

Bachelors of Social Work Student Handbook



**California University of Pennsylvania
2015-2016**

Table of Contents

Preface	3
Undergraduate Social Work Program.....	3
BSW Program Mission.....	3
Program Goals.....	4
BSW Program Competencies	4
Governance	6
Locating the Department of Social Work Office	6
Academic and Professional Advice	6
Working with Your Advisor	7
Staying in Touch, Staying Informed	7
Social Work Curriculum & Requirements	8
Social Work Curriculum	8
Life/Work Experience Credit.....	8
Registration for Courses	8
Credit Load.....	9
Admission to Candidacy for the Social Work Degree	9
Field Education Requirements/Practicum Placement	9
Pre-Graduation Check.....	10
Application for Graduation	10
Dual Majors and Minors	10
Second Bachelor's Degree	11
Opportunities for Professional Growth & Development	11
The National Association of Social Workers	11
Bachelor Social Work Student Association (BSWA)	11
Honor Society.....	11
LBSW Licensure	11
Academic Policies.....	12
Academic Integrity	12
Credits for Courses from Other Institutions	12
Approval of Transfer Credits	12
Incomplete Grades and Course Withdrawal.....	13
Dropping Out / Time Off	13
Probation, Dismissal, and Re-entry.....	13
Program Policy on Academic Probation, Dismissal and Re-entry.....	13

Program Policy on Unprofessional Behavior	14
Dismissal/Rejection by the Program.....	14
Program Procedure for Academic Dismissal/Rejection	14
Program Procedure for Dismissal for Unprofessional Behavior	15
Appeals and Grievances.....	15
Student Records.....	16
Resources.....	16
Department Facilities.....	16
Support Services	16
Appendix A NASW Code of Ethics: Summary of Major Ethical Principles.....	17
Appendix B BSW Advising Sheet	19
Appendix C BSW Social Work Program Application for Candidacy.....	21
Appendix D Agreement for Social Work Majors	23
Appendix E Guidelines for Scholarly Work.....	24
Appendix F Department of Social Work Faculty.....	25
Department of Social Work Office	26

Preface

The Bachelors of Social Work Student Handbook is designed to provide all of the information you will need to complete your Bachelor of Social Work (BSW) degree at California University of Pennsylvania. It contains the policies and procedures, which chart the course through the undergraduate social work program. Based on the six core social work values of social justice, competence, importance of human relationship, service, integrity, and the dignity and worth of the individual, this information is provided to assist you in planning and assessing your progress in the major (see Appendix A "NASW Code of Ethics").

Some of these policies have been established by the university's curriculum approval process. Others, including the curriculum objectives and admission to degree candidacy, were established by the Department of Social Work. Please note that procedures specific to field education (practicum) are in a separate BSW field manual. There are also policies set by SAI (Student Association Incorporated) and by the Phi Alpha Honor Society. Finally, there are policies that are associated with advising and registration, which appear on the advising and recommended schedule materials (see Appendices B and D).

Your social work advisor will be happy to assist you with any of these areas. However, it is your responsibility to learn and meet the requirements that are outlined in this handbook and in the university's undergraduate catalog. There is a set of "Guidelines for Social Work Majors" which you will be asked to sign and abide by while you are a social work major within the Department of Social Work at California University of Pennsylvania (see Appendix D).

Undergraduate Social Work Program

The undergraduate social work program is detailed in the undergraduate catalog and in the program sheet for social work. The program is accredited by the Council on Social Work Education. Our undergraduate program was among the earliest of the accredited undergraduate programs in social work education. We have been accredited since 1976. This national accreditation is very important to you as a social work student. National accreditation is difficult to achieve and maintain and is a symbol of academic quality and rigor. This accreditation is also a major requirement for advanced standing status for our graduates in MSW programs in social work. Advanced standing status reduces the number of credits required for the MSW degree. In states that offer professional licenses at the baccalaureate level, graduation from a CSWE-accredited undergraduate social work program is a requirement for those applying to sit for the licensure exam. The state of Pennsylvania passed title protection legislation in 2008. This law makes it illegal for anyone to have a job title as a social worker of any kind without having an accredited undergraduate or graduate social work degree.

