



UNIVERSITY *of* ARKANSAS

—1871— ®

# BSW Student Handbook School of Social Work

School of Social Work  
106 ASUP  
University of Arkansas, Fayetteville  
Fayetteville, AR 72701  
(479) 575-5039  
[www.uark.edu/depts/scwk/](http://www.uark.edu/depts/scwk/)  
Last Revision: 8-17-09

# **Commitment to Equal Educational Opportunity**

## ***The UA School of Social Work***

The University of Arkansas School of Social Work is committed to providing an equal educational opportunity to all students regardless of their economic or social status, race, color, gender, creed, sexual orientation, disability, veteran's status, age, marital or parental status, or national origin.

## ***The UA Campus Council***

The Campus Council of the University of Arkansas, Fayetteville, does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sex or sexual orientation in any of the activities conducted upon this campus. Members of the faculty are requested to be sensitive to this issue when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The University faculty, administration, and staff are committed to providing an equal educational opportunity to all students.

## ***The University of Arkansas***

The University of Arkansas is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status, and will not discriminate on the basis of race, color, sex, creed, sexual orientation, disability, veteran's status, age, marital or parental status, or national origin.

# TABLE OF CONTENTS

## BSW Student Handbook University of Arkansas School of Social Work

### I. Introduction

Welcome from the Undergraduate Program Director .....	4
Faculty Directory .....	5

### II. MISSION AND GOALS

University of Arkansas Mission .....	9
School of Social Work Mission.....	9
School of Social Work Goals .....	9
BSW Program Goals .....	10
BSW Foundation Objectives .....	10

### III. ACADEMIC INFORMATION

Declaring a Social Work Major.....	11
Ongoing Advising .....	11
Transfer Students .....	12
No Academic Credit for Work or Life Experience .....	12
Dropping a Course.....	12
Withdrawal from the University.....	13
Graduation/Graduation with Honors .....	13
Exit Interview .....	15

### IV. BACCALAUREATE PROGRAM CURRICULUM

BSW Program Curriculum .....	15
Required Social Work Courses & Pre-requisites .....	17
Core Courses, Electives & Pre-requisites .....	18
Course Descriptions .....	19
Social Work Minor Requirements/Non-Major Restrictions .....	23

### V. SOCIAL WORK FIELD EXPERIENCE

Field Experience Overview .....	23
Field Agencies.....	24

## **VI. ADMISSION/RETENTION/CONTINUATION POLICIES & PROCEDURES**

Criteria for Admission .....	29
Criteria for Retention and Continuation .....	32
Criteria for Termination .....	33
Grievance/Appeals Process .....	33

## **VII. STUDENT RIGHTS & RESPONSIBILITIES**

Student Rights .....	34
Student Responsibilities .....	35
Standards of Conduct .....	35
Academic Honesty .....	35
Respect for Diversity in Written and Oral Communication .....	36
Complaint Procedures .....	36

## **VIII. SOCIAL WORK ASSOCIATIONS & RESOURCES FOR PROFESSIONAL DEVELOPMENT**

Social Work Action Group (SWAG) .....	37
Phi Alpha Honor Society .....	37
National Association of Social Worker .....	38
National Association of Black Social Workers .....	38
National Association of Puerto Rican and Hispanic Social Workers .....	38
Council on Social Work Education .....	38
Graduate Education in Social Work .....	39
Social Work Licensing/Credentialing .....	39

## **IX. SCHOLARSHIPS & FINANCIAL AID**

Student Financial Aid .....	40
Work Study Opportunities in the School of Social Work .....	40
Child Welfare Traineeship & Stipend Program .....	40
Single Parent Scholarship Program .....	41
Schmieding Fellowship .....	41

## **X. OTHER CAMPUS RESOURCES**

Razorback Patrol Escort Service .....	41
Career Development Center .....	41
Counseling & Psychological Services (CAPS) .....	41
Center for Educational Access .....	42
HPER .....	42
Office of International Students and Scholars .....	42
Libraries .....	42

Math Resource and Tutoring Center .....	42
Multicultural Center .....	42
Off Campus Connections .....	43
Pat Walker Health Center .....	43
P.R.I.D.E. ....	43
Services for Students with Children .....	43
Student Support Services.....	43

**INTERNET RESOURCES**

CSWE Educational Policy and Accreditation Standards for Baccalaureate Degree Programs in Social Work [http://www.cswe.org/accreditation/EPAS/EPAS\\_start.html](http://www.cswe.org/accreditation/EPAS/EPAS_start.html)

AR Social Work Licensing Board: Code of Ethics/Standards for Practice <http://www.accessarkansas.org/wslb/regs/regethics.html>

State of Arkansas Social Work Licensing Board [http://www.state.ar.us/swlb/licensing\\_info.html](http://www.state.ar.us/swlb/licensing_info.html)

NASW Press Guidelines for Describing People <http://www.naswdc.org/>

**XI. APPENDICES**

NASW Code of Ethics: Summary of Major Principles.....	44
Course Schedule/Worksheet.....	46
Application for Admission to Professional Core	
Application Form.....	47
Guidelines for Preparing Your Personal Statement.....	48
Volunteer/Work Experience .....	49
Ethical Principles/Guidelines for UA Social Work Students .....	50
Checklist: Applying for Field I .....	53

## **I. Welcome to the Bachelors of Social Work Program of the University of Arkansas School of Social Work**

As Undergraduate Director, I would like to personally welcome you to the BSW Program. I hope the information in this Handbook will provide guidance to you as you move through the program. The School has one of the oldest undergraduate social work programs in the United States. We have offered undergraduate social work degrees since 1940 and we are fully accredited by the Council on Social Work Education.

The purpose of the profession of social work is the enhancement of human well-being and the alleviation of poverty and oppression. The profession is dedicated to assisting individuals, families, groups, organizations, and communities to reach their full potential. Social work is particularly concerned with achieving social and economic justice for vulnerable populations and with respecting and valuing human diversity. The School of Social Work at the University of Arkansas reflects the profession's fundamental concerns in its educational goals and objectives. The undergraduate program has two primary education goals: (1) preparation for culturally competent, empirically based, multi-system, beginning level professional generalist practice across the life course; and 2) the preparation of students for continuing their professional growth and development after graduation.

In order to achieve its basic purposes, the faculty, students, staff, and agency field instructors are involved in a variety of teaching, research, and outreach activities that involve them in the life of the university, communities around the state, and at the national level. I welcome you to join us in our efforts to achieve excellence in the preparation of professional social workers. The purpose of this handbook is to assist both prospective and current students to understand the requirements, operations, and resources of the undergraduate Social Work Program. I hope it will be useful to you and I encourage your suggestions for its improvement.

While the School has a long history, it is also dedicated to change and growth as contexts and technologies change. A visit to our homepage will give you an opportunity to discover more about our faculty, students, goals, and current projects. Please visit the site at <http://www.uark.edu/depts/scwk/>.

Thank you for your interest in Social Work and, again, welcome to the School of Social Work at the University of Arkansas.

Melody Greer, MSW, LCSW  
Undergraduate Program Director

## ***Faculty/Staff Directory***

### **Bruce Allen, MSW, LCSW**

Field Education Director & Clinical Assistant Professor

Office: 108 ASUP

Phone: 575-5039

E-mail: [brallen@uark.edu](mailto:brallen@uark.edu)

### **Jean Button, LSW**

Field Instructor for Title IV-E

Office: 208 ASUP

Phone: 575-3568

E-mail: [jbutton@uark.edu](mailto:jbutton@uark.edu)

### **Marvin Caston**

Part-time Faculty

Office: 108 ASUP

Phone: 575-5039

Email: [mcaston@uark.edu](mailto:mcaston@uark.edu)

### **Kameri Christy-McMullin, PhD, LCSW**

Associate Professor

Office: 104B ASUP

Phone: 575-4655

E-mail: [kmcmull@uark.edu](mailto:kmcmull@uark.edu)

### **Michael Collie, LCSW**

Part-time Faculty

Office: 108 ASUP

Phone: 575-5039

E-mail: [mecollie@uark.edu](mailto:mecollie@uark.edu)

### **Sara Collie, LCSW**

Part-time Faculty

Office: 108 ASUP

Phone: 575-5039

Email: [sjcollie@uark.edu](mailto:sjcollie@uark.edu)

### **Lenda Creger, MEd**

Field Instructor for Title IV-E

Office: 206 ASUP

Phone: 575-2460

E-mail: [lcreger@uark.edu](mailto:lcreger@uark.edu)

**Marla Decoster, LCSW, MSW**

Part-time Faculty  
Office: 108 ASUP  
Phone: 575-5039  
Email: [mdecost@uark.edu](mailto:mdecost@uark.edu)

**Jennifer Ezell**

**Administrative Assistant**  
Office: 108 ASUP  
Phone: 575-5039  
Email: [jmezell@uark.edu](mailto:jmezell@uark.edu)

**Alishia Ferguson, PhD**

Assistant Professor  
Office: 106B  
Phone: 575-6417  
Email: [ajfergus@uark.edu](mailto:ajfergus@uark.edu)

**Jeff Glover**

Field Instructor for Title IV-E  
Office: 218B ASUP  
Phone: 575-4372  
E-mail: [djglover@uark.edu](mailto:djglover@uark.edu)

**Melody Greer MSW, LCSW**

BSW Director & Clinical Associate Professor  
Office: 102 ASUP  
Phone: 575-7190  
E-mail: [melodyg@uark.edu](mailto:melodyg@uark.edu)

**Glenda House, MSW, LCSW**

MSW Director & Clinical Assistant Professor  
Office: 213 ASUP  
Phone: 575-3783  
E-mail: [ghouse@uark.edu](mailto:ghouse@uark.edu)

**Debra Hurd, PhD, LSW**

Research Associate Professor  
Office: 219 ASUP  
Phone: 575-4735  
E-mail: [dhurd@uark.edu](mailto:dhurd@uark.edu)

**John E. King, MSW, LCSW, ACSW**

Professor Emeritus  
Office: 214 ASUP  
Phone: 575-2957  
E-mail: [jking@uark.edu](mailto:jking@uark.edu)

**Carrie Lundgren**

Account Tech II  
Office: 12 ASUP  
Phone: 575-5685  
E-mail: [carriel@uark.edu](mailto:carriel@uark.edu)

**Paula Matthews, MSW, LCSW**

Part-time Instructor  
Office: 108 ASUP  
Phone: 575-5039  
E-mail: [pmatth@uark.edu](mailto:pmatth@uark.edu)

**Tommy Milford, MSW**

Technology Manager  
Office: 215 ASUP  
Phone: 575-8429  
E-mail: [tmilford@uark.edu](mailto:tmilford@uark.edu)

**Brian Moore, MSW, LCSW**

Part-time Instructor  
Office: 108 ASUP  
Phone: 575-5039  
E-mail: [blm03@uark.edu](mailto:blm03@uark.edu)

