

Department of Social Work



Undergraduate Student Handbook 2009 - 2010

All you need to know about.....

**Advising
Pre-Admissions
Admissions
Course Sequences**

Revised 9/20/2009

***OHIO UNIVERSITY
COLLEGE OF ARTS & SCIENCES
DEPARTMENT OF SOCIAL WORK
416 MORTON HALL***

PHONE: (740) 593-1292

FAX: (740) 593-0427

E-MAIL: social.work@ohio.edu

WEBSITE: www.socialwork.ohiou.edu

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Welcome to the Department of Social Work

Our undergraduate program in social work prepares students for beginning generalist practice. You will complete course work in human behavior and the social environment, social welfare policy, research, social work methods, and field instruction. Upon graduation, you will be prepared as a baccalaureate-level generalist social work practitioner, with a strong foundation in the liberal arts. The profession of social work is regulated in the State of Ohio. Upon graduation and after taking and passing the licensing exam, you will be eligible to apply for a license – Licensed Social Worker (LSW) – at the bachelor’s level from the State of Ohio.

Congratulations on your commitment to social work!

During your course and fieldwork, you will be tested and challenged. Throughout your education, you will develop a knowledge base and identification with the professional social work values that are required for effective social work practice. As you progress, you will develop the skills for intervening at a generalist level with individuals, groups, organizations, families, and communities.

The Council on Social Work Education has accredited our program since 1974. Nearly a thousand students have graduated from the program since initial accreditation. Surveys of graduates show high levels of satisfaction with the educational program and high employment rates in the field of social work and human services.

During your time in our department, please meet regularly with your faculty advisor. Faculty members are ready to support you in your pursuit of becoming a social worker. Again, welcome to our department and to the profession of social work!!

Equal Opportunity and Educational Opportunity

It is the policy of Ohio University that there shall be no discrimination against any individual in educational or employment opportunities because of race, color, religion, national origin, sex, veteran status, sexual orientation or disability. Also, there shall be no discrimination because of age except in compliance with requirements of retirement plans or state and federal laws and guidelines. Furthermore, the University maintains a vigorous affirmative action program in order to promote equal employment opportunities and to ensure non-discrimination in all educational programs and activities.

The Department of Social Work at Ohio University does not discriminate based on race, color, gender, age, creed, ethnic or national origin, disability, political, or sexual orientation.

Generalist social work practice at the undergraduate level involves the capacity to apply knowledge, skills, and values to assess a range of situations and the ability to work with individuals, groups, larger organizations, and communities from a wide variety of perspectives, with supervision.

Introduction

This is the Department of *Social Work's Undergraduate Student Handbook*. The handbook will not substitute for *Ohio University's Undergraduate Bulletin* nor for the *University's Handbook*. The purpose of this handbook is to serve as a resource and reference book for students committed to an undergraduate major in the Department of Social Work. It provides important information and serves as a reference and guide for students and their advisors to plan the student's curriculum of undergraduate study in social work. Later in the educational process, students will receive the *Field Education Manual*, which will be a detailed guide for the field practicum year.

We urge students to read this material thoroughly and become familiar with its content. The faculty and staff in the Department of Social Work welcome your suggestions and inquiries regarding material in this handbook; you should take up all questions first with your faculty advisor. **PLEASE BRING THIS HANDBOOK WITH YOU TO ALL ADVISING SESSIONS.**

Students are advised of the following: as in any professional educational program, educational teams comprised of course and field faculty, faculty advisors, program administrators, and, on occasion, university administrators, share information about students' education and professional progress for consultation and evaluation purposes.

HISTORICAL OVERVIEW

Ohio University has had a longstanding commitment to undergraduate social work education and extensive involvement in gaining recognition for this level of education in the preparation of social workers. More than a half century ago, via the Department of Sociology, the University instituted courses related to the provision of professional social services. Included in the curriculum was the opportunity for a hands-on field experience. Students and their professors established “centers” in mining and rural poverty areas to provide recreation, counseling, referrals, and other services to people with a variety of human needs. By 1939, the program had expanded to include not only courses related to almost every social service but also supportive courses in sociology, psychology, economics, government, and home economics. These were required courses designed to prepare students to function as social workers in public and private agencies. For a brief period, the Department of Sociology offered an M.A. degree in social work. This was soon combined with the sociology master's degree. The Department of Sociology was among the first members of the National Association of Schools of Social Work.

In 1952, the Department of Sociology hired its first social worker to direct the Social Work Program, Helen Worstell, who retired in 1978. In 1954, the department became a member of the Council on Social Work Education (CSWE). Professor Worstell was a consultant to the Council in the preparation and writing of Herbert Bisno's report, (1959), *The Place of the Undergraduate Curriculum in Social Work Education*.

In 1968, the University established the Department of Social Work as a separate undergraduate department within the College of Arts and Sciences. The first undergraduate social work majors were graduated in 1969. In 1970, the department was awarded Constituent Membership status in CSWE. The following year, it achieved approved status under the newly effective *Standards for Approval of Undergraduate Programs* and was reaffirmed annually until 1974. In 1974 the CSWE was granted accrediting authority for baccalaureate social work programs by the Council on Post-Secondary Accreditation. The Ohio University Department of Social Work was among the first programs to be accredited by the Council on Social Work Education under these standards and has maintained this status to the present time.

UNIVERSITY AND DEPARTMENT MISSION STATEMENTS, DEPARTMENT GOALS AND OBJECTIVES

Ohio University Mission Statement

Ohio University is a national, public, comprehensive university that emphasizes a high-quality, learning-centered educational experience and conducts world-class research in many disciplines. The Athens campus combines undergraduate, graduate, and professional programs in a residential setting; the regional campuses offer enhanced access to many of the same quality programs. This combination of strengths, setting, and access fosters a diverse academic community that serves the economic and cultural needs of the region and benefits the state, nation, and world by generating new knowledge and educating future citizens and leaders.

Department of Social Work Mission Statement

Our mission is to prepare social work students at the baccalaureate and master's level to become leaders in the profession of social work who have the knowledge and skills to improve the quality of life of individuals, families, groups, organizations, and communities throughout the region, nation, and world. This is accomplished by providing a high-quality, comprehensive, learner-centered educational experience focused on the responsibilities of citizenship. The department is committed to promoting the strengths of diversity through education, research, and service, while maintaining a particular focus on the rural Appalachian region. Interdisciplinary collaboration and advocacy are emphasized to address social injustice toward economically disadvantaged and long-underserved groups. Central to this mission is the creation of a culture of research throughout the practice community that builds the capacity to evaluate and apply evidence-based research to practice. Additionally, an ability to assess practice and policy effectiveness and disseminate new knowledge to guide policy and practice is a core value of the department.

Department of Social Work Goals and Objectives

The goals of the BASW Program, and the objectives as they relate to its goals, are noted below:

GOAL A.) Prepare social work students for the professional practice of social work with diverse systems of various sizes, emphasizing the provision of competent, ethical clinical and administrative services to families in diverse communities, based on the core competencies of social work.

Objective A1.) Practice with the values, ethics, and historical traditions of the social work profession.

Objective A2.) Practice with client systems of all sizes, utilizing sensitivity to the distinctive characteristics of diverse populations and the practice implications of oppression and discrimination.

Objective A3.) Utilize a biopsychosocial, strengths-based perspective to guide assessment and intervention efforts with client systems of all sizes.

Objective A4.) Critically evaluate and apply the theoretical and empirical knowledge and the skills of the generalist social work perspective to practice in the pre-engagement through ending phases with client systems of all sizes.

Objective A5.) Use appropriate oral and written communication skills with client systems of all sizes.

Objective A6.) Utilize information technology to enhance effectiveness as social work professionals.

Objective A7.) Through the use of supervision, demonstrate self-awareness and professional use of self to enhance professional social work practice with client systems of all sizes.

Objective A8.) Advocate, through professional and political means, for policies and programs that address the social and economic well-being of clients and others in need of assistance.

GOAL B.) **Prepare social work students to conduct research to guide their own practice and to contribute to the knowledge base of the social work profession by disseminating that knowledge in appropriate forums and serving as Researcher-Practitioner role models in the agencies and communities they serve. Implicit in this goal is that faculty will conduct independent and collaborative research with each other and with students and act as Researcher-Practitioner role models for students and community agencies.**

Objective B1.) Encourage full-time faculty and students to conduct independent and/or collaborative research that increases the knowledge base of social work practice, models scientific inquiry for the practice community, and increases the capacity to evaluate and improve social work practice.

Objective B2.) Encourage all full-time faculty and students to disseminate the results of their research and other scientific inquiry through professional presentations, trainings, and publications.

Objective B3.) Encourage faculty and students to participate in interdisciplinary research collaborations to expand scholarly development and maximize funding opportunities.

Objective B4.) Enable students to assess practice effectiveness, evaluate research findings, apply research knowledge, and conduct research to enhance practice interventions.

Objective B5.) Enable students to analyze the impact of social policies, agency structures, and social welfare institutions on clients, workers, and the delivery of social work services.

GOAL C.) **Prepare social workers for service leadership in professional organizations and in advocacy for the development and improvement of service delivery systems.**

Objective C1.) Encourage full-time faculty and students to become engaged in ongoing service and consultation to local, regional, and national organizations relevant to the provision or improvement of rural social work services and to local, regional, and national professional social work organizations and to promote change when warranted.

Objective C2.) Ensure that student course assignments and field experiences include multiple opportunities to understand and interact with rural families and community groups through such means as case studies, guest speakers, meeting attendance, needs assessments, and provision of technical assistance.

Objective C3.) Encourage full-time, tenured faculty to provide leadership and service to the university community through participation in governance and other academic initiatives.

**THE COLLEGE OF ARTS AND SCIENCES
DEGREE REQUIREMENTS
BACHELOR OF ARTS IN SOCIAL WORK (BASW)**

General requirements for the B.A. degree in social work are a minimum of 192 quarter hours including:

- a.) 90 hours of Arts and Sciences course work above the 200 level;
- b.) the equivalent of two years of college-level foreign language;
- c.) at least 18 hours each of humanities, social sciences, and natural sciences;
- d.) General Education Requirements – Tier I, II, III*; and
- e.) all requirements stipulated by the department for the chosen major.