BSW Program Mission

The mission of the California University of Pennsylvania BSW program is to prepare committed, competent beginning social work practitioners to work with individuals, families, groups, organizations, and communities. Taking an ecological and problem-solving approach, our aim is to develop generalist social work practitioners who will competently:

- engage their environments;
- provide adequate opportunities and resources;
- and enhance the social functioning of all.

This foundation level preparation is integrated with the University's core values, rights and responsibilities and with the core values and ethical standards of the profession and provides the foundation for graduate education. As a publicly funded university in a rural and small town area, we are specifically committed to improving the quality of life in our surrounding region and in the broader global society through the development of professional leadership, service, research and continuing education.

Program Goals

The BSW program at Cal U has four goals. These goals provide direction for our curriculum and our research and service activities.

Goal 1: Provide the student with generalist knowledge, skills and core social work values for entry into beginning social work practice in a variety of agencies and human service settings.

Goal 2: Provide the student with knowledge and skills to address social welfare needs and issues relevant to complex global societies.

Goal 3: Develop leaders prepared to enhance the development of social welfare and the delivery of social services.

Goal 4: Enhance social welfare, the provision of social services and the social work profession through service, research and continuing education, including work on advanced degrees.

These goals are interrelated with the program's mission and with the broader missions of the College of Education and Human Services and California University of Pennsylvania, and evolve naturally from the value base of the social work profession.

BSW Program Competencies

The Council on Social Work Education's 2015 Educational Policy and Accreditation Standards include 9 foundation-level competencies and a set of associated practice behaviors that all BSW students must demonstrate competency to enter the profession at the entry level. These competencies are consonant with our program's mission and goals as well as the University's mission of character and careers. Students will find that all of our coursework is designed to facilitate the development of these competencies and associated practice behaviors. Our outcomes assessment measures are designed to assess students' competencies in these areas:

Competency 1—Demonstrate Ethical and Professional Behavior. Our social work graduates should be prepared to:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

Competency 2—Engage Diversity and Difference in Practice. Our social work graduates should be prepared to:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Competency 3—Advance Human Rights and Social, Economic, and Environmental Justice. Our social work graduates should be prepared to:

- apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice.

Competency 4—Engage In Practice-informed Research and Research-informed Practice. Our social work graduates should be prepared to:

- use practice experience and theory to inform scientific inquiry and research;
- apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5—Engage in Policy Practice. Our social work graduates should be prepared to:

- identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Competency 6—Engage with Individuals, Families, Groups, Organizations, and Communities. Our social work graduates should be prepared to:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Competency 7—Assess Individuals, Families, Groups, Organizations, and Communities. Our social work graduates should be prepared to:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Competency 8—Intervene with Individuals, Families, Groups, Organizations, and Communities. Our social work graduates should be prepared to:

- critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9—Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities. Our social work graduates should be prepared to:

- select and use appropriate methods for evaluation of outcomes;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

Governance

As a program within a department of a Pennsylvania State System of Higher Education (PASSHE) university, our governance structure and many of our policies are covered by the Collective Bargaining Agreement (CBA) between the union representing faculty members (APSCUF) and the PASSHE system Universities. Department faculty members elect their own Department Chair following the guidelines in the CBA. Elections are normally held every three years. In the event that no chair is elected, an interim Department Chair may be appointed by the university's administration for six months. Dr. Sheri Boyle is the current Department Chair. She also serves as the BSW Program Director.

The Department of Social Work regularly holds meetings in which policies and procedures for the bachelors of social work program are developed, discussed and revised. Two meetings of particular importance to undergraduate social work majors are the Admissions/BSW Program Committee meetings and the Field Education Committee meetings. Curriculum planning and issues related to carrying out the programs within the department are addressed in these meetings. Many policies and guidelines which affect students are developed and approved in these meetings. Social work majors may send a representative to these meetings to voice student concerns and report faculty actions back to the students. To insure that student concerns are included on the meeting agenda, the representative should notify the Department Chair of his/her desire to speak at the meeting at least three days before the meeting takes place. The Department Secretary has the meeting schedule.

It is the goal of our faculty to serve you and to assist you to become professional social workers. The social work faculty, their offices and phone numbers, are listed in Appendix F. If you need help in locating or scheduling an appointment with a faculty member, contact the Department Secretary at (724) 938-5910.