**Aaron Phillips, LCSW**

IV-E Field Instructor  
Office: 218A ASUP  
Phone: 575-2394  
E-mail: [tphillip@uark.edu](mailto:tphillip@uark.edu)

**Joe Schriver, PhD, LCSW**

Professor  
Office: 109 ASUP  
Phone: 575-3796  
E-mail: [jschrive@uark.edu](mailto:jschrive@uark.edu)

**Marcia Shobe, PhD**

Director  
Office: 108A  
Phone: 575-4510  
E-mail: [mshobe@uark.edu](mailto:mshobe@uark.edu)

**John Shuler, MSW, LCSW**

Part-time Instructor  
Office: 108 ASUP  
Phone: 575-5039  
E-mail: [jgshule@uark.edu](mailto:jgshule@uark.edu)

**Kim Shuler, MSW, LCSW**

Part-Instructor

Office 108 ASUP

Phone: 575-5039

E-mail: [jksshuler@aol.com](mailto:jksshuler@aol.com)

**Jill Scott, MSW, LCSW**

Title IV-E Field Instructor

Office: 218C ASUP

Phone: 575-7656

E-mail: [jillscot@uark.edu](mailto:jillscot@uark.edu)

**Kim Stauss, PhD**

Assistant Professor

Office: 201 ASUP

Phone: 575-3782

E-mail: [kstauss@uark.edu](mailto:kstauss@uark.edu)

## II. MISSION, GOALS, & OBJECTIVES

The primary goal of the Baccalaureate Social Work (BSW) Program at the University of Arkansas, Fayetteville is to prepare culturally competent, empirically based, multi-system beginning level professional generalist practice across the life course. The School of Social Work seeks to prepare professional social workers who have a deep appreciation for human diversity and who are committed to the enhancement of human well being and to the alleviation of poverty and oppression. The program also seeks to prepare students for continuing their professional development beyond the baccalaureate degree including graduate study in social work.

### **University of Arkansas Mission:**

The University of Arkansas is a nationally competitive, student-centered, research university serving Arkansas and the world. The University embraces and expands the historic trust inherent in the land-grant philosophy by providing access to academic and professional education, by developing intellectual growth and cultural awareness in its students, and by applying knowledge and research skills to an ever-changing human condition.

**School of Social Work Mission:** Consistent with and flowing from the mission of the University of Arkansas, the mission of the University of Arkansas School of Social Work is to conduct research, educate leader/practitioners, and apply research findings in outreach efforts, to improve the quality of life of vulnerable persons, families, groups, organizations and communities. This mission is achieved through the research, education and outreach activities of the School's students, faculty, and professional staff.

**School of Social Work Goals:** The goals of the School of Social Work flow from its mission and provide direction to its education, research, and service/outreach units including: the BSW, the MSW program, , and the Academic Partnership in Social Welfare. These goals are to:

1. Provide excellence in professional baccalaureate and master's social work education with special attention to poverty reduction and the integration of new technologies.
2. Conduct, disseminate, and apply social work research through faculty, student, and professional staff efforts, particularly in the broad area of poverty reduction.
3. Provide outreach/services in the forms of training, consultation, and continuing education to help address the needs of diverse vulnerable people locally, nationally, and globally.
4. Prepare students for life-long and interdisciplinary learning including graduate and post-graduate education required in a global context with ever expanding knowledge.

The goals and objectives of the BSW program at the University of Arkansas, Fayetteville are consistent with the teaching, research and service missions of the University. The University serves as the major center of liberal and professional education and as the primary land-grant campus in the state. The BSW program seeks to

accomplish its goals and objectives through a curriculum that not only offers content in the specific curriculum content areas listed below, but also achieves integration among these content areas:

- Social work values and ethics
- Diversity
- Populations-at-risk and social and economic justice
- Human behavior and the social environment
- Social welfare policy and services
- Social work practice
- Research
- Field education

### **BSW Program Goals**

The BSW program is conceptualized in such a way that it has two primary educational goals. Accomplishment of these objectives provides the information and experiences necessary for student to demonstrate achievement of fourteen specific educational outcomes identified by the program (and the profession through CSWE) as essential characteristics of beginning level generalist practitioners capable of continuing professional development.

### **Educational Goals**

1. Preparation for culturally competent, empirically based, multi-system beginning level professional generalist practice across the life course.
2. Preparation for continuous life-long learning after graduation.

### **BSW Foundation Objectives:**

Upon completion of the BSW curriculum students will have:

1. The ability to apply the knowledge and skills of culturally competent generalist social work practice with systems of all sizes focusing on assets, resiliency, and consumer directed interventions;
2. The ability to practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race religion, sex, and sexual orientation;
3. An understanding of the ability to apply the value base of the profession and its ethical standards and principles;
4. The ability to apply critical thinking skills within the context of professional social work practice
5. The ability to use communication skills differentially across client populations, colleagues, professional disciplines, and communities;
6. Knowledge of traditional and alternative theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life course and the interactions among individuals and between individuals and families, groups, organizations, communities, and global systems;
7. The ability to analyze, formulate, and influence social policies;

8. The ability to evaluate research studies, apply research findings to practice, and evaluate their own practice interventions, and communicate findings;
9. An understanding of the forms and mechanisms of oppression and discrimination including their influence on poverty, and apply strategies of advocacy and social change that advance social and economic justice locally, nationally, and globally.
10. The ability to understand and interpret the history of the social work profession and its contemporary structures and issues;
11. The ability to plan for and implement appropriate life-long professional development activities to incorporate new knowledge and skills in practice.
12. The ability to use supervision and consultation appropriate to social work practice;
13. The capacity to function within the structure of organizations and service delivery systems and seek necessary organizational change
14. The ability to use technology effectively and appropriately to achieve the purposes of social work.

### **III. ACADEMIC INFORMATION**

#### **Declaring a Social Work Major**

To declare a social work major, the student must first meet with a member of the social work faculty to explore the student's interests, the nature of the profession, and the requirements of the major. An information packet and appropriate forms will be provided to the student at that time. The change of major form, signed by the student and the faculty member, will be delivered by the student to the office of the Dean of the College of Arts and Sciences for processing. The Dean's Office will then process the request for a change of major and forward a complete record of the student's work to the office of the School of Social Work. A formal change of major cannot be made without verification that the student has met with a social work advisor.

The College of Arts and Sciences will not permit students to initiate a change of major during the week before or during the weeks of priority registration. If a prospective major needs to be advised, that person will be referred to the Advising Center for an interim schedule. After priority registration, the student may contact the School of Social Work and be assigned an advisor.

#### **Ongoing Advising**

After declaration of the major, students are assigned an academic advisor from the social work faculty. Social work majors are required to meet with their advisors at least one time each semester. The purpose of advising is for both academic and professional planning. Your advisor will assist you each semester with planning your immediate and long-term course work schedule. This is especially important in social work because courses are sequenced and most courses require the completion of specific pre-requisites to prepare you to proceed to the next required course. Social work advisors will also

assist you in exploring your interest in a particular field of practice, potential volunteer experiences, and field internship sites. It is critical that students understand that academic planning is a shared activity; one that demands the active participation of both advisor and student.

## **Transfer Students**

Transfer students may be accepted into the BSW program. However, transfer students must meet the same admission and retention requirements as all other students in the program. Students transferring from another accredited social work program will not be required to re-take course work that is consistent with the requirements of the UA BSW Program. Faculty will evaluate the content of transfer work to avoid duplication or redundancy of work previously taken. Students transferring from non-accredited social work programs will be closely evaluated to ensure that any courses being transferred are consistent with CSWE standards, policies, and the educational objectives and outcomes of the BSW Program. Students from non-accredited social work programs may not transfer field work courses in lieu of the field internship courses in the UA BSW Program.

Transfer course evaluation will involve review of course syllabi for objectives and content consistent with that of UA social work courses. Evaluation may also involve review of University Catalog course descriptions, textbooks and bibliographies. In cases where available materials are insufficient to determine course or content equivalency, program faculty may consult with faculty from the transferring institution.

## **No Academic Credit for Work or Life Experience**

The UA BSW Program does not give academic credit for life experience or previous work experience in lieu of field internship or any of the courses in the required social work professional core (Introduction to Social Work, Human Diversity and Social Work, Social Welfare Policy, Human Behavior and the Social Environment I and II, Social Work Research, Social Work Practice I, II, and III).

## **Dropping a Course**

Social work students should consult their advisors when considering dropping a course. Because of course sequencing requirements, dropping a course may prevent a student from proceeding to the next courses and may result in a delay of planned graduation date.

A currently enrolled student who has registered during the advance registration period should make adjustments (dropping or adding courses) during the schedule adjustment period for the same semester. Students may also add or drop courses during the first five class days of a semester.

A student may drop a course during the first 10 class days of the semester without having the withdrawal shown on the official academic record. After the first 10 class days, and before the drop deadline of the semester, a student may drop a course, but a mark of “W” indicating withdrawal, will be recorded. A student may not drop a full-semester course after the Friday of the tenth week of classes in a semester. Drop/add deadlines for partial semester courses are published in the schedule of classes. Drop/add deadlines for summer sessions are published in the summer sessions schedule of classes.

In some instances, taking a grade of “I” (Incomplete) may be an alternative to dropping a course. This option should be discussed with the advisor and negotiated with the course instructor.

### **Withdrawal from the University**

Withdrawing from the University means withdrawing from all classes that have not been completed up to that time. A student who leaves the University voluntarily before the end of the semester or summer term must complete an exit interview and then drop all classes on the student registration system or notify the Office of Registrar in writing. Withdrawal may occur anytime during the semester through the last day of classes. Withdrawal deadlines for summer sessions are listed in the summer schedule of classes; summer withdrawals do not require an exit interview. Students who do not withdraw officially from a class they fail to complete will receive an “F” in that class. Students with holds on their registration should contact the Office of the Registrar for assistance in processing their official withdrawal from the University.

### **Graduation/Graduation with Honors**

**Graduation:** The following graduation steps pertain to all students who plan to "walk" in the commencement ceremony in May. This also includes those students who plan to walk and then finish up needed course work (12 hours or less) during the summer.

- Step 1:** Make sure you have had a degree check reviewed by your advisor. (Note: A “degree check” or “degree plan” is automatically generated by the Dean’s office when a student accumulates a minimum of 85 hours. The plan is based on the student’s declared major and degree program and reflects all of the courses completed (including transfer credits) and indicates which requirements remain to be met. Students are notified by letter when the degree check has been sent to the program office (Fulbright College Advisor Reference Manual).
- Step 2:** Go to the Fulbright College Dean's office and fill out a pre-graduation survey and a graduation card.
- Step 3:** Take your graduation application card including the \$25 graduation fee to the Silas H. Hunt Hall. The \$25 graduation fee should be taken to the Cashier's office. The completed graduation application card should then be taken to the Registrar's office.

