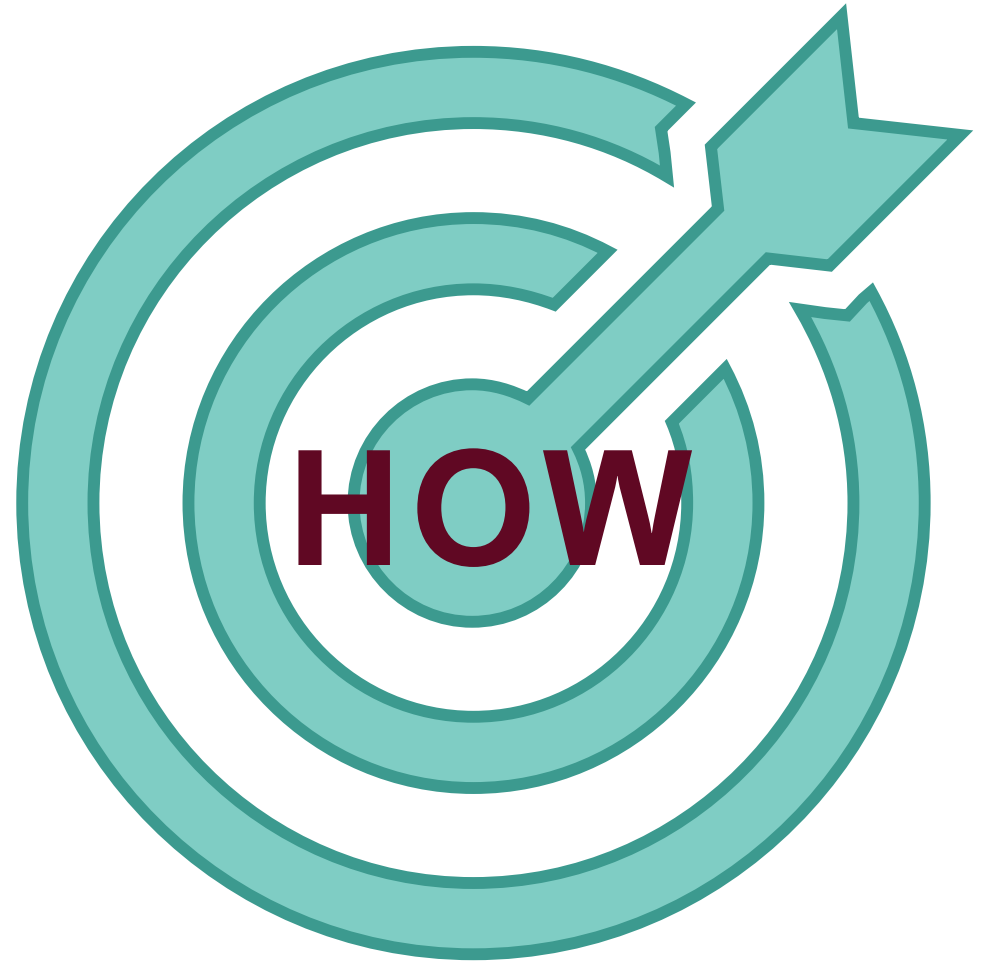


Individual Brainstorm

Small Group Discussion



Equitable &
Inclusive



Implicit Curriculum: Admissions (AS D4.0.2-D4.0.4)

Implicit Curriculum: Admissions

Accreditation Standard D4.0.2: The program has criteria for admission, a process for application evaluation, and a process to notify students of admission decisions. The criteria for admission to the practice doctorate program must include an earned master's degree in social work from a CSWE-accredited program and two or more years of post-master's social work degree practice experience in social work. The admissions process includes mechanisms for applicants to demonstrate readiness for doctoral education.

Implicit Curriculum: Admissions

Accreditation Standard D4.0.2: The program has criteria for admission, a process for application evaluation, and a process to notify students of admission decisions. **The criteria for admission to the practice doctorate program must include an earned master's degree in social work from a CSWE-accredited program and two or more years of post-master's social work degree practice experience in social work.** The admissions process includes mechanisms for applicants to demonstrate readiness for doctoral education.