Minors are optional and must meet the specific requirements of the department offering the minor.

A minimum of 192 quarter hours of credit is required for a B.A. A maximum of 72 hours in the department of the major will be accepted to meet graduation requirements. Any hours accumulated beyond the maximum allowed for the major areas will necessitate an equivalent increase in the number of total hours required to graduate from Ohio University.

To receive a degree from the College of Arts and Sciences, you must have a minimum 2.0 GPA on all of the following:

1. all hours attempted at the college level
2. all hours attempted at the college level in the major
3. all hours attempted at Ohio University
4. all hours attempted at Ohio University in the major

The graduation GPA is computed after deductions for repeated and noncredit courses have been made. See the “Grading” section of the *Undergraduate Catalog* of Ohio University for information about repeated course removal and other grading questions. This information is available at <http://www.catalogs.ohio.edu/>.

Graduation requirements are defined by your catalog of entry and remain in effect for five years from your date of admission to Ohio University. An average course load of 16 hours per quarter is necessary to graduate in four years. Five years after entry, graduation requirements become redefined by the current catalogue. (Refer to *Ohio University Undergraduate Catalog* online section “Graduation – University wide” for specific information for catalog of entry; also click on “College of Arts and Sciences” for graduation requirements.)

All departments in the College of Arts and Sciences have an undergraduate advising coordinator who, with the help of other faculty in the department, ensures that every student is assigned an advisor for academic counseling. **(It is not the advisor's responsibility, however, to decide the quarter's schedule or to guarantee that program requirements are being met--this is the student's responsibility.)**

The office of Undergraduate Student Affairs assists Arts and Sciences students in administrative matters related to academics, maintains records of academic progress, and approves candidates for graduation. The Office of Undergraduate Student Affairs is located on the ground floor of Wilson Hall, College of Arts and Sciences, telephone: (740) 593-2845.

***NOTE:** SW398 is a Tier III Equivalent course; Social Work majors are not required to take another Tier III course.

COURSE OF STUDY FOR THE SOCIAL WORK MAJOR

Course Requirements for an Undergraduate Degree in Social Work

Generalist social work practice at the undergraduate level involves the capacity to apply knowledge, skills, and values to assess a range of situations and the ability to work with individuals, groups, organizations, and communities from a wide variety of perspectives, with supervision. As stated earlier, a liberal arts perspective integrates with the social work curriculum content areas of human behavior in the social environment, social welfare policy, research, social work methods, and field education. Completion of the university's general education requirements (Tier I, II, and III) and the requirements of the College of Arts and Sciences ensures that the student obtains a liberal arts background. The following list represents an overview of the requirements for an undergraduate degree in social work:

- a) The university's general education requirements (Tier I, II, and III)
- b) The distributional and foreign language requirements of the College of Arts and Sciences
- c) The Department of Social Work's requirements as outlined below

(Refer to the *Ohio University Undergraduate Catalog* for details on the requirements for (a) and (b) above. This catalog is online at <http://www.catalogs.ohio.edu/> In order to graduate students are required to complete all three of the above areas of study. Progress on meeting these requirements can be tracked via the Degree Auditing Reporting Systems (DARS) and should be reviewed quarterly in conjunction with your advisor.)

It is important to become familiar with the social work department's required courses, as they will be referred to in subsequent sections of this document. The following is a complete list of courses required by the Department of Social Work:

Required Courses from the Department of Social Work

<u>Course:</u>	<u>Hours</u>
SW 102, Introduction to Social Welfare and Social Work*	4
SW 290, Social Welfare as an Institution*	4
SW 350, Research Methods in Social Work	4
SW 383, Introduction to Social Work Practice Methods	4
SW 390, Social Policy	4
SW 393, Dynamics of Human Behavior I	4
SW 394, Dynamics of Human Behavior II	4
SW 396, Social Work Practice I (fall)	4
SW 491A, Integrative Seminar I (fall)	2
SW 492A, Field Practicum I (fall)	4
SW 397, Social Work Practice II (winter)	4
SW 491B, Integrative Seminar II (winter)	2
SW492B, Field Practicum II (winter)	5
SW 398, Social Work Practice III (spring)	4
SW 491C, Integrative Seminar III (spring)	2
SW 492C, Field Practicum III (spring)	5

Note:

SW 190 Social Work as a Profession (2 credit hours) is required, or students can substitute 20 hours of documented social service work, either paid or volunteer, for SW 190. Students must submit documentation of this experience at the time of applying to the social work major.

Required Courses Taken in Other Departments

<u>Course:</u>	<u>Hours</u>
Natural Science – BIOS 103, Human Biology* (also meets 5 hrs. Arts & Sciences Natural Sciences/Math requirements)	5
Statistics – PSY 221, Elementary Statistics (and prerequisite MATH 113)* (also meets 5 hrs Arts & Sciences Natural Sciences/Math requirements)	5
Psychology – PSY 101, General Psychology	5
PSY 273, Child and Adolescent Psychology*(may substitute HCCF 160)	4
PSY 332, Abnormal Psychology	4
PSY 374, Psychology of Adulthood and Aging (may substitute SW 486, Aging in American Society, or Health 290, Health Aspects of Aging, available winter quarter)	4

One course must be taken in each of four disciplines: (2 of these prior to applying to the major, and all 4 before graduation)

- Anthropology
- Economics
- Political Science
- Sociology

*Students must complete these courses prior to applying to the social work major.

Note: The program complies with all Council on Social Work Education (CSWE) programmatic requirements. Copies of the complete “Educational Policy and Accreditation Standards,” of CSWE, which were revised for 2008 implementation, are available at the Department of Social Work office and on line at <http://www.cswe.org/>. Follow the link to “Accreditation.”

BECOMING A SOCIAL WORK PRE-MAJOR

Process for Becoming a Pre-Major and Advising

Before being officially admitted to the major in social work, it is advisable to first attain pre-major status. This can be done as early as the freshman year. By achieving pre-major status, the student will be connected to the department of social work, will be assigned an advisor from the department, and will receive department information and notices. The student's DARS will also reflect the student's pre-major status. The following are the steps to achieve pre-major status:

- a) Student goes to Wilson Hall, College of Arts & Sciences, Undergraduate Student Affairs.
- b) Student fills out appropriate forms.
- c) Student takes the forms to the office administrator at the Department of Social Work for processing.
- d) The office administrator assigns an advisor from the department faculty.

Having declared as a social work pre-major, students should contact their advisor promptly, so that the advisor can assist the student in developing an appropriate plan of study that meets all requirements for acceptance into the social work major and completion of requirements for graduation. Additionally, students will need to confer with their advisor each quarter in order to obtain their Registration Access Code (RAC), which is required for entry into the university's computerized class registration process. A student who wishes to change his or her advisor for any reason may do so by making a request to the department's office administrator in Room 416, who will assist the student in advisor reassignment.

Considering each student's unique situation in terms of their entry status, transfer status, or other variables, regular advising is recommended to begin a thorough planning process that considers and organizes the student's particular requirements for the major and for graduation. **In fact, it is recommended that every student take advantage of quarterly advising appointments for guidance in course selection and scheduling and for long-term planning of their academic program. Your advisor will also provide important guidance on the timing and requirements of becoming a social work major.**

BECOMING A SOCIAL WORK MAJOR

Requirements for Making Application to the Major

After achieving pre-major status, the student will necessarily work on a planned course of study that would lead to being able to apply to the major and, eventually, to graduation with a degree in social work. The requirements and procedures for applying to the major are outlined in the sections below. The requirements for application to the major are as follows:

1. A minimum overall GPA of 2.5.
2. Completion of the following social work courses:
 - o SW 102 and SW 290, both with a minimum grade of “C (2.0.)”
3. Completion of the following non-social work required courses:
 - BIOS 103, PSY 221, and PSY 273 (and their prerequisites);
 - Completion of one course in two of the following four disciplines: anthropology, economics, political science, and sociology;
 - Tier I composition (ENG 151 or 152) and quantitative skills (MATH 113);
 - At least 2 quarters (111, 112 in any one language) of college-level foreign language;
 - Completion of SW 190 or other paid or volunteer experience in the area of social services (20 hours of service is required and should be documented on the “Human Services Experience Form”); and
 - Completion of at least 48 quarter hours of college-level course work leading to a baccalaureate degree. Students transferring from colleges or universities other than OU must complete a minimum of 12 quarter hours at OU before applying.

Procedure for Applying to the Social Work Major

All students seeking admission to the major, including transfer students, are required to submit application materials. Most students, but not all, will already have achieved pre-major status. Application materials are included in Appendix A of this handbook and are available online at the department’s website and from the Department of Social Work office, Room 416 of Morton Hall, Ohio University, Athens, OH 45701. For email communication with the department administrator, use the following address: social.work@ohio.edu.

Early submittal of the application is recommended. **Students planning to enter the senior sequence, including the field placement in the fall of the following academic year, must apply to the major no later than the second full week of the winter quarter of the current year.**

Applications to the major are accepted fall, winter and spring quarter. Deadline for the application is the Friday of the 2nd full week of the selected quarter.

Fall Qtr. – applications from students who meet ALL requirements, including GPA, for admission to the major. These students generally are juniors, taking SW 393 fall quarter, and planning to enter the senior sequence, including field, in the next academic year. Provisional applications are not accepted fall quarter.

Winter Qtr. – applications from students, including provisional applications, for admission to the major. These students are generally juniors, who took SW 393 fall quarter and are enrolled in SW 394 and SW 383 winter quarter, and are planning to enter the senior sequence, including field, in the next academic year. Note that this is the only quarter that provisional applications are accepted. Students may not apply for provisional admission if their cumulative GPA is below 2.5.

Spring Qtr. – applications from students who meet all requirements, including GPA, for admission to the major. These students are completing the sophomore year and will be completing the junior courses in the next academic year and plan to enter the senior sequence, including field, in the academic year following completion of junior classes.