- Step 4:** When the graduation application is turned in, you will receive a pamphlet titled “Instructions for Graduates” which contains 3 separate cards. The separated cards are: Commencement Attendance Card, Cap and Gown Sizing Card, and Invitations Card.
- Step 5:** Go to the Union Bookstore during the designated week to turn in the cap and gown sizing card (if not previously mailed).
- Step 6:** While at the Union Bookstore, if you want personalized invitations you can fill out the order form. Payment of ordered invitations is due at the time of order.
- Step 7:** Pick up cap and gown at the Union Bookstore the week before graduation.
- Step 8:** Make sure that all coursework is completed, including correspondence courses, incomplete grades, and transfer hours. For transfer hours you must have transcripts sent to the Office of Admissions upon completion of all transfer work.

Each of these steps involves a deadline. Failure to meet the deadline may result in the names of late applicants not appearing in the graduation program. The pamphlet “Instructions for Graduates” should be kept until after commencement ceremonies are completed, as there are important dates and commencement procedures.

**Graduation with Honors:** A student who has successfully completed a program of Honors Studies within Fulbright College is eligible to receive a baccalaureate degree with the distinction Fulbright College Scholar Cum Laude, or Departmental Scholar Cum Laude in the major field of study. Higher distinctions of Magna Cum Laude or Summa Cum Laude may be awarded to outstanding honors students by recommendation of the Fulbright College Honors Council. Refer to the “Honors Studies” and “Graduation with Honors” section of the University Undergraduate Studies Catalog for more information (<http://honorscollege.uark.edu/>).

**Senior Scholar Award:** The Senior Scholar Award is given to graduates of the Fulbright College who have a 3.80 GPA with at least 50% of their credits from the University of Arkansas.

**First-Ranked Senior Scholars:** First-ranked senior scholars are recognized at the University of Arkansas Commencement. To be recognized, the scholar(s) must have a cumulative GPA of 4.00 on all course work completed at the time selection is made and must have completed all courses required for the baccalaureate degree at UA or in an approved program of study in the college in which the student is enrolled. In determining the cumulative GPA grade-renewal is not accepted.

## **Exit Interview**

Prior to graduation or immediately thereafter each social work graduate is expected to complete an exit interview. The purpose of this interview is to receive feedback on the graduate's experience as a student in the BSW Program. The results of exit interviews are for ongoing program monitoring and evaluation. (For further information on academic regulations see the UA Catalog for Undergraduate Studies). Website: <http://www.uark.edu/depts/scwk/>

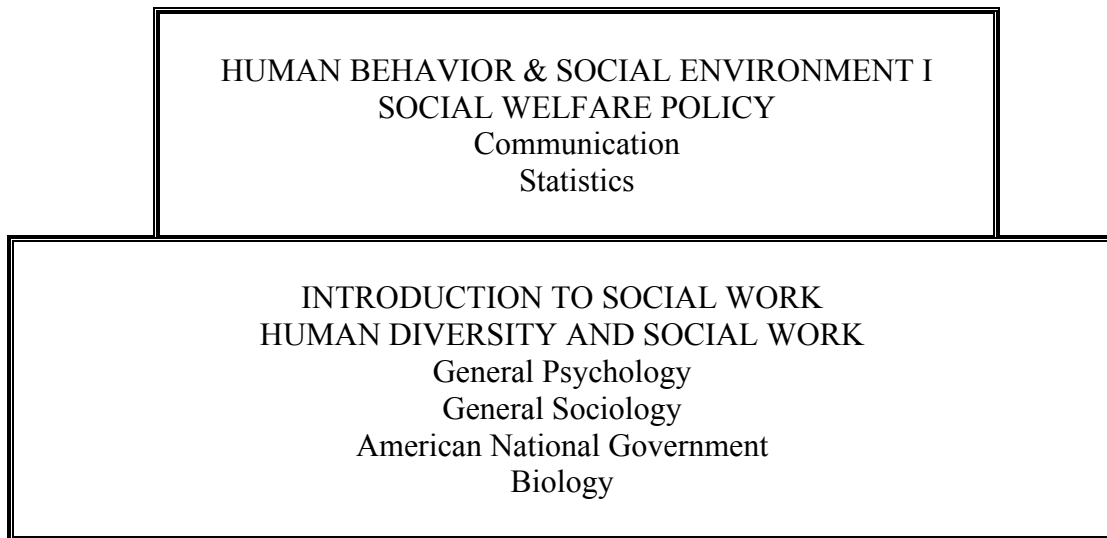
## **IV. BSW PROGRAM CURRICULUM**

The BSW program curriculum is organized around eight foundation areas of study: Human behavior and the Social Environment, Social Welfare Policy, Social Work Practice, Social Work Research, Field Internship, Social Work Values and Ethics, Diversity, and Populations-at-Risk/Social and Economic Justice. These eight areas build upon a liberal arts base to provide social work knowledge, values, skills, and supervised experience in generalist practice. These areas of study provide social work students with the necessary competencies to perform at the entry level of generalist social work practice. The curriculum consists of general education requirements, pre-requisites in the liberal arts and sciences, social work core (classroom and field) courses, and social work and social science electives. The following is a visual representation of the building blocks of the curriculum design.

## STEPS TO THE PROFESSION OF SOCIAL WORK



## ADMISSION TO THE PROFESSIONAL CORE



## PRE-PROFESSIONAL FOUNDATION

\*NOTE: Other social work requirements include 6 hours of social work electives and 6 hours of upper level social sciences. See the following pages for course pre-requisites.

## REQUIRED SOCIAL WORK COURSES AND PRE-REQUISITES

SCWK 2133	Introduction to Social Work
SCWK 3193	Human Diversity & Social Work
PLSC 2003	American National Government
PSYC 2003	General Psychology
SOCI 2133	General Sociology
BIOL 1543/1541L or	Principles of Biology
ANTH 1013/1011L	Biological Anthropology
SCWK 4093	Human Behavior and Social Environment I
SCWK 4153	Social Welfare Policy
COMM 1313	Communications
Statistics	(SOCI 3303/3301L, STAT 2303, EDFD 2403 or PSYC 2303)
SCWK 4073	Social Work Research/Technology
SCWK 4333	Social Work Practice I
SCWK 4103	Human Behavior and Social Environment II
SCWK 4343	Social Work Practice II
SCWK 4733	Social Work Practice III
SCWK 4434	Social Work Internship I
SCWK 4412	Field Seminar I
SCWK 4444	Social Work Internship II
SCWK 4422	Field Seminar II
SCWK Elective	Select from Electives List (3 hr)
SCWK Elective	Select from Electives List (3 hr)
Upper-level Social Science	(3 hr)
Upper-level Social Science	(3 hr)

\* Six hours of 3000-4000 level social science electives to be selected from SOCI, PSYC, ANTH, PLSC, COMM, HIST, HESC, HUMN 425 and GEOS.

### ADDITIONAL GRADUATION REQUIREMENTS

ENGL 1013	WLIT 1113
ENGL 1023	WLIT 1123 or upper-level WLIT
ENGL 3003 or 2013 or CLEP or grades	HIST 1003
PHIL 2003 or 2103	HIST 1013
MATH 1203	FNAR _____
MATH 2183, 2043 or 2053 or 2555	FNAR _____
FLAN 1003	Physical Science (8 hr)
FLAN 1013	FLAN 2003
FLAN 2013	

## ***CORE COURSES, ELECTIVES AND PRE-REQUISITES***

<b>Required Social Work Courses</b>	<b>Pre-Requisites/Enrollment Restrictions</b>
2133 Intro to Social Work	None
3193 Human Diversity and Social Work	None
4153 Social Welfare Policy	<b>Pre:</b> SCWK 2133, SCWK 3193, PLSC 2003
4093 Human Behav. & Soc. Env. I	<b>Pre:</b> SCWK 2133, SCWK 3193, SOCI 2013, PSYC 2003, BIOL 1543, BIOL 1541L or ANTH 1013/1011L
4103 Human Behav. & Soc. Env. II	<b>Pre:</b> SCWK 4093 & SCWK 4153
4073 Social Work Research/Technology I	<b>Pre/Co:</b> STAT 2303, PSYC 2013, EDFD 2403 or SOCI 3303/3301L
4333 Social Work Practice I	<b>Pre/Co:</b> SCWK 4093, SCWK 4153
4434 Social Work Practice II	<b>Pre/Co:</b> SCWK 4103, SCWK 4333
4434 Social Work Internship I	<b>Co:</b> SCWK 4412; <b>Pre:</b> SCWK 4073, SCWK4103, SCWK 4333
4412 Field Seminar I	<b>Co:</b> SCWK 4434
4733 Social Work Practice III	<b>Pre/Co:</b> SCWK 4343; <b>Pre:</b> SCWK 4103, SCWK 4333
4444 Social Work Internship II	<b>Co:</b> SCWK 4422, <b>Pre:</b> SCWK 4733, SCWK4434, SCWK 4412
4422 Field Seminar II	<b>Co:</b> SCWK 4444

**Social Work Electives****Pre-Requisites/Enrollment Restrictions**

3163	On Death and Dying	None
3183	Elderly Citizen	None
3233	Juvenile Delinquency	None
3633	Problems of Child Welfare	None
399V	Independent Study	Consent
4143	Addictions & The Family	None
4233	Seminar: Child & Family Services	None
496V	Honors	Consent
405V	Seminar: Special Topics in SCWK	None

**Course Descriptions of Core Curriculum**

The following descriptions of the content of core and elective social work courses are adapted from individual course syllabi.

**2133 Introduction to Social Work**

Introduction to social work as a profession and to social welfare institutions from the perspective of the generalist, entry level social worker. Emphasis on empowerment function of social work.

**3193 Human Diversity and Social Work**

An introduction to information and basic concepts related to human diversity and social work. Provides content on differences and similarities in the experiences, needs, and beliefs of people distinguished by race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental ability, age or national origin.

**4073 Social Work Research and Technology I**

An overview of forms and sources of social work research including existing social data, techniques for collecting original social data, and techniques of organization, interpretation, and presentation of data. Students will also become proficient in the use of current technology for social work research and practice.

**4093 Human Behavior in Social Environment I**

Provides a conceptual framework for knowledge of human behavior and the social environment with a focus on individuals. Social system, life-course, assets, and resiliency-based approaches are presented. Special attention is given to the impact of discrimination and oppression on the ability to reach or maintain optimal health and well-being.

**4103 Human Behavior in the Social Environment II**

This course applies the basic framework for creating and organizing knowledge of human behavior and the social environment acquired in HBSE I to the understanding of

family, group, organizational, community, and global systems. Attention is given to discrimination, oppression, the impact of technology, and poverty at each system level.