Implicit Curriculum: Admissions

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Implicit Curriculum: Admissions

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Policies & Procedures: Admission

Criteria for
Admission

Process
for
Evaluation

Admission
Decision
Types

Notification
Process

Admissions Criteria: Gauging Readiness

- Resume/CV
- Transcripts
- Writing sample
- Written assignment
- Personal essay/statement
- Supervision or mentorship support letter
- Letter of support attesting to access to specific population
- Interview
- References

Admissions Decision Types

1. Accept
2. Contingent, conditional, or provisional
3. Deny
4. Waitlist

Communication of Admission Policies

- How are stakeholders actively informed of admission criteria, policies, and procedures?
 - Admission criteria?
 - Admission processes?
 - Decision types?
 - Notification methods?

Implicit Curriculum: Admissions Policies

- When citing policy – label, cite volume and page number, type of document

Admissions Accreditation Standards

- *AS D4.0.3:* Transfer social work credit policies
- *AS D4.0.4:* Does not grant credit for life experience or previous work experience

Implicit Curriculum: Advisement, Mentorship, Recruitment, & Termination (AS D4.0.5-D4.0.8)

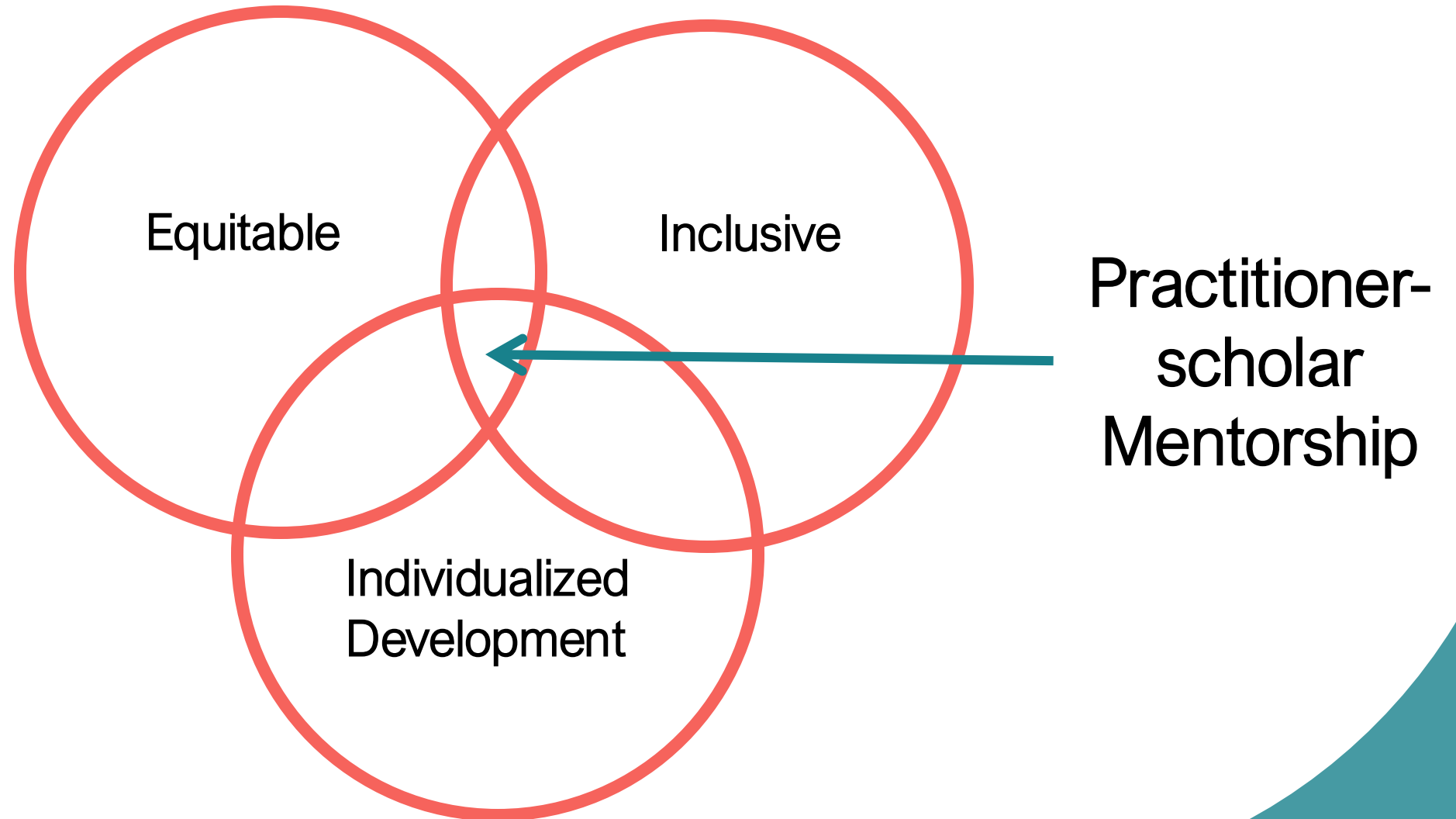
Advising Policies

- Academic advising policies (*AS D4.0.5*)
- Mentorship policies (*AS D4.0.6*)
- Policies for evaluating student academic performance, ethical conduct, & student termination (*AS D4.0.7*)
- Student input policies (*AS D4.0.8*)

