

Southern CT State University

# Social Work

Move Close.  
Change Narratives.  
Build Hope.  
Get Uncomfortable.

## **Bachelor of Social Work Program Handbook** 2019 – 2020

Department of Social Work  
Southern Connecticut State University  
<https://www.southernct.edu/>

This handbook contains information about the Undergraduate Social Work Program in the Department of Social Work. Relevant policy and procedural information is included as well as resource material to facilitate successful completion of program requirements consistent with accreditation standards established by the Council on Social Work Education.

This version of the Handbook updated 07/31/19 for the 2019-2020 Academic Year.

For more information about this program or the material provided in the Handbook, please contact:

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Webpage: <http://www.southernct.edu/academics/schools/health/academic-programs/socialwork/bachelorsprogram/index.html>

**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
**UNDERGRADUATE SOCIAL WORK PROGRAM**  
**STUDENT HANDBOOK**

**Table of Contents**

DEPARTMENT OF SOCIAL WORK DIRECTORY .....	5
OVERVIEW .....	6
MISSION AND GOALS.....	7
Department Mission & Core Values .....	7
Social Work Department 2019-2020 Program Goals .....	7
SOCIAL WORK PROGRAM GOVERNANCE AND STUDENT PARTICIPATION.....	8
Governance of the Department of Social Work .....	8
Student Participation.....	8
Social Work Student Organization (SWO) .....	8
Student Rights .....	8
Compliance Statement .....	8
ADMISSIONS STANDARDS AND PROCEDURE .....	9
Eligibility Criteria for Acceptance: .....	9
Transfer Student Admissions.....	10
Admission Deferral Policy.....	10
CURRICULUM.....	11
SCSU’s Liberal Education Program (LEP) .....	11
Liberal Education Program: Social Work Cognate Credits.....	12
Social Work Courses .....	13
Electives.....	13
ACADEMIC ADVISEMENT.....	14
Responsibilities of the Advisor: .....	14
Responsibilities of Advisee: .....	14
Items for Discussion with Faculty Advisor:.....	14
Part-Time Program .....	15
Change of Course Schedule or Program Plan.....	15
Withdrawal or Leave of Absence from the University .....	15
Re-admittance to the BSW Program .....	15
Honors Thesis .....	15

ACADEMIC STANDARDS FOR CONTINUANCE AND GRADUATION .....	16
Classroom Achievement .....	16
Classroom Achievement Probationary Status and Procedures.....	16
BSW Incomplete Grade Policy .....	16
BSW Class Attendance & Lateness Policy.....	16
Participation Rubric .....	16
PROFESSIONAL STANDARDS: ESSENTIAL ABILITIES AND ATTRIBUTES .....	17
1. Professional and Ethical Commitment.....	17
2. Diversity and Social Justice .....	17
3. Self-Awareness .....	17
4. Empathy.....	17
5. Communication Skills.....	17
6. Interpersonal Skills.....	17
7. Energy .....	17
8. Professional Behavior .....	17
9. Scope of Practice .....	17
10. Knowledge Base for Social Work Practice .....	17
ETHICAL, PROFESSIONAL AND LEGAL CONDUCT .....	18
FIELD EDUCATION.....	19
ACADEMIC REVIEW AND THE STUDENT ASSISTANCE TEAM (SAT) .....	20
Ongoing Academic Review Process.....	20
Student Assistance Team (SAT) .....	20
Student Assistance Team Procedures .....	21
Program Dismissal Procedure.....	22
Student Records .....	22
Academic Honesty, Student Grievance And Grade Appeal Procedures.....	22
TITLE IX PROTECTIONS.....	23
RESOURCES FOR STUDENT-PARENTS AT SCSU .....	23
PHI ALPHA HONOR SOCIETY: BETA RHO CHAPTER.....	23
BSW SENIOR STUDENT AWARDS.....	24
DEPARTMENT COMMUNICATION .....	25
Student Mailboxes.....	25
Read This! .....	25
APPLICATION FOR GRADUATION .....	25
JOB PLACEMENTS .....	25

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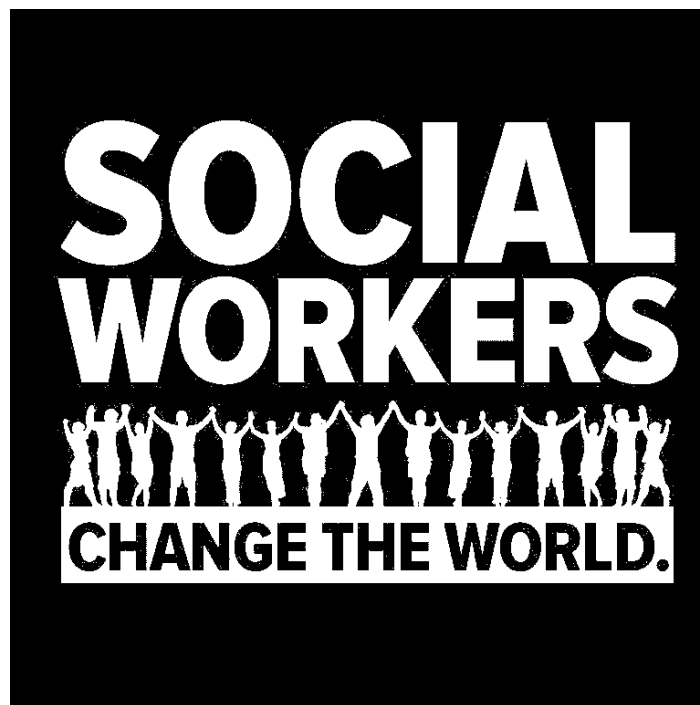
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## OVERVIEW

The Southern Connecticut State University Department of Social Work practices innovative ways of teaching, learning, and knowing to promote individual, family, community, and societal well-being in a just world.