**4153 Social Welfare Policy**

Describes and analyzes the policies and services rendered by local, state, regional, national, and international agencies as well as the policy implications for social work practice. Students prepare to advocate social policy changes designed to improve social conditions, promote social and economic justice, and to empower at-risk populations.

**4333 Social Work Practice I**

This is the first in the sequence of practice courses. It is designed to introduce students to the generalist approach to micro social work. The course focuses on developing a solid foundation for practice with individuals. Basic communication and helping skills are emphasized. Social Work values and principles as well as the integration of theory and practice will be explored.

**4343 Social Work Practice II**

This is the second course in the social work practice sequence, emphasizing theories, models, and techniques related to generalist practice with families and groups, the course elaborates on system theory as it impacts groups and families, and use of experiential teaching methods.

**4434 Social Work Internship I**

This course is arranged in connection with local social service agencies. Credit is based on completion of all course objectives, including a minimum of 220 hours of field work under the supervision of a licensed social worker. This course must be taken concurrently with Field Seminar I (SCWK 4412).

**4444 Social Work Internship II**

This course is arranged in connection with local social service agencies. Credit is based on completion of all course objectives, including a minimum of 220 hours of field work under the supervision of a licensed social worker. This course must be taken concurrently with Field Seminar II (SCWK 4422)

**4412 Field Seminar I**

This is an integrative seminar to assist students in comparing their practice experiences, integrating knowledge acquired in the classroom, and expanding knowledge beyond the scope of the internship setting. This seminar must be taken concurrently with Field Internship I (SCWK 4434)

**4422 Field Seminar II**

This is an integrative seminar to assist students in comparing their practice experiences, integrating knowledge acquired in the classroom, and expanding knowledge beyond the scope of the internship setting. This seminar must be taken concurrently with Field Experience II (SCWK 4444).

**4733 Social Work Practice III**

Students acquire and practice the skills, knowledge, and values necessary for culturally competent generalist social work practice with organizations and communities. Special attention is given to the implications of discrimination and oppression for attaining social and economic justice.

**Course Descriptions of Elective Courses****3163 On Death and Dying**

This course reviews the theory and humanistic importance of the concepts of death and dying in society. An experimental option and interdisciplinary faculty presenters will be part of the format. (Same as HUMN 3163.)

**3183 The Elderly Citizen**

This course provides a survey of theories of gerontology, service programs, and unmet needs of the elder citizen. (Same as SOCI 3183)

**3233 Juvenile Delinquency**

This course explores the nature, causes, extent, and methods of treatment of juvenile delinquency.

**3533 Legal Aspects of Social Welfare**

This course focuses on the study of a selected group of legal regulations encountered by the social worker including: the court system, legal rights of indigent persons and children, domestic relations, problems of the small wage earner, and health measures.

**3633 Problems of Child Welfare**

This course involves the study of the needs of vulnerable children with some attention to methods and standards of care. Cultural competence and family-centered practice are emphasized.

**3923H Honors Colloquium**

This course explores a special topic or issue and is offered as part of the honors program. This course may be repeated when the content is changed.

**399H Honors Course**

May be taken for 1 to 6 hours of credit and repeated for a maximum of 12 hours (on demand).

**4133 Family Preservation**

This course provides an introduction to the fundamentals of family preservation services. Emphasis is on learning the components, implications, and techniques of the family preservation model. Strategies for helping the multi-problem family are stressed.

**4143 Addiction and the Family**

This course provides an introduction to the biophysical basis of chemical and behavioral compulsions with special focus on family impacts. Childhood development within addictive families is also examined. Social work intervention with substance abusing families is highlighted.

**4233 Seminar: Children and Family Services**

This course involves an examination of selected current issues in the field of children and family services through discussion, individual study, and interaction with professionals in the field.

**4633 Information Technology and the Human Services**

This course provides an overview of information technology and exposure to human service applications through lecture and lab experience.

**405V Seminar: Special Topics in Social Work**

This course is offered on demand and consists of the comprehensive study of various topics of importance in contemporary social welfare and social work practice. (May be repeated when content is changed.)

**496V Independent Study**

Independent Study is designed to meet the particular needs of individual students.

**498V Senior Thesis**

## **Social Work Minor Requirements/Non-Major Restrictions**

For a minor in social work students must complete 18 hours including Introduction to Social Work (SCWK 2133), Human Diversity (SCWK 3193) and Social Welfare Policies (SCWK 4153). In addition to these nine hours of required courses, the student must take nine hours of social work electives. The student must notify the program of his or her intent to minor. The social work minor is not preparation for social work practice and is not accredited by CSWE.

Social work minors and other non-majors may not enroll in any of the Social Work Practice courses (SCWK 4333, 4343, 4733) or in any of the Field Internship courses (SCWK 4434, 4412, 4444, 4422).

## **V. SOCIAL WORK FIELD EXPERIENCE**

Field Experience I and II (SCWK 4434 /4412 and 4444/4422) are courses social work majors take consecutively in their senior year once they have completed the pre-requisites. The field internship affords the student the opportunity, under the supervision of a licensed social worker, to gain valuable pre-professional practice experience in an agency setting. The weekly field seminar is a co-requisite designed to maximize the integration of theory with practice; classroom learning with agency experiences.

Internship and Field Seminar, unlike other core social work courses, require that students submit an application requesting to enroll in the field sequence. The application process and checklist are included in the Appendices of this handbook. Your advisor will assist you in determining your eligibility for enrollment. If the necessary requirements for enrollment have been met, you will be instructed to purchase a BSW Field Manual, to complete the application contained therein, and to submit the application to the Field Coordinator (see appendix for a sample “Field Application Form”). These preliminary steps are initiated by the student with consultation from the student’s advisor in the semester prior to the semester in which field courses will be taken.

The BSW Field Manual is a comprehensive guide to the internship experience and will be used as a resource for both field semesters. A complete and current listing of potential agency placements, with descriptions of services offered and client populations served, is contained in the manual. Additional information is made available in field agency notebooks in the main office of the School of Social Work. Students are asked to review potential placements and to consider personal areas of practice interest. The Field Coordinator will assist the student in making a tentative placement choice during their meeting to review the completed field application.

Because of the number of agency hours (220 per semester, 16-20 per week) and seminar hours (2 per week) required each field semester, students are urged to consult early and regularly with their advisors to develop a proposed course schedule that will minimize the number of hours taken concurrently with field. (See Appendix for Recommended Course Schedule).

The following is a listing of agencies which currently participate in the BSW Field Program and brief comments on their services and client populations. Because not all participating agencies are able to accept interns every semester; the field coordinator will provide periodic placement updates. If a student is interested in an agency that is not listed, that option should be discussed with the field coordinator.

## **BSW INTERNSHIPS: PARTICIPATING AGENCIES**

- **Adoptions - Department of Human Services**  
Opportunity to work with families requesting adoptions and children in foster care. There will be experience with individuals and group work. Students will work closely with the Adoptions Specialist. This placement offers experience with home visits.
- **Area Connection (Agency on Aging)**  
A program designed to work with the elderly in their own homes. An opportunity to do home visiting with the elderly population and to work with families who are primary caregivers. Needs assessment, networking and referrals are some of the skills that students will gain experience in, along with an opportunity to gain knowledge about services for the elderly in this area.
- **Big Brother Big Sister**  
Provides a program that brings positive adult role models into the lives of at-risk kids in special need of guidance and companionship. Provides direct and supportive casework services to children and parents.
- **Butterfield Trail Village**  
Services include a planned retirement village with various levels of living arrangements. Opportunity for the student to work directly with the elderly citizens. Experience and exposure to advocacy, individual/ family support, group support/educational services plus mobilizing community services and case management.

- **Division of Children and Family Services**  
 preservation, protective and foster care services for abused and neglected children. Opportunity for student to gain experience in evaluation of child abuse/neglect complaint investigations, case work with families, dependency and neglect court hearings, preparation of case records, reports and required forms, mobilizing community resources, participation in individual case staffings, use of authority. Placement offers experience in interviewing court referred cases and works on comfort level in dealing with mandated clientele plus setting is that of a large social service agency. Student stipends may be available.
- **Children's House**  
 Therapeutic day care program for children ages 18 months through five years who need protective support and therapeutic day care to overcome emotional and/or physical stress caused by family crisis situations. Opportunity for student to gain individual and classroom experience with children, outreach with parents, assessment and case planning, case recording, and work with community service agencies. Opportunity to gain knowledge and working experience in physical and sexual abuse cases.
- **Children's Safety Center**  
 The Center receives referrals from the Division of Children and Family Services, law enforcement and other victim agencies. They provide a safe environment for providing information and evidence gathering in abuse cases in Northwest Arkansas.
- **Decision Point**  
 Residential facility providing comprehensive alcoholism treatment including alternate care setting, non-medical detoxification, residential care and aftercare. Opportunity for student to gain experience and exposure in beginning level individual and group counseling, mobilizing community resources, intake and social assessments, exercise of authority, participation in client staffings, alcoholics anonymous meetings.
- **Rogers Public Schools**  
 A program designed to provide services to families at risk. The program is currently being run through the Rogers Public Schools. An opportunity to work with Jr. high school kids and their families to provide counseling and referral.
- **Fayetteville Public Schools**  
 A school unit has been set up through the Social Work Program's IVE grant in order to provide services to children and families. Students are placed in one of the schools and work under the supervision of a licensed social worker in cooperation with the school counselor, teachers and other personnel. Case management, referrals, home visiting are some of the activities performed.

- **Fayetteville City Hospital and Geriatric Center**  
General acute care, 35 bed hospital and long-term care facility, specializing in treatment of rehabilitation cases, and 104 bed geriatric center catering to specific needs of the elderly. Opportunity for students to gain experience in medical social work, individual and family casework, intakes and social assessments, mobilizing community resources, home health care, discharge planning, case recording, and in working in a host setting. Setting is excellent for comfort level and knowledge building in field of geriatrics.
- **Headstart**  
Comprehensive child development program and special services to pre-school (low income or handicapped) children. Opportunity for student to gain experience in individual and classroom experience with children, outreach with parents, assessment and case planning, case recording, mobilizing resources and work at a grassroots level in getting community involvement and support.
- **HealthSouth Rehabilitation Hospital**  
A 60 bed rehabilitation hospital that provides inpatient and outpatient care to help the patient and family accomplish their rehabilitative goals and regain the highest level of independence possible. Social Workers work in a variety of roles helping the patient and their family.
- **Juvenile Court**  
Families in Needs of Services (FINS) cases, diversion cases and others are referred to workers who provide referrals, supportive counseling and follow up in order to help the juvenile and their family to successfully work on those issues which play a factor in the juveniles' situation. Attendance at juvenile court, working with FINS Officers and coordinating with other agencies provides a variety of learning experiences
- **Juvenile Detention Center**  
The county detention center for juveniles is designed to house juveniles awaiting court appearance or transfer. Adolescents may also be sentenced to the facility for certain time periods. Opportunities to gain experience in intakes, relationship building, supportive and group counseling, advocacy, assessment.
- **Kids First**  
A comprehensive early intervention program for infants and young children who are at risk for developmental delays due to medical concerns. This program integrates medical, therapeutic and research components. The social worker works with other disciplines to provide services to the children and their families.