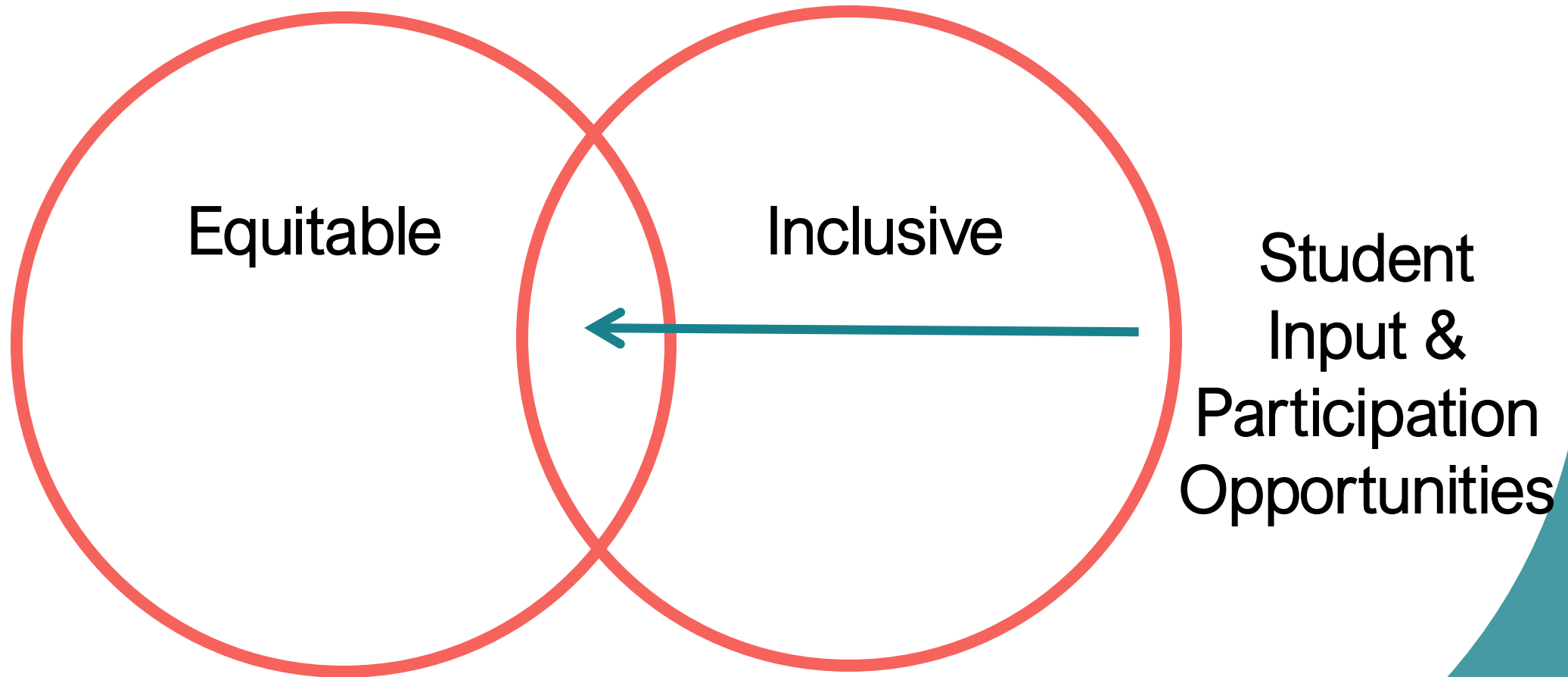
Overall Requirements

- Copy and paste written policy
- Specify who provides services

Practitioner-Scholar Mentorship Policies



Student Input Policies



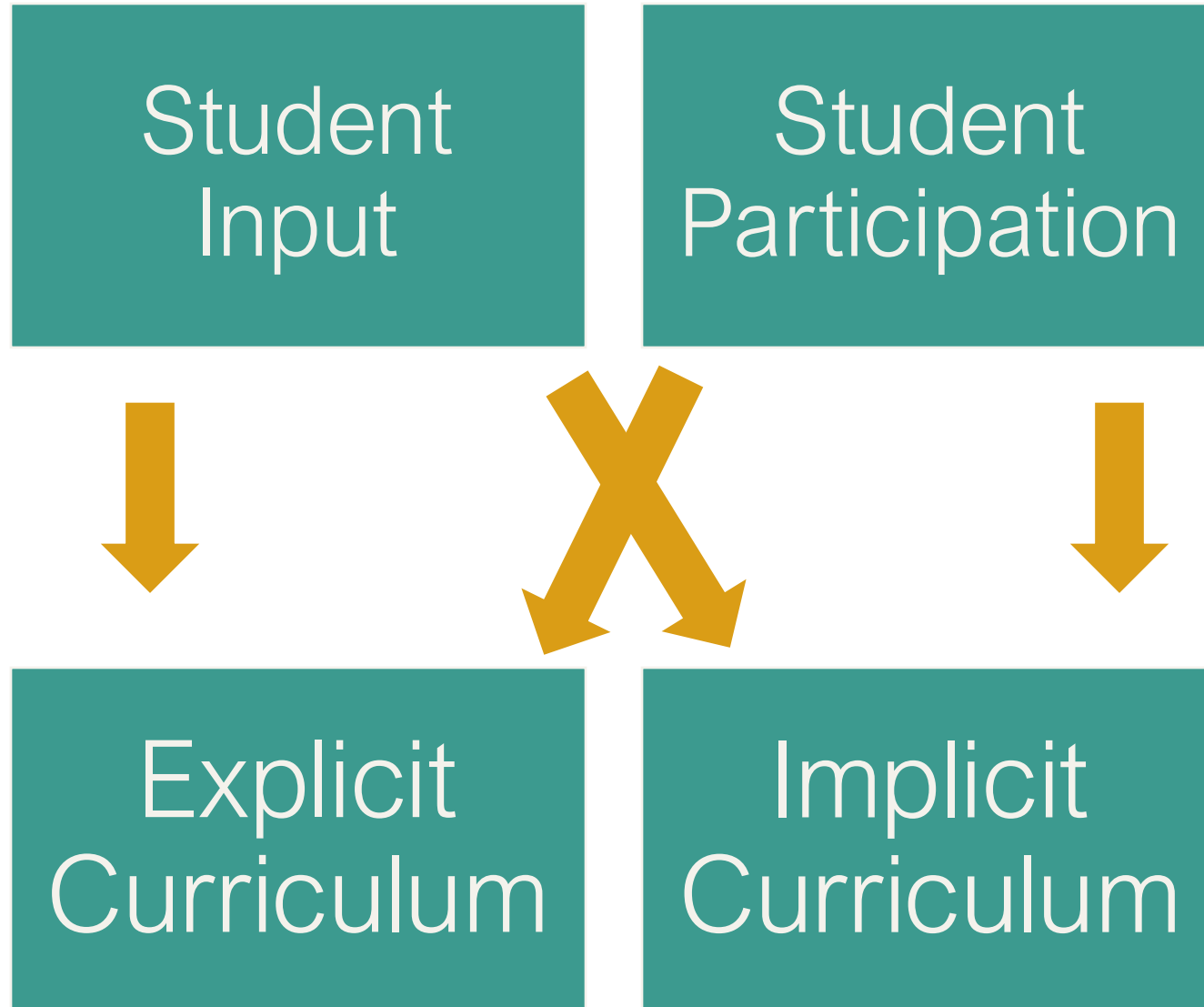
Student Input Policies

Student
Input

Student
Participation

- Seats/positions on standing or ad hoc committees
- Administrative meetings with the student body/union
- Town hall or annual program meetings
- Student liaison/representative participation in faculty meetings
- Program feedback/evaluation opportunities
- Exit surveys or focus groups
- Timing and access of engagement opportunities and events

Student Input Policies



Overall Requirements

- Copy and paste written policy
- Specify who provides services
- Make an explicit statement regarding sufficiency
- Describe how policies are articulated

Implicit Curriculum: Faculty

[AS D4.1.1-D4.1.2; AS D4.2.1-D4.2.4(c)]

Implicit Curriculum: Faculty (AS D4.1.1-D4.1.2)

Implicit Curriculum: Faculty

Accreditation Standard D4.1.1: The practice doctorate program identifies no fewer than two full-time faculty, with a full-time appointment in social work, whose principal assignment is to the practice doctorate program. Inclusive of all program options, all faculty who teach in the program have doctoral degrees and the majority of the faculty also have a master's degree in social work from a CSWE-accredited program and two or more years of post-master's social work degree practice experience in social work.



Practice Doctorate Programs: Minimum 2 Faculty Assigned



Full-time appointment to social work

Principal assignment to practice doctorate program

Doctoral Degree

Majority of faculty:

- Master's degree in social work from a CSWE-accredited program