Locating the Department of Social Work Office

The Department of Social Work office is located in Azorsky Hall, Room 200. Most department faculty offices are also located in that area. The department's phone number is (724) 938-5910. Since there are no classrooms in Azorsky Hall, students need to make an effort to read materials posted on the bulletin boards outside of the Azorsky 200. To ensure that you receive information related to department activities and events, it will also be important to check your on-campus e-mail regularly and to come to the department office area frequently to review materials posted on the bulletin boards.

Academic and Professional Advice

Our BSW program uses both group and individual advising methods for academic and professional advice. This process begins when students first enroll as majors in the program. All new social work majors meet with the BSW Program Director to discuss social work as a career choice and to plan their first semester of courses. During the first week of their first semester, new students are required to attend a mandatory orientation session, during which we discuss the profession, social work education, and the policies and procedures specific to our BSW Program.

In all subsequent semesters, BSW students are notified that group academic advising sessions have been planned for specific days. Freshmen and sophomores attend one session; juniors and seniors attend another. All students who attend a group advising session are cleared to register for classes on their designated registration days. Students who are unable to attend the group advising sessions need to schedule a meeting with their academic advisors.

All social work majors are assigned to an academic advisor when they declare social work as their major. An advising list is available in the Department of Social Work office in Azorsky Hall. Each advisor has an

office phone number, voice mail, electronic mail (e-mail) and posted office hours. All full-time social work faculty members participate in the advising process. If you have difficulty scheduling an appointment with your advisor, you should contact the Department Secretary. The Department Secretary cannot offer academic advice. She can, however, get a message to your advisor, letting the advisor know that you are trying to reach him/her.

You will typically work with the same advisor from the beginning to the end of your stay in the social work major. Any student who has a need to change advisors can request a change. This request should be typed, signed and given to the Department Chair.

Working with Your Advisor

You are encouraged to seek out your advisor to discuss your academic program, your career goals, and other areas of interest or concern. You should make it a point to get to know your advisor and to ensure that your advisor knows you. Your advisor is often the person in the best position to write you a letter of support when you seek entrance into a graduate program or apply for professional positions. Generally, advisors post office hours on their doors and also leave them with the Department Secretary. Be sure to keep your advisor updated on your progress as a student and your professional interests. Bring relevant information with you when you meet.

On the academic side, your advisor is available to work with you to ensure that you are taking coursework in the required sequence. Your advisor can also help you to develop a plan to address academic difficulties. Advisors post sign-up sheets on their office doors during the pre-registration and registration weeks to insure that you can have an advisement appointment with them before you schedule your classes for the next semester. Making an appointment is very important. You may also call to make an appointment. If you drop by, you may be disappointed to find that your advisor is with another student. Faculty members have many responsibilities and are not always at their desks. If conditions prevent you from keeping the appointment or from being on-time for your appointment, be sure to inform your advisor. If an advisor is unable to keep an appointment, he/she will make every effort to contact you. (Make sure your social work student file has up-to-date contact information and check your campus e-mail daily).

On the professional side, your advisor can be an important asset in your continued professional growth. All of our faculty members were professional social workers before they became social work educators and many continue to be actively involved in social work practice. Many of our faculty members maintain close ties to professionals in the community, through their work outside the university and through professional networks. Our faculty members are also part of a large network of social work educators; social work educators frequently attend national conferences through which they meet and work with professors at universities and colleges across the country. When you are considering graduate-level education, consider speaking with your advisor about different programs and options. Because of the demands of the pre-registration and registration weeks, you are encouraged to make appointments for general academic concerns, career-related questions, and graduate-level education during less busy periods.

Staying in Touch, Staying Informed

Always inform Academic Records and the Department of Social Work office of a change of local address or telephone number. A current address and telephone number is important, especially when it becomes necessary to contact you in an official capacity to advise you of course changes, cancellations of classes, questions affecting your academic status, and important information from the Department. The Department of Academic Records has a change of address form. E-mail address changes are not recorded because the university expects that you will check your campus e-mail regularly. Out of concern for the environment the university is moving to become a "paperless" university. Use of your

Cal U email account is vitally important as many important announcements (including student funding opportunities) are sent through email and ONLY through email.