- **Life Styles**  
Residential program for the developmentally disabled and mentally retarded adults. Provides opportunity for students to gain experience in individual case work/counseling, group work, teaching independent living skills, case management, exercise of authority and comfort level in working with the developmentally disabled.
- **Multicultural Center**  
A joint project between EOA of Washington County and the Office of Human Concern in Benton County. The purpose of the center is to foster the development of a cohesive multicultural community. A variety of services are offered to the community. Particular emphasis is given to working with the Hispanic community.
- **Northwest Medical Center**  
Social Services Department of comprehensive medical facility. Opportunity for student to gain experience in medical social work, intake and assessment, case recording, discharge planning, follow-up, home health, mobilizing resources and supportive counseling. Opportunity to gain working knowledge of medical setting and experience with a variety of medical and social needs.
- **Office of Human Concern**  
Opportunity to work in various community outreach programs. Experience in planning and funding community based programs is available. This placement provides the opportunity to work with a variety of populations.
- **Ozark Guidance Center - Out-Patient Services**  
Program designed to give out-patient and crisis intervention services. Allows students to increase on comfort level and gain knowledge of psychiatric setting.
- **Ozark Guidance Center – Springhouse**  
Day services unit of OGC serving the chronically mentally ill. Opportunity for student to gain experience in intake, assessment and treatment planning, supervision of client work units, exercise of authority, staffings, case recording, individual case management, milieu therapy. Opportunity to work in comfort level and work experience with a variety of psychiatric disorders that have been termed chronic.
- **Peace at Home Family Shelter**  
Temporary shelter and counseling for battered women and their children. Opportunity for student to gain experience in intake, assessment and treatment planning, beginning level individual and group counseling, follow-up services, case recording, mobilizing community resources, participation in regular staffings, and general client advocacy work. Opportunity to gain knowledge base in domestic violence.

- **Sources**  
A resource center whose mission is to promote the independent living of people with disabilities. Sources promotes independent living by providing support, services, and advocacy for people with disabilities, their families and the community.
- **St. Mary's Hospital**  
Social Service Department of St. Mary's Hospital. Opportunity for student to gain experience in medical social work including intake, assessment and treatment planning, case recording, multi-disciplinary consultation and staffing, patient advocacy, discharge planning, mobilizing community resources.
- **TEA Program**  
The Department of Human Services Division of County Operations welfare reform program. The Transitional Employment Assistance program provides casework services to meet the needs of clients in order to promote independence.
- **United Methodist Church**  
Provides basic services and referrals to families in need. Coordinates with other services such as Bread of Life to meet basic needs of families.
- **Victims Assistance Program**  
An opportunity to work with victims and witnesses in a program designed to provide support services through the Prosecuting Attorney's Office. Experiences in intakes, networking, referrals, and the court system are available.
- **Washington Regional Medical Center - Hospice/Home Health**  
An outreach program designed to meet the needs of patients and their families. Opportunity for student to gain experience in a multi-disciplinary approach. Student will gain experience in interviewing, assessing needs, referral, mobilizing resources and providing support to patients and their families.
- **Washington Regional Medical Center - Social Services**  
Social Service Department of comprehensive acute care medical facility. Opportunity for student to gain experience in medical social work, intake and assessment, case recording, discharge planning, mobilizing community resources, patient advocacy, and multi-disciplinary staffings. Opportunity to gain working knowledge of medical setting and experience in a variety of medical and social needs.

- **Youth Bridge, Inc.**  
Community based youth service program providing comprehensive services to youth ages 8-19 and their families, including emergency shelter, short and long term foster care, group home care, non-residential counseling for youth and their parents, after care for youth returning from the state training schools and recreational/ socialization activities. Opportunity for student to gain a wide variety of experience in youth work, intake, assessment and case planning, staffing, exercises of authority, group activities with adolescents, individual and group counseling, direct advocacy. A variety of experiences of special interest to those students interested in youth work.
- **Title IVE Grant**  
Students are placed with the local administrator of the School of Social Work Title IVE grant. This placement is primarily an administrative placement. Program planning, budgeting, and coordination with related agencies are some of the types of activities involved in this placement.

## **VI. ADMISSION/RETENTION/CONTINUATION POLICIES & PROCEDURES**

The UA School of Social Work is responsible to the social work profession and to the consumers of professional social work services for ensuring that it recruits, admits, and retains students with the potential and motivation for competent professional social work practice upon graduation from the program. One of the mechanisms for insuring this is the program's admission and retention policies and procedures.

### **Criteria for Admission to BSW Program Professional Practice Core**

In order for social work majors to be eligible to enter the BSW Program's Professional Practice Core (Social Work Practice I, II, and III; Field Internship I and II; Field Seminar I and II) each student must complete the application process outlined below.

The application process must be completed by the end of the semester prior to the semester in which the student will enroll in Social Work Practice I. The application packet includes the following materials:

1. **Application Form.** This form becomes the cover sheet for the application packet. Application forms are available from the social work secretary, your advisor, and the Social Work Student Handbook (see appendices).
2. **Volunteer Experience Form.** This form provides documentation of satisfactory completion of the volunteer experience assignment in Introduction to Social

Work or equivalent and submission of a positive “Supervisor’s Reference Form” from the supervisor of the experience.

3. **Personal Statement.** This narrative statement should include: motivation for becoming a social worker; relevant work, volunteer or life experiences; strengths and limitations for effective social work practice; personal commitment and agreement to abide by the values and ethics of the social work profession; career goals and indication of fields of practice preference or areas where you would not feel comfortable working.
4. **Ethical Principles/Guidelines for UA Social Work Students.** By signing this statement you are acknowledging that you have read, understand and agree to abide by and behave in accordance with the “Ethical Principles/Guidelines for Social Work Students”. This statement is contained in the admissions packet, and is available from the social work secretary, your advisor, the Social Work Program Homepage, or the BSW Student Handbook (see Appendices). A copy of this signed statement will be included in your advising file.

**Documentation of Completion of Pre-Professional Courses:** Students applying to the professional core must complete the following nine courses with a grade of C or better.

SCWK 2133	Introduction to Social Work
PSYC 2003	General Psychology
SOCI 2013	General Sociology
SCWK 3193	Human Diversity and Social Work
ENGL 1013	Composition I
COMM 1313	Communications
PLSC 2003	American National Government
SCWK 4093	Human Behavior and the Social Environment I
SCWK 4153	Social Welfare Policy

**In addition, students must complete the following course with a D or better.**

BIOL 1534 /ANTH1013 General Biology or Biological Anthropology

**Students must have at least a 2.5 GPA in all of the ten courses listed above.**

Note: 1) Most students will also be enrolled in Statistics. The statistics requirement may be taken prior or during SCWK 4073: Social Work Research/Technology I. There are University and College requirements for general education and the Social Work degree in addition to those listed in Items 5 above. Consult your University Catalog, Social Work Student Handbook or your advisor if you have questions about these.

5. **Copy of current transcript** documenting overall GPA of 2.0.

The above materials are submitted to the Admissions/Retention Coordinator. The materials are reviewed by BSW Admissions Committee. If the Admissions Committee has any questions concerning the content of the materials, the student may be asked to

interview with a faculty member to resolve any questions or to provide additional information.

Upon completion of the materials review and interview (if necessary), the student will be informed in writing by the BSW Program Coordinator of his or her admission status. There are three possible admission decisions:

- 1. Unconditional admission:** These students have demonstrated through their application materials (and interview, if required) that they have the motivation and potential for competent professional social work practice and that they agree to uphold and conduct themselves in accordance with the values and ethics of professional social work practice. In addition, these students have at least a 2.5 GPA in the pre-professional core courses and have an overall GPA of 2.0.
- 2. Conditional admission:** These students may continue in the major for a given period of time (usually one to two semesters) during which certain conditions must be met. Students may be admitted conditionally with a lower GPA than 2.0 overall, but the student must attain a 2.0 overall GPA during the time period required by the University for being removed from academic probation. Conditional admission related to non-GPA issues may be granted if the student agrees in writing to correct the concern. Examples of non-GPA concerns for which corrective action may be required include writing skills, assertiveness, stress management, or working with diverse populations. Note: Students receiving a D or an I in a core social work course after being unconditionally admitted to the program are considered conditionally admitted until the deficiency is corrected. (See Criteria for Continuation below.)
- 3. Non-acceptance:** A decision of non-acceptance will be made when the student is found to be unsuited for professional social work practice. There are two criteria for non-acceptance: 1) the lack of acceptable academic performance necessary to successfully complete the requirements of the social work program, and/or 2) the inability to demonstrate commitment to social work values and ethics as they are reflected in the “Ethical Principles and Guidelines for UA Social Work Students”. A decision of non-acceptance will result in the student’s termination from the social work major. In the event of non-acceptance assistance with a transfer to another major will be provided upon request.

## Criteria for Retention and Continuation

In addition to the admission process, the BSW Program also has requirements for retention and continuation in the major.

### Retention

1. Maintenance of an overall GPA of 2.0.
2. Maintenance of a 2.5 GPA in social work courses.
3. Students must abide by and behave in accordance with the “Ethical Principles/Guidelines for UA Social Work Students”.
4. Not engaging in any activity or behavior which, according to University policy or regulations, would result in dismissal from the University community. Such activity or behavior includes, but is not limited to, sexual harassment, physical or sexual assault, and academic dishonesty. (See Undergraduate Studies Catalog for description of Academic Dishonesty, and Undergraduate Studies Catalog, Appendix C: Student Handbook for details).

### Continuation & Grading Policies

1. A grade of C or better must be earned in all core social work courses. If a student receives a grade of D or F in a core social work course, the course must be retaken with a grade of C or better prior to taking the course for which that course serves as a prerequisite. For example, a student receiving a D in Human Behavior and the Social Environment I (HBSE I) may not take Human Behavior and the Social Environment II or Social Work Practice I until HBSE I is retaken and a grade of C or better is earned.
2. Once matriculated into the BSW program, BSW students who fail a course will be allowed to repeat this course one time. Students can repeat up to two different social work courses. If the course that needs to be repeated is a prerequisite for subsequent coursework, the student will need to wait the appropriate time to continue with the other coursework until he/she successfully completes the repeated courses (s).
3. The BSW Program director will provide written notification to the student that s/he has failed a course and that s/he may repeat the course one time in order to continue to pursue the BSW program of study. The Director will also encourage the student to meet with his/her advisor to discuss any academic challenges he/she may be experiencing.
4. Any core social work course in which the student receives a grade of I (Incomplete) must be satisfactorily completed (with a grade of C or better) prior to entering the course for which the course receiving the Incomplete is a

prerequisite. For example, a student receiving an I in HBSE I may not take HBSE II or Social Work Practice I until HBSE I is completed with a final grade of C or better.

