



BSW PROGRAM HANDBOOK

**Department of Social Work
School of Professional Studies
University of Saint Francis**

Fostering Peace, Justice and Social Change Through Service

2701 Spring Street
Fort Wayne, Indiana 46808
260-399-7700 ext. 8404
www.sf.edu/socialwork

DEPARTMENT OF SOCIAL WORK

Please direct questions regarding the BSW Program to the following person:

Jan Nes, MSW, ACSW, LCSW
Professor and Chair/BSW Program Director
Department of Social Work
University of Saint Francis
2701 Spring Street
Fort Wayne, IN 46808
Telephone: 260-399-7700 ext. 8431
Fax: 260-399-8170
E-mail: jnes@sf.edu
Office: JPII 313M

Please direct questions regarding the Field Practicum to the following person:

Lavon Fletcher, MSW, LCSW
Assistant Professor/BSW Field Coordinator
Department of Social Work
University of Saint Francis
2701 Spring Street
Fort Wayne, IN 46808
Telephone: 260-399-7700 ext. 8430
Fax: 260-399-8170
E-mail: lfletcher@sf.edu
Office: JPII 313L

The Department of Social Work is located on the third floor of the Pope John Paul II Center. The Department of Social Work is part of the School of Professional Studies, (JPII 313).

Administrative Assistant: Kathleen Lotter
260-399-7700 ext. 8404
klotter@sf.edu

Department Fax Number: 260-399-8170

Website: www.sf.edu/socialwork

TABLE OF CONTENTS

	Page #
Contact Information	PAGE 2
THE BSW PROGRAM HANDBOOK	PAGE 4
I. THE DEPARTMENT OF SOCIAL WORK: OVERVIEW	PAGE 4
A. The Department of Social Work	PAGE 4
B. Majors and Minors	PAGE 4
II. ACCREDITATION	PAGE 6
III. BSW PROGRAM OVERVIEW	PAGE 6
A. BSW Program Mission Statement	PAGE 7
B. BSW Program Goals	PAGE 8
C. BSW Program Outcomes	PAGE 8
IV. BSW PROGRAM EXCELLENCE STANDARDS	PAGE 11
V. BSW PROGRAM ADMISSION POLICIES & PROCEDURES	PAGE 14
A. Policy of Non-Discrimination	PAGE 14
B. Previous Work or Life Experience as Related to Coursework	PAGE 15
C. Transfer of Credits from Other Academic Institutions	PAGE 15
D. No Prior Conviction Rule	PAGE 15
E. Declaration of Major	PAGE 16
F. Grade and GPA Requirements for the BSW Program	PAGE 16
G. Pre-Social Work Candidate Status	PAGE 17
H. Social Work Candidate Status	PAGE 17
I. Intervention and Remediation	PAGE 18
J. Policies Pertaining to Denial of Acceptance to the BSW Program	PAGE 18
VI. TERMINATION FROM THE BSW PROGRAM	PAGE 19
A. Reasons for Termination	PAGE 19
B. Procedures for Termination	PAGE 19
C. Professional Advising Responsibilities	PAGE 15
VII. ADVISING RESPONSIBILITIES	PAGE 20
A. Program Faculty/Advisor Responsibilities	PAGE 20
B. Student Responsibilities in the Advising Process	PAGE 20
C. Professional Advising Responsibilities	PAGE 20
VIII. STUDENT'S RIGHTS AND RESPONSIBILITIES	PAGE 21
A. Student's Rights	PAGE 21
B. Student's Responsibilities	PAGE 22
IX. POLICIES AND PROCEDURES FOR STUDENT INITIATED COMPLAINTS	PAGE 22
X. RESUME GUIDELINES	PAGE 23
XI. HELPFUL TERMINOLOGY	PAGE 24
XII. SOCIAL WORK COURSE DESCRIPTIONS: FOUNDATION COURSES AND ELECTIVES	PAGE 26

THE BSW PROGRAM HANDBOOK

This program handbook provides information and guidelines for students considering Social Work as a field of study, as well as those currently participating in the program. Students should use this handbook as a guide for defining appropriate coursework, proper sequencing of classes, and descriptions of courses. This handbook also describes program admission criteria, program goals and objectives and all other pertinent information relating specifically to The Baccalaureate of Social Work (BSW) Program. We encourage students to read this handbook carefully and to make reference to it as they proceed through the BSW curriculum. Students should meet with faculty regularly in planning their coursework and discussing field placement possibilities and areas of interest. We solicit student comments and feedback on this BSW Program Handbook.

I. THE DEPARTMENT OF SOCIAL WORK: OVERVIEW

A. The Department of Social Work

The Department of Social Work is an autonomous department within the School of Professional Studies at the University of Saint Francis. The Department of Social Work offers the Baccalaureate of Social Work Degree to its students through a four-year curriculum consisting of liberal arts and general education courses and foundation courses in social work consistent with the mission of the university:

Rooted in the Catholic and Franciscan Traditions of Faith and Reason, the University of Saint Francis engages a diverse community in learning, leadership and service.

The Department of Social Work also offers the Associate of Arts in Social Welfare, a two year degree program that provides students with basic information about the social services field. Please see BSW Program faculty for more information about the AA in Social Welfare degree.

B. Majors & Minors

The Department of Social Work offers two majors and five minors:

- Major in Social Work (Baccalaureate in Social Work [BSW])
- Major in Social Welfare (Associate of Arts in Social Welfare [AA])
 - Minor in Introductory Forensic Social Work Practice
 - Minor in Child Welfare and Advocacy
 - Minor in Diversity Studies
 - Minor in Gerontology
 - Minor in Social Work (open to non-majors only)

Minor in Introductory Forensic Social Work Practice (21 credit hours)

<i>SOCW 185</i>	<i>Introduction to Social Work and Social Welfare</i>	<i>3</i>
<i>SOCI 240</i>	<i>Causes of Crime and Delinquency</i>	<i>3</i>
<i>SOCI 300 or SOCI 310</i>	<i>Criminal Justice System or Corrections</i>	<i>3</i>
<i>SOCW 340</i>	<i>Child Welfare</i>	<i>3</i>
<i>SOCW 310</i>	<i>Introductory Forensic Social Work I: Children</i>	<i>3</i>
<i>SOCW 320</i>	<i>Introductory Forensic Social Work II: Adults</i>	<i>3</i>
<i>SOCW 385</i>	<i>Violence</i>	<i>3</i>

Minor in Child Welfare and Advocacy (21 credit hours)

<i>SOCW 185</i>	<i>Introduction to Social Work and Social Welfare</i>	<i>3</i>
<i>PSYC 121</i>	<i>Introduction to Psychology</i>	<i>3</i>
<i>PSYC 239</i>	<i>Child and Adolescent Psychology</i>	<i>3</i>
<i>SOCW 192</i>	<i>Human Behavior in the Social Environment</i>	<i>3</i>
<i>SOCW 340</i>	<i>Child Welfare</i>	<i>3</i>
<i>SOCW 310</i>	<i>Introductory Forensic Social Work I: Children</i>	<i>3</i>
<i>SOCW 385</i>	<i>Violence</i>	<i>3</i>

Minor in Diversity Studies (18 credit hours)