The baccalaureate social work (BSW) program at Southern is a 45-credit program leading to the Bachelor of Science degree in Social Work. This program is designed to prepare students for beginning generalist social work practice and/or for graduate social work education in an accredited school of social work throughout the United States. Based on a liberal arts foundation, the program provides for a basic knowledge of the social welfare system and the essential knowledge and skills required for beginning social work practice.



## MISSION AND GOALS

### Department Mission & Core Values

The mission of the SCSU Department of Social Work is to promote the personal and social development of people in their communities based on the values of social, economic, and environmental justice; civil and human rights; democracy; and full access to educational, social, economic, and political participation.

The Social Work Department educates students to become competent and compassionate agents of change who, guided by professional knowledge, skills, and values, are prepared to practice ethically with individuals, families, groups, organizations and communities; to translate research into practice; and to provide leadership in the profession and in their communities.

The Social Work Department promotes social welfare by collaborating with students, social service providers and users, and communities in building an inclusive and just society where individuals, families, and communities thrive.

### **The Core Values of the SCSU Department of Social Work include:**

1. Cultural humility, perspective-taking, and respect
2. Integrity and ethical practice
3. Compassion and courage
4. Genuine, caring relationships
5. Educational access
6. Active learning, critical thinking and intellectual curiosity
7. Human rights, particularly self-determination, dignity and self-worth
8. Social, economic, and environmental justice
9. Personal and social development of people in community
10. Participatory democracy and shared governance

### Social Work Department 2019-2020 Program Goals

#### **ADMINISTRATIVE**

Goal 1: Implement all aspects of the strategic plan.

Goal 2: Maintain CSWE-accredited programs.

Goal 3: Maintain a well-functioning organization.

Goal 4: Obtain resources to achieve vision, mission, and goals.

Goal 5: Become a school of social work.

#### **CURRICULAR**

Goal 6: Continuously update curricular content in light of emerging knowledge.

Goal 7: DSW program will become an exemplary advanced education program.

Goal 8: Establish a national and global presence.

Goal 9: Create a new research center.

Goal 10: Promote and participate in inter-professional education and culture across the University.

Goal 11: Promote community engagement.

Goal 12: Provide leadership for the profession.

Goal 13 Incorporate new knowledge and best practices in knowing and innovative practices throughout the programs.

Goal 14: Encourage students' professional identity as social workers, with commitment to social work values and goals

## **SOCIAL WORK PROGRAM GOVERNANCE AND STUDENT PARTICIPATION**

### **Governance of the Department of Social Work**

The Department of Social Work is one of seven departments in the School of Health and Human Services.

- The other departments include Communication Disorders, Exercise Science, Marriage and Family Therapy (graduate), Nursing, Public Health, and Recreation, Tourism & Sports Management.

The formal structure of the Department of Social Work is governed by an established set of by-laws approved by full-time members of the faculty who serve as the governing body for the Department.

All policies and procedures as set forth in this manual are, therefore, authorized by the faculty as a collective.

### **Student Participation**

Direct student participation is encouraged and fostered.

- Students are formally represented at regular faculty meetings and the BSW Core meeting. One BSW student representative and one alternate will be invited by the Department Chairperson to serve on each of these committees.
- The Department Chairperson, BSW Coordinator, and Field Education Director are available to meet with students to hear their feedback about the BSW program.
- Students complete an exit survey just prior to graduation where they provide feedback on their experience in the BSW program.

### **Social Work Student Organization (SWO)**

A separate organization for students exists to ensure broad student participation in the affairs of the Department of Social Work. Referred to as the "Social Welfare Organization" (SWO), this is a student-led organization recognized by the SCSU Office of Student Affairs with its own separate budget and operating procedures. Through SWO, undergraduate students have the opportunity to enhance their own educational opportunities by planning and implementing activities consistent with their interests and needs. Faculty advisors assist SWO in its on-going deliberations and activities. It is essential that SWO leaders work in collaboration with the Office of Student Activities and the broader University to ensure support and legitimacy by the larger university system.

### **Student Rights**

*The Right to Organize:* The Department of Social Work adheres to the University Student Affairs Policies which provide the opportunity for students to organize in their own interests in matters concerning academic and student affairs as evidenced in the Social Welfare Organization.

### **Compliance Statement**

The undergraduate Social Work program at SCSU is intended to serve the needs of students without discrimination on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital or military status, sexual orientation, disability, genetic background, or criminal record in admission to, access to, treatment in, or employment in its programs and activities. Inquiries regarding the University's compliance with state and federal laws regarding discrimination may be directed to the Office of Diversity and Equity Programs, (203) 392-5491 or (203) 392-5899 at Southern Connecticut State University, the Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106, or the Office of Civil Rights, US Department of Education, Region I, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, MA 02109.



## ADMISSIONS STANDARDS AND PROCEDURE

This section provides guidance on admissions to the BSW Program. Further questions about the admissions process should be directed to the Social Work Information Desk: [socialwork@southernct.edu](mailto:socialwork@southernct.edu) or (203) 392-6344



Students interested in majoring in social work must complete a **two-step admission process**:

1. Students must be accepted into Southern CT State University by the Admissions Office.
2. Application is made for admission to the Bachelors of Social Work Program in the spring semester prior to the fall semester in which students anticipate enrolling in 300 -level social work courses. Applications are available on the department website.

Department of Social Work **priority admissions deadline** is February 15. Applications are accepted once a year.

Current Southern students and transfer students must consult with their social work advisor when registering for classes in order to ensure that they fulfill prerequisite and recommended university requirements. Pre-advisement is also available for all transfer students.