The following is an organized guideline for preparing the application to the major:

- a) Prepare the Department of Social Work’s “Application Form,” found in Appendix A of this booklet.
- b) Provide two reference letters, utilizing the reference forms in Appendix A, from persons in the helping profession (refer to critical detail on appropriate references and procedures for submission on the special “Reference Form” in Appendix A).
- c) Complete SW 190 OR document your human services experience on the form provided in Appendix A (“Human Services Experience Form”), and make sure the hours are verified by your direct supervisor.
- d) Prepare a personal statement which follows the guidelines provided and includes all of the topics listed on the “Personal Statement Outline” (located in Appendix A)
- e) Complete all of the requirements of Nos. 1-3 above (“Requirements for Making Application to the Major”).

The application package consists of all of the requirements and materials listed above (a through e). **Do NOT submit your application unless you have completed all of the requirements and the application is complete according to the guidelines provided above. Incomplete applications will not be accepted.**

All applications are to be submitted to the department administrator located in Room 416, Morton Hall.

Acceptance will be determined based on consideration of the requirements listed above (Items a through e). Notification of acceptance or rejection will be mailed to the student by the fifth week of the quarter.

If a student is not accepted to the major, he or she may reapply in writing at one of the next application dates (second full week of the next quarter, excluding summers), making sure to correct the deficiencies cited. A student must submit the "Reapplication Form," available in Appendix A of this booklet and at the Department of Social Work, Room 416, Morton Hall, Athens, OH 45701. Office hours are 8:00 am to 5:00 pm, daily. The reapplication will be considered, and the student will be notified by the fifth week of the quarter. A student may reapply only twice.

Provisional admission status is one option that is provided in rare circumstances. Information on this status can be obtained from your academic advisor.

PREPARING TO ENTER THE SENIOR PRACTICE SEQUENCE

Requirements for Entering the Senior Practice Sequence

The senior-level practice sequence is designed to provide students with field experience in an agency setting in conjunction with a practice class and an integrative seminar. The field practicum provides an opportunity for the student to apply his or her social work education and training, while utilizing professional supervision, and is a significant part of the senior year in social work. As stated above, a student seeking to enroll in the senior-level practice sequence (SW 396, 7 & 8; SW 491A, B & C; and 492A, B & C) must be admitted to the major by the end of the fifth week of the winter quarter of the junior year.

Before engaging in the field placement process, i.e., attending the field fair, scheduling interviews with agencies, and choosing a field placement agency, the student must meet the following requirements:

- Must be admitted to the social work major;
- Must have maintained an overall GPA of 2.5; and
- Must have completed or be in the process of completing the junior-level social work courses; these courses are SW 350, 383, 390, 393, and 394.
- Must have completed at least one year of the foreign language requirement.

The above-mentioned junior courses must be completed by the end of the year prior to entering the senior practice sequence. In addition, based on time considerations, it is recommended that PSY 374 be completed as early as possible within the junior year and that no more than one foreign language course be carried over to the senior year. All of these requirements will be explained at an informational meeting which will be held during winter quarter of the junior year (details on next page). In addition, an advising appointment is required at the beginning of spring quarter prior to engaging in the field placement process. This appointment provides an opportunity for the student to review all of the above requirements and to establish readiness for field placement (refer to next page for details).

Time and Scheduling Considerations for the Senior Year in Social Work

All social work majors must complete the senior practice sequence as a requirement for graduation. Because this sequence necessarily includes a large time commitment and work at a local social service agency, various issues must be considered for planning purposes:

1. The feasibility of the student's schedule while considering the student's total commitments.
2. The overall allocation of the student's time between classes, field practicum, part-time employment, travel, and leisure.

Therefore, beyond the senior practice sequence, it is recommended that students take only needed social work courses, courses that easily can be scheduled around the field practicum hours, and courses needed to maintain full-time student status. It is further recommended that students utilize summer scheduling and winter intersession in order to solve problems of crowded quarterly schedules and to ensure a reasonable schedule for the senior year. Consultation with your academic advisor is recommended to assist with resolving scheduling issues.

Process for Placement in the Field Practicum

Informational Meeting: As mentioned above, during the winter quarter of the junior year, an informational meeting is held for all juniors (and above, as applicable) who plan to enter the field in the fall of the following year. This meeting will be announced to all social work majors, and field staff will present critical information and procedures that the student must follow to enter field, such as completing the “Undergraduate Application for Field Practicum.” Attendance at this meeting is mandatory for applicable students.

Advising Meeting: During the spring quarter of the junior year, the student will meet with his or her academic advisor to ensure that he or she is ready to enter the senior practice sequence. Concerns covered at this meeting will include the following:

1. The student has access to or owns an automobile;
2. The student has maintained a GPA of 2.5;
3. The student has completed all prerequisites for the senior practice sequences as outlined above; and
4. The student and the advisor prepare a complete projected academic schedule for the senior year.

Attendance at this meeting is mandatory, as well. At the conclusion of the meeting, the advisor will send a memo to the Director of Field Education verifying that the student is prepared for the senior practice sequence and noting any problems or issues that may complicate the student’s ability to carry out an assigned field placement.

After attendance at both the informational meeting and the advising meeting described above, the student is ready to begin an interview and selection process for field practicum placement. The student will be thoroughly guided through this process via contact with field liaisons at the Social Work Department.

POLICY ON DEFERMENT FROM SENIOR SEQUENCE AND FIELD

Delaying Entry to the Senior Sequence:

Students who apply to the major are admitted to a specific year of the senior practice sequence which includes a field placement. If for some reason a student no longer plans to or is unable to enter the senior sequence at the approved time, the student is responsible for notifying three people: the director of field education, the undergraduate chair, and his or her advisor. The student will meet with his or her academic advisor to complete the "Request for Delayed Entry Into the Senior Sequence and Field," which is reviewed by the undergraduate chair and the director of field education. This form may be used for planned delayed entry for up to three years.

Returning to the Senior Sequence:

When the student is ready to return to the senior sequence, the student will then reactivate his or her entry into the sequence by contacting the following three people: the director of field education, the undergraduate chair, and his or her advisor. This must be done before the end of the second full week of the winter quarter prior to the academic year in which the student wishes to re-enter the senior sequence.

If the student does not notify the above three individuals of the decision to delay the senior sequence or if the student is out of the program longer than the agreed-upon time period, the student may be required to reapply to enter the senior sequence/field using the "Reapplication Form," which must be submitted before the end of the second full week of winter quarter prior to the academic year in which the student wishes to re-enter the senior sequence. At that time, the student's file will be reviewed by the Undergraduate Admissions Committee along with current applicants to the major.

COURSE SEQUENCING GUIDELINES

The following are guidelines to assist in planning your educational program (refer also to the chart on page 18). There are some important points regarding this guideline: first, it is simply a guideline and, as such, **is not a substitute for the advising process**; secondly, **see your advisor early and regularly during your academic career**. Your advisor will prove invaluable to your planning a sound program relative to your professional career. Also note the following:

1. With careful and early planning, you can obtain a dual major, e.g., social work/psychology or social work/sociology, etc. Consult with the relevant department for requirements for a minor.
2. It is essential that you complete as many courses as possible prior to entering the senior practice sequence. The senior practice sequence (which includes the field practicum) requires substantial time and energy; therefore, having other equally demanding coursework will make it difficult for you to manage your workload and to obtain the maximum benefit from the field practice courses. **Note that SW 398 is now a Tier III equivalent and can be used to fulfill the Tier III requirement.**
3. In planning for your senior field placement, you should note that admission into the field placement requires that you maintain at least a 2.5 overall GPA.
4. An important note for transfer students: only social work courses that are taken at the Council on Social Work Education (CSWE) accredited social work programs are accepted for transfer credit toward the Ohio University social work major. Course work from an accredited program in which the student received a grade of “C” or better is accepted as equivalent to similar coursework at Ohio University. In order for Ohio University to determine the equivalency of transfer courses, students may be asked to supply course syllabi or catalog descriptions. This program does not use proficiency examinations as substitutes for required course work.
5. In compliance with the CSWE, the department does not grant academic credit or course waivers for any of the professional courses or the field practicum for life experiences or previous work experiences.
6. A number of Ohio University classes are offered as “Credit Only.” A maximum of 15 “Credit Only” hours are accepted to meet graduation requirements. The senior field practicum courses (SW 492A,B&C) are taken as “Credit Only” courses. These field practicum courses total 14 “Credit Only” hours (4 credit hours for SW 492A, and 5 credit hours each for SW 492B and SW 492C). Therefore, be aware in calculating your total hours for graduation, that only one (1) additional “Credit Only” course credit hour will count toward graduation.
7. Remember to take courses in logical sequence relative to your year of study. The use of the following guide will help you plan your courses for the entire year and will also provide for some flexibility should you run into any difficulties. A total of 20 credits which can only be electives may be taken Pass/Fail.

CHART SHOWING CRITICAL BENCHMARKS FOR COURSE SCHEDULING AND FOR APPLYING FOR PRE-MAJOR AND MAJOR STATUS

The following is a chart that illustrates when to apply for pre-major status and major status, as well as some other guidelines for optimal times to take courses and reminders regarding GPA. These guidelines will help you to stay on track with critical decisions regarding the social work major. These guidelines pertain to the social work major courses only; the College of Arts and Sciences requirements must be added.

YEAR	COURSES	STATUS
FRESHMAN YEAR	Focus on Tier I, foreign language requirements, SW 102, BIOS 103, PSY 101, and other requirements to enter the major; add social sciences; achieve 2.5 GPA or above.	Register for Pre-Major Status; begin working with an advisor from the Department of Social Work.
SOPHOMORE YEAR	Finish foreign language requirements, take SW 290, PSY 221, PSY 273, and other requirements to enter the major; add social science courses; maintain 2.5 GPA or above and monitor.	Apply for Major Status as soon as requirements are met.
JUNIOR YEAR	Complete all junior-level social work courses: SW 350, 383, 390, 393, 394, and Junior Composition; finish foreign language if not done previously; complete any takeovers if applicable; complete PSY 332, PSY 374 as early as possible in the junior year; maintain 2.5 GPA or above and monitor; pay attention to when each course is offered.	Apply for Major Status (if have not already done so) by <u>second full week of winter quarter</u> (last chance to apply to the major to enter field the following academic year).
SENIOR YEAR	Must have maintained 2.5 GPA to enter senior practice sequence; junior-level courses must have been completed; foreign language requirements should have been completed.	Enter the senior practice sequence, which includes field placement; apply for graduation at the College of Arts and Sciences (see university calendar for critical date).