Social Work Curriculum & Requirements

Social Work Curriculum

All of the social work requirements appear on the Social Work Advisement Sheet (Appendix B). Students graduate with a Bachelor of Social Work (BSW). Privileges associated with this degree include: (1) eligibility for membership in the National Association of Social Workers; (2) eligibility to sit for the licensure exam in states that license undergraduate social workers; (3) eligibility for advanced standing consideration in graduate-level social work programs, contingent upon a high enough achieved GPA in the program and at the university.

Life/Work Experience Credit

No credit for life or work experience can be given for any social work course, including the field practicum. There are no exceptions to this policy. This is a requirement that is mandated by the Council on Social Work Education, our accrediting body.

While we do not offer credit for life or work experience, we recognize that in some cases, being required to take a course may involve repetition of prior learning and result in redundancy of effort. In situations in which students believe that they have already mastered the content being provided in a course, the university and the Bachelors of Social Work program have a policy that allows students to challenge a course **after** enrolling in the course. As noted in the undergraduate catalog students may earn credit for a course by passing an examination rather than taking the course. To use this policy students obtain the permission of the department offering the course as well as the dean of that college. Students are required to register for the course and to pay associated tuition and fees for the course. Once a student has registered to challenge a course the course challenge cannot be converted back into a regular course. Students are able to register for course challenges during the first six weeks of a 15-session course, during the first four weeks of a 10-week session and within the first two weeks of a 5-week session (see undergraduate catalog and Department Chair for details).

Registration for Courses

It is to your advantage to attend the group advising sessions and/or meet with your assigned advisor prior to registration deadlines to complete registration. Before you come in for pre-registration, always prepare a rough schedule of courses you think you need to fulfill your requirements. Use the recommended course sequence (Appendix B, second page), general education menu and the university's posted schedule in choosing your courses. All registrations are processed through the campus-wide VIP portal using an online process. If you need a particular social work course and it is full, you will need to obtain a permit from the Department Chair. *No social work faculty or staff member can place you in a course; you must register yourself online.*

Students are given the opportunity to drop and add courses during the "add/drop period" which normally extends through the first week of classes. After this time, there are financial penalties and financial aid may be affected. Please refer to the PASSHE system's and Cal U's policies and procedures for details on penalties and the implications for financial aid.

Students can track their academic progress using the DegreeWorks software that is available through the VIP portal. You may also want to keep a record of the courses you have successfully completed on your own copy of your Bachelor of Social Work Advisement Sheet (Appendix B).

Credit Load

In order for you to complete 120 credits in four academic years, or eight semesters, it is necessary to complete an average of 15 credits per semester. If you fall below this credit load for any given semester you will probably have to make up those hours during a summer session or by extending your stay an extra semester. You must take 12 credit hours per semester to be considered a full-time student. If you drop courses and fall below 12 credit hours you may lose your financial aid unless it is based on your being a part-time student. A normal student load is 15-18 hours. If you desire to exceed this study load by taking 19-21 hours, you will have to fill out a "Student Credit Overload Authorization" form and have it approved by the Department Chair and the Dean. A strong academic record is the basis for approval.

Admission to Candidacy for the Social Work Degree

Being listed as a social work major requires that the student initially declare a major in social work or complete a change of major form. Admission to candidacy for the degree is a formal process which involves completing an "Application to Candidacy" form (Appendix C) and meeting the candidacy requirements.

Any student may take SOW 150 Introduction to Social Work which is a social science elective under the general education curriculum. This "Introduction" is a place where students can begin to explore not only what social work is about but whether it is appropriate for them.

Students who have a desire to explore social work further may take SOW 208 Diversity in a Changing World or SOW 215 and SOW 316 Human Behavior and the Social Environment courses. Each is a beginning course in its content area. Courses required for social work candidacy include: ENG 101, ENG 102, SOW 150, SOW 208 and SOW 215. These courses must be passed with a grade of a full C or better. Prior to taking SOW 302 "Social Work Practice with Individuals," students must apply for candidacy. The application should be signed and given to the Department Secretary so that she can document that it was received. It will then be reviewed and approved or disapproved by the BSW Program Director.