### **Eligibility Criteria for Acceptance:**

To be accepted into the program and given permission to enroll in 300 level and above social work courses, these prerequisites must be completed by the end of the spring semester in which the application is submitted:

1. Completion of 57 credits of university requirements and cognate courses
2. A minimum grade point average and good standing with the University. GPA eligibility is as follows:
  - a. Catalog Term of Spring 2020 or later: Minimum GPA of 2.75
  - b. Catalog Term prior to Spring 2020: Minimum GPA of 2.50.
3. Successful completion of SWK 200 or its equivalent with a minimum grade of B.
4. Successful completion of ENG 112 and MAT 107 or course equivalents.

Admission is competitive. Meeting the eligibility criteria described above does not guarantee acceptance due to enrollment caps that are based on Social Work Department resources.

GPA, as well as other pre-admission criteria, will be used as a way of evaluating students for acceptance into the social work program. These may include, but are not limited to: completion of prerequisite courses, personal essay, and an evaluation of the student's program plan for completion of remaining university requirements. Consistent with SCSU admission requirements, preference is given to those candidates who, in the judgment of Social Work Department faculty, present through academic and personal qualifications the greatest potential for program success. Those students who meet eligibility criteria at the time of the priority admissions deadline will be accepted provisionally so long as those criteria continue to be met at the end of the spring semester.

After a determination is made concerning the student's readiness to enter the program, a notification of acceptance is emailed to the student.

**Transfer Student Admissions**

Transfer students must be admitted to the university as well as to the Social Work Department. To be clear, two separate applications are required:

- 1) Transfer Application to Southern CT State University.
- 2) Department of Social Work Application (complete on-line form and essay), due by February 15.

**Transfer students who plan to transfer to SCSU and be a Social Work major must apply to both SCSU and the BSW Program.** Student applying for the Fall semester may complete both admissions processes simultaneously in order to meet the BSW Program application deadline (February 15).

Students wishing to transfer to the BSW Program from other academic institutions are required to submit official transcripts of their previous college work to the SCSU Office of Admissions. After a review of transfer credits is completed by the Admissions Office, a separate review of previous college work is conducted by the BSW Program Coordinator for consideration of additional transfer credits within established BSW Program requirements. Transfer credits may be awarded for BSW courses for equivalent courses completed in other accredited BSW programs. Transfer credit is also awarded for courses that are equivalent to SWK 200 from community and technical colleges and four-year colleges and universities. Articulation agreements with Connecticut community colleges and universities reinforce this policy. Academic credit is not given for life experience or previous work experience for any social work courses. In all cases, requests for transfer credits are evaluated on an individual basis. After transfer credits are awarded the University Registrar is notified to enter the credits in the student’s official academic record. A copy of the approval is also placed in the student file.

The Department of Social Work welcomes transfer students from the community and technical colleges and four-year institutions. Pre-admission academic advisement is available to students interested in transferring into the BSW program. Our goal is to facilitate the transfer process and assist students in their adjustment to the program.

**Admission Deferral Policy**

Students who are accepted into the BSW program and decide to postpone enrolling in Social Work courses can choose to defer their acceptance for one year. This request to defer must be made, in writing, to the BSW Coordinator. Once this request is approved, the student will be accepted for the following academic year as long as he or she continues to meet the eligibility requirements.

Students who defer must indicate intent to enroll in social work courses for the following Fall by contacting the BSW Coordinator by February 15.

**FUTURE SOCIAL WORK MAJORS, TAKE NOTE!**

In order to take 300 & 400 Level Social Work classes, students must:

- 1) Apply to and be accepted by Southern CT State University.
- AND**
- 2) Apply to and be accepted by the Department of Social Work.

## CURRICULUM

NOTE: *Southern Connecticut State University is currently in a transition period where students follow either the All University Requirements OR the Liberal Education Program, depending on when they enrolled at Southern. The university academic advisors make this determination.*

The BSW program is divided into four types of courses:

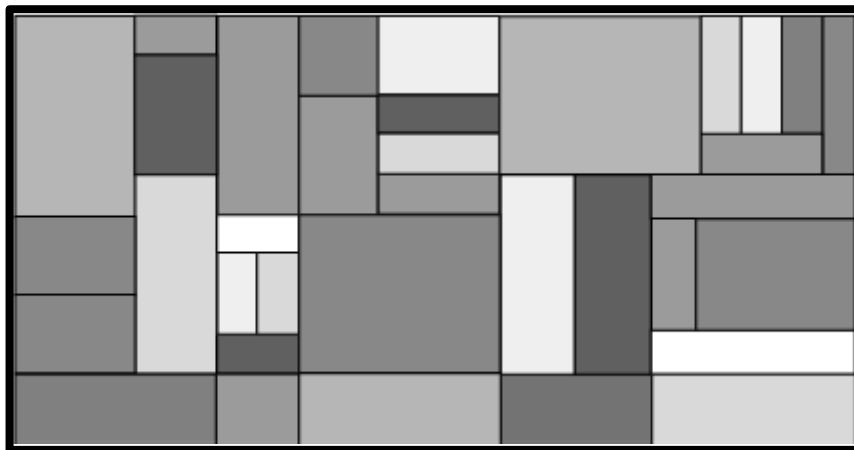
	Liberal Education Program (LEP)
LEP Credits	45
Social Work Cognate Credits	18
Social Work Credits	45
Elective Credits	12
Total Credits	120

### **SCSU's Liberal Education Program (LEP)**

The Liberal Education Program (LEP) at Southern CT State University is designed to help each student become an educated person in the contemporary world. It focuses on competencies and discussions of values. The LEP is a 45-credit sequence of courses in three tiers.