<i>SOCW 377</i>	<i>Cultural Diversity And Human Rights</i>	<i>3</i>
<i>SOCI 101</i>	<i>Introduction To Sociology</i>	<i>3</i>
<i>SOCI 135</i>	<i>Intro To Race And Ethnicity</i>	<i>3</i>
<i>SOCI 395</i>	<i>Comparative Racial And Ethnic Relations</i>	<i>3</i>
<i>HIST 329 HIST 319 HIST 332 HIST 340 HIST 313 HIST 315 HIST 334</i>	<i>One of the following: Latin American History African American History Native American History Middle Eastern History Russian History History Of East Asia Comparative Genocide</i>	<i>3</i>
<i>RELI 210 THEO 231 THEO 338</i>	<i>One of the following: Religions East And West Islam The Jew and His/Her world</i>	<i>3</i>

Minor in Gerontology (18 credit hours)

<i>SOCW 160</i>	<i>Grief and Loss</i>	3
<i>SOCW 170</i>	<i>Social Responsibility, Leadership and Our Elders</i>	3
<i>SOCW 185</i>	<i>Introduction to Social Work and Social Welfare</i>	3
<i>PSYC 121</i>	<i>Introduction to Psychology</i>	3
<i>HUMN 263</i>	<i>Death and Dying</i>	3
<i>PSYC 285</i>	<i>Psychology of Aging</i>	3

Minor in Social Work

Students might become interested in social work in the midst of their academic careers while they are majoring in another subject. For these students, electing to pursue a minor in social work is an option offered by our department. The minor also can serve non-majors who anticipate working in a variety of helping professions, particularly nursing and education. The social work minor will promote basic knowledge of social work, enhance interpersonal communication skills, and promote a sense of professional ethics which can be applied in a variety of employment settings. The social work minor consists of 18 credit hours of course work (See table below).

<i>SOCW 185</i>	<i>Introduction to Social Work and Social Welfare</i>	3
<i>SOCW 192</i>	<i>Human Behavior in the Social Environment</i>	3
<i>SOCW 220</i>	<i>Social Work Ethics</i>	3
<i>SOCW 250</i>	<i>Interpersonal Skills</i>	3
<i>SOCW 295</i>	<i>Micro Practice</i>	3
<i>SOCW 340</i>	<i>Child Welfare</i>	3

II. ACCREDITATION

The Council on Social Work Education accredits the Baccalaureate Social Work program at the University of Saint Francis. The Council on Social Work Education (CSWE) is the organization that sets national standards relating to curriculum and overall program requirements and supports. Being an accredited program means that the program has successfully met the high standards set forth by the Council on Social Work Education and prepares students for professional practice and continuation of further studies or graduate work. At its June 2003 meeting, the Commission on Accreditation of CSWE reviewed the Baccalaureate program and voted to “reaffirm for eight years”. Our next review will occur in 2011. Additional information regarding CSWE may be found at www.cswe.org

III. BSW PROGRAM OVERVIEW

The Bachelor of Social Work program is a professional degree program with a liberal arts foundation that prepares students for immediate entry into a wide range of professional, entry-

level, generalist social work practice positions. The program also prepares students for graduate studies in social work and other related areas.

Students are required to master knowledge and skills in the following areas: generalist social work practice, social work values and ethics, human behavior in the social environment, diversity, at-risk populations, social and economic justice, social welfare policy and services, and social research. The program offers an intensive, outcome based field practicum (450 clock hours) which students complete in their senior year. Field practica provide students with supervised and evaluated learning experiences in which they apply knowledge and skills learned in the BSW program.

Framing the mission and objectives of the Social Work program is a set of fundamental beliefs that provide direction and orientation to the practice of social work. Program faculty subscribe to these beliefs which permeate the social work curriculum.

1. All individuals, groups and communities are best understood in terms of their strengths as opposed to weaknesses and within their social and cultural contexts.
2. All social work activities must be guided by principles that promote human rights and social justice.
3. Social work practitioners appreciate and respect all forms of human diversity.
4. Social work practitioners recognize the impact of historical, geographical, demographic, economic and social conditions upon individuals' unique circumstances.

Our BSW Program follows the definition of generalist practice as outlined by the Association of Baccalaureate Program Directors:

Generalist social work practitioners work with individuals, families, groups, communities and organizations in a variety of social work and host settings. Generalist practitioners view clients and client systems from a strengths perspective in order to recognize, support, and build upon the innate capabilities of all human beings. They use a professional problem solving process to engage, assess, broker services, advocate, counsel, educate, and organize with and on behalf of client and client systems. In addition, generalist practitioners engage in community and organizational development. Finally, generalist practitioners evaluate service outcomes in order to continually improve the provision and quality of services most appropriate to client needs.

Generalist social work practice is guided by the NASW Code of Ethics and is committed to improving the well being of individuals, families, groups, communities and organizations and furthering the goals of social justice. (Discussed and advanced by the *BPD Social Work Continuum Committee* and approved by the *Board of Directors*, 2006).

A. BSW Program Mission Statement

The Baccalaureate Social Work Program's mission is grounded by three essential elements: the Catholic and Franciscan traditions of Faith and Reason, the core values of the social work

profession and EPAS (2008). Rooted in these essential elements, the BSW Program's mission is to prepare its students for highly competent, entry level social work practice, for service to their communities as leaders, and for engagement in activities that promote social justice and human rights. The BSW Program prepares its students for successful graduate studies and for advancement of the profession through scholarly endeavors.

B. BSW Program Goals

With the liberal arts as its foundation and Franciscan values as a driving force, the BSW program prepares students for competent entry-level generalist social work practice in a variety of social work settings and prepares students to pursue graduate education in social work or in other disciplines. Upon completion of the BSW Program students will be able to demonstrate competency as evidenced by their ability to:

1. *Engage in evidence based entry level social work practice with individuals, families, groups, communities and organizations within a multicultural society(EP 2.1.1, EP 2.1.3, EP 2.1.6, EP 2.1.8, EP 2.1.10);*
2. *Practice according to the principles, values, and ethics that guide the social work profession and in ways that are consistent with Franciscan Values (EP 2.1.2, EP2.1.3);*
3. *Influence social policies with the goal of alleviating poverty, oppression, and social injustice as well as advocate for human rights (EP 2.1.3, EP 2.1.4, EP 2.1.5, EP 2.1.6, EP 2.1.8);*
4. *Identify and affect the bio-psycho-social, spiritual, and cultural functioning of people (EP 2.1.7, EP 2.1.9); and,*
5. *Evidence practice from a culturally-sensitive perspective which recognizes and appreciates diverse cultures, particularly those that differ from one's own (EP 2.1.4).*

C. BSW Program Outcomes

The Baccalaureate Social Work program is designed to prepare students for entry-level generalist social work practice. In line with the 2008 CSWE Educational Policy and Accreditation Standards, our program prepares social work students to deliver this type of professional practice as they enter employment upon graduation. Furthermore, our program is based upon all of those features which characterize the uniqueness of social work, such as a specific body of knowledge, a professional value base and professional ethics designed to frame professional practice. In addition to equipping students with the skills necessary for post-graduate employment, our program is also designed to prepare students for further graduate social work studies.