SOCIAL WORK MAJOR COURSE SCHEDULING GUIDE

FRESHMAN YEAR

SW102.....	4 hours
ENG 151.....	5 hours
**BIOS 103	5 hours
PSY 101.....	5 hours
Foreign Language.....	12 hours
Social Sciences	8 hours
Natural Sciences/Math.....	5 hours
Electives.....	5 hours
TOTAL.....	49 hours

SOPHOMORE YEAR

*SW290.....	4 hours
***PSY 221.....	5 hours
**PSY 273.....	4 hours
(Or HCCF160)	
Foreign Language.....	12 hours
Social Sciences.....	12 hours
Humanities.....	5 hours
Natural Sciences/Math.....	6 hours
TOTAL	48 hours

JUNIOR YEAR

SW 390.....	4 hours
SW383.....	4 hours
SW393.....	4 hours
SW394.....	4 hours
SW350.....	4 hours
ENG305J.....	4 hours
(Or SW370J)	
PSY 332.....	4 hours
PSY 374.....	4 hours
(Or SW486 or HLTH290)	
Natural Sciences.....	8 hours
Humanities.....	4 hours
Electives.....	4 hours
TOTAL.....	48 hours

SENIOR YEAR

SW396.....	4 hours
SW397.....	4 hours
SW398.....	4 hours
(Tier III equivalent)	
SW491A, B, C.....	6 hours
SW492A, B, C.....	14 hours
Humanities.....	4 hours
Electives.....	12 hours
TOTAL.....	48 hours

*Prerequisite for SW390

**Prerequisite for SW393

***Prerequisite for SW350

Please note that HCCF 160 has been accepted as being a replacement for PSY 273. Also HLTH 290 (winter quarter only) or SW 486 can be substituted for PSY 374. Please note other prerequisites in Course Descriptions (pages 21-24).

To register for all courses, please check the individual course prerequisites (all social work courses beyond SW 102 have prerequisites). Junior and senior-level social work courses require that you be admitted to the major or have permission to enroll. If you have not applied or have not been accepted to the major, and wish to register for these classes, your registration for classes could be delayed or denied. Therefore, it is recommended that you apply to the major as soon as you have completed the requirements to do so. Please refer to critical information related to entering the major (“Becoming a Social Work Major”) and information related to entering the senior practice sequence (“Preparing to Enter the Senior Practice Sequence”) in this booklet.

SOCIAL WORK COURSE DESCRIPTION

SW 102 INTRODUCTION TO SOCIAL WELFARE AND SOCIAL WORK (4)

This course provides an overview of a range of social problems and society's response to them through the social service delivery system. The problems and services described include: child abuse and neglect, drug and alcohol abuse, poverty, aging, mental health and illness, corrections, and others. Within this context, various career options and professional roles will be described, including that of social work.

(Required of all Social Work Majors and Social Service Minors.)

SW 190 SOCIAL WORK AS A PROFESSION (2)

Prereq: SW 102 or concurrent; fr or soph only; pre-social work major or perm. This course, normally taken concurrently with 102, provides pre-social work majors with a 30-hour field experience to observe operations of a social service organization and the roles and functions of social workers and other helping professionals. Weekly seminar. **(Required of all Social Service Minors; Social Work Pre-Majors may substitute this course for the 20 hours of volunteer or paid experience required to enter the Major.)**

SW 290 SOCIAL WELFARE AS AN INSTITUTION (4)

Prereq. SW 102. Nature of social welfare as a social institution, stressing scope of social welfare activity, historical development, value orientation; response to critical social problems, issues in social policy, and emergence of social work as a profession. **(Required of all Social Work Majors and Social Services Minors.)**

SW 310 INTERNATIONAL SOCIAL WORK AND SOCIAL WELFARE (4)

Prereq: SW 102, POLS 101. Explores international social work and social welfare in the context of global social issues. Using Africa as a primary focus, the course presents an overview of the social work profession, the impact of global interdependence on social work practice, and historical and current social welfare changes facing the developed and developing nations. (Elective*)

SW 350 RESEARCH METHODS IN SOCIAL WORK (4)

Prereq: social work major, PSY 221, jr or sr. Understanding research methods used by social workers to study the effectiveness of their practice and to build and expand knowledge for improvement of social work practice at all levels. Examines measurement instruments, sampling procedures, research designs, data collection methods, program evaluation, evaluation of practice with clients, qualitative research, ethical issues, and the writing of a research report. **(Required of all Social Work Majors.)**

SW 370J WRITING FOR THE HUMAN SERVICES (4)

Prereq: Any ENG 151, 152 or 153: jr. or sr., no credit if 470. This course provides students with information and experience in professional writing tasks in social work and other human service disciplines in a hybrid (in class/on line) environment. The course offers students opportunities to practice and master various types of writing skills, to peer critique the writing of colleagues and to revise their own writing after peer and faculty review. **{This course meets the junior composition (J course) requirement but does not satisfy a HUMANITIES requirement.}**

SW 380 CHILD ABUSE AND NEGLECT (4)

Prereq: jr or sr. Examines processes of identification, reporting, referral, and case management of child abuse and neglect cases. A multidisciplinary approach to these processes described. (Elective*)

SW 381 COUNSELING OLDER ADULTS (4)

Prereq: PSY 102 plus jr. Focuses on basic counseling, communications, and intervention skills needed by persons working with older people. Problems and strengths specific to later years discussed. Field work component provides opportunity for interaction with older adults. (Elective*)

SW 383 INTRODUCTION TO SOCIAL WORK PRACTICE METHODS (4)

Prereq: major, jr or perm. Focuses on development of effective social work and communication skills as they relate to social work relationship and professional practice. (Required of all Social Work **Majors**.)

SW 384 SOCIAL WELFARE LAW (4)

Prereq: jr or perm. Examines the need for cooperation between the worlds of business and social welfare within the context of the legal system as it addresses the needs of the poor, the elderly, minorities, immigrants, and families. Focuses on development of interpersonal problem solving and strengths skills and team building, considering both socioeconomic and legal factors. Provides knowledge of laws and ethics that regulate social work practice, legal issues that frequently affect social work clients (such as employment and housing rights, divorce and adoption law, etc.) and interaction with the criminal justice, juvenile justice, and child protection systems on behalf of victims and defendants. (Elective*)

SW 385 ADMINISTRATION AND SUPERVISION IN HUMAN SERVICES (4)

Prereq: jr or perm. Focuses on the description, analysis, and application of principles of administration and supervision that are relevant to human service agencies in rural environments. Examines knowledge and skill bases of effective administration and supervision and applies them to beginning social work practice. (Elective*)

SW387 CHEMICAL DEPENDENCY (4)

Prereq: jr or sr; no credit if 382. Students will explore policy issues relevant to chemical abuse, theories concerning the causes of addiction, evidenced based treatment and prevention, the effects of various drugs, and the ethics/social justice issues relevant to chemical abuse.

SW 390 SOCIAL POLICY (4)

Prereq: SW 290 or perm. Examination of social policy stressing relationships between policy and social welfare organization and agency functioning; policy development and analysis; and the role of policy in social worker decision-making, advocacy, and practice. (**Required** of all Social Work **Majors** and **Social Service Minors**.)

SW 393 DYNAMICS OF HUMAN BEHAVIOR I (4)

Prereq: major, BIOS 103, PSY 273 or perm. First in two-course sequence designed to present holistic approach to assessing social functioning with emphasis on human diversity and integration of knowledge of behavior fundamental to the practice of social work. (**Required** of all Social Work **Majors**.)

SW 394 DYNAMICS OF HUMAN BEHAVIOR II (4)

Prereq: major, SW 393 or perm. Expands on 393 and further examines development and functioning of individual within developmental, systems, and ecological framework. (**Required** of all Social Work **Majors**.)

SW 396 SOCIAL WORK PRACTICE I (4)

Prereq: major, SW 383, 390, 394, perm. (Fall) First of three-quarter-sequence practice class. Focuses on context of social work practice, application of social work's ethical value system, communication, and development of analytical skills for engaging in problem-solving process. (**Required** of all Social Work **Majors**.)

SW 397 SOCIAL WORK PRACTICE II (4)

Prereq: SW 396, 350, perm. (Winter) Further develops the generalist approach to the problem-solving model used in 396 and applies the model to working with groups, families, and communities. **(Required of all Social Work Majors.)**

SW 398 SOCIAL WORK PRACTICE II: (4) (TIER III EQUIVALENT)

Prereq: SW 397, perm. (Spring) Final phases of problem-solving process, evaluation, and termination are examined. Additional topic areas include grantsmanship, teamwork, and effecting organizational change. **(Required of all Social Work Majors.)**

SW 440 MENTAL HEALTH AND SOCIAL WORK (4)

Prereq: SW 102, PSY 332 – NOT SW 340. Explores the history of mental-health policies, cross-cultural issues, stereotypes associated with mental illness, the ethics of mental health practice, and social work practice based on a strengths model. (Elective*)

SW 450 SOCIAL WORK IN HEALTH CARE (4)

Prereq: SW 102. Provides material regarding health care on a micro and macro level to prepare social workers to intervene in practice or policy area of health care. Understanding practice with diverse populations and the role of social work values and ethics in health care settings is emphasized. (Elective*)

SW451A CHILD WELFARE I (3)

Prereq: Sr; 12 hours social sciences (Fall)

This course is the first of a two course series, required for students in University Partnership Program, that provides knowledge, concepts, and fundamental skills needed for beginning level practice in public child welfare. The course focuses on interventions to protect children from abuse, neglect, and sexual abuse by strengthening, supporting and empowering families. Content is provided on the mission and scope of child welfare practice and applying a casework model to working with families.