- Tier 1 (18 credits) emphasizes college-level competencies that form the foundation of a liberal education.
- Tier 2 (24 credits) explores nine Areas of Knowledge needed by educated people in the 21st century.
- Tier 3 (3 credits) Capstone Seminar emphasizes discussions of values in the context of LEP Areas of Knowledge and some related real-world issue.

See the current SCSU catalog for more details about these University requirements.



### Liberal Education Program: Social Work Cognate Credits

In the LEP, social work students complete **18 cognate credits**. To fulfill the 18 credits of cognate requirements in the Liberal Education Program, students can choose (in consultation with their advisor) to pursue any minor in the university OR select six (6) courses from the list below:

ANY Anthropology, Psychology, Sociology, Public Health, or Women's Studies courses, AND/OR any of the following:

COM 150:	World of Communication	MGT 418:	Negotiation and Conflict Resolution
COM 210:	Human Communication	PHI 220:	Ethics: Know Thyself
COM 225:	Interpersonal Communication	PHI 242:	Death and the Meaning of Life
COM 300:	Organizational Communication	PHI 325:	Bio-Ethics of the Life Sciences
COM 302:	Relational Communication	PHI 327:	Moral Problems in the Law
COM 370:	Interpersonal Conflict and Communication	PHI 207:	Religious Dimensions of Human Experience
COM 375:	Family Communication	PHI 310:	Women and Philosophy
COM 387:	Communication Theory	PHI 355:	Philosophy of Religion
COM 410:	Crisis and Communication	PHI 375:	Phil. of Political & Social Change
COM 440:	Cultural Influences on Communication	PSC 150:	Thinking about Politics
ENG 317:	Cross-cultural Literatures & Contexts	PSC 200:	Political Change and Conflict
ENG 383:	American Women Writers	PSC 214:	Everyday Politics of Speaking
ENG 423:	Contemp. African-American Novelists	REC 311:	Introduction to Child Life Therapy
ENG 462:	Gay and Lesbian Film and Literature	REC 312:	Therapeutic Play
EXC 380:	Sports Psychology	REC 307:	Disabilities in Society
GEO 200:	Human Geography	REC 390:	Grant Writing
GEO 305:	Environmental Economic Geography	SED 225:	Intro to Exceptionalities
GEO 405:	Environmental Justice	SED 235:	Early Child Special Ed for the Exceptional Individual
HON 494:	Honors Thesis Proposal	SED 481:	Teaching Exceptional Students (Elementary)
HON 495:	Honors Thesis	SED 482:	Teaching Exceptional Students (Secondary)
JRN 240:	Race and the News	SED 498:	Global Studies in Special Ed (Guatemala)
LIT 382:	Contemp. Latin American Lit.	SHE 301:	Drug Education
		SHE 302:	Mental Health Education

**\*\*\* Note: Some cognates have pre-requisite requirements that need to be met prior to enrolling in the course.** Additional courses may be selected with the approval of the advisor.

**Social Work Courses**

**SWK 200 – Social Welfare and Social Services in America** (3 credit course). This course must be completed by all social work majors prior to their acceptance into the BSW program, and students must achieve a grade of B or above. 30 hours of community service are required. Transfer students from community colleges or other comparable institutions may be able to transfer credit for an equivalent course.

The social work curriculum is divided into five types of courses: Human Behavior and the Social Environment (HBSE); Social Welfare Policy; Social Work Research; Social Work Practice; and Field Instruction. Once accepted into the BSW Program, the following courses must be completed in proper sequence. Exceptions to this sequence can be made, but these program changes may result in a delay of the student’s graduation.

JUNIOR YEAR	Fall Semester	Spring Semester
	SWK 320 Human Behavior in the Social Environment I	SWK 321W Human Behavior in the Social Environment II
	SWK 350 Social Work Research Methods	SWK 390 Interviewing Skills in Social Work Practice
	SWK 376 Methods of Intervention I	SWK Field of Practice Elective (choose one): SWK 380, 381 or 382

SENIOR YEAR	Fall Semester	Spring Semester
	SWK 330W Social Welfare Institutions and Policies I	SWK 430 Social Welfare Institutions and Policies II
	SWK 377 Methods of Intervention II	SWK 378 Methods of Intervention III
	SWK 490 (6 credits) Field Practice Seminar I	SWK 491 (6 credits) Field Practice Seminar II

**Electives**

All SCSU students must complete 120 credits in order to graduate. To reach this credit requirement, students must complete a minimum of 12 elective credits. Elective courses may be taken at any time.

## ACADEMIC ADVISEMENT

The purpose of academic advisement is to provide students with guidance regarding course registration, program planning, issues related to or affecting learning, and career planning. Prior to acceptance to the BSW program, students meet with a Social Work Advisor in the Wintergreen Advising Center for advisement. During their first fall semester in the program, students are assigned to a faculty advisor who provides advising until graduation.

All BSW students are expected to develop a professional working relationship with their assigned faculty advisor. This is considered an essential component of professional social work development.

**It is very important for students to meet with assigned faculty advisor at least once a semester.** This meeting should take place in the middle of the semester to plan courses for the subsequent semester (including possible summer courses) and to prepare for registration.

Student advisors will provide students with the “alternate PIN” number that is needed to register. It is recommended that students also meet with advisor at the end of each semester to put closure on that semester’s activities. Students should not under ANY circumstances go to another faculty member for advisement.

### **Responsibilities of the Advisor:**

- Confer with students during the semester to review performance.
- Confer during pre-registration period.
- Maintain a current profile of the student’s academic progress.
- Work closely with advisee in the event of academic probation.
- Counsel advisee about academic, professional and career issues.
- Maintain regular office hours.
- Initiate meetings with advisee.