- 2+ years of post-master's social work degree practice experience in social work.

Implicit Curriculum: Faculty

The Majority of Faculty:

- 2 out of 2 total faculty
- 3 out of 5 total faculty
- 4 out of 6 total faculty



Form AS D4.1.1

Faculty Summary Form

#	Name of Each Full- and Part-time Faculty Member (in alphabetical order)	Title	Full-time Faculty Member?	Full-time Appointment to Social Work? (select N/A if not full-time faculty)	Faculty Member's Program of Principal Assignment? (select N/A if not full-time faculty)	Percentage of Assigned Time to Practice Doctorate
1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Practice Doctorate <input type="checkbox"/> Other, specify <input type="checkbox"/> N/A	%
2			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Practice Doctorate <input type="checkbox"/> Other, specify <input type="checkbox"/> N/A	%

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1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Practice Doctorate <input type="checkbox"/> Other, specify <input type="checkbox"/> N/A	%
2			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Practice Doctorate <input type="checkbox"/> Other, specify <input type="checkbox"/> N/A	%

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1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Practice Doctorate <input type="checkbox"/> Other, specify <input type="checkbox"/> N/A	%
2			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Practice Doctorate <input type="checkbox"/> Other, specify <input type="checkbox"/> N/A	%

Form AS D4.1.1

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2			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Practice Doctorate <input type="checkbox"/> Other, specify <input type="checkbox"/> N/A	%

Form AS D4.11

Faculty Summary Form