SW 451B CHILD WELFARE II (3)

Prereq: Sr; 451A; 12 hours social sciences (Winter)

This course is the second in a two course series, required for students in the University Partnership Program. The course addresses the developmental and permanence needs of children in the child welfare system.

SW 486 AGING IN AMERICAN SOCIETY (4)

Prereq: jr. Review of available knowledge on social life and problems of the elderly in America. Attention devoted to social welfare policies and services designed to meet needs of an aging population. **(Required of all Social Work Majors, unless PSY 374 or HLTH 290 is substituted.)**

SW 491A INTEGRATIVE SEMINAR I (2)

Prereq: SW 383, 390, 394, perm. (Fall) First of three-quarter sequence, taken concurrently with SW 396 and 492A. Integration of field experiences with coursework and personal reflection. Students process activities, questions, and concerns related to the field practicum, develop analytical skills in written assignments about themselves and their organization, and reflect upon practice issues of race, gender, and economics to foster self-understanding and growth. **(Required of all Social Work Majors.)**

SW 491B INTEGRATIVE SEMINAR II (2)

Prereq: SW 491A, perm. (Winter) Second of three-quarter sequence, taken concurrently with SW 397 and 492B. **(Required of all Social Work Majors.)**

SW 491A INTEGRATIVE SEMINAR III (2)

Prereq: SW 491B, perm. (Spring) Final of three-quarter sequence, taken concurrently with SW 398 and 492C. **(Required of all Social Work Majors.)**

SW 492A FIELD PRACTICUM I (4) (CR Only)

Prereq: Social Work Major, perm. 12 hours weekly in the agency with 396 and 491A. A three-quarter placement experience during which student begins with observation and gradually progresses toward greater responsibility and eventually assuming the social work roles of teacher, broker, counselor/clinician, and advocate in generalist practice. **(Required of all Social Work Majors.)**

SW 492B FIELD PRACTICUM II (5) (CR Only)

Prereq: SW 492A, perm. (Winter) 16 hours weekly in the agency. Second of three-quarter sequence, taken concurrently with 397 and 491B. **(Required of all Social Work Majors.)**

SW 492C FIELD PRACTICUM III (5) (CR Only)

Prereq: SW 492B, perm. (Spring) 16 hours weekly in the agency. Final of three-quarter sequence, taken concurrently with 398 and 491C. **(Required of all Social Work Majors.)**

SW 498 INDEPENDENT STUDIES AND SPECIAL PROJECTS IN SOCIAL WORK (1-10)

Prereq: 12 hours SW and perm. Student responsible for design and implementation of course of study or special project in area related to social work. Student interested in course must submit proposal for approval by faculty member at least 30days prior to enrollment in course. Course may be repeated until 10 hours of credit earned. (Elective*)

SW CHEMICAL DEPENDENCY (in approval process)

SOCIAL SERVICE MINOR

Complete 29 hours with at least 20 hours at the 300 level.

1. Complete 4 courses (SW102, SW190, SW290, SW390)
2. Complete 4 additional courses at the 300 level or above **
3. At least 8 hours of 300 – 400 level coursework at OU with a grade of C or better
4. 2.0 GPA required

** Social Service **Minors** may, with instructor permission, take SW 383, 393 and 394 to meet the requirement of four Social Work courses at the 300 level or above, in addition to SW 102, 190, 290 and 390.

Please Note: Social Work Minors and Bachelor of Specialized Studies Majors who specialize in social work are not eligible for social work licensure in the State of Ohio and other states. You must have successfully completed a social work major in an accredited institution and have passed a licensing examination for licensure in Ohio. Consult the particular state social work licensing laws for the state in which you plan to locate.

STUDENT GRIEVANCE AND APPEAL PROCEDURES

Departmental procedures for student grievances and appeals are guided by and are in accordance with Ohio University policies as described in:

Ohio University Policy and Procedure 28/101

Ohio University Faculty Handbook

Inside Ohio University: Student Handbook

Grievances Regarding Grades

Student grievances regarding grades are addressed by the “Grades Appeals” policy listed in the “Academic Policies” section of the Ohio University *Student Handbook*. This policy was passed by the Faculty Senate (June 1986) and is incorporated in the Faculty Handbook (see IV-2).

Procedure

The student is to first attempt to resolve the grievance with the faculty member, as this person has primary responsibility for grading. The burden of proof for a grade change is on the student, except in cases involving academic dishonesty. If the attempt to resolve the grievance with the faculty member should prove unsatisfactory, the following procedures may be followed:

- The student may appeal to the Chair of the Undergraduate Program
- The student may appeal to the Chair of the Department of Social Work
- The student may submit a written request to appeal the grade to the Dean of Arts and Sciences through the Chair of the Department. If the Dean concludes that the student has insufficient ground for an appeal, there can be no further appeal by the student.
- If the Dean concludes there are sufficient grounds for appeal, the Dean shall appoint a faculty committee of five members, including the Chair of the Department of Social Work to consider the case. If a majority of the committee decides the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the Registrar to change the grade. The decision of the committee is not subject to further appeal.

In those cases in which the Chair is instructor, the Dean is authorized to appoint another faculty member of the Department to the committee. If the Dean is the instructor, the role of the Dean will be assumed by the Provost.

Grievances Regarding Other Matters

Should a student feel aggrieved in some other manner, the student may first present the grievance to the Chair of the Department of Social Work. Should the result prove unsatisfactory to the student or based on a mutual decision between the student and the Chair, the student can submit a written grievance to the Chair, who will in turn establish an *ad hoc* grievance committee consisting of two social work faculty members to address the student’s concern. In addition to or alternatively, the student is free to use university-wide grievance procedures as described in the student handbook, *Inside Ohio University*.

UNIVERSITY PARTNERSHIP PROGRAM

Title IV-E Child Welfare Traineeship Program Overview

In the mid-1990's, a group of public and private universities came together with the Ohio Department of Job and Family Services, local county children service agencies, and the Institute for Human Services, to develop a program to educate students interested in the practice of child welfare and prepare them for jobs in county children service agencies. This unprecedented "University Partnership" was successful in establishing a plan which formed the foundation for the UPP.

The University Partnership Program provides financial support to social work students who are interested in pursuing a career in child welfare. The program now includes eight public universities in Ohio. Students in the BASW program take special child welfare courses (SW 451A and B) in their senior year and are required to have a field placement in a public children services agency. They are eligible to receive financial incentives after accepting a casework position in a PCSA in Ohio upon graduation and are expected to work one year at an Ohio PCSA for each year in the University Partnership Program.

Our continued goals include establishing courses and field placements specifically designed to yield measurable skill and knowledge outcomes – outcomes which will enable graduates to "hit the ground running" upon employment at a public children's service agency. The required social work courses; the two child welfare courses (SW 451A & B); and the field placement in a PCSA have been deemed by the UPP planning committee to provide all the competencies equivalent to those in Caseworker Core with the exception of the Legal Aspects of Child-Centered Protective Services Core Module. UPP graduates who have not completed the Legal Aspects of Child –Centered Protective Services Core Module must do so in their first year of employment at a PCSA. Ohio House Bill 95 stipulates therefore that PCSA directors who hire UPP graduates **may** waive the required first year Core training requirements.

Each student participating in the UPP must sign an agreement or "contract" detailing the exchange of financial incentive funds for a commitment to work in a public children service agency for one year following graduation. The funds will be \$5,000 dollars per year for student's junior and/or senior year (depending upon the year of acceptance into the program). The Ohio Department of Job and Family Services will disperse the traineeship funds to Ohio University, which will maintain the funds in escrow until the student successfully completes the program.

Successful completion of the program is defined as:

1. Successful completion of the child welfare courses.
2. Successful completion of the field education experience at a PCSA.
3. Graduation from Ohio University with a BASW degree.
4. Employment at a public children service agency within 180 days of graduation.

Upon completing the items listed above, the University will disperse to the student the traineeship funds.

STUDENT SOCIAL WORK ORGANIZATIONS

Student Social Work Association (SSWA)

SSWA is open to all social work majors and others interested in social issues. SSWA promotes community service on campus and in the region. The organization has regular meetings which are announced in classes and posted on the bulletin board by Morton Hall 216.

Alpha Beta Chapter of Phi Alpha Honor Society

The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and to promote high academic standards in social work education. An undergraduate student is eligible for membership after achieving the following national requirements and meeting local chapter requirements.

- a. Declared social work as a major.
- b. Achieved sophomore status.
- c. Completed 12 quarter hours of required social work courses.
- d. Achieved an overall grade point average of 3.0 (on a 4.0 scale).
- e. Achieved a 3.25 grade point average in required social work courses.
- f. Local chapters may establish higher eligibility requirements.

SCHOLARSHIP INFORMATION

NINA MONTGOMERY

The Department of Social Work is the beneficiary of a special award, the Nina A. Montgomery Memorial Scholarship, originated to perpetuate the memory of a former student (Class of 1975) who was fatally injured in an automobile accident. The award is meant for a student pursuing a degree in social work. Academic achievement, good character, citizenship, and financial need are strong endorsements in the selection of the scholarship recipient. If you are interested in applying for this scholarship, please see Mrs. Pack in Morton Hall 416.

ETHEL H. MOLL

The family of the late Ethel H. Moll, a Xenia, Ohio resident, created this scholarship for nontraditional women students. Moll came to Ohio University in 1953 to resume her interrupted college career and served as the first Director of Jefferson Hall on the Ohio University campus for many years before her retirement. The scholarship is open to any woman over the age of 25 who is returning to college to complete an interrupted education and who will be a first-, second-, or third-year student on the Athens campus. She must have a minimum grade-point average of 3.0 and demonstrate financial need. To apply submit a one-page letter stating your academic achievements and career goals by March 31st, as well as your reasons for seeking the scholarship to: Lynette Peck, Associate Director, Women's Studies Program, 004 Lindley Hall, Athens, OH 45701 or phone (740)593-4686.