### **Responsibilities of Advisee:**

- Inform advisor of academic progress and standing (includes course work and field work).
- Maintain current profile of progress towards degree completion.
- Initiate meetings with advisor in a timely fashion.
- Confer with advisor about program and course selection.
- Secure advisor approval and alternate PIN number in order to register for courses.
- Provide current information (address, phone numbers, name changes, etc.).

### **Items for Discussion with Faculty Advisor:**

- Guidance on course selection
- Dropping or adding courses
- Career and academic goals
- Educational planning, professional development including participation in professional activities.
- Academic or field work problems/issues
- Obtain and share information about courses, field work, university life, student activities & career
- Initiate process for graduation
- Socialization in the program
- Time management

### **Part-Time Program**

A program for part-time study is available for students who are unable to complete the traditional course of study. Interested students should contact the BSW Program Coordinator for further information.

### **Change of Course Schedule or Program Plan**

A student may drop a course by following the university procedures outlined by the Registrar. Prior to making any schedule changes, students are encouraged to meet with their advisor.

### **Withdrawal or Leave of Absence from the University**

Students who find it necessary to withdraw or take a leave of absence should arrange a conference with their faculty advisor and then present a written notice to the BSW Program Coordinator. Students must also complete the necessary documentation at the Registrar's office.

### **Re-admittance to the BSW Program**

A student who leaves or withdraws from the BSW program after beginning social work courses at the 300 level or above may request to be readmitted to the BSW program.

Re-admittance will be based on the following:

1. No more than six years will have transpired between the end of the last semester of enrollment and the anticipated semester for return; and
2. The student meets the current criteria for admittance *and* continuation in the BSW program.

If more than six years have transpired *and* the student meets the current criteria for admittance, the student will be required to retake those social work courses already completed.

### **Honors Thesis**

Juniors and seniors with exceptional motivation and potential in Social Work may wish to pursue a rigorous path to graduation with departmental honors. The production of a high-quality thesis completes the requirement for departmental honors. Students wishing to participate should contact the BSW Program Coordinator.

For more information about the SCSU Honors Thesis program, please visit their website:

<https://www2.southernct.edu/academics/schools/arts/departments/honorscollege/honors-thesis-information/>



## ACADEMIC STANDARDS FOR CONTINUANCE AND GRADUATION

Continuation in the undergraduate program is contingent upon positive ongoing faculty evaluation of the student on four distinct yet related areas:

1. Classroom achievement as reflected in an overall cumulative grade point average for university coursework AND a cumulative grade point average for social work coursework.
2. Essential abilities and attributes for admission and continuance in the Department of Social Work.
3. Ethical, professional, and legal conduct as embodied in The NASW Code of Ethics, and University standards for student conduct.
4. Performance in field as reflected in ongoing faculty and supervisor evaluation, including a minimum grade of C in field seminar courses.

### **Classroom Achievement**

- Students must maintain an overall cumulative grade point average of 2.50 for university coursework.
- Students must maintain a cumulative grade point average of 2.75 in social work coursework.

### **Classroom Achievement Probationary Status and Procedures**

If a student's overall grade point average drops below 2.50 and/or the social work coursework grade point average drops below 2.75, the student shall be placed on probationary status. The probationary period shall last one semester and shall begin the next full semester following the determination of the student's insufficient grade point average (not summer or winter sessions). The student's overall and social work grade point averages must both meet continuation requirements by the end of the probationary semester or the student will be dismissed from the program. The student will be informed of their probationary status in writing by the program coordinator no later than the first week of the probationary semester.

If a student is dismissed from the program, the student will be notified in writing by the program coordinator. The student will be encouraged to meet with the faculty advisor or the program coordinator to discuss other options for completing an undergraduate degree at the university, and appropriate referrals will be provided.

### **BSW Incomplete Grade Policy**

When an instructor gives a student an incomplete grade for a course, students in the undergraduate social work program will have **up to two weeks after the day grades are due to complete and turn in incomplete work.** (Exceptions can be made on a case by case basis.) The BSW Coordinator is to be given the names of those students who have received an "Incomplete" grade.

### **BSW Class Attendance & Lateness Policy**

All students are expected to attend every class.

- If a student misses more than 3 classes, their grade for that course cannot be higher than a C.
- More than 20 minutes late for three (3) classes = 1 absence.

### **Participation Rubric**

Social work instructors may use a participation rubric to provide feedback to students and document concerns regarding a student's participation at midterm, final, and any point in the semester. When an instructor uses the participation rubric to document a concern, the instructor will give a copy of the rubric to the student and send a copy to the BSW Coordinator, who will determine whether a review by the Student Assistance Team (SAT) is warranted. A copy of the rubric will be placed in the student's file whether or not an SAT review is scheduled.



## PROFESSIONAL STANDARDS: ESSENTIAL ABILITIES AND ATTRIBUTES

The following professional standards, as distinguished from academic standards, describe those abilities and attributes that are essential to professional development as a social worker. Attention to these standards is included in the evaluation of students' performance in all areas of the BSW Program, including classes, field practice, professional activities, and participation in the University community.

