DSW DIRECTORS: STAGES
of Responsibility

- Recruitment and admissions

- Curriculum planning/management

- Exams / capstone proposal

- DSW capstone

- Enabling student productivity

- Resources for doctoral programs

RECRUITMENT

- Most programs advertise and recruit; intentionality is key
- Competition for quality students is intense; Capacity may exceed qualified applicant supply
- Recruitment is most critical at smaller, newer programs and those not at destination campuses
- Recruitment is more difficult in less populous areas or those with high density of social work programs
- Develop a recruitment strategy!
  - WHO do you want to reach?
    - Recruit internationally, nationally and locally?
    - Practitioners and current students?
    - Social work and related disciplines?
  - HOW will you reach them ?
  - What is recruitment budget?
  - Who is responsible for recruitment at your school?
  - What methods: email, social media, print? Info sessions? Webinars? Conferences?
  - How to reach prospects of color and those from underrepresented groups?

ADMISSIONS

- Adopt a clear review process for selecting class
- Determine financial aid offers (if applicable)
- Send acceptance, rejection, wait list letters.
- Faculty, current students contact accepted students

CURRICULUM PLANNING

- Schedule ahead
- **Maximize** faculty involvement, particularly where content builds
- Faculty recruitment
- Cooperate & communicate with other program directors
- Advertise courses to other departments & vice versa
- Use program committee to review & revise curriculum
- Adhere to larger university requirements
- Review DSW Accreditation Standards
  - https://www.cswe.org/Accreditation/Information/Feedback-for-Practice-Doctorate-Program

EXAMS / CAPSTONE PROPOSAL

- Students and faculty should understand purpose(s) of exam / capstone proposal / how students advance to candidacy

- Programs should critically review goals, structure, and process regularly

- Be sure to know requirements
  - of Graduate School; of your school/dept.
  - required internal forms, Graduate School forms and deadlines, etc.
  - Relationship to candidacy

DSW CAPSTONE PROCESS*

Capstones*

- Variation in form
  - Capstones, dissertations

- Variation in oversight

- Variation in pace & structure

- Variation in dissemination means & ends

ENABLING STUDENT PRODUCTIVITY

- Involve new students in program as early and as much as possible
  - Orientation
    - Encourage relationship building
  - DSW/PhD Mixer
  - Weekly "updates"
  - Drop in sessions
  - Special projects . . . particularly relevant in new programs
- Aid students in increasing "visibility" of their work
  - Effective use of social media and creating a professional collaboration network
  - Encourage conference proposals and publications, as well as white papers, reports, etc.
  - Help link with experts in their areas
  - Dissemination of research and practice materials

PROGRAM DIRECTOR COMPENSATION

- Most common:
  - Course release
  - Summer salary
  - Administrative support
  - Salary supplement

- Others:
  - Research assistance
  - Research funding
  - Upgraded space

Networking piece