Each applicant will then be sent a letter which will indicate whether the decision is to "Unconditionally Accept", to "Conditionally Accept", or to "Reject" the application. Students who are accepted may continue to take the required sequence of courses. Students who have not completed ENG 101, ENG 102, SOW 150, SOW 208 and SOW 215 with a grade of a full C or better may be conditionally accepted and may continue as directed by the conditional acceptance letter for the time period specified. Conditional acceptances will be reviewed each semester to assess progress and, at that time, to accept, reject, or to continue the conditional acceptance with the new conditions identified. Students who do not satisfy the candidacy requirements and are rejected are not permitted to take the advanced practice (SOW 302, SOW 304, SOW 345, SOW 349) or advanced policy (SOW 360, SOW 370) courses. These students are ineligible for the social work degree but may still use the social work courses they completed toward meeting the requirements for a different bachelor's degree. These students can still apply for acceptance into graduate-level MSW programs provided that they otherwise meet relevant admissions criteria.

All social work students must attain and keep an "Accepted to Candidacy" status in order to be enrolled in a field placement (SOW 425 and SOW 435). Maintaining a 2.0 average overall and a 2.5 in the major and completing all social work courses with a full C or higher is an important part of this requirement. [Please note that a 2.5 in the major is required to graduate with a social work major; students may enter field with a 2.4 with the understanding that they need to have a 2.5 by the time they graduate.]

Field Education Requirements/Practicum Placement

All social work majors participate in a 480 hour field education program where they work in an agency setting under the direct supervision of a social worker with the MSW degree who has been approved by the Department of Social Work. Students who are entering field placement will complete an application and participate in the pre-placement orientation held during the semester prior to placement.

Attending this orientation is mandatory! The pre-practicum orientation session provides you with all of the information you need to begin the process of being placed in an agency setting for fieldwork.

During the pre-placement session you will receive background information that will help in completing your placement. You will also learn about placement responsibilities, placement sites and obtain clearance from the field coordinator for the sites where you may interview. The session introduces course and seminar expectations for the field practicum.

Following your interviews at potential agency sites you will meet with the field coordinator to finalize your placement selection. The Field Committee makes the final decision and approves a practicum site after making sure that the Department's field education criteria are met and the student's learning needs are likely to be met. The Field Committee can reject a placement and direct the student to other settings. To enter field placement you must meet the following criteria:

- (1) Have Senior standing (minimum 90 credits).
- (2) Have completed the following Social Work Courses with a full C or higher: SOW 150, SOW 302, SOW 304, SOW 345, SOW 215 and 316, SOW 208, SOW 360, SOW 370 and SOW 405.
- (3) Have completed SOW 349 or be concurrently registered in the class while taking practicum.
- (4) Have unconditional approval for social work degree candidacy, including having a 2.0 grade-point average overall and a 2.4 in the major.

The program is committed to providing a field education experience that builds upon students' previous experiences and that allows for diverse practice exposure. For these reasons, field placement with a current or former employer is permitted only when it is clear that the proposed site provides objective MSW supervision, will allow for meeting all of the educational needs of field placement, provides opportunity for both growth and diverse experience, and is approved by the Field Committee.

At practicum orientation sessions (pre-placement or the meeting at the start of each term) each student is provided with the BSW Field Education Manual, SOW 425 and SOW 435 syllabi, and all of the dates and details for the term's placement, practicum seminars, conferences and reports. Field practicum hours cannot begin until **after** the student has attended an orientation session with his or her assigned field faculty liaison and until **after** the university semester has officially begun.

Pre-Graduation Check

Early in the term following your completion of 96 credit hours, you must go to your advisor to complete a pre-graduation check. He/she will go over all of the requirements you have completed and list all of the requirements you still have to complete. This information is signed by your advisor and then by the Department Chair. The Field Coordinator may require this before approving your entry into a field practicum placement (SOW 425 and SOW 435).

Application for Graduation

Early in your final undergraduate semester you must go to the office of the Dean of Education and Human Services to apply for graduation. The deadlines for applying for graduation are posted as electronic announcements to the campus-wide intranet/daily email announcements, as well as appear in the undergraduate course schedule for each term. After filling out the application you will be notified of subsequent steps in the process of getting ready for graduation. Students who fail to comply with the application for graduation process might fail to graduate even though they have completed all of the academic requirements for the degree.