Failure to demonstrate essential attributes and abilities may lead to students' dismissal from the BSW Program:

1. **Professional and Ethical Commitment**  
Students must demonstrate their commitment to the values, ethics, goals, and standards of the social work profession as specified by the NASW Code of Ethics.
2. **Diversity and Social Justice**  
Students must demonstrate an appreciation for the value of human diversity and the ability and willingness to promote social justice principles of equity and inclusion in all aspects of their professional interactions.
3. **Self-Awareness**  
Students must demonstrate the willingness and ability to examine how their values, attitudes, beliefs, biases, emotions, and past experiences may affect their thinking, behavior, and professional interactions and to adjust behaviors that may be inconsistent with professional values, ethics, and goals.
4. **Empathy**  
Students must demonstrate the willingness and ability to seek knowledge and understanding of the experiences, perspectives, and values of others and to use such empathy as a basis for professional relationships.
5. **Communication Skills**  
Students must demonstrate the willingness and ability to communicate effectively and respectfully in all professional interactions, including the ability to express ideas and feelings clearly, to listen to others, and to be aware of the possible impact that personal communication on social media may have in a professional setting. Students must be proficient in oral and written English to perform successfully in the program.
6. **Interpersonal Skills**  
Students must demonstrate the interpersonal skills needed to relate effectively in professional interactions. Interpersonal skills are based on the willingness and ability to show compassion, altruism, integrity and respect for and consideration of others.
7. **Energy**  
Students must demonstrate the energy and stamina to fulfill academic and professional requirements of the BSW Program, including academic coursework and field practice responsibilities.
8. **Professional Behavior**  
Students must comport themselves as professionals, demonstrating timeliness, responsiveness, punctuality, reliability, and appropriate self-presentation in person, electronically, and in social media.
9. **Scope of Practice**  
Students must demonstrate the willingness and capacity to practice within the scope of their developing competencies, to analyze their level of competence, and to make use of feedback from supervisors and other relevant sources.
10. **Knowledge Base for Social Work Practice**  
Students must be guided in their professional activities by the application of relevant biological, psychological, and social knowledge and research, including but not limited to knowledge related to forming relationships, gathering data, assessing persons and situations, intervening, and evaluating practice. Students must demonstrate willingness and ability to pursue continuous learning and professional development as social workers.

## ETHICAL, PROFESSIONAL AND LEGAL CONDUCT

The department expects students to adhere to the standards of conduct defined by NASW Code of Ethics and standards of conduct established by SCSU and the Board of Trustees of Southern Connecticut State University. Violation of these standards can result in immediate suspension. Students who are thought to have violated standards for conduct are subject to the Department's Student Assistance Team (SAT) procedures.

Illustrations of conduct or behavior which may result in termination after due process by the SAT include:

- a. Knowingly falsifying application for admission to the program.
- b. Deliberate destruction of property of the school, agency, colleague or client.
- c. Theft of property of the school, agency, colleague, or client.
- d. Any type of physical, mental, or verbal abuse of clients or colleagues.
- e. Unauthorized possession of or any infraction related to intoxicants or drugs on school or agency property or reporting to classes or field under the influence of intoxicants or drugs.
- f. Lewd or obscene conduct or expression on school or agency property.
- g. Possession of any weapon, with or without permit, on school or agency property.
- h. Breach of ethics concerning the confidentiality of clients.
- i. Threatening, intimidating, or coercing fellow students, faculty, or agency personnel on school or agency premises at any time.
- j. Sexual harassment, defined as any unwelcome sexual advance, request for sexual favors, or another verbal or physical contact of sexual nature, when accompanied by intimidating or coercive pressure to comply with the same.
- k. Sexual assault as defined as any unwanted physical contact of a sexual nature.
- l. Conviction of felony in state or federal court.
- m. Repetition of conduct which resulted in prior probation or suspension or written warning.

Please refer to the following documents for further elaboration of these standards:

- NASW Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>)
- SCSU Student Handbook (<https://inside.southernct.edu/handbook>)

## FIELD EDUCATION



# FIELD EDUCATION

The Council on Social Work Education identifies field education as the “signature pedagogy” for social work. As defined in the 2015 Educational Policy and Curricular Standards (EPAS): The intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice (Policy 2.2).

The BSW field education curriculum consists of a single field placement or internship, taken in the fall and spring semesters of the students’ final year of the program. Students are supervised onsite by an agency-based field instructor, who has been approved by the Field Education Office. Students’ field placements are supported by field practicum seminars (SWK 490/491) that are taken concurrently with the field placement. The seminar is a weekly class in which the students are guided in discussion of ways to integrate theory and practice, to develop strategies to improve field performance, to tap the expertise of peers and the field seminar instructor, and to learn to use assessment and feedback to further their own professional development. Written seminar assignments are focused on competency areas. The weekly field seminar is taught by a faculty member who serves as a liaison to the student’s field agency and field instructor.

For complete information about the BSW Field Education program, including purpose, competencies, placements, evaluation and procedures for managing field education related problems, consult the BSW Field Education Manual that is available on the Department of Social Work’s website.

## **ACADEMIC REVIEW AND THE STUDENT ASSISTANCE TEAM (SAT)**

An academic review process is in place to facilitate the identification and assessment of each student's academic program, progress, and future goals. It is also an educational activity designed to ensure that academic standards consistent with accreditation guidelines are maintained.

### **Ongoing Academic Review Process**

During each academic year, a review will be conducted of all BSW students along the following time intervals:

- During PRE-REGISTRATION, i.e. immediately prior to the first semester of the Junior year.
  - Conducted by: BSW Coordinator
  - Purpose: To make sure that all admissions criteria have been met (GPA, SWK200, MAT107, ENG112, 57 credits) and review students' program plans.
- At the conclusion of each semester.
  - Conducted by: BSW Coordinator
  - Purpose: To track students GPA and incomplete courses, if any, to ensure academic standards are met by all students and that students who fall below these standards are placed on academic probation and provided additional support.
- In the middle of the second semester of the JUNIOR YEAR.
  - Conducted by: Advisor
  - Purpose: Refinement of student goals and assessment of academic and field performance.
- In the middle of the first semester of the SENIOR YEAR.
  - Conducted by: Advisor
  - Purpose: Continued assessment of student performance and professional career goals including emphasis on future employment and/or graduate level study.