FLORENCE V. HARPER

This scholarship was established by Florence B. Harper, Class of 1937, for full-time undergraduate students majoring in an academic area that will lead to a profession involved directly with helping people, such as teaching, social work, nursing, pre-medicine, or pre-law. To be eligible, students must demonstrate financial need as well as achievement, dedication, and hard work through their academic and extracurricular pursuits. First priority will go to students from the city of Jackson, Ohio, with second priority to students from anywhere in Ohio. To apply contact Financial Aid, Chubb Hall, Ohio University, at (740)593-4141.

ROBERT J. AND JOANNE C. SHESKEY

For a full-time freshman from Nelsonville-York High School who plans to major in education or social work and who has financial need. Recipients must demonstrate financial need and have a high school GPA of 3.0 on a 4.0 scale. To apply contact Financial Aid, Chubb Hall, Ohio University, at (740)593-4141.

Professional Social Work Organizations

As a means of acculturation to the profession of social work, all students are encouraged to join social work professional organizations, as student members. For further information and application forms, please contact your faculty advisor.

The National Association of Social Workers
750 First Street, NE
Suite 700
Washington DC 20002-4241
1-800-638-8799
www.naswdc.org or www.socialworkers.org

The National Association of Social Workers is a professional organization whose primary purpose is to help all social workers improve their practice in the field of helping people.

NASW's four primary functions include development of its members; creation and maintenance of professional standards for social work practice; professional action to advance sound social policies and programs; and provision of membership services.

The full-time baccalaureate student may join the NASW at a reduced rate. This entitles the student to membership services and voting rights and to receive the monthly *NASW News* and the periodic journal *Social Work*. The national membership also entitles you to automatic membership in the local Ohio chapter.

State of Ohio
Counselor, Social Worker and Marriage & Family Therapist Board
50 W. Broad St., Suite 1075
Columbus, Ohio 43215-5919
614-466-5465
www.state.oh.us/csw

The Board is responsible for the licensure procedure in Ohio. You are required to complete a degree in social work from an accredited program as well as to pass the bachelor-level test to obtain a license in social work. An examination review copy of the test is available in the Social Work Library. Contact the above to request a copy of the Ohio laws and regulations or view them on their website.

**DEPARTMENT OF SOCIAL WORK
FACULTY AND STAFF**

Faculty

Carole Alder, Asst. Field Director
MRTN 535 593-2793
alder@ohio.edu

Don Allen, Visiting Professor
MRTN 516 593-1294
dallen2707@msn.com

Debbie Thurneck, PSWC
Porter 4 597-1251
thurneck@ohio.edu

Karen Carlson, Associate Professor
MRTN 531 593-1297
carlsonk@ohio.edu

Miriam Clubok, Associate Professor (Ret.)
MRTN 574 593-1295
clubok@ohio.edu

Warren Galbreath, Associate Professor
Eastern Campus 699-2341
galbreat@ohio.edu

Richard Greenlee, Associate Professor
Eastern Campus 695-1720
greenlee@ohio.edu

Gregg Hungerford, Assistant Professor
Chillicothe Campus (814) 547-9017
hungerfo@ohio.edu

Mingun Lee, Assistant Professor
MRTN 576 597-1635
leem3@ohio.edu

Freve Pace, Field Director
MRTN 577
pace@ohio.edu 593-1321

Tracy Pritchard, UPP Coordinator
MRTN 582 597-1636
pritchar@ohio.edu

Susan Sarnoff, Associate Professor
MRTN 567 593-1301
sarnoff@ohio.edu

Karen Slovak, Assistant Professor
Zanesville Campus 822-1530
slovak@ohio.edu

Anne Sparks, Assistant Professor
MRTN 567 593-9773
sparks@ohio.edu

Solveig Spjeldnes, Assistant Professor
MRTN 522 591-1727
spjeldn@ohio.edu

Dave Walters, Instructor
MRTN 524 597-1728
waltersd@ohio.edu

Staff

Deborah Pack, Administrative Assoc.
MRTN 416 593-1269
packd@ohio.edu

Vivian Dunbar, Office Asst.
MRTN 416 593-1292
dunbar@ohio.edu

**Department of Social Work
Ohio University
416 Morton Hall
Athens, Ohio 45701-2979
Phone: 740-593-1292
FAX: 740-593-0427
E-MAIL: social.work@ohio.edu**

APPENDIX A

STUDENT FORMS FOR APPLYING TO THE SOCIAL WORK MAJOR

APPLICATION FORM

Name: _____
(Last) (First) (Middle/Family)

College
Address: _____
(Street) (City, State, Zip) (Phone)

Permanent
Address: _____
(Street) (City, State, Zip) (Phone)

PID #: _____ Oak E-mail Address: _____

Your oak email will be used to notify you of Acceptance or Rejection as a social work major.

The following is required for application to become a social work major; complete all application materials and enclose with this application form:

- € A Completed Personal Statement.
- € Provide two reference letters in sealed envelopes. Incomplete applications will not be accepted by the department. At least one letter must be from a professional in a helping profession (i.e. counselor, social worker, program director, or administrator) who has worked with you and observed and supervised you in human services work as a college student. One reference letter may be from Ohio University Social Work faculty or other Ohio University faculty who knows your work. In some cases, other supervisors can also provide a letter of reference for you. Please consult your advisor about who might be appropriate to do this. References from relatives and friends are not acceptable.
- € Academic quarter hours completed _____ (minimum of 48 hours); Overall GPA _____ (minimum 2.5).
- € Completed at least two courses in the 4 following areas: (check all that apply) Anthropology _____ Sociology _____ Economics _____ Political Science _____
- € Completed the following prerequisites:
SW 101 or 102 grade: _____ SW2 90 grade: _____ PSY 221 grade: _____
PSY 273 (or HCCF 160) grade: _____
BIOS 103 grade: _____ Tier I requirements completed: _____
Language Courses completed: _____
- € SW190 grade: _____ **OR** Completed Human Services Experience Form.
- € Quarter and year you first entered Ohio University _____
- € Academic year you plan to enter field practicum _____
- € Have you ever been convicted of a felony?¹ Yes _____ No _____

Students are advised that, as in any professional educational program, educational teams comprised of course and field faculty, faculty advisors, program administrators and, on occasion, university administrators, share information about students' education and professional progress for consultation and evaluation purposes.

X _____
(Signature of Applicant) (Date)

X _____
(Signature of Advisor) (Date)

¹ Note: Conviction of a felony does not automatically disqualify an applicant from consideration as a social work major. The Social Work Department will take into consideration the circumstances surrounding such incident and its impact upon the individual's suitability for the social work profession.

**Ohio University
Department of Social Work
SOCIAL WORK MAJOR
REFERENCE FORM**

=====

This section to be completed by applicant prior to sending to reference respondents:

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to recommendations. The choice of the applicant regarding this recommendation is to be indicated below. Failure to sign will constitute acceptance of limited access.

I do waive my right to inspect the contents of the following recommendation.

I do not waive my right to inspect the contents of the following recommendation.

Signed: **X** _____ **Date:** _____

=====

Statement concerning: _____
(Please print) (First Name) (Middle Name) (Last Name)

who is applying for admission to the Undergraduate Social Work program _____
(Quarter) (Year)

The student named above is making application for admission into the Department of Social Work at Ohio University. As part of the application, he/she is required to provide **two** references from persons in the helping professions. At least one letter must be from a professional in a helping profession (i.e. counselor, social worker, program director, or administrator) who has worked with you and observed and supervised you in human services work as a college student. One reference letter may be from Ohio University Social Work faculty or other Ohio University faculty who knows your work. In some cases, other supervisors can also provide a letter of reference for you. Please consult your advisor about who might be appropriate to do this. References from relatives and friends are not acceptable. We appreciate your giving us your frank assessment of this student's potential to become a social worker. The Department of Social Work is required to consider your evaluation prior to admission; therefore, we will very much appreciate your prompt reply.

=====

This section to be completed by reference respondent: NOTE: Confidentiality of letters of recommendation cannot be guaranteed unless applicant waives right of access.

Name: (PRINT) _____ Position/Title: _____

Association/Agency/Department: _____

Address: _____ Telephone: _____

Date: _____ Signature: **X** _____

Please return this two-page form and accompanying letter(s) to the applicant in the enclosed confidential envelope. **Be certain to seal the envelope and sign across the seal and return the envelope to the student. THE SEAL MUST NOT BE BROKEN.**

=====

PLEASE RATE THE APPLICANT ON THE FOLLOWING ABILITIES

	Excellent	Above Average	Average	Below	No Basis for Judgment
Spirit of inquiry					
Scholarship ability					
Conceptual ability					
Ability to express ideas orally					
Ability to express ideas in writing					
Ability to advocate for self and/or others					
Takes initiative					
Relationships with peers					
Relationships with supervisors					
Capacity to accept criticism					
Assumes responsibility for own learning					
Ability to be self critical					
Emotional stability					
Self discipline					
Resourcefulness					
Concern for social issues					
Ability to relate to others					
Leadership ability					
Respect for diversity					
Flexibility					
Uses mature judgment					

A. In what relationship and over how long a period have you known the applicant?

B. Please attach a letter of reference that comments on the following: the nature and length of your acquaintance with the applicant, special interests, motivations, personal and intellectual qualities, and the evaluation of the applicant's potential for success in the social work profession.

Thank you for your time and consideration in completing this form.

Adapted from Bowling Green State University, Social Work Program, Bowling Green, OH

HUMAN SERVICES EXPERIENCE FORM

Student's Name: _____ PID#: _____

Please indicate your previous experience in social work or human services. Include student and volunteer experience as well as paid employment. Use one form per agency. Please have your supervisor sign the form to verify your hours and type of service.