## **Criteria For Termination**

Students may be terminated from the BSW Program for the following reasons:

1. Failure to maintain GPA requirements (2.0 overall, 2.5 social work courses).
2. Engaging in any activity or behavior incompatible with the “Ethical Principles/Guidelines for UA Social Work Students” which is documented, investigated and confirmed by a committee composed of social work faculty.
3. Engaging in any activity or behavior which, according to University policy or regulations, would result in dismissal from the University community. Such activity or behavior includes, but is not limited to, sexual harassment, physical or sexual assault, and academic dishonesty. (See Undergraduate Studies Catalog, description of Academic Dishonesty and, Undergraduate Studies Catalog, Appendix C: Student Handbook for details).

## **Grievances/Appeals Processes**

All students have rights to grievance procedures which are outlined in the UA Undergraduate Studies Catalog under “Student Grievance Procedure.” Procedures for addressing student complaints about grading and other instructor or course-related matters are described in the Undergraduate Studies Catalog under “Student Academic Appeals and Complaints.” Students who wish to pursue a complaint of an academic nature are encouraged “to discuss the matter with the instructor involved, or in the absence of the instructor; the student will go directly to” BSW Program Coordinator or School of Social Work Director to see if the problem can be resolved. Additional options for complaint and appeal are described in the Undergraduate Studies Catalog. Procedures and mechanisms available to students for grievance and appeals in other areas are also described in the Undergraduate Studies Catalog. Appeals procedures related to academic dishonesty are outlined in the Catalog in the section addressing Academic Honesty. Procedures for appeals or grievances in areas other than grading and academic dishonesty are described in the Undergraduate Studies Catalog, Student Handbook.

## **Other Admission/Retention Issues**

1. Students denied admission to the BSW Program may re-apply for admission at a later date if they demonstrate they have resolved the issues resulting in the original denial of admission.
2. Students should be aware that records of criminal convictions will pose an obstacle to finding professional social work employment in some agencies and fields of practice and will be a possible obstacle to attaining a social work license.

Students are usually expected to apply for admission to the social work program only after completing the entire pre-professional core. However, in some cases a student may begin the admission process while still enrolled in one or more of the pre-professional core courses. This is especially true of students who decide to major in social work after they have completed a large part of the general education curriculum or who transfer to the university from another institution. These students will not be granted unconditional admission status until final and satisfactory grades for these courses are presented to the Admissions Committee.

## **VII. STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

*Students in the BSW Program enjoy the following rights:*

1. The right to an environment which is conducive to learning.
2. The right to all academic complaint and appeal procedures provided by the University of Arkansas.
3. The right to participate in the life of the BSW Program through involvement in student organizations (see SWAG) and appropriate decision making entities relevant to policies, regulations, and procedures affecting the welfare of students.
4. The right to access copies of program and institutional policies (available in the School of Social Work Office).

## **Student Responsibilities**

Each student in the BSW Program is responsible for becoming familiar with the campus policies and regulations outlined in the UA Undergraduate Studies Catalog and for complying with them in the interest of an orderly and productive university community. It is also expected that each individual student will become familiar with the grading and attendance policies as well as all other elements of the syllabi for the courses in which they are enrolled. Each instructor distributes a syllabus for the course at the beginning of each semester. Course syllabi contain not only policies and procedures of the department and the instructor; they also contain information regarding course content as well as key dates during the semester.

## **Standards of Student Conduct Within the Social Work Program**

Standards of conduct for students in the BSW Program are expected to be consistent with university policies as well as the ethical standards and principles of the social work profession.

1. **Academic Honesty:** The social work faculty is committed to maintaining an atmosphere of academic excellence and integrity in the program. Because of this commitment students are expected to refrain from any act of academic dishonesty as defined in The UA Catalog of Undergraduate Studies.

Academic dishonesty involves acts which may subvert or compromise the integrity of the educational process at the University of Arkansas. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work. These acts include, but are not limited to, accomplishing or attempting any of the following acts:

- Altering of grades or official records.
- Using any materials that are not authorized by instructor for use during an examination.
- Copying from another student's paper during an examination.
- Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
- Stealing, buying, or otherwise obtaining information about an unadministered examination.
- Collaborating on lab work, take-home examinations, homework, or other assigned work when instructed to work independently.
- Substituting for another person or permitting any other person to substitute for oneself to take an examination.
- Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.

- Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
- Plagiarizing, that is, offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs when the words of another are reproduced without acknowledgement or when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all university students too understand the methods of proper attribution and to apply those principles in all materials submitted.
- Sabotaging of another student's work.
- Falsifying or committing forgery on any University form or document.
- Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
- Committing any willful act of dishonesty that interferes with the operation of the academic process.
- Facilitating or aiding in any act of academic dishonesty.  
(University Handbook of Undergraduate Studies)

2. **Respect for Diversity in Written and Oral Communication:** The UA School of Social Work uses the "NASW Guidelines for Describing People" to assist students in ensuring their written and oral communication is free of bias and respectful of the persons being described. In the interest of accurate and unbiased communication, social work students and faculty should not use language that may imply ethnic, racial, sexual, or other kinds of discrimination, stereotyping, or bias. The full text of the "NASW Press Guidelines for Describing People" is included in the Appendix of this Handbook.

## Complaint Procedures

UA Social Work Students have all rights to grievance and appeals policies and procedures provided by UA. Refer to "Grievances/Appeals Processes" under the Academic Information Section of this handbook and to "Student Academic Appeals and Complaints" of the University of Arkansas Undergraduate Studies Catalog.

## **VIII. SOCIAL WORK ASSOCIATIONS AND RESOURCES FOR PROFESSIONAL DEVELOPMENT**

### **Social Work Action Group (SWAG)**

SWAG is a registered student organization for Social Work majors and minors. This group has been an integral part of the Social Work Program at the University of Arkansas A faculty advisor meets regularly with SWAG; however, the organization is for students and is run by students. The primary objective of SWAG is to enhance the learning experience of the social work student while attending UA. In addition to an expanded knowledge base, emphasis is placed upon promoting activities that will augment the student's awareness and experience in social work. The SWAG organization also offers the opportunity for leadership development through its formalized structure and numerous committee activities. Through student involvement in SWAG, students can increase their involvement in social work issues thus becoming better prepared for a career in social work.

Numerous projects and activities are promoted by SWAG each year. These decisions are made as a result of direct input from its social work student members. Activities generally fall into the following categories: seminars, community involvement, program involvement, and social events.

### **Phi Alpha Honor Society**

The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

Any *undergraduate* social work student who meets the following qualifications shall be eligible for active membership:

- a. Declared social work as a major.
- b. Achieved sophomore status.
- c. Completed 9 semester hours of required undergraduate social work courses.
- d. Achieved a minimum overall grade point average of 3.0 on a 4.0 scale.
- e. Achieved a minimum 3.25 grade point average in required social work courses.
- f. Attended a total of 2 Phi Alpha and/ or SWAG meetings of which 1 must be a Phi Alpha meeting in the last year.
- g. A yearly membership fee of \$10 and completion of a one page Phi Alpha registration form.

## **National Association of Social Workers (NASW)**

All social work students are encouraged to join and become active in the National Association of Social Workers. This is the largest professional association of social workers in the United States. Reduced membership fees are available for students and recent graduates. Contact the Arkansas Chapter of the National Association of Social Workers for additional information. The Arkansas NASW Chapter phone number is (479)663-0658. The national office of NASW may be contacted by calling 1-800-638-8799.

## **National Association of Black Social Workers (NABSW)**

Headquartered in Detroit, Michigan, this national organization is made up of over 100 member chapters throughout the continental U.S. and the Caribbean, with affiliate groups in West and South Africa. Membership is available to persons of African ancestry who, regardless of profession, share similar concerns regarding health and welfare issues in the Black community. Contact NABSW at (313)862-6700.

## **National Association of Puerto Rican and Hispanic Social Workers (NAPRHSW)**

Headquartered in Brentwood, New York, this nonprofit organization was founded in 1983 by a group of Puerto Rican social workers dedicated to the enhancement and general welfare of Puerto Rican and other Hispanic families. Members are social workers, other human service professionals and students interested in issues that affect and impact the Puerto Rican/Hispanic community with a commitment to the organization. The mission is to organize social workers and other Human Service professionals to strengthen, develop and improve the resources and services that meet the needs of Puerto Rican/Hispanic Families.

## **The Council on Social Work Education (CSWE)**

The Council on Social Work Education is an independent body comprised of social work educators, professional organizations, social agencies, and academic institutions for the purpose of establishing and maintaining standards in social work education. The organization is the primary body for accrediting schools of social work in the United States. CSWE also sponsors an annual program meeting every year in different cities and publishes books, pamphlets, and the Journal of Social Work Education.

## **Graduate Education in Social Work**

Master of Social Work (MSW) programs generally require two years of academic study. A number of graduate programs, however, grant advanced standing status to students who have received undergraduate degrees in social work from an accredited social work program. Specific guidelines for granting advanced standing differ among various schools; therefore, interested students should contact the specific schools that they are interested in attending.

Those interested in attending graduate school immediately following their undergraduate education should begin planning by the end of the junior year. Students should review the admissions standards for all schools being considered. Required tests (GRE, GMAT, etc.) should be taken well ahead of application dates so that scores will be available when needed. Faculty advisors can provide information and advice regarding various schools, areas of concentration and procedures for admission.

A complete directory of schools of social work with accredited master's degree programs can be obtained from the School of Social Work Office.

## **Professional Social Work Licensure and Credentialing**

### **Social Work Licensing In the State Of Arkansas**

In 1981, the state of Arkansas recognized the profession of social work and the ways in which it significantly affects the people of the state. The Social Work Licensing Act (Act 791, 1981) was passed to protect the public by setting standards of qualification, training, and experience for those who seek to represent themselves to the public as social workers, and to promote high standards of professional performance. In keeping with these purposes, the Act prohibits (after June 17, 1982) the practice of social work by anyone who is not duly licensed. It also limits private independent practice and social work consultation to the level of L.C.S.W.

The Act established levels and qualifications for licensure as well as the Licensing Board, its composition, functions, and duties. More detailed information on the provisions of the Act 791 is contained in the Appendix of this Handbook. Student questions may also be addressed directly to: State of Arkansas/Social Work Licensing Board, PO Box 250381, Little Rock, Arkansas 72225.