#	Name of Each Full- and Part-time Faculty Member (in alphabetical order)	Title	Full-time Faculty Member?	Full-time Appointment to Social Work? (select N/A if not full-time faculty)	Faculty Member's Program of Principal Assignment? (select N/A if not full-time faculty)	Percentage of Assigned Time to Practice Doctorate
1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Practice Doctorate <input type="checkbox"/> Other, specify <input type="checkbox"/> N/A	%
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Form AS D4.1.1

Faculty Summary Form



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Form AS 4.2.1

Faculty Summary Form

#	Name of Each Full- and Part-time Faculty Member (in alphabetical order)	Title		Degree from CSWE-Accredited Master's Program?	Doctoral Degree?	Number of Years of Post-MSW Practice Experience	Teaching Courses in Practice Doctorate Program?
1				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert # or N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert # or N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Form AS 4.2.1 Faculty Summary Form

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2				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert # or N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Form AS 4.2.1

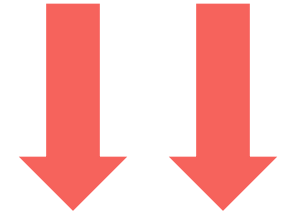
Faculty Summary Form



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1				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert # or N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
2				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert # or N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Form AS 4.2.1

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Applied Content

Faculty Data Form

Name of Faculty Member:

Degree(s) Earned

Faculty member has a doctoral degree.