Dual Majors and Minors

Students can choose to major in both social work and another major simultaneously. They are listed as having completed both majors on their university transcript. Completing two degrees or a degree and a

minor typically requires remaining in school longer. Many students find this is worth the effort because it broadens their academic background. Some pursue this option because they have a particular career goal. For example, a number of our social work majors also pursue an undergraduate degree or a minor in psychology. Those pursuing this option typically know that they want to work in the mental health field or, more specifically, with children in the mental health field. The Department of Psychology offers a number of courses focused on child development and child psychology that can be of benefit to those on this career path. ***We do not offer a minor in social work.***

Second Bachelor's Degree

Students who are interested in obtaining a second bachelor's degree are required to complete a minimum of 30 hours beyond the first degree and to meet all university, college and departmental requirements for the second degree. See the undergraduate catalog for details. If you are considering social work as a second bachelor's degree talk to an advisor. You may also want to consider going directly into a MSW program.

Opportunities for Professional Growth & Development

The National Association of Social Workers

Undergraduate and graduate level social work students are eligible for membership in the National Association of Social Workers (NASW). The Southwest Division of the Pennsylvania Chapter of NASW sponsors a number of activities throughout the area that are open to students. This organization provides valuable educational, recreational, networking and advocacy experiences. Membership is associated with identification with the profession and includes subscriptions to a national journal and to national, state and division newsletters. Membership in NASW offers significant opportunities for leadership at the local, state and national levels. Membership also provides discounts on educational events (such as conferences).

Bachelor Social Work Student Association (BSWA)

The Student Association Incorporated (SAI) includes a Bachelor Social Work Student Association (BSWA) which is open to all students who have an interest in social work. This organization provides avenues for the dissemination of information and for the exchange of communication of various issues in the social work field. Opportunities are available for students to become actively involved in areas that are representative of the profession and that are of concern to them. The organization provides leadership opportunities. Many of the organization's prior officers have been recognized by the Department and the undergraduate program for their leadership and have received awards from the Department. The Association sponsors forums, fundraisers, social events, attendance at professional social work meetings, as well as service and social action projects in the region.

Honor Society

Phi Alpha National Honor Society seeks to recognize and promote scholastic achievement in the social work program. Our chapter seeks to advance the profession of social work by recognizing service, leadership and academic excellence. The criteria for membership are a 3.0 GPA overall and a 3.25 GPA in the social work major after having completed at least 15 social work credits. The general practice is to induct students during their last term as juniors or during their senior year. Inductions take place during the spring term. Once inducted membership continues indefinitely.

BSW Licensure in Pennsylvania

On October, 22, 2014, Governor Corbett signed Act 179 of 2014 into law, which allows for social workers holding a BSW degree from an accredited social work program to choose to pursue LBSW license. At the

time of print, we do not have information on the licensing application or exam. We encourage current students to stay connected to NASW-PA to find out more about when the licensing application and exam will be available in Pennsylvania. According to the law, everything could be in place as soon as July 2015. However, the process could take longer because new regulations have to be written to comply with the law. Just like licensure at the master's level, BSW graduates will have to pay fees to sit for the exam and get the license. There also will be a continuing education requirement for bachelor's level licensure. For more information, please go to www.nasw-pa.org.

Academic Policies

Academic Integrity

Plagiarism is one form of academic dishonesty which carries severe penalties in higher education. Obvious forms of plagiarism are usually known by students such as copying another student's work or turning in someone else's work as your own. Other forms of plagiarism are less well known, such as taking ideas from classes or readings and putting them on paper without citation/ references. Any idea, even paraphrased ideas which you use or borrow that are not common knowledge, must be given credit by showing the source with an appropriate citation or reference.

Critical thinking is a closely related issue when doing papers and reports. Stringing together quotations throughout a paper even with references demonstrates no thought of your own. It may simply demonstrate that you did some reading. It is important in social work to do more than just read. You must learn to think about and evaluate what you have read then demonstrate your critical thinking to the instructor (see Appendix E "Guidelines for Scholarly Work").

Credits for Courses from Other Institutions

A student who wishes to take a course at another institution to satisfy a Cal U requirement may obtain advance approval from the Office of Articulation and Transfer Evaluation. Contact 724-938-5939 or visit them in Dixon Hall Room 218. Social work classes from programs that are not accredited by the Council on Social Work Education (CSWE) are normally transferred in as electives. To receive transfer credit within the