Program outcomes are based upon the core competencies and the requisite practice behaviors connected with each competency areas as outlined in EPAS 2008. Competencies include knowledge, values and skills required of social workers to engage in competent professional

practice. EPAS 2008 identifies 10 competency areas. These ten areas and their attendant practice behaviors are outlined below:

Educational Policy 2.1.1 - Identify as a Professional Social Worker and conduct oneself accordingly.

Upon completion of our program students will be prepared to:

- advocate for client access to the services of social work
- practice personal reflection and self-correction to assure continual professional development
- attend to professional roles and boundaries
- demonstrate professional demeanor in behavior, appearance, and communication
- engage in career-long learning, and
- use supervision and consultation

Educational Policy 2.1.2—Apply social work ethical principles to guide professional practice.

Upon completion of our program students will be prepared to:

- recognize and manage personal values in a way that allows professional values to guide practice
- make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles
- tolerate ambiguity in resolving ethical conflicts, and
- apply strategies of ethical reasoning to arrive at principled decisions

Educational Policy 2.1.3—Apply critical thinking to inform and communicate professional judgments.

Upon completion of our program students will be prepared to:

- distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom
- analyze models of assessment, prevention, intervention, and evaluation; and
- demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues

Educational Policy 2.1.4—Engage diversity and difference in practice.

Upon completion of our program students will be prepared to:

- recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power
- gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups
- recognize and communicate their understanding of the importance of difference in shaping life experiences; and view themselves as learners and engage those with whom they work as informants

Educational Policy 2.1.5—Advance human rights and social and economic justice.

Upon completion of our program students will be prepared to:

- understand the forms and mechanisms of oppression and discrimination
- advocate for human rights and social and economic justice; and
- engage in practices that advance social and economic justice

Educational Policy 2.1.6—Engage in research-informed practice and practice-informed research.

Upon completion of our program students will be prepared to:

- use practice experience to inform scientific inquiry and
- use research evidence to inform practice

Educational Policy 2.1.7—Apply knowledge of human behavior and the social environment.

Upon completion of our program students will be prepared to:

- utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation; and
- critique and apply knowledge to understand person and environment

Educational Policy 2.1.8—Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

Upon completion of our program students will be prepared to:

- analyze, formulate, and advocate for policies that advance social well-being; and
- collaborate with colleagues and clients for effective policy action

Educational Policy 2.1.9—Respond to contexts that shape practice.

Upon completion of our program students will be prepared to:

- continuously discover, appraise, and attend to changing locales, populations, and

- technological developments, and emerging societal trends to provide relevant services, and
- provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of services

Educational Policy 2.1.10(a)-(d)—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

Students will be prepared upon completion of our program, to competently engage, assess, intervene, and evaluate practice as outline below:

Educational Policy 2.1.10(a) - Engagement

- substantively and affectively prepare for action with individuals, families, groups, organizations and communities
- use empathy and other interpersonal skills, and
- develop a mutually agreed-on focus of work and desired outcomes

Educational Policy 2.1.10 (b) - Assessment

- collect, organize and interpret client data
- assess client strengths and limitations
- develop mutually agreed on intervention goals and objectives; and
- select appropriate intervention strategies

Educational Policy 2.1.10 (c) - Intervention

- initiate actions to achieve organizational goals
- implement prevention interventions that enhance client capacities
- help clients resolve problems
- negotiate, mediate, and advocate for clients; and
- facilitate transitions and endings

Educational Policy 2.1.10 (d) - Evaluation

Social workers critically analyze, monitor, and evaluate interventions

Generalist social work practice is guided by the NASW Code of Ethics and is committed to improving the well being of individuals, families, groups, communities and organizations and furthering the goals of social justice.

Discussed and advanced by the BPD *Social Work Continuum Committee* and approved by the *Board of Directors*, 2006

IV. BSW PROGRAM EXCELLENCE STANDARDS

As a professional program, expectations for student success also include basic elements of professionalism that supersede expectations in a typical academic program. These basic skills

and abilities are viewed as essential to the performance of the professional role of a social worker. Current excellence standards support our program's mission, goals, and outcomes and are in keeping with the spirit of the Americans with Disabilities Act.

EXCELLENCE STANDARDS FOR BSW STUDENTS

1. Communication Skills

Students are expected to demonstrate competent written and oral skills to comprehend information and communicate ideas and feelings.

a. Written

- Writes clearly
- Uses correct grammar and spelling
- Uses APA referencing and appropriate source citation
- Completes adequately all written assignments

b. Oral

- Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals.
- Expresses ideas and feelings clearly
- Demonstrates willingness and an ability to listen to others
- Demonstrates sufficient skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of field placement experiences, as specified by faculty.

2. Interpersonal Skills

- a. Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others.
- b. Takes appropriate responsibility for own actions and considers the impact of these actions on others.
- c. Maintains appropriate boundaries in all professional relationships as a student learner and as a professional.

3. Cognitive Skills

- a. Exhibits sufficient knowledge of social work and clarity of thinking to process information and apply it to appropriate situations in classroom and field.
- b. Demonstrates grounding in relevant social, behavioral and biological science knowledge and research, including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice.

- c. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.
4. Stress Management & Psycho-Social Capacities
 - a. Demonstrates ability to deal with current life stressors through the use of appropriate coping mechanisms.
 - b. Handles stress effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others.
 - c. Uses sound judgment.
 - d. Seeks and effectively uses help for personal problems that may interfere with scholastic and professional performance.
5. Professional Commitment
 - a. Exhibits a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics.
 - b. Demonstrates commitment to the essential values of social work that includes the respect for the dignity and worth of every individual and his/her right to a just share of society's resources (social justice).
6. Professional Behavior
 - a. Exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community.
 - b. Appearance, dress, and general demeanor reflect a professional manner.
 - c. Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work by:
 - Respecting others
 - Being punctual and dependable
 - Prioritizing responsibilities
 - Attending class regularly
 - Reading thoroughly all course syllabi and assignments
 - Observing deadlines
 - Completing assignments on time
 - Keeping appointments or making appropriate arrangements
 - Accepting supervision and criticism in a positive manner.
 - d. Works effectively with others, regardless of level of authority.
 - e. Advocates for him/herself in an appropriate and responsible manner and uses proper channels for conflict resolution.
 - f. Shows a willingness to receive and accept feedback and supervision in a positive manner, as well use such feedback to enhance professional development.
 - g. Demonstrates active participation in group activities in coursework and carries his or her load in a professional manner in relation to group members.

7. Professional Self Awareness
 - a. Exhibits knowledge of how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior and relationships.
 - b. Accurately assesses one's own strengths, limitations, and suitability for professional practice.
 - c. Shows awareness of self and how one is perceived by others.
 - d. Reflects on one's own limitations as they relate to professional capacities.
 - e. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

8. Professional Ethical Obligations

Students in the BSW Program are expected to:

- Adhere to the NASW Code of Ethics
- Refrain from criminal involvement
- Suspend personal biases during interactions with others
- Maintain and demonstrate respect for dignity and worth of all persons
- Provide appropriate service to persons in need of assistance, regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system
- Maintain confidentiality at all times
- Demonstrate clear, appropriate, and culturally sensitive boundaries
- Demonstrate honesty and integrity by:
 - Being truthful about one's background, experiences, and qualifications
 - Doing one's own work
 - Giving credit for the ideas of others
 - Providing proper citation of course materials

All social work students are expected to read the Student Excellence Standards and the National Association of Social Workers (NASW) Code of Ethics after declaring social work as their major. Students are asked to sign an acknowledgment that they have read and understand the Student Excellence Standards. We also ask that students adhere to the expectations within the Excellence Standards and the NASW Code of Ethics while enrolled in our BSW Program.