☐ Yes

☐ No

Faculty member has a master's degree in social work from a CSWE-accredited program.

☐ Yes

☐ No

Faculty member has two or more years of *post-master's* social work degree practice experience in social work.

☐ Yes

☐ No

Faculty Data Form

Degree(s) Earned

[Delete this help text before submission: Duplicate table for each academic institution, and ensure consistency with the Faculty Summary Form.]

Degree:	
Major (if applicable):	
Institution Granting Degree:	
Date Awarded:	

[Delete this help text before submission: If faculty member has internationally earned degree(s), submit a copy of the ISWDRES evaluation letter in accreditation documents.]

Faculty Data Form

Academic Appointment(s)

[Delete this help text before submission: Duplicate table for each academic institution, and ensure consistency with the Faculty Summary Form.]

Employing Academic Institution:	
Title(s):	
Location:	City, State/District/Territory
Start Date:	MM/YYYY
End Date:	MM/YYYY

Faculty Data Form

Post–Master’s Social Work Practice Experience

[Delete this help text before submission: Social work practice experience is calculated in relation to the total number of hours of full-time and equivalent professional practice experience.]

	Year(s)	Month(s)
Total Post-Master’s Social Work Practice Experience:		

[Delete this help text before submission: Duplicate table for each position held, and ensure consistency with the Faculty Summary Form.]

Employer:	
Title(s):	
Location:	City, State
Start Date:	MM/YYYY
End Date:	MM/YYYY

Implicit Curriculum: Faculty

- **Compliance statement b:** The program identifies the number of faculty who teach in the program and affirms that:
 - all faculty have doctoral degrees; and
 - the majority of the faculty also have a master's degree in social work from a CSWE-accredited program and two or more years of post-master's social work degree practice experience in social work.

Implicit Curriculum: Faculty

Accreditation Standard D4.1.2: The practice doctorate program explains how faculty size is sufficient in number to fulfill the following essential program functions: recruitment; enrollment; advising; mentorship; student engagement; retention; curriculum development; teaching; research; scholarship; supervision of student academic product(s); assessment of the core expertise and skills; service on institutional or program committees; program management; program options; course offerings and class sizes sufficient to meet program mission and area(s) of focus; and monitoring and evaluation of student progress.

Implicit Curriculum: Faculty

- Provide faculty-to-student ratio
 - [# of faculty] : [# of students]
- Explain step-by-step how the ratio is calculated
- Provide the formula
- Show the calculation/math

Ratio Calculation

- **FTE Example 1:**

75% (0.75 FTE) practice doctorate teaching appointment

+ 25% (0.25 FTE) practice doctorate administrative appointment

= 100% (1 FTE) assigned to practice doctorate program

Ratio Calculation

- **FTE Example 2:**

50% (0.5 FTE) practice doctorate teaching appointment

+ 50% (0.5 FTE) master's teaching appointment

=

50% (0.5 FTE) assigned to practice doctorate program

+ 50% (0.5 FTE) assigned to master's program

Ratio Calculation

- **FTE Example 3:**

25% (0.25 FTE) practice doctorate teaching appointment

+ 35% (0.35 FTE) practice doctorate administrative appointment

+ 40% (0.4 FTE) master's teaching appointment

=

60% (0.6 FTE) assigned to practice doctorate program

+ 40% (0.4 FTE) assigned to master's program

Ratio Calculation

- **Compliance Statement d:** The program's calculation is inclusive of all program options.