Name and Location of Agency or Association:

Agency Phone and Email:

Name of Supervisor and Title (Print):

Student's Dates of Service: ____/____ to ____/____

Average Hours Per Week: _____

Total Hours at the Site: _____

Description of Agency's Clientele:

Description of Student's Capacity or Job Title and Responsibilities:

Supervisor's Signature: **X** _____

PERSONAL STATEMENT OUTLINE

A personal statement must accompany all applications for a social work major. The statement must address all of the following points in relation to the student:

1. Articulate your understanding of social work as a profession.
2. Explain your desire and interest in pursuing a career in the social work profession, incorporating experiences from your own background that have affected this decision.
3. Identify and explain your personal qualities, strengths, abilities, or skills that equip you for a career in social work.
4. In light of program goals and objectives (see pages 7 – 8 of this manual), note areas that you may have for personal growth that need to be addressed during the course of professional preparation.
5. Describe experiences (paid, volunteer, or extracurricular) that you have had in helping people, especially those with backgrounds or cultures different from your own, and analyze how this made an impact on your choice of social work as a career.
6. Identify any academic considerations that should be taken into account in the Admissions Committee's review of the application. These may include such things as outstanding recognition in a particular area, personal or professional weaknesses that you may be aware of, knowledge of or experience with research applications, abilities in proposal writing, or others.

The format of the narrative should adhere strictly to the following guidelines:

1. Statements are to be typewritten or computer printed. They should be double spaced, with 1" top, bottom, and side margins.
2. Statements are to be at least two (2) pages in length but are not to exceed four (4) pages.
3. Pages are to be numbered consecutively, with numerals appearing in the upper right corner of each page.
4. The following are to appear in the upper left corner of each page: student's full name, Personal Identification Number (PID), current address, telephone number, and e-mail address.

Provisional Admission to the Social Work Major

At the recommendation of the student's advisor and approved by the Undergraduate Chair, students may receive provisional admission to the Social Work Major at the beginning of the Winter Quarter of their Junior Year if they have not completed or attained all admission requirements, but expect to do so by the end of the Winter Quarter.

By signing this agreement, students indicate that they are aware that their admission to the major will not become official until they complete or attain the stated requirements.

Name of student _____

Student's GPA: Overall _____ SW Courses _____

Requirements student has not met _____

Plan for student to meet requirements _____

Date by which student plans to meet requirements (This must be before the end of Winter Qtr.):

Important Note: Reconsideration of your application will occur on the above date. It is the student's responsibility to meet the requirements outlined above and to provide documentation of same by the date specified. No reminders will be sent. The student is to provide written documentation that the requirement has been met to the Social Work Department Administrative Assistant, Room 416, Morton Hall (documentation may include an updated DARS, a verified GPA, a reference letter, a verification of human service hours, etc.). If the documentation is not provided by the student, the student is not admitted but can reapply the following year.

Students need to have an alternative plan which will enable them to graduate if they do not meet the requirements of admission to the Social Work Major.

Signed **X** _____ Date _____
(Student)

Signed **X** _____ Date _____
(Student's advisor)

Signed **X** _____ Date _____
(Chair of Undergraduate Program)

ADVISOR PLEASE NOTE: Provide copies to the following:

Student, Student's Record, & Undergraduate Chair

Incomplete Grade Policy and Agreement for Work to be Completed

According to the Social Work Department Handbook (2006, p. 47), the instructor may give a grade of Incomplete when a student, for good cause, is unable to finish all of the assignments in a course by the date on which the final examination is scheduled. Grades of Incomplete are not automatic, and should be requested in person or in writing with the reason for the request. Only a final or term assignment can be subject to an Incomplete grade; incompletes cannot be used to make up missed classes or interim assignments.

According to University policy, an Incomplete grade automatically converts to a grade of "F" during the 6th week of the following quarter. Faculty require time to grade the Incomplete material and submit the new grade which means that students must turn in incomplete work well prior to the sixth week to ensure that the grade can be submitted in time. Generally work is turned in by the 5th week of the quarter. However, it is important to note that the instructor may determine a due date that is earlier than the deadlines identified above.

If a student is on an officially recognized leave from the University, the student has until the beginning of the sixth week of the quarter in which he or she is again enrolled to complete and hand in the required work.

The instructor or the student's advisor may use this form to establish an agreement about the plan for the student to complete the work before taking on subsequent field and course commitments.

Course _____ Quarter _____

Student _____ Instructor _____

A grade of Incomplete is given to the student in this course with the understanding that the instructor will allow the student additional time, within the guidelines stated above, to complete the course work and receive credit for the course.

Work to be completed:

The date by which the above work must be received by the instructor in order for the student to receive credit for the course is _____

The student agrees not to undertake the following commitments until the work for the course in which the Incomplete was received is completed:

Signed **X** _____ Date _____
(Student)

Signed **X** _____ Date _____
(Instructor)

Signed **X** _____ Date _____
(Advisor)

Social Work Major Course Planning Worksheet

Freshman Academic Year _____

Fall	Winter	Spring

Junior Academic Year _____

Fall	Winter	Spring

Sophomore Academic Year _____

Fall	Winter	Spring

Senior Academic Year _____

Fall	Winter	Spring

APPENDIX B

***ETHICAL BEHAVIOR AND ACADEMIC
INTEGRITY***

ETHICAL BEHAVIOR AND ACADEMIC INTEGRITY

The NASW Code of Ethics is the cornerstone of determining and guiding ethical behavior for social workers and students, and behavior in adherence with these ethical standards is a requirement of the program. The Code of Ethics is available at <http://www.naswdc.org/pubs/code/default.asp>. For students admitted to the social work major, refer to complete information related to standards of performance and ethical behavior located in the *Field Education Manual*, which is provided to all social work majors in winter quarter of the junior year.

Academic Misconduct

Academic misconduct is a code A violation of the Ohio University Code of Student Conduct. Academic misconduct refers to dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to cheating, plagiarism, un-permitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, or submitting the same assignment in different courses without the consent of the instructor. If you are found to be involved in academic misconduct, you may receive a grade penalty for academic misconduct and/or a referral to the university judiciaries which may subject you to the full range of sanctions (reprimand, disciplinary probation, suspension, or expulsion from the university).

The Academic Performance Review Policy is included below. Please refer to the following related sections: **“Probation and Termination for Academic and Professional Reasons,”** **“Academic Performance Review Policy,”** and **“Student Performance Problems in Field Instruction.”**

ACADEMIC PERFORMANCE REVIEW POLICY

Rationale

The purpose of this policy is to establish a process for evaluating inadequate student performance in the classroom and in the field that necessitates some form of intervention to maintain minimum acceptable standards of performance, and in some serious situations, dismissal from the program. This policy also delineates the appeal process and procedure.

Introduction

Course work, field performance and ethical behaviors are critical indicators of a student's readiness to assume professional responsibilities. All students are admitted to the program with the assumption that they have the potential to meet all academic standards, including academic and professional competence.

Academic Competence: Academic credit for both the core curriculum and the field is given only to students whose course work meets minimally acceptable performance standards and conforms to the professional and university standards of ethical behavior and conduct.

Professional Competence: Students must demonstrate professional conduct, emotional stability, relationship skills, and behavior consistent with the values, ethics and legal responsibilities of the profession. Students are expected to comply with the National Association of Social Workers' (NASW) Code of Ethics and the licensing code for social workers at this program level. Professional

incompetence signifies that a student is not adequately or appropriately performing at her or his program level.

Criteria for Review for Academic Performance Review Committee

The following is a list of professional competencies that students are expected to master to successfully complete the program. Data that will be considered in assessing the student's skills include both the successful completion of coursework, including adequate performance in the field practicum. Students will be assessed as performing below expectations (1), meeting expectations (2), or exceeding expectations (3). Students will be evaluated on an as needed basis using the following criteria based on the Department of Social Work's objectives:

1. Practice with values, ethics and historical traditions of the social work profession.

- a. Be knowledgeable of and adhere to the National Association of Social Workers' Code of Ethics and the Ohio licensing code for social workers.
- b. Practice in a manner that reflects appropriate and responsible professional behavior toward clients, co-workers, and the agency. Professional behavior includes: being respectful of clients, other practitioners, and staff; dressing professionally; being on time and notifying agency staff ahead of time of any scheduling changes or absences; and completing assessments, summaries, progress notes, and other reports in a timely manner.
- c. Understand and apply professional guidelines on confidentiality.
- d. Communicate and practice in accordance with social work values, including respect for the client's dignity, individuality, and the right to self-determination.
- e. Know and follow agency rules, policies, and procedures relevant to agency practice during the field practicum.
- f. Recognize and apply ethical and legal standards across the range of professional activities in the practicum setting.
- g. Recognize and understand the implications of one's own attitudes and actions in an agency setting and demonstrate an ability to accept feedback and make modifications as needed.
- h. Seek consultation and supervision from field instructors and field liaison when faced with issues of ethics, practice, behavior, and all other situations required for practice.
- i. Meet all obligations responsibly and in a timely way and alert faculty and field supervisors in advance if unable to meet an obligation or deadline.

2. Understand the distinctive characteristics of diverse populations as well as the nature of oppression and discrimination, and implications these have for practice with client systems of all sizes.

- a. Develop and apply an understanding of and sensitivity to vulnerable and/or oppressed groups.
- b. Apply self knowledge and use of self in the context of diversity (one's own attitudes, impact on others, values, and related strengths/limitations) as one operates in the agency setting with diverse others.
- c. Apply knowledge and demonstrate ability to practice with sensitivity to the nature and impact of diversity in different practice situations (i.e. working with specific racial/ethnic populations).

3. Utilize a biopsychosocial strengths-based perspective to guide assessment and intervention efforts with client systems of all sizes.

- a. Develop knowledge and skills to apply the biopsychosocial perspective in assessment and intervention efforts with client systems of all sizes.

- b. Develop knowledge and skills to apply a strengths-based perspective to guide assessment and intervention efforts with client systems of all sizes.

4 (Bachelors). Critically evaluate and apply the theoretical and empirical knowledge and skills of generalist social work in the pre-engagement through ending phases of practice with client systems of all sizes.

- a. Understand the major social work intervention theories and apply evidence-based methods as they relate to the practice setting.
- b. Develop the ability to identify developmental stages across the life span.
- c. Develop the ability to critically evaluate and apply the theoretical and empirical knowledge and skills of generalist social work practice.
- d. Develop the ability to apply generalist social work practice to pre-engagement through ending phases of practice with client systems of all sizes.
- e. Demonstrate the ability to function as generalist social worker in an agency setting.