V. BSW PROGRAM ADMISSIONS POLICIES AND PROCEDURES

A. Policy of Non-Discrimination

The University of Saint Francis and the Department of Social Work maintain a policy of non-discrimination in admissions procedures and throughout the course of a student's enrollment at the university. We welcome all persons to the program and to the university regardless of sexual orientation, race, gender, disability, age, ethnic background, marital status, color, and religion.

In accordance with the Americans with Disabilities Act, should any student have any type of disability the Department of Social Work and the university will ensure program and physical access to technologies, physical space and any other forms of assistance that may be necessary and appropriate to promoting successful degree completion.

The University of Saint Francis and the Department of Social Work also prohibit unlawful harassment based upon a student's race, creed, color, national or ethnic origin, sex, sexual orientation, marital status or disability and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive environment. Sexual harassment is a form of unlawful harassment and sex discrimination and therefore it is the policy of the university and the Department of Social Work that sexual harassment will not be tolerated.

B. Previous Work or Life Experience as Related to Coursework

The BSW Program does not grant social work course credit for life experience or previous work experience. Coursework must be completed within the BSW curriculum at the University of Saint Francis or equivalent credit may be accepted and transferred in from another academic institution after review by the BSW Program Director and the Office of the Registrar.

C. Transfer of Credits from Other Academic Institutions

Students who wish to transfer to the University of Saint Francis and become admitted to its BSW Program may do so in accordance with University of Saint Francis policies pertaining to the transfer of credits (See University of Saint Francis Undergraduate Catalog).

Department of Social Work faculty will work with the Registrar's Office in determining the acceptance of transfer credits for social work foundation courses. The BSW Program Director will assume responsibility for final acceptance or rejection of foundation courses for transfer. During the review of courses for transfer, the Department of Social Work may request additional documentation from the transfer student for verification of course content to ensure its consistency with curriculum standards as defined by the Council on Social Work Education. This documentation may include university catalogs, course syllabi, and verification from a previous instructor or instructors.

Social Work and liberal arts/general education courses will be considered for transfer credit subject to University of Saint Francis and Department of Social Work policies and standards.

The BSW Program at the University of Saint Francis does not grant social work course credit for life experience or previous work experience.

D. No Prior Conviction Rule

The BSW Program maintains an admissions policy that prevents students from gaining admission to the program, and thus admission to field practica, if they have any prior criminal

convictions. We also maintain a policy that allows students to petition to have the "No Prior Conviction Rule" waived. A waiver of this policy may be granted if the student can demonstrate successful rehabilitation. A waiver of this policy may also be granted if the criminal conviction was minor and occurred long ago in the student's past. Below are the BSW Program's policies regarding prior convictions.

The Department of Social Work has adopted a "No Prior Conviction Rule" for students pursuing the social work degree. This rule applies to all students seeking Pre-Social Work Candidacy or final Social Work Candidate status. Students with a criminal history reflecting one or more felony convictions will not be admitted to Pre-Social Work Candidate or Social Work Candidate Status. Likewise, students with a criminal history of one or more misdemeanor offenses which involve (but are not limited to) drugs or alcohol, violence, fraudulent or dishonest actions will also be denied acceptance.

Students with one or more prior convictions (both felony and misdemeanor) may petition the Department of Social Work for an exception to the No Prior Conviction Rule. Petition forms for such a student can be obtained from any staff or faculty member within the Department of Social Work. Students must demonstrate in their petition for exception that rehabilitation has occurred and must provide evidence of their suitability for social work practice. Further details are provided on the petition form.

Why does our BSW Program have these policies as they pertain to criminal convictions? Consistent with the National Association of Social Worker's Code of Ethics, we have obligations to our clients, to social service organizations, the larger community and to the profession to uphold our professional values and ethics. We also emulate a strengths perspective within all facets of our BSW Program and as such, recognize that people can and do change. Our current policies are designed to protect students as well as the larger community, but they also give students who have had prior criminal convictions, an opportunity to demonstrate their rehabilitation and their suitability for professional practice.

E. Declaration of Major

A student must be enrolled at the University of Saint Francis and formally declare social work as his or her major. Declaring the major can be done at the Registrar's office or with any BSW Program full time faculty member. After declaring the major the student will be assigned an advisor within the Department of Social Work.

F. Grade and GPA Requirements for the BSW Program

Social Work students are required to maintain both a minimum grade point average as well as minimum grades in specific courses.

<u>Grade Point Average:</u>	2.0 (C) in all NON- social work classes
<u>Minimum Grades:</u>	2.3 (C+) in all classes with a SOCW prefix.

G. Pre-Social Work Candidate Status

Pre-Social Work Candidacy Status occurs after a student declares the social work major with the registrar's office AND after submission of appropriate documents and last, after approval by the Department of Social Work. The purpose of the pre-social work application process is to indicate to the BSW Program faculty the student's clear intention to pursue the BSW degree. It also provides program faculty with information necessary to assist the student with curriculum and practicum planning.

Two documents must be submitted to the BSW Program Director to be considered for Pre-Social Work Candidate Status:

- Pre-Social Work Candidacy Application
- Criminal History Check

The "**Pre-Social Work Candidacy Application**" form may be obtained from BSW faculty and can be found on the Department of Social Work's Cougar Connection website. Students should complete the application form and submit it to the BSW Program Director along with a copy of results from a recent Criminal History Check.

Pre-Social Work Candidacy applications will be reviewed by BSW Program faculty and students will be notified in writing of their acceptance or denial to pre-social work candidacy status.

Once Pre-Social Work Candidacy has been approved, students may continue to enroll in all social work courses except for the field practicum courses.

H. Social Work Candidate Status

Students may continue taking social work courses in addition to general education courses prior to final admission. Before the conclusion of the student's junior year, and upon completion of designated coursework, the student may make final application to the Social Work program.

The application process requires students to complete the following steps:

Step #1: Course completion, grades and grade point averages

- The following courses must be completed prior to submission of the Final Application to the Social Work Program achieving no less than 2.3 (C+):
 - ✓ SOCW 185: Introduction to Social Work and Social Welfare
 - ✓ SOCW 220 Social Work Ethics
 - ✓ SOCW 250 Interpersonal Skills
 - ✓ SOCW 295 Micro Practice
 - ✓ SOCW 300 Mezzo Practice
 - ✓ SOCW 350 Macro Practice
- Maintain a 2.0(C) GPA in all liberal arts/general education courses.

Step #2: Submit Required Paperwork

- Complete and submit the “Application to the BSW Program” form to the BSW Program Director.
- Provide an updated copy of your professional resume (see Resume Guidelines)
- Provide an updated copy of your transcript
- Provide two letters of recommendation from individuals (instructors other than USF Department of Social Work faculty).
- Successfully complete of four Social Work Practice Readiness Workshops which occur each fall semester.
- Successfully complete the Admissions Interview with BSW Program Director and Field Coordinator during the first week in October.
- Submit results of a recent Criminal History Check.
 - If a student receives a conviction after the Criminal History Check, the student must notify the BSW program Director and Field Coordinator immediately.
 - Review the expectations for a waiver of the No Prior Conviction Rule.
 - Submit a completed petition for Exception to the “No Prior Conviction Rule” form to the BSW Program Director and Field Coordinator who will review the student’s petition and make a determination about the granting of a waiver. There are three possible determinations that can be made upon this review:
 - Waiver is granted and student is accepted into the BSW Program;
 - Waiver is denied and student is denied admission into the BSW Program;
 - Additional supportive information may be requested.