Not all states require professional licensure for social workers, and in the states that do, licensure levels, qualifications, and other regulations may vary. In Arkansas, graduates at the baccalaureate and master's levels must meet the following requirements in order to be licensed to practice:

**LSW (Licensed Social Worker)** requires (1) a baccalaureate degree in social work from a Council on Social Work Education accredited program or a social work degree awarded prior to 1986 by an accredited institution; and (2) passage of an examination.

**LMSW (Licensed Master Social Worker)** requires (1) a master's degree in social work from a CSWE accredited program; and (2) passage of an examination.

**LCSW (Licensed Certified Social Worker)** - requires (1) a master's degree in social work from a CSWE accredited program; (2) two years post-master's LCSW supervised social work experience (clinical or non-clinical); and (3) passage of an examination.

## **Social Work Credentialing**

Credentials are types of certification that show competence in a sub-specialty of social work (i.e., substance abuse counseling) or indicate an advanced level of practice. They are optional titles and are generally conferred by professional associations or organizations (not state licensing boards).

## **IX. SCHOLARSHIPS AND FINANCIAL AID**

### **Financial Aid - UA**

The University of Arkansas annually awards over \$30 million dollars of financial aid and scholarships to its students. Financial aid is divided into the categories of grants, work, loans, and scholarships. Refer to the Financial Aid and Scholarships section of the University Handbook for more information concerning determination of financial need, application procedure, and scholarships.

### **Work Study Opportunities in the UA School of Social Work**

Each semester a number of work study positions are made available in the School of Social Work. In order to be eligible, applicants must first have been awarded work study funds in the process outlined above (Financial Aid-UA). Social Work majors and minors are given priority in hiring and these positions can provide opportunities for students to work closely with faculty and become familiar with social work resources. For information on availability of positions contact the SSW office at (479) 575-5039.

### **Child Welfare Traineeship and Stipend Program**

For the past several years, the AR Division of Children and Family Services has offered a number of child welfare traineeships to UA senior social work students who have demonstrated interest in future employment in the field of public child welfare. The traineeships include educational stipends paid over the course of two semesters of field experience. For more information on traineeship opportunities and the application process, contact your faculty advisor.

## **Single Parent Scholarship Fund of Washington County**

The SPSF/WC provides incentive scholarships to low income single parents so that they may pursue the goal of higher education. Each semester the SPSF/WC gives awards of up to \$500 to students attending the University of Arkansas and other area learning institutions. For application information call 479-927-1402.

### **Schmieding Fellowship**

The Schmieding Center for Senior Health and Education of Northwest Arkansas and the University of Arkansas, School of Social Work are pleased to announce the Schmieding Fellowship competition. The primary goal of the Schmieding Center is to foster the development of a new generation of leaders in the field of aging. The Schmieding fellowship will be awarded to an undergraduate student who has an interest in the field of aging or who would like to explore their potential interest in the field of aging. Applicants **do not** need experience or a background in aging studies to be eligible for this prestigious Fellowship. The Schmieding Center and School of Social Work are seeking students who are interested in completing an Independent Study (3 credit hours) that includes a minimum of 10 hours per week of onsite learning at the Schmieding Center in Springdale, Arkansas. The recipient of the Schmieding Fellowship will receive a stipend for one semester. The stipend funds will be distributed in increments throughout the semester. The funds can be used to meet any school related expenses such as equipment needs, travel, books, or tuition for SCWK 399V, Independent Study. Schmieding Fellowships will alternate between graduate and undergraduate students each year.

## **X. OTHER CAMPUS RESOURCES**

### **Razorback Patrol Escort Service**

The U of A Police Department offers a night-time safety escort service between the hours of 6 p.m. and midnight, Sunday through Thursday throughout the year. Any member of the student body, faculty, or staff can call UAPD to request a walking escort between any two points on campus (including outlying parking lots) free of charge. The U of A Police Department operates 24 hours a day, seven days a week, and is located at 155 Razorback Road or phone 575-2222.

### **Career Development Center**

This office offers students opportunities and resources for exploring fields of study, career investigation, preparing resumes, and conducting job interviews as well as current information about employment trends and salaries. Career Services is located in the Arkansas Union 607. For information call 575-2805.

### **Counseling & Psychological Services (CAPS)**

CAPS is available for students who need individual counseling and offers group meetings focusing on special concerns. CAPS is located in the Pat Walker Health Center. For information call 575-5276.

### **Center for Educational Access**

The purpose of this organization is to ensure that disabled students' civil rights are protected in the attainment of their higher educational goals, to effectuate change where violations occur, to locate and effect the removal of physical, educational, attitudinal, and recreational barriers.

### **HPER**

The Health, Physical Education and Recreation (HPER) Building is the center of recreational activity on campus. The HPER fee which students are assessed as part of registration allows access to gyms, pool, fitness center, racquetball courts, and indoor track.

### **Office of International Students and Scholars**

The office of International students and Scholars serves foreign students and scholars and enhances the global awareness of the UA community. The office provides pre-arrival assistance and a comprehensive orientation program for newly admitted international students each semester. Cross Cultural Mentors provide one-on-one contact and group activities for new international students during their first semester, assisting them in their adjustment to the academic community and the Fayetteville/Northwest Arkansas area. The office is located in Holcombe Hall, Room 104. For information call 575-5003.

### **Libraries**

The UAF library system is composed of the David W. Mullins Library (the main research facility on campus) and five branch libraries (Law, Chemistry, Physics, Fine Arts, and the Learning Resources Center). The Reference Department assists users in locating and using the library materials. Reference librarians offer orientation sessions, as well as lectures on research methods. For information on all library matters, contact the public service desk of Mullins Library at (479) 575-4101.

### **Math Resource Center and Tutoring Center**

The Math Resource Center is located in the Science and Engineering Building in rooms 213, 214, 216, 217. Phone (479) 575-7661

### **Multicultural Center**

The Multicultural Center enhances the University of Arkansas academic experience by preparing students for life in a diverse society. Seeking to provide an environment that promotes cross-cultural interaction among all students, the Center staff collaborates with the University community to provide educational, cultural and social programs. Academic and extracurricular resources are available to assist in the development and advancement of an inclusive learning community. Located on the fourth floor of the Arkansas Union in Room 404, they may be contacted at 575-2064

### **Off Campus Connections**

Off Campus Connections, formerly called the Office for Nontraditional & Commuter Students, provides resources and referrals for current and prospective undergraduate students, including: first-semester students living at home, upperclassmen living off campus and adult, returning, and transfer students. Off Campus Connections provides information, encouragement, support, and recognition to students who are living off campus and commuting. The non-traditional student is defined by the university as one who is 25 years of age or older; one who has interrupted the pursuit of higher education, one who has worked full-time or is holding down a job while in school; or an undergraduate who is married or is a parent. The mission of the ONTS is to provide prospective and currently enrolled non-traditional students with support, services, information, and resources to meet their unique needs, and to enhance their opportunity for success at U of A.

Office: 628 Arkansas Union Phone: 575-7351.

### **Pat Walker Health Center**

The University Health Center provides medical and mental health care for students, spouses of students, and employees of the University of Arkansas, Fayetteville. Students taking six hours of course credit or more in any semester pay a semester health fee which covers professional office visit charges. For information on health center services and resources (including health insurance enrollment) call 575-4451.

### **P.R.I.D.E. (People Respecting Individual Differences and Equality)**

The purpose of this campus organization is to promote education on gay, lesbian, bisexual and transgender issues. Membership is open to g/l/b/t students, faculty, and staff and straight allies.

### **Services for Students with Children**

*Child Care:* There are two services administered by the School of Human Environmental Sciences that can benefit young children whose parents are students at UAF. The Infant Development Center, located at 536 N. Leverett provides care for children age three months to three years. The Nursery School, located in the Home Economics Building, provides care for children from the entire community who are between the age of three and five. For costs and other information, call the School of Human Environmental Sciences at 575-4306. (See also: "Single Parent Scholarships" under Financial Aid section) *Housing:* On-campus housing for students who are married and/or have dependent children is limited and requires early application. For information regarding Carlson Terrace and Terrace Manor apartment complexes, call Residence Life and Dining Services at 575-4001.

### **Student Support Services**

Student Support Services is available to students who need academic or counseling support to successfully pursue a college degree. To qualify, a student needs to be either the first generation in a family to pursue a four-year college degree, have low-income qualifications or have a documented disability. For more information, call 575-3546. The office is located within the Enhanced Learning Center on the ground floor of Gregson Hall.

**National Association of Social Workers**  
**CODE OF ETHICS**  
**Summary of Major Principles**

**I. THE SOCIAL WORKER'S CONDUCT AND COMPORMENT AS A SOCIAL WORKER**

- A) Propriety: The social worker should maintain high standards of personal conduct in the capacity or identity as social worker.
- B) Competence and Professional Development: The social worker should strive to become and remain proficient in professional practice and the performance of professional functions.
- C) Service: The social worker should regard as primary the service obligation of the social worker
- D) Integrity: The social worker should act in accordance with the highest standards of professional integrity.
- E) Scholarship and Research: The Social worker engaged in study and research should be guided by the conventions of scholarly inquiry.

**II. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITY TO CLIENTS**

- F) Primacy of Clients' Interests: The social worker's primary responsibility is to clients.
- G) Rights and Prerogatives of Clients: The social worker should make every effort to foster maximum self-determination on the part of clients.
- H) Confidentiality and Privacy: The social worker should respect the privacy of clients and hold in confidence all information obtained in the course of professional service.
- I) Fees: When setting fees, the social worker should ensure that they are fair, reasonable, considerate, and commensurate with the service performed and with due regard for the clients' ability to pay

**III. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITY TO COLLEAGUES**

- J) Respect, Fairness, and Courtesy: The social worker should treat colleagues with respect, courtesy, fairness, and good faith.
- K) Dealing with Colleagues' Clients: The social worker has the responsibility to relate to the clients of colleagues with full professional consideration.

#### **IV. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITY TO EMPLOYERS AND EMPLOYING ORGANIZATIONS**

- L) Commitments to Employing Organizations: The social worker should adhere to commitments made to the employing organizations.

#### **V. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITY TO THE SOCIAL WORK PROFESSION**

- M) Maintaining the Integrity of the Profession: The social worker should uphold and advance the values, ethics, knowledge, and mission of the profession.
- N) Community Service: The social worker should assist the profession in making social services available to the general public.
- O) Development of Knowledge: The social worker should take responsibility for identifying, developing, and fully utilizing knowledge for professional practice.

#### **VI. THE SOCIAL WORKER'S ETHICAL RESPONSIBILITY TO SOCIETY**

- P) Promoting the General Welfare: The social worker should promote the general welfare of society.