4 (Masters). Critically evaluate and apply the theoretical and empirical knowledge and skills of generalist and advanced perspectives to practice in the pre-engagement through the ending phases of practice with client systems of all sizes.

- a. Understand the major social work intervention theories and apply evidence based methods as they relate to practice setting.
- b. Develop the ability to identify developmental stages across the life span and within the family life cycle.
- c. Develop the ability to critically evaluate and apply the theoretical and empirical knowledge and skills of generalist and advanced practice perspectives to practice.
- d. Demonstrate the ability to apply generalist and advanced perspectives to practice in the pre-engagement through the ending phases of practice, with client systems of all sizes.
- e. Develop ability to function as generalist and advanced practice social worker in an agency setting.

5. Use appropriate oral and written communication skills with client systems of all sizes.

- a. Develop clear and concise writing skills for professional practice (APA style, citing references appropriately).
- b. Listen sensitively to clients and to staff/client interactions.
- c. Develop skills in responding to clients and others that demonstrate understanding and empathy.
- d. Utilize interviewing and other data collection skills in working with clients to identify strengths and goals.
- e. Develop clear and concise public speaking skills for professional practice.

6. Utilize information technology to enhance effectiveness as social work professionals.

- a. Develop knowledge and skills of current information technologies to effectively work as a social work professional in an agency.

7 (Bachelors). Through use of supervision, demonstrate self-awareness and professional use of self to enhance professional social work practice with client systems of all sizes.

7 (Masters). Independently, and through use of supervision, demonstrate self-awareness and professional use of self to enhance professional social work practice with client systems of all sizes.

- a. Gain an awareness of self in relationship to others as a professional helping person in a rural environment.
- b. Become familiar with the role of social worker as distinguished from other agency personnel.
- c. Demonstrate an ability to prepare for supervision.
- d. Demonstrate an ability to work collaboratively with field instructor and field liaison.
- e. Demonstrate an ability to consistently adhere to time schedule for placement hours and meet social work program deadlines.
- f. Demonstrate an ability and willingness to accept supervisory input, including direction; ability to follow through on recommendations and ability to negotiate needs for autonomy from and dependency on supervisors.
- g. Demonstrate an ability to self-reflect and self-evaluate regarding practice skills and the use of supervision, including using good judgment as to when supervisory input is necessary.
- h. Demonstrate an ability to develop respectful, positive, and constructive relationships with clients and agency personnel.
- i. Demonstrate an ability to communicate professionally and work collaboratively with multi-disciplinary teams and a variety of community professionals.
- j. Demonstrate an ability to accept constructive feedback and address issues regarding professional performance.

8. Assess practice effectiveness, evaluate research findings, apply research knowledge, and conduct independent research to enhance practice interventions.

- a. Develop knowledge and skills to evaluate program and practice effectiveness.
- b. Develop knowledge and skills to critically evaluate research findings and apply that knowledge to the practice of social work.
- c. Demonstrate an ability to conduct an independent research project to evaluate individual practice interventions or agency programs.

9. Analyze the impact of social policies and agency structures on clients, workers, and the delivery of social work services and promote organizational change, where warranted.

- a. Analyze and understand the impact of social policies and agency structures on clients, workers, and the delivery of social work services.
- b. Assess the impact of social policies and agency structures on clients, workers and the delivery of social work services. Promote organizational change, where warranted.
- c. Demonstrate the ability to adhere to and apply social welfare policies and programs particular to the community and field practice setting.

10. Advocate through professional and political means for policies and programs that address the social and economic well-being of clients and others in need of assistance.

- a. Demonstrate awareness of oppression and the need for advocacy in the community and society to promote social justice.
- b. Develop and apply knowledge of professional and political methods for conducting advocacy for the social and economic well-being of clients.
- c. Demonstrate appropriate judgment and methods in conducting advocacy for the social and economic well-being of clients.

11. In addition, any of the following are grounds for review by the Academic Performance Review Committee (APRC):

- a. Inability to perform professional duties due to personal problems.
- b. Rejection by three or more agencies during the placement process for reasons related to appropriateness or readiness for placement.
- c. Academic dishonesty, including cheating on examinations, or plagiarism, which involves presenting the work of someone else as one's own.
- d. Marginal academic performance (failure to maintain an overall 2.5 GPA in undergraduate courses or 3.0 GPA in graduate courses).
- e. A request by any faculty member for a review due to the student's poor coursework or field performance.

Academic Performance Review Committee

The Academic Performance Review Committee consists of three members: 1) a field faculty member; 2) the student's advisor; and 3) an additional departmental faculty member. In the case where the Chair of the respective program is the student's advisor, another faculty member will be assigned to the committee in his or her place. This committee will convene when the student is not meeting the requirements in any of the 10 competency areas described or #11 above.

Procedures for Student Performance Review

The Department of Social Work has established the following mechanisms to respond to requests for performance reviews:

- 1) The Academic Performance Review Committee will review any undergraduate and graduate student to assess his/her progress in the program using the above criteria and identify any problems that need to be addressed. This committee seeks to detect any emerging problems as soon as possible. Problem identification occurs when the student, field instructor, field liaison, field education director, faculty advisor or faculty member notifies the Director of the undergraduate or graduate program of a concern.
- 2) Requests for an Academic Performance Review must be initiated by the Chair of the program in which the student is enrolled. That Chair will consult with the Department Chair to determine whether the situation involves a possible violation of the Student Code of Conduct. In cases in which there might be such a violation, the case will be referred to Judiciaries, and depending upon its urgency, the Academic Performance Review will commence simultaneous with or following the Judiciaries determination. The Chair of the student's program will be responsible for calling the Performance Review Committee together to initiate the review process. The Chair of the APRC will be appointed by the Chair of the Department.
- 3) When a student's performance is evaluated as deficient, the committee determines what, if any, course of action could bring the student's performance into compliance with program and professional standards.
- 4) The student is then notified in writing by the Chair of the Academic Performance Review
- 5) The student then prepares a written response and has the option, at his or her request, to meet with the Academic Performance Review Committee to discuss the performance issues.
- 6) An action plan will be created by the Performance Review Committee to set forth the problems to be solved, actions to be taken to solve said problems, a time table for completion of the designated actions, and a reevaluation of the student's performance.

7) If the student fails to fulfill the action plan, the student cannot be continued in the program. Discontinuance can occur during any quarter of enrollment in the program, including the last quarter.

8) In some conditions, the student's behavior may be so serious that the committee may recommend immediate removal from the program until a formal review can occur.

9) In the case of undergraduate students, the Academic Performance Review Committee makes a recommendation to the Undergraduate Program Director and in the case of graduate students, they make a recommendation to the MSW Program Director, who will make the final decision regarding the Academic Performance Review Committee's recommendations.

Notification Procedures

The Program Director of the Undergraduate or Graduate program will notify the student of her or his final decision in writing.

Appeal Procedures

1) The student can appeal this decision through a petition for reconsideration. The petition will be submitted to the Director of the Undergraduate program in the case of graduate students and the Director of the MSW program in the case of undergraduate students.

2) The petition should be presented in writing and address two major points. First, any extenuating circumstances that contributed to the poor performance should be identified. Secondly, there should be a discussion of the steps the student plans to take to address these circumstances or improve his/her performance.

3) The advisor will forward a recommendation, with rationale, regarding the student's status in the program to the appropriate program director.

4) The Program Director will call the Department's Appeals Committee to order. The Appeals Committee will consist of the Director of the Psychology and Social Work Clinic, a Group I tenure track faculty member from one of the regional campuses, and one faculty member from the Department of Social Work who was not involved in the previous deliberations. The Committee Chair will be assigned by the Chair of the Department.

Appeal Process

1) Within five days after the Appeals Committee has been constituted, the committee chair will set a date for a hearing.

2) Giving at least one week advance notice, the Appeals Committee Chair will inform the student, the student's advisor, field faculty member, and the Appeals committee members of the time and place of the hearing.

3) All committee members, the student's advisor, and the field faculty member must be present at the review hearing.

Role of the Advisor

1) The student's advisor will present brief background information about the student and provide his or her assessment of the student's overall performance.

2) The advisor will also make any recommendations that might resolve the student's performance problems.

Appeals Committee Hearing

1) Fact-Finding Phase

- A) The student may attend during the fact-finding part of the meeting and may present information to the committee at that time.
- B) The student may ask up to two persons who are knowledgeable about his or her performance to present information to the committee also.
- C) The student and his/her advocates must leave the meeting when the committee is ready to begin its deliberations.
- D) Other faculty can contribute information about the student's performance and may participate or submit written statements supporting the student's reinstatement or dismissal.

2) Deliberation and Action Phase

- A) Only the committee members, the student's advisor, and the field faculty representative will be present. The advisor and field faculty representative will be present for informational purposes only, and do not have a vote.
- B) The committee will reach one of three decisions:
 - 1) to validate the Performance Review Committee's recommendation and contract;
 - 2) to develop a new action plan, which must be completed by the student to resolve the performance problem and remain in the program; or
 - 3) to dismiss the student from the program. The committee's recommendation will be by majority vote.
- C) The appeals committee will prepare a written recommendation for submission to the respective chair, which will include a statement describing the performance problem, a summary of the facts as they were presented to the committee, a description of the committee's actions, and the reasons supporting that action.

Notification

- 1) Within one week after the review hearing, the committee's recommendation will be sent in writing to the respective chair.
- 2) The respective chair may accept, reject, or modify the recommendation of the committee.
- 3) The respective chair sends her or his decision to the student, the student's advisor, the field education director, and the Appeals Committee members.
- 4) A copy will be placed in the student's file.

Confidentiality

- 1) All procedures related to the performance review must be carried out in a manner that protects the student's right to privacy regarding information about her or his academic records and performance.
- 2) The student has the right to review all written information that is presented to the committee.
- 3) Actions of the committee are to remain confidential and are to be shared only with those persons who are affiliated with the program and institution and are involved in an educational capacity, including possible communication with Judiciaries if warranted.

7/06/07