Upon completion of the admissions process, the student will be notified in writing of acceptance or denial. If program admission is granted, the student may pursue field practicum application process with the BSW Field Coordinator.

I. Intervention and Remediation

In an effort to assist students who are in jeopardy of failure as a pre-social work candidate or as an admitted student, the Department of Social Work will develop intervention and remediation plans in collaboration with the student in an effort to resolve issues that jeopardize their status. Intervention and Remediation planning provides a student with an opportunity to grow, to address issues that compromise performance and to better position themselves for success.

J. Policies Pertaining to Denial of Acceptance to the BSW Program

Should a student be denied acceptance to the BSW Program, the BSW Program Director will provide the following:

1. Written notification of denial of acceptance, noting reasons for denial.

2. A personal interview with the student to address those issues which prevented admission to the program.
 - a. Exploration of possible courses of action a student may take to remedy deficit areas which may lead to re-application to the program and creation of an Intervention Plan.
 - b. Should a student be denied admission to the program due to an unsatisfactory GPA or minimum grade requirement and, barring other weaknesses, a student may be granted a grace period of one semester in which he or she may attempt to raise his or her GPA or unsatisfactory minimum grade requirement to an acceptable level.
 - c. Should a student be denied re-admittance to the program, the BSW Program Director will explore other degree options with the student and make any appropriate referrals to other departments or majors.
3. Should a student seek re-application to the BSW Program, the student must complete the application procedure as though he or she were applying for the first time AND the student must address and document any improvements to GPA and/or minimum grade requirements that occurred during the grace period.
4. If a student is re-admitted to the program, the student must continue to meet all program requirements including the program's Excellence Standards.

VI. TERMINATION FROM THE BSW PROGRAM

A. Reasons for Termination

After acceptance to the BSW Program as a Pre-Social Work Candidate or as a Social Work Candidate, a student *may* be terminated from the program for reasons including but not limited to the following:

1. The student engages in unethical conduct (per the NASW Code of Ethics) within his or her role of "USF Social Work Student" in the social work program (including but not limited to performance of community service, performance in field practica, performance within the classroom, as a student representing the Department of Social Work at public events and/or within social service related agencies).
2. The student engages in illegal activity (which represents the commission and/or conviction of a specific crime or crimes which fall within state or federal jurisdiction) that may jeopardize the well-being and/or safety of potential clients, such as crimes related to illegal drugs, sex crimes, crimes of violence.
3. The student, after admission to the program, has one subsequent semester of failing grades or grades that do not meet minimum program requirements.
4. The student fails to report to his/her BSW Program Advisor, the BSW Program Director, and the Field Coordinator information regarding prior criminal convictions.

B. Procedures for Termination

1. Upon receipt of information regarding failing grades, unethical conduct or illegal activity as described above, the BSW Program Director will meet with the student being considered for termination from the program and discuss reasons with the student.
2. The BSW Program Director will determine if there are alternatives (e.g., intervention and

- remediation) to termination.
3. Once a determination is made regarding termination or alternatives to termination, the BSW Program Director will meet with the student informing him or her of their determination. Written documentation will also be provided to the student at this time.
 4. Should a student be terminated from the (BSW) Social Work Program, and wish to file a grievance, he/she may follow procedures listed in the USF Student Handbook entitled Policies and Procedures for Resolving Grievances.

VII. ADVISING RESPONSIBILITIES

A. Program Faculty/Advisor Responsibilities

1. Acquaint students with the BSW Program.
2. Provide students with any and all program materials that serve to guide the student through their education (BSW Program Handbook, Field Manual, etc.). In an effort to "go green", all program materials are made available through the Department of Social Work's Cougar Connection site.
3. Advise students of minimum requirements and expectations for successful completion of the BSW degree, including behavioral expectations (Excellence Standards) and grade expectations.
4. Provide students with materials necessary to conduct successful advising.
5. Be available and accessible to students through voice mail, appointments, office hours and e-mail.
6. Discuss problem areas as they arise with students and evaluate the student progress as they proceed through the curriculum.
7. Assist students whose grades are falling below acceptable standards of the various options they may have for remediation.

B. Student Responsibilities in the Advising Process

1. Acquaint themselves with all program requirements by reading the BSW Program Handbook and Field Manual.
2. Acquaint themselves with all courses required by the program.
3. Come prepared during advising sessions; students will have studied course offerings and times prior to advising sessions.
4. Assume initiative in advising sessions by asking questions and actively seeking solutions to problems or logistical difficulties.
5. Work with their advisor at the first meeting to develop their curriculum plan.
6. Maintain updated information with their advisor and with the Registrar's office as to current address, phone, and e-mail address.
7. Provide own transportation to and from advising sessions.

C. Professional Advising Responsibilities

In addition to academic advising, students also have the right to professional advising within the Department of Social Work. Professional advising is a critical activity as students develop their identities as professional social workers, consider career plans, and transition into becoming a responsible professional. While some professional advising activities take place naturally in the classroom, such as exposure to various career options, the academic advisor is available to individually assist the student as she/he moves into the professional social work role.

Professional advising provided by the student's academic advisor includes helping the student assess the following:

1. The student's motivation for becoming a professional social worker
2. The student's career interests, goals and options
3. The student's capacities for success as a professional social worker
4. The student's areas for continued growth as a professional social worker
5. Possible field placements that align with the student's career goals and educational needs and strengths.

VIII. STUDENT'S RIGHTS AND RESPONSIBILITIES

The BSW Program recognizes certain fundamental rights and responsibilities of students as outlined below.

A. Student's Rights

1. Students have the right to organize in their own interests.
2. Students have the right of protection against improper disclosure of their views, beliefs, academic records, and political associations, and from limitations upon freedom of expression with all due process of law.
3. Students have the right to be free of sexual harassment by faculty, staff, university employees, students and in field placements.
4. Students have the right of protection against prejudicial or capricious academic and field evaluations.
5. Students have the right to freely engage in activities on or off campus, in the company of their choice, exercising their rights as citizens of the community, state and nation. Students shall not claim to represent the Department of Social Work or the University of Saint Francis without prior authorization.
6. Students have the right to invite and hear speakers of their choice on subjects of their choice in meetings which students organize.
7. Students have the right to receive appropriate recognition for their scholarly or practice oriented accomplishments.
8. Students have the right to enjoy equal rights regardless of race, color, creed, religion, national origin, marital status, political affiliation or beliefs, sexual orientation, disability, sex or age.
9. Students have the right to information pertaining to policy issues and decisions in advance of scheduled meetings.
10. Students have the right to consult regularly with their academic advisor.