Information for the advisors' reviews will be based upon the following data sources:

- Discussion with the student.
- Course grades provided by the University Registrar.
- Written reports from other faculty or appropriate agency personnel.
- Field instruction evaluations supplied by the Office of Field Education.

If the BSW Coordinator and/or faculty advisors identify issues in the course of these academic reviews, i.e. if students who are not meeting academic performance standards, these students may be referred for review by the Student Assistance Team (SAT).

### **Student Assistance Team (SAT)**

The Student Assistance Team (SAT) was created to review and discuss students with academic and/or professional difficulties. The composition of this review team consists of the members of the BSW Core faculty, including the faculty advisor, BSW Program Coordinator and Field Education representative. Full and part-time faculty and field supervisors may be invited to participate. Meetings of the SAT take place as needed.

SAT meetings may be held to:

1. Develop and monitor the program plan for students who are not meeting academic performance standards.
2. Consult with a faculty member who desires a forum for discussing individual student issues.
3. Evaluate student progress.
4. Implement and monitor the results of the SAT decisions.

### **Student Assistance Team Procedures**

The Student Assistance Team follows two different sets of procedures based on the reason for the referral.

#### **ACADEMIC. When the reason for referral is because:**

- A student is not meeting the academic grade point average continuation requirements, OR
- The BSW Coordinator, faculty advisor, or any faculty member request a consultation to discuss a student issue.

The following procedures are followed:

1. The BSW Coordinator notifies the SAT committee members of the meeting time and date.
2. The BSW Coordinator contacts other faculty, including the faculty advisor, to obtain information pertinent to the review. When faculty are not able to attend the meeting, the BSW Coordinator is responsible for presenting such information.
3. At the SAT meeting, the person making the request reports the reason for the referral and relevant information. Other faculty members then report additional relevant information.
4. SAT members discuss the issue and make a decision. If the decision requires notifying the student, the BSW Coordinator and/or the faculty advisor are responsible for such notification. If the decision requires notifying faculty members who are not in attendance, the BSW Coordinator is responsible for such notification.
5. All discussions and deliberations are to be carried out in accordance with professional standards of confidentiality. Minutes will be kept but not distributed.

#### **ETHICAL. When the reason for referral is because a student:**

- Is suspected of violating the NASW Code of Ethics
- Appears to be seriously harmful to clients
- Has committed a criminal act
- Is not meeting essential abilities and attributes (as outlined in this manual) required for continuance in the Department of Social Work

The following procedures will be followed:

1. The appropriate faculty member (e.g., advisor, classroom instructor, or field instructor) must make a written request to the BSW Coordinator for a status review by the Student Assistance Team (SAT).
2. The BSW Coordinator sets the time and date for the SAT meeting and advises the student of his/her rights at least one week in advance.
3. The appropriate faculty member prepares a report for review. The report will be available to the student and committee members at least one week in advance of the Status Review meeting.
4. The student and/or the advisor can provide additional information at the Status Review meeting. The student can ask to be accompanied by another student; this student can provide a "student perspective."
5. The SAT committee meets in closed session to make decisions regarding the student's continuation in the program.
6. Decisions are forwarded in writing by the BSW Coordinator to the student and advisor, and copies are placed in the student's file.
7. If the decision is that the student continues in the program, it is the responsibility of the BSW Coordinator and the advisor to monitor whether the recommendations have been implemented and followed and whether the identified problem has been satisfactorily resolved.
8. If the decision is made that the student shall not continue in the program, the student shall be notified of dismissal in writing by the Chairperson of the Department. A copy of the chair's letter shall be sent to

the Dean of the School of Health and Human Services, BSW Program Coordinator and the student's advisor.

9. Should the student choose to continue the process, they are advised to follow the grievance procedure listed in the BSW Student Handbook.
10. Each faculty advisor will have the ultimate responsibility to inform the student of a contractual plan for resolving issues related to academic or professional difficulties.
11. All discussions and deliberations are to be carried out in accordance with professional standards of confidentiality. Minutes will be kept but not distributed.

### **Program Dismissal Procedure**

If a student is dismissed from the program for poor academic performance, failure to meet the standards for essential abilities and attributes, and/or personal conduct in violation of the NASW Code of Ethics, the student will be notified in writing by the Chairperson of the Department. The student will be encouraged to meet with the faculty advisor or the BSW Program Coordinator to discuss other options for completing an undergraduate degree at the university, and appropriate referrals will be provided.

### **Student Records**

Each student has an academic file in which the above evaluations are placed. The BSW Program Application, Field Education Application, and other pertinent information and correspondence are also placed in this file.

### **Academic Honesty, Student Grievance And Grade Appeal Procedures**

The Department of Social Work abides by the University policies and procedures for undergraduate students, including academic honesty, student grievances and grade appeals. Please see the Southern CT State University Student Handbook for more information.



## TITLE IX PROTECTIONS

The Department of Social Work abides by all policies and protections provided by Title IX. These policies set guidelines for responses and standards related to sexual misconducts and protect pregnant and parenting students from discrimination. For further information about these policies, please visit the SCSU Title IX website: <https://inside.southernct.edu/sexual-misconduct/students-rights>

## RESOURCES FOR STUDENT-PARENTS AT SCSU

Southern CT State University offers a variety of support for students who are parents. This support includes a Partial Reimbursement Program, On-Campus Breastfeeding Stations, and SCSU Scholarships. For further information about these policies, please visit <https://www2.southernct.edu/student-life/office-of-student-affairs/student-parents.html>