**University of Arkansas  
School of Social Work  
Advising Worksheet/Course Schedule**

Student: \_\_\_\_\_

Date: \_\_\_\_\_ Advisor: \_\_\_\_\_

Fall 2 _____	Spring 2 _____	Summer 2 _____
Fall 2 _____	Spring 2 _____	Summer 2 _____
Fall 2 _____	Spring 2 _____	Summer 2 _____
Fall 2 _____	Spring 2 _____	Summer 2 _____

**ADVISOR APPROVAL FORM FOR BSW PROFESSIONAL CORE**

Student Name (please print) \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Advisor \_\_\_\_\_

Instructions to Advisor: In order for social work majors to be eligible to enter the BSW Program’s Professional Practice Core (Social Work Practice I, II, and III; Field Internship I and II; Field Seminar I and II) each student must complete the application process. The application process must be completed by the deadline of the semester prior to the semester in which the student will enroll in Social Work Practice I. Application deadlines for admission in the Fall are **April 1** and application deadline for admission in the Spring is **November 1**. **In order to be eligible to apply** for admission, students must first obtain their advisor’s approval, indicating that they have met all pre-requisites.

Advisors should not sign this form until you are certain that all pre-requisites in Section 1 have been met and those in Section 2 have been met OR are currently being taken. When determined to be eligible, the student should receive a signed copy of this form for inclusion with the application packet. The original should be included in the student’s file. Section 3 of this form should be completed by the student.

**Section 1.** The following pre-requisites have been completed with a “C” or better and a GPA of at least 2.5:

<b>Grade</b>		<b>Grade</b>		
_____	PSYC 2003	General Psychology	_____	SCWK 3193
_____	SOCI 2013	General Sociology	_____	ENGL 1013
_____	SCWK 2133	Intro to SCWK	_____	COMM 1313
_____	PLSC 2003	Am Nat’l Government	_____	GPA (for these courses)
				Human Diversity
				Comp I
				Communications

**Section 2.** The student has also completed, or is currently enrolled in, the following: (Please indicate grade or “EN” for currently enrolled.)

<b>Grade/EN</b>		
_____	*BIOL 1534/L	General Biology or ANTH (or) *ANTH 1013/L Biological Anthropology
_____	SCWK 4093	HBSE I
_____	SCWK 4153	Social Welfare Policy
_____	Statistics	STAT 2303, PSYC 2013, SOCI 3303/3301L or EDFD 2403

\*Please note: The BIOL requirement must be completed with a “D” or better. HBSE I & Social Welfare Policy must be completed with a “C” or better. **Cumulative GPA for all 10 courses must be 2.5 or higher.**

**Section 3. (Completed by Student only)** Students please indicate with a yes or no that the following documents are attached and signed.

	<b>Attached</b>	<b>Signed</b>
Volunteer Hours/Supervisor’s Reference Form	_____	_____
Personal Statement	_____	_____
Ethical Principles/Guidelines	_____	_____
Current Transcript	_____	_____

(Student name) \_\_\_\_\_ is eligible to apply for admission to the BSW Professional Core.

Advisor’s signature \_\_\_\_\_ Date \_\_\_\_\_

**University of Arkansas  
School of Social Work/Baccalaureate Program**

**GUIDELINES FOR PREPARING YOUR PERSONAL STATEMENT**

***Instructions:*** Your statement should address each of the areas listed below. Your statement should be typed and no longer than four pages, double-spaced. Please answer each of the questions in the order given. .

1. Describe your motivation(s) for becoming a social worker.
2. Describe any employment, volunteer, or life experiences which you believe have helped prepare you to pursue a career in social work.
3. What strengths do you bring to professional social work practice?
4. What do you consider to be areas in which you need additional growth and development in relation to professional social work practice?
5. Discuss your commitment to abide by the values and ethics of the social work profession. Identify and describe any areas in which your personal values conflict with professional social work values. If value conflicts do exist, please describe your plans to resolve the conflicts.

(Please note: A summary of the NASW Code of Ethics is provided as Appendix C-1 of the UAF Social Work Student Handbook. The Ethical Principles/Guidelines for UAF Social Work Students is provided as Appendix D-1 of the Social Work Student Handbook. The Statement is to be signed and included with your application materials.)

6. Describe your immediate and long-range career goals and list your fields of practice preferences (client populations/social problems/agency settings).
7. List any client populations, social problems, or agency settings with which you would not feel comfortable working. Please explain.
8. Please include, at this point, any additional information you believe to be relevant to your application for admission to the professional core courses.

## VOLUNTEER/WORK EXPERIENCE

**Instructions to student:** This form is to be completed by you and the supervisor of your volunteer/work experience. The completed form is to be included with your application materials and serves as documentation of satisfactory performance of your volunteer/work experience.

Student \_\_\_\_\_

Supervisor \_\_\_\_\_

Agency \_\_\_\_\_

Agency Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency Phone \_\_\_\_\_

**To be completed by student:**

Dates of experience \_\_\_\_\_ to \_\_\_\_\_  
Mo/day/yr Mo/day/yr

Number of hours completed \_\_\_\_\_

Brief description of experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

**To be completed by supervisor:**

I certify that the above named student satisfactorily completed the volunteer/work experience described above.

\_\_\_\_ Yes    \_\_\_\_ No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_

## **Ethical Principles/Guidelines for UA Social Work Students**

[Adapted for use by the Social Work Program from the Code of Ethics of the National Association of Social Workers and Code-of-Ethics/Standards of Practice of the State of Arkansas Social Work Licensing Board.]

### **Basic Conduct/Integrity**

- The UA Social Work Student should not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation.
- The UA Social Work Student should not misrepresent professional qualifications, education, experience, or affiliations.
- The UA Social Work Student should not exploit professional relationships for personal gain.
- The UA Social Work Student should avoid relationships or commitments that conflict with the interests of clients.
- The UA Social Work Student should not exploit relationships with clients for personal advantage.
- The UA Social Work Student should under no circumstances engage in sexual activities with clients.
- The UA Social Work Student should not engage in any action that violates or diminishes the civil or legal rights of clients.
- The UA Social Work Student should use with scrupulous regard, and only for the purpose for which they are intended, the resources of the employing, volunteer or field agency.
- The UA Social Work Student must not provide social work services while under the influence of alcohol, other mind-altering or mood-altering drugs, or physical or psychological illness, which impairs delivery of such services.

### **Confidentiality**

- The UA Social Work Student should respect the privacy of clients and hold in confidence all information obtained in the course of professional service.
- The UA Social Work Student should obtain the client's informed written consent before releasing confidential information except when required by law or judicial order or for the purposes of professional supervision and/or consultation.
- 

### **Values and Ethics**

- The UA Social Work Student should uphold and advance the values, ethics, knowledge, and mission of the profession.
- The UA Social Work Student should take action through appropriate channels against unethical conduct by any other member of the profession.

## **Nondiscrimination, Respect for Diversity, Social Justice**

- The UA Social Work Student should not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical handicap, or any other preference or personal characteristic, condition or status.
- The UA Social Work Student should act to prevent and eliminate discrimination against any person or group on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical handicap, or any other preference or personal characteristic, condition or status.
- The UA Social Work Student should act to expand choice and opportunity for all persons, with special regard for disadvantaged or oppressed groups and persons.
- The UA Social Work Student should promote conditions that encourage respect for the diversity of cultures which constitute society.
- The UA Social Work Student should advocate changes in policy and legislation to improve social conditions and to promote social justice.
- The UA Social Work Student should encourage informed participation by the public in shaping social policies and institutions.

## **Responsibilities to Clients, Colleagues and the Profession**

- The UA Social Work Student should regard as primary the service obligation of the social work profession.
- The UA Social Work Student should serve clients with devotion, loyalty, determination, and the maximum application of professional skill and competence.
- The UA Social Work Student should seek advice and counsel of colleagues and supervisors whenever such consultation is in the best interest of clients.
- The UA Social Work Student should treat colleagues with respect, courtesy, fairness, and good faith.
- The UA Social Work Student should not exploit a dispute between a colleague and employers to obtain a position or otherwise advance the student's interest.
- The UA Social Work Student should extend to colleagues of other professions the same respect and cooperation that is extended to social work colleagues.
- The UA Social Work Student who anticipates the termination or interruption of service to clients should notify clients promptly and seek the transfer, referral, or continuation of service in relation to the clients' needs and preferences.
- The UA Social Work Student should protect and enhance the dignity and integrity of the profession and should be responsible and vigorous in discussion and criticism of the profession.

- The UA Social Work Student should take responsibility for identifying, developing, fully utilizing and keeping current with knowledge for professional practice.

### **Research and Scholarship**

- The UA Social Work Student engaged in study and research should be guided by the conventions of scholarly inquiry.
- The UA Social Work Student engaged in research should consider carefully its possible consequences for human beings.
- The UA Social Work Student engaged in research should ascertain that the consent of participants in the research is voluntary and informed, without any implied deprivation or penalty for refusal to participate and with due regard for participants' privacy and dignity.
- The UA Social Work Student engaged in research should protect participants from unwarranted physical or mental discomfort, distress, harm, danger, or deprivation.
- The UA Social Work Student who engages in the evaluation of services or cases should discuss them only for the professional purposes and only with persons directly and professionally concerned with them.
- Information obtained about participants in research should be treated as confidential.
- The UA Social Work Student should take credit only for work actually done in connection with scholarly and research endeavors and credit contributions made by others.

My signature below acknowledges that I have read, understand and agree to abide by the Ethical Principles/Guidelines for UAF Social Work Students.

Signature \_\_\_\_\_

## CHECKLIST: APPLYING FOR FIELD I

The following is a list of those things you must do in order to apply for Field Seminar & Internship I (SCWK 4412/4434). Application for Field I must be made in the semester prior to the semester in which you plan to take Field I.

- \_\_\_\_\_ Meet with your academic advisor to discuss your readiness for Field.
- \_\_\_\_\_ Obtain a BSW Field Manual (emailed to student)
- \_\_\_\_\_ Please read the BSW Field Manual in its entirety.
- \_\_\_\_\_ Review the list of possible placements (included in the Field Manual), as well as the Agency Notebooks (ASUP 107)).
- \_\_\_\_\_ Complete the application form as instructed.
- \_\_\_\_\_ Turn in the completed application to Bruce Allen, Field Coordinator (mailbox in ASUP 106).
- \_\_\_\_\_ Schedule an individual appointment with the Field Coordinator.
- \_\_\_\_\_ Once a tentative placement decision has been made, schedule a pre-placement interview with your designated agency field instructor. This interview should take place prior to the semester in which you plan to begin your field experience.
- \_\_\_\_\_ Complete the Student Information Form (Field Manual) and give the completed form to the Field Instructor at the pre-placement interview.
- \_\_\_\_\_ Report back to the Field Coordinator following the pre-placement interview.
- \_\_\_\_\_ Begin agency placement on the first week of classes.