11. Students have the right to participate in shaping program policies and curriculum decisions.

B. Student's Responsibilities

1. Students have the responsibility to keep themselves informed of all policies and procedures of both the University of Saint Francis and the BSW Program.
2. Students are responsible for knowing degree requirements and all academic and practicum requirements and expectations.
3. Students are responsible for initiating meetings with program faculty for the purpose of advising and other pertinent BSW Program related business.
4. Students are responsible for following the "chain of command" when initiating grievances and concerns.
5. Students are responsible for respecting the privacy and confidentiality of others.
6. The student must notify the BSW Program Director, his or her advisor and the BSW Program Field Coordinator of any conviction of a criminal charge that occurs before and/or during a field placement. A conviction of a criminal charge does not automatically result in termination from the program nor will it necessarily prohibit a student from participating in a field placement. The purpose of students notifying the above parties is to protect the student and to promote appropriate professional advising. A student who has a criminal history must share this history with the parties noted above so that appropriate linking may occur with respect to field placements and career options. This policy of the BSW Program serves to protect the student. (See also BSW Program Admissions Policies and Procedures).

Other policies pertaining to the rights, responsibilities, academic advising, and so forth are also spelled out in the University of Saint Francis Student Handbook and in the University of Saint Francis Undergraduate Catalog.

IX. POLICIES AND PROCEDURES FOR STUDENT INITIATED COMPLAINTS

In the event that a student has a complaint or grievance, the School of Professional Studies has complaint initiation policies and procedures for students to follow. Policies and procedures are noted below. Please note that the term "candidates" refers to "students".

Request and Complaint Procedure For School of Professional Studies

Overview:

The School of Professional Studies strives to address candidates' needs and concerns through the Request and Complaint Procedure. Candidates are encouraged to attempt to resolve issues or concerns directly with the appropriate faculty or staff member. When resolutions do not result, candidates may opt to file a formal complaint. The Request and

Complaint procedure does not replace the formal University and/or Department Appeal Processes as detailed in catalogs, handbooks, and manuals. Requests must be submitted in writing.

The Request and Complaint Procedure was established to provide a tracking system for candidate complaints. The data collected is utilized for accreditation and program improvements by the following:

- Office of Institutional Research and Effectiveness
- School of Professional Studies
- Departments of: Education, Social Work, and Psychology and Counseling.

The SOPS Request and Complaint Form was created to obtain both formative and summative data which can be utilized in making program improvements.

Confidentiality:

All information obtained regarding candidate complaints are handled with the strictest confidentiality. A confidential file, separate from the candidate's academic file, will be kept under lock and key. Only the dean, department chairs, and/or administrative assistant will have access to the completed Complaint Forms and files.

Reporting Process:

Once a complaint has been brought to any SOPS faculty member attention a SOPS Complaint Form should be completed and signed by the appropriate faculty and department chair. Once signatures are obtained the completed form must be submitted to the department chair. The information will then be documented in the department and in the School of Professional Studies and forwarded to the Office of Institutional Research and Effectiveness.

X. RESUME GUIDELINES

Your professional resume will be necessary to develop and maintain throughout the course of your studies. Developing a resume early, gives you an opportunity to document share information about yourself and your professional competencies to a prospective employer or field placement agency. Below is a sample resume format that you may choose to use.

- **Personal Data:** Name, address, phone number
- **Educational Experience:** Institution(s) and dates you attended, identify your major, minor and degree(s).
- **Work/Volunteer Experience:** List your work and any volunteer experience you have in chronological order listing the most recent experience first. Provide a brief narrative about the nature of your role in each work or volunteer job. Keep your narrative to 2-3 lines. Be sure to designate whether the position you occupied was paid work or volunteer work. You may choose to create two separate areas for employment and volunteer experiences.

- ***Special Skills or Interests:*** List any particular skills or interests you have that are relevant to positions you are applying for. (For example, fluency in a foreign language, computer skills).
- ***Professional Affiliations and Honors:*** List any relevant organizations you belong to and any honors you have received.

XI. HELPFUL TERMINOLOGY

Academic Advisor--Each student, upon declaring social work as his or her major with the Registrar's Office, will be assigned to a faculty member in the Department of Social Work for the purpose of advising. Advising occurs prior to a student's registration for courses and is designed to assist students in course selection. Advisors also frequently meet with students on other concerns or issues pertaining to their academic career and their future field placements.

Adjunct Faculty Member--An adjunct faculty member is a person who is hired to teach additional courses not taught by full-time program faculty. Any person hired to serve as an adjunct faculty member to teach social work practice courses must hold the MSW degree and have two years of post master's level social work experience.

BSW Program Director--The BSW Program Director is responsible for the establishment of curriculum requirements and all policies and procedures relevant to the operations of the BSW Program. The BSW Program Director is responsible for the supervision and evaluation of full time and adjunct faculty. In addition, the BSW Program Director is responsible for all budgetary considerations of the BSW Program. The Program Director reviews all applications to the social work program and is responsible for all program admissions and terminations. The BSW Program Director is responsible for playing the lead role in all CSWE Accreditation activities and assigning all workloads within the Department of Social Work.

Department of Social Work Chair--The department chair is the individual who oversees all aspects of the social work department and is the chief administrative officer of the department.

Field Coordinator--The BSW Field Coordinator is the person responsible for the overall planning, development, coordination, administration and management of field education for the BSW Program. The BSW Field Coordinator is responsible for securing field agencies for field placements, development and implementation of all training and orientation seminars for Field Practicum Instructors and for students, arranging all student placements and overseeing the field placement experience.

Field Instructor--The field instructor is the person employed by a social service agency who meets the field instructor requirements as defined by the Department of Social Work. The field instructor is the person who supervises students on a daily basis within the practicum

agency. The field instructor is responsible for serving students in a teaching/mentoring role, guiding him or her in learning activities. The field instructor plays a supportive role, providing critique and encouragement as it relates to the social work activities engaged in by the student. All field instructors generally hold either the BSW or the MSW degree. Further information is available about the qualifications of field instructors in the Field Manual.

The BSW Advisory Board--The Department of Social Work has established an advisory board consisting of social service professionals, students, department faculty and other interested parties to provide input to the Social Work program. The BSW Advisory Board meets quarterly and discusses program development, program evaluation, accreditation and other concerns that directly impact social work students, faculty and the BSW Program as a whole.

The Social Work Club --Students may participate in the Social Work Club as desired during the course of their enrollment at the University of Saint Francis. The Social Work Club is student led and run. Activities engaged in by the Social Work Club are chosen by its membership. The Social Work Club designates a faculty advisor at the onset of the academic year. Members elect their own leadership from the social work student body.

BSW – a Bachelor’s degree awarded to qualified students who majored in social work in Council on Social Work Education (CSWE) – accredited undergraduate colleges. (Barker, 1991: 27)

CSWE – Council on Social Work Education – An independent organization comprising social work educators, professional organizations, social agencies and academic institutions for the purpose of establishing and maintaining standards in social work education. (Barker, 1991: 52).

MSW-- A Master’s degree awarded to qualified students who majored in social work in Council on Social Work Education (CSWE) – accredited undergraduate colleges.

NASW – National Association of Social Workers – This organization was established in 1955 and has as its four major functions; 1) professional development, 2) professional action, 3) professional standards, and 4) membership services.

Barker, R. L. (1991). *The Social Work Dictionary*, (2nd Ed.). Silver Spring, MD: NASW Press.