Ratio Calculation

- Faculty
 - Include all full-time
 - Optional to include part-time
- Students
 - Include all full-time
 - Include all part-time

Recruitment

Enrollment

Advising

Mentorship

Student
engagement

Retention

Curriculum
development

Teaching

Research

Scholarship

Supervision of
student
academic
product(s)

Assessment
of the CES

Service on
institutional or
program
committees

Program
management

Program
options

Course offerings sufficient
to meet program mission
and area(s) of focus

Class sizes sufficient to
meet program mission and
area(s) of focus

Monitoring and evaluation
of student progress

Implicit Curriculum: Administrative & Governance Structure [AS D4.2.1-D4.2.4(c)]

Implicit Curriculum: Program Autonomy

- *AS D4.2.1:*
 - Provide organizational chart of administrative structure.
 - Describe how it has the necessary autonomy to achieve its mission
- *AS D4.2.2:*
 - Describe how the social work faculty has responsibility for defining program curriculum consistent with 2025 AS
 - Describe how the social work curriculum is developed, reviewed, and approved:

Implicit Curriculum: Program Autonomy

- *AS D4.2.3:*
 - Discuss how of faculty participate in formulating and implementing equitable and inclusive policies/practices for:
 - Recruitment & hiring
 - Retention
 - Promotion
 - If applicable, tenure

Implicit Curriculum: Faculty

Accreditation Standard D4.2.4(a): The program has a program director who administers all program options. The program director has a full-time appointment to social work, with a principal assignment to the program they administer. Institutions with both a practice doctorate program and another CSWE-accredited or candidate social work program have separate directors appointed for each program.

Program Director Appointment

1

- Title
- Supports
- Gaps & Vacancies

Program Director Documentation

- Format: Memo on letterhead, contract, or hiring letter
- Content:
 - Full-time appointment to social work practice doctorate program or social work overall
 - 51%+ dedicated to program level
 - Administers all program levels
 - Signature from supervisor or administrator

Program Director Credentials

Practice Doctorate Program Director

- Doctoral degree in social work
- Master's degree in social work from a CSWE-accredited program
- 2+ years post-master's social work degree practice experience in social work
- Ability to provide leadership

Administrative Oversight

- Program directors must have assigned time to administer their program level:

Practice Doctorate Program Director

- One (1) program director
- Sufficient assigned time for administrative oversight
 - Inclusive of all program options
- Customarily 50%, at a minimum

Implicit Curriculum: Program Director

- Describe workload:
 - Administrative duties
 - Teaching
 - Advising
 - Research
 - Service
 - Any other workload policy roles

Administrative Oversight

- Prompts for determining assigned administrative time:
 - What is the step-by-step process from beginning to end?
 - Who is involved in decision-making, review, and approval of assigned time?
 - How often is the assigned time reviewed for sufficiency?
 - For a program director that receives 100% assigned time for administrative leadership, what is the time, percentage, and calculation based on (e.g., workload policy)?

Sample Practice Doctorate Program Director Calculation

- Program director teaches a 4/4 workload and is released from one (1) course per term (equating to 25%).
- Program director is released from the 20% research requirement and 5% service requirement (equating to 25%).
- Program director has 40% assigned time in the fall term + 20% assigned time in the spring = 30% overall assigned time.

Administrative Oversight

Insert the percentage.

Administrative Oversight

- **Compliance Statement d:** The program explains how this time is sufficient to administer the practice doctorate program, inclusive of all program options.

Implicit Curriculum: Resources (AS D4.3.1-D4.3.5)

Form AS D4.3.1 | Budget Form

Program Budget Expenses	Previous Year: 20YY-20YY	Current Year: 20YY-20YY	Next Year: 20YY-20YY
Full-time Faculty Salaries	\$	\$	\$
Administrator Salaries	\$	\$	\$
Part-time Faculty Salaries	\$	\$	\$
Staff Salaries	\$	\$	\$
Fringe Benefits (for all faculty, administrators, & staff)	\$	\$	\$
Student Financial Aid	\$	\$	\$
Technological Resources	\$	\$	\$
Supplies & Ancillary Services	\$	\$	\$
Travel (for all faculty, administrators, staff, & students)	\$	\$	\$
Other, please specify	\$	\$	\$
Total:	\$	\$	\$



Questions & Discussion