## SCHOLARSHIPS

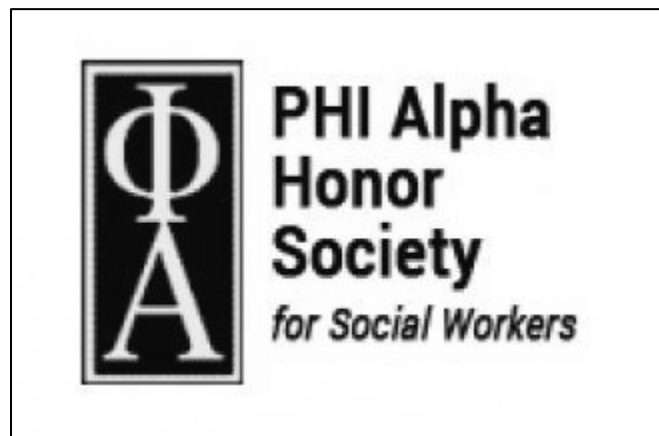
All financial aid and scholarships are administered by the SCSU Office of Financial Aid and the Southern Foundation. In awarding scholarships, a variety of factors are considered, including need and merit. All students are encouraged to apply for financial support. Students who are interested in being considered for financial aid and scholarships are encouraged to complete the following two steps:

- Submit a FAFSA application to the SCSU Office of Financial Aids. All scholarships and grants, even if they are not need-based, require that the student have a FAFSA on file with the Office of Financial Aid.
- Complete the Southern Foundation's scholarship application by March 31<sup>st</sup>.

For more information, please review the information on the websites of the SCSU Office of Financial Aid and the Southern Foundation.

## PHI ALPHA HONOR SOCIETY: BETA RHO CHAPTER

Beta Rho is SCSU's chapter of Phi Alpha, The National Social Work Honor Society. We have been fortunate to be part of this national network of honor societies since July of 1989. In January of each year, eligibility criteria for Beta Rho are announced and nominations are accepted. In late spring, new members are inducted in a Departmental ceremony.



## **BSW SENIOR STUDENT AWARDS**

Social Work Department presents 5 BSW Senior Awards that are awarded at the university's Honors Convocation. Full- and part-time faculty and students are all eligible to nominate students for awards. Students may self-nominate or nominate another student. Awards may not be given if qualified nominations are not received.

### **Michelle Wheeler Social Work Service Award**

A student demonstrates two or more of the following criteria:

- Participated in BSW program activities
- Provided leadership for BSW students through one or more of the following: 1) Represented student interests at department meetings or activities; 2) Organized one or more activities for the Social Welfare Organization (SWO); 3) Served as an elected SWO officer
- Demonstrated an interest in enhancing the experiences of all BSW students

### **Class Leadership Award**

A student demonstrates criteria from at least one of the following two categories:

- Class project leadership: Demonstrated initiative in organizing a group of students for an assigned class project, and demonstrated a collaborative spirit when working with other students.
- Assumed responsibility for one's tasks and supported the efforts of others during group tasks.
- One's participation in one or more courses. . .1) Consistently reflected preparation for each on-ground class; 2) Consistently reflected respect for other students' viewpoints; 3) Supported and encouraged the active participation of other students throughout the course(s); 4) Enlivened the experience and learning of other students.

### **Senior Internship Award**

A student demonstrates criteria from at least one of the following two categories:

- Creativity and innovation: 1) Created a client activity that has been adopted for use by other social workers; 2) Designed a group curriculum that has been adopted by the agency for future use; and/or Created resources that are being used by other social workers
- Initiative and collegiality: 1) Took the initiative to engage in relationships with other agency colleagues; 2) Took the initiative to seek out assignments that benefited the agency; 3) Consistently contributed to the agency in relationship with other agency colleagues

### **Social Justice Advocate Award**

A student demonstrates two or more of the following criteria:

- Identified one or more social justice issue(s) at one's field placement or in one's community
- Used several course assignments to learn more about the issue and social change options
- Advocated for social change with those in positions of power to effect change
- Led an initiative with other students to advocate for social justice at the local, state, or federal level
- Organized an SWO project to advocate for social change regarding a specific social justice issue

### **Social Work Writing Award**

A student demonstrates the following criteria in one piece of writing from any social work course (the paper must be submitted with the nomination form):

- Creative and accurate development of social work concepts throughout the paper
- Clarity and development of the key points of the paper
- Evidence of critical thinking
- Application of social work knowledge to a social issue or specific scenario
- Accurate use of APA style throughout the paper



## DEPARTMENT COMMUNICATION

The Department of Social Work uses EMAIL as the primary form of communication. Students' University email addresses are used to communicate all information throughout the academic year. **Students need to check their SCSU email on a regular basis.**

The Department's Facebook page (@SCSU Social Work Department) is another source of information about program, campus, and community events.

### **Student Mailboxes**

Faculty may leave mail for students to pick up in students' mailboxes which are located in the entrance hall of the Lang Social Work Center. Each letter of the alphabet has a box. Since a number of persons share a mailbox, it is suggested that each piece of mail or announcement should be placed in an envelope with the person's name on it to ensure privacy and confidentiality.

### **Read This!**

The Department of Social Work sends out a monthly newsletter with important dates and relevant information for our undergraduate students. Please add [socialwork@southernct.edu](mailto:socialwork@southernct.edu) to make sure you receive these emails.



## APPLICATION FOR GRADUATION

All students must apply for graduation in order to receive a diploma. Students initiate this graduation process by completing the online application. Click here for information about deadlines and how to apply: [Registrar's website](#). Any student who does not apply for graduation by the application deadline will not graduate. The University will not provide the student with a diploma unless application is made and all requirements are met.

## JOB PLACEMENTS

Information regarding social work employment, job outlook, and job search websites can all be found on the department's website. The university's Center for Career Services, located in the Wintergreen Transitional Building, has additional resources and assistance in preparing for, seeking, and obtaining employment.