XII. SOCIAL WORK COURSE DESCRIPTIONS: FOUNDATION COURSES & ELECTIVES

Credit Hours: The hours identified with each course description represent the amount of time spent in the classroom, laboratory and clinical area per week during a semester.

Prerequisite: A prerequisite indicates a course which must be successfully completed before enrolling in other courses as indicated.

Corequisite: This indicates a course which must be taken no later than the same semester as the

course described.

Recommended Background: Indicates level of course background or other criteria a student needs to be successful in a course.

Social Work Courses

Course Descriptions: The hours identified with each course description represent the amount of time spent in the classroom, laboratory and clinical area per week during a semester.

Prerequisite: A prerequisite indicates a course which must be successfully completed before enrolling in other courses as indicated.

Corequisite: This indicates a course which must be taken no later than the same semester as the course described.

Recommended Background: Indicates level of course background or other criteria a student needs to be successful in a course.

SOCW 160

GRIEF AND LOSS

3 credit hours

This course is designed to familiarize students with basic principles related to grief and loss. This course is not concerned primarily with death and dying issues, but rather with the wide range of significant losses that may occur over the course of a person's lifetime. In particular, losses that will be addressed include loss of country, losses associated with geographical and legal separations, physical losses, economic losses and losses occurring as a result of war and natural disasters. Methods of grieving and surviving losses will be discussed. The goal of this course is to heighten the students' awareness of the vast array of losses that can occur and be life changing. Students will explore ways in which they can compassionately address human needs related to loss.

Fall, Spring

SOCW 170

SOCIAL RESPONSIBILITY, LEADERSHIP AND OUR ELDERS

3 credit hours

The course is designed to deepen our appreciation of society's older adults and expand our sense of social responsibility, and promote leadership and advocacy for and with our elders. Society's elders offer us wisdom, history and continuity of culture. They also face unique challenges such as social exclusion, discrimination, inadequate health care and limited resources. This course is designed to explore both the gifts of our elders and the challenges they face as they age. Taught from a strengths perspective, this course will examine social, economic, political and health care considerations facing the aging population in America today. Methods of promoting human well being, autonomy and independence, personal fulfillment, spirituality, dignity, purpose and meaning for our elders will also be explored.

Fall, Spring

SOCW 185**INTRODUCTION TO SOCIAL WORK AND SOCIAL WELFARE****3 credit hours**

Overview of the profession of social work and social service delivery systems in historical and current contexts. Introduces social work knowledge including systems theory and generalist social work practice, social work values, skills interventions, practice settings, and target populations.

Fall

SOCW 192**HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT****3 credit hours**

This course provides content on the reciprocal relationships between human behavior and social environments. Content includes empirically based theories and knowledge that focus on the interactions between and among individuals, groups, cultures and societies. It includes theories and knowledge of biological, sociological, cultural, psychological, and spiritual development across the life span; the range of social systems in which people live (individual, family, group, organizational, and community); and the ways social systems promote or deter people in maintaining or achieving well-being.

Fall

SOCW 220**SOCIAL WORK ETHICS****3 credit hours**

This course is designed to provide students with an in-depth review of the NASW Code of Ethics, application of ethical constructs, consideration of ethical dilemmas in social work practice, and direction toward competent ethical professional practice.

Spring

SOCW 250**INTERPERSONAL SKILLS****3 credit hours**

An experiential laboratory course which focuses on developing effective listening and interviewing skills. Use of the problem-solving method as applied to interpersonal communication. Role playing, group exercises, audio taping, and videotaping experiences may be employed.

Spring

SOCW 281**SOCIAL WELFARE POLICIES AND SOCIAL JUSTICE****3 credit hours**

This course explores issues of social justice, social policy formation, implementation and outcomes. It examines what is meant by “social justice” within cultural and global contexts and explores a variety of social policies that impact human well being. The course further examines collective responses to social problems such as poverty, physical and mental illness, disabilities, discrimination and oppression. Policies also addressed include those that impact children, women, diverse and oppressed populations and the elderly. Students are encouraged to examine concepts related to social responsibility, justice, and social action as they pertain to social policy critique and development.

Spring

SOCW 295**MICRO PRACTICE****3 credit hours**

Course designed to provide students with social work practice knowledge that promotes competency in client engagement, assessment, intervention and evaluation at the micro level (individuals and families). Relevant theories and evidence based practice interventions will be applied. Course format will combine both lecture and experiential activities.

SOCW 295 will also serve as the **technology application course** for social work majors.

Fall

Prerequisites: SOCW 185; SOCW 250

SOCW 300**MEZZO PRACTICE****3 credit hours**

Course designed to provide students with social work practice knowledge that promotes competency in client engagement, assessment, intervention and evaluation at the mezzo level (groups). Relevant theories and evidence based practice interventions will be applied. Course format will combine both lecture and experiential activities.

Spring

Prerequisites: SOCW 185; SOCW 250

SOCW 310**INTRODUCTORY FORENSIC SOCIAL WORK I: CHILDREN****3 credit hours**

Forensic social work is practiced whenever social workers intersect with the courts and the criminal justice system, and when they work with offenders and crime victims. This course will introduce students to the field of forensic social work practice involving children. Topics covered include social work and basic legal concepts, documentation, testifying, credentialing and professional liability, protection of children, adjudication and treatment of juvenile offenders and the role of social workers in the hearing process. This course is beneficial for those social work majors considering social work practice within the criminal justice system and/or in child protection.

Fall

Prerequisites/Corequisites: SOCW 185, SOCW 340, SOCW 295 (SOCW 295 may be taken concurrently)

SOCW 320**Introductory Forensic Social Work II: Adults****3 credit hours**

Forensic social work is practiced whenever social workers intersect with the courts and the criminal justice system, and when they work with offenders and crime victims. This course will introduce students to the field of forensic social work practice involving adults. Topics covered include social work and basic legal concepts, constitutional concepts and principles for the social worker, documentation, testimony, credentialing and professional liability, working with offenders and victims of crime, prosecution and punishment of adult offenders and the role of social workers in various court/legal proceedings. This course is beneficial for those social work majors considering social work practice within the criminal justice system (corrections, probation/parole, victim assistance, etc.).

Spring

Prerequisites/Corequisites: SOCW 185, SOCW 295 (295 may be taken concurrently)

SOCW 330
INTERCULTURAL IMMERSION

2 credit hours

This course involves a learning experience in another culture and in another geographical location. As opposed to pure tourism, this course will attempt to have students working side by side with members of a different cultural group per their identified needs. Observation, tours of various facilities (youth programs, social service agencies, schools, child and maternal health clinics, public health clinics, etc.) will also be part of this course. An interdisciplinary focus invites students of all majors to participate. Students will be required to fund their own transportation and other program fees. Living arrangements will be either with host families or in compounds established by the sponsoring organization. Students will be responsible for their own fundraising activities to support their work.

As Needed

Recommended Background: Permission of Instructor

SOCW 331
INTERCULTURAL IMMERSION

1 credit hour

This course involves a learning experience in another culture and in another geographical location. As opposed to pure tourism, this course will attempt to have students working side by side with members of a different cultural group per their identified needs. Observation, tours of various facilities (youth programs, social service agencies, schools, child and maternal health clinics, public health clinics, etc.) will also be part of this course. An interdisciplinary focus invites students of all majors to participate. Students will be required to fund their own transportation and other program fees. Living arrangements will be either with host families or in compounds established by the sponsoring organization. Students will be responsible for their own fundraising activities to support their work.

As Needed

Recommended Background: Permission of Instructor

SOCW 340
CHILD WELFARE

3 credit hours

This course is designed to familiarize the student with the field of child welfare, its historical roots, various services provided to children and their parents, and policies and laws related to child welfare. Critical analyses of contemporary child welfare systems are explored as well as cultural, economic and sociopolitical issues related to child welfare.

Fall, Spring

SOCW 350
MACRO PRACTICE

3 credit hours

Course designed to provide students with social work practice knowledge that promotes competency in client engagement, assessment, intervention and evaluation at the macro level (organizations & communities). Relevant theories and evidence based practice interventions will be applied. Course format will combine both lecture and experiential activities.

SOCW 350 will also serve as the **writing intensive course** for social work majors

Fall

Recommended Background: Declaration of Social Work major

Prerequisites: SOCW 185; SOCW 250

SOCW 377**CULTURAL DIVERSITY AND HUMAN RIGHTS****3 credit hours**

This course is designed to advance students' understanding of cultural diversity and to promote application of their learning to personal and professional situations. Students will be exposed to a variety of cultural groups living in the United States, the impact of minority status and causes of prejudice and discrimination. Historical and contemporary issues related to migrant workers, legal and illegal immigration, political asylum, and various international agreements on human rights will be explored. Students will be encouraged to contemplate application of human rights principles to everyday and professional life in order to promote a more just society.

Fall, Spring

SOCW 380**SOCIAL WORK IN HEALTHCARE SETTINGS****3 credit hours**

This course is designed to acquaint students with issues pertaining to social work in healthcare settings, such as clinics, hospitals, nursing homes, and hospice organizations. Issues related to medical social work will be addressed including assessment, discharge planning, teamwork, and collaboration and the relationship between health needs and social service needs. This course constitutes a practice-oriented course with emphasis on content and skills necessary for entry-level generalist social work practice in healthcare.

Fall

Prerequisites: SOCW 185; SOCW 220; SOCW 250

SOCW 385**VIOLENCE****3 credit hours**

This course is designed to acquaint students with interpersonal violence and its impact on individual, small group and community functioning. Types of violence which will be examined are: domestic violence, violence against children, dating violence, violence based on perceived differences (e.g., racial, cultural, sexual preference), and school violence. This course will provide an overview on conceptual models of violence, risk and lethality assessment, and trauma effects of victimization. Discussion will also focus on critical analysis of models of intervention and violence prevention.

Spring

SOCW 430**SOCIAL RESEARCH****3 credit hours**

Promotes an understanding of the application of sound research methodology. Content includes research design, measurement techniques, sampling, coding of data, data analysis, and reporting findings. Students will develop an ability to read, understand, conduct, and evaluate research. Competency in application of research methodology through development and implementation of a research project will be demonstrated by students in this course.

Fall

Prerequisite: SOCI 101

SOCW 440**SENIOR PRACTICUM I****5 credit hours**

Senior Practicum I is for those students choosing to complete their senior field practicum over two semesters instead of one. Senior Practicum I must be taken immediately before Senior Practicum II. The field practicum is an experiential, on-site supervised learning opportunity consisting of a minimum 225 contact hours during the course of the semester (roughly 16 hours per week for 14 weeks) in a local social service agency approved by the Department of Social Work. The student will be exposed to skills and behaviors of professionals engaged in various forms of generalist social work practice. Students will be expected to test and demonstrate their social work values, professional ethics, knowledge and skills within a supervised setting and encompassing all levels of social work practice (micro, mezzo, and macro).

Fall, Spring

Prerequisite: Admission to the BSW Program must be completed prior to enrollment in this course.

Corequisite: SOCW 461 Senior Seminar/Capstone I

SOCW 450**SENIOR PRACTICUM II****5 credit hours**

Senior Practicum II is for those students choosing to complete their senior field practicum over two semesters instead of one. Senior Practicum II must be taken immediately after Senior Practicum I. The field practicum is an experiential, on-site supervised learning opportunity consisting of a minimum 225 contact hours during the course of the semester (roughly 16 hours per week for 14 weeks) in a local social service agency approved by the Department of Social Work. The student will be exposed to skills and behaviors of professionals engaged in various forms of generalist social work practice. Students will be expected to test and demonstrate their social work values, professional ethics, knowledge and skills within a supervised setting and encompassing all levels of social work practice (micro, mezzo, and macro).

Prerequisite: Admission to the BSW Program must be completed prior to enrollment in this course.

Fall, Spring

Corequisite: SOCW 462 Senior Seminar/Capstone II

SOCW 460**SENIOR PRACTICUM I/II****10 credit hours**

Senior Practicum I/II is for those students choosing to complete their senior field practicum in one semester. The field practicum is an experiential, on-site supervised learning opportunity consisting of a minimum 450 contact hours during the course of the semester (32 hours per week for 14 weeks) in a local social service agency approved by the Department of Social Work. The student will be exposed to skills and behaviors of professionals engaged in various forms of generalist social work practice. Students will be expected to test and demonstrate their social work values, professional ethics, knowledge and skills within a supervised setting and encompassing all levels of social work practice (micro, mezzo, and macro).

Prerequisite: Admission to the BSW Program must be completed prior to enrollment in this course

Fall, Spring

Corequisite: SOCW 463 Senior Seminar/Capstone I/II

SOCW 461**Senior Seminar/Capstone I****1 credit hour**

The Senior Seminar/Capstone I provides a venue for discussion of field practicum experiences and serves as the first part of the social work student's capstone work. Under direction of faculty, students will complete preparation of their senior portfolio which will provide evidence of field practicum competencies and competencies related to specified general education curriculum learning outcomes.

Fall, Spring

Corequisite: SOCW 440

SOCW 462**Senior Seminar/Capstone II****2 credit hours**

The Senior Seminar/Capstone II provides a venue for discussion of field practicum experiences and serves as the second part of the social work student's capstone work. Under direction of faculty, students will complete preparation of their senior portfolio which will provide evidence of field practicum competencies and competencies related to specified general education curriculum learning outcomes.

Fall, Spring

Corequisites: SOCW 450

SOCW 463**Senior Seminar/Capstone I/II****3 credit hours**

The Senior Seminar/Capstone I/II provides a venue for discussion of field practicum experiences and serves as the social work student's capstone work. Under direction of faculty, students will complete preparation of their senior portfolio which will provide evidence of field practicum competencies and competencies related to specified general education curriculum learning outcomes.

Fall, Spring

Corequisites: SOCW 460

SOCW 496**ADVANCED PRACTICE,
RESEARCH OR FIELD INSTRUCTION****2 credit hours**

Advanced practice, research or field instruction not available in other departmental offerings. An opportunity for advanced independent study and research in a specific area of interest.

As needed

Recommended Background: Permission of Instructor

SOCW 497**ADVANCED PRACTICE,
RESEARCH OR FIELD INSTRUCTION****1 credit hour**

Advanced practice, research or field instruction not available in other departmental offerings. An opportunity for advanced independent study and research in a specific area of interest.

As needed

Recommended Background: Permission of Instructor