SSW EXPANDED ACADEMIC CALENDAR
FOR MASTER’S (27 month) STUDENTS

September 2014 – May 2015

Note: Please consult instructions and descriptions online, in the SSW Buzz, which is sent to your Smith email account, and in other official publications of the School for Social Work for details. All deadlines are 4:00 p.m. Eastern Time on the date listed unless otherwise noted.

September 2, 2014 – April 24, 2015
Field Internship (Through 12/19/14 for Advanced Standing Students who entered in 2013.)

FACULTY FIELD ADVISOR’S VISITING SCHEDULE
First visit occurs between mid-October and late November 2014
Second visit occurs between mid-February and mid-March 2015

September 2
Research advising begins; students should contact their research advisor

October 1
Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)

October 5
Proposal for Community Practice Project due to CPPA (1st-year students)

October 6
Learning Plan due to Field Department and FFA (all 1st- and 2nd-year students)

October 10
October 10 Supervisor’s Interim Progress Report Due

October 20
Community Practice Project Monthly Progress Report due to CPPA (1st-year students)

October 24
Thesis Proposal Deadline to RA (2nd-year students); HSR Planning form due

November 1
Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)

November 3
Issue Oriented Field Report due to FFA (all 1st- and 2nd-year students)

No later than Nov. 16
Approval for Community Practice Project from CPPA (1st-year students)

November 20
Community Practice Project Monthly Progress Report due to CPPA (1st-year students)

November 27-28
Thanksgiving Break

December 1
Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)

December 1
Anti-Racism Assignment Proposal due to Field Department and FFA (2nd-year students)

December 5
Second Thesis Deadline: one substantive chapter to the research advisor (2nd-year students)

Mid-December
Deadline for post-resident students to apply for leave of absence in Winter Term 2 by request to the Associate Dean or to submit payment

December 15
Supervisors’ mid-year evaluation due
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 20</td>
<td>Community Practice Project Monthly Progress Report due to CPPA (1st-year students)</td>
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<td>End of December</td>
<td>Financial Aid online application materials available to all current students.</td>
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<td>December 22, 2014 through January 3, 2015</td>
<td>Winter Vacation</td>
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<td>January 1</td>
<td>Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)</td>
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<td>January 5</td>
<td>Deadline for students on leave of absence to write to Associate Dean for reinstatement</td>
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<td>January 12</td>
<td>Understanding Your Agency Report due to FFA (1st-year students)</td>
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<td>January 19</td>
<td>Martin Luther King, Jr. Day (observed at Smith and agencies)</td>
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<tr>
<td>January 20</td>
<td>Community Practice Project Monthly Progress Report due to CPPA (1st-year students)</td>
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<td>January 23</td>
<td>Third Thesis Deadline: complete draft of two substantive chapters of the thesis due to RA (2nd-year students); submit HSR materials (empirical projects)</td>
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<td>February</td>
<td>Financial Aid award decisions begin going out; signed and completed paperwork due back to Student Financial Services Office within 15 days of receipt of Financial Aid award notification (all 1st- and 2nd-year students)</td>
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<td>February 1</td>
<td>Students doing quantitative projects should notify the research analysis</td>
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<td>February 1</td>
<td>Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)</td>
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<td>February 25</td>
<td>Elective schedule available online</td>
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<td>February 20</td>
<td>Community Practice Project Monthly Progress Report due to CPPA (1st-year students)</td>
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<td>February 20</td>
<td>Major Case Study due to Field Department and FFA (all 1st- and 2nd-year students)</td>
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<td>March 1</td>
<td>Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)</td>
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<td>Financial Aid deadline for all materials to be received at Student financial Services Office for all incoming new students</td>
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<td>March 8-11</td>
<td>BannerWeb registration for 3rd-summer Master’s students, beginning March 8 at 12:00 p.m. EST</td>
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<tr>
<td>March 20</td>
<td>Financial aid deadline for all materials to be received at Student Financial Services Office (all 1st and 2nd year students)</td>
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<td>Community Practice Project Monthly Progress Report due to CPPA (1st-year students)</td>
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<tr>
<td>March 29- April 1</td>
<td>BannerWeb registration for 2nd-summer Master’s students (electives), beginning March 29 at 12:00 p.m. EST</td>
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<td>April 1</td>
<td>Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)</td>
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April 10  Fourth Thesis Deadline: For empirical projects, completion of data collection process; qualitative data set to Research Analyst; for theoretical projects, completion of a substantive draft of the third chapter (2nd-year students)

April 13-17  BannerWeb registration for 3rd-summer Master’s students to add electives, beginning April 13 at 12:00 p.m. EST

April 15  Deadline to appeal Financial Aid award decisions

April 20  Abstract and Final Report on Community Practice Project due to CPPA (1st-year students) and abstract only to Field Department Supervisors’ final evaluation due

April 24  Last Day of Field Internship and Community Practice Project

- Anti-racism Assignment report and abstract due to Field Department and FFA (2nd-year students)
- Students’ comprehensive evaluation of the field experience due to Field Department (all 1st- and 2nd-year students)
- Group Placement Description Form due to Field Department (all 1st- and 2nd-year students)
- Evaluation of Community Practice Project Advisor due to Field Department (1st-year students)

NOTE: STUDENTS WHO HAVE NOT COMPLETED ALL OF THEIR PAPERWORK (EXCEPT THEIR THESIS) BY APRIL 24, 2015, WILL NOT BE ALLOWED TO ENTER THE SUMMER ACADEMIC TERM. Requests for extensions must be discussed with and approved by the Faculty Field Advisor.

May 1  Monthly Narrative and Statistical Report due to FFA (all 1st- and 2nd-year students)

May 8  Fifth Thesis Deadline: three substantive chapters approved by advisor, drafts of the remaining chapters completed (2nd-year students)

May 15  Deadline for receipt of all required Field materials (for which extensions were granted) and all materials required by Student Financial Services Office in order to be cleared for Sunday Check-In (all 2nd- and 3rd-summer students)

May 24  Date by which all 2nd- and 3rd-year returning students will be notified by the Field Department and the SFS if they are cleared or not cleared to check in on Sunday, June 1.

May 26  Sixth Thesis Deadline: All remaining chapters completed (2nd-year students)

Updated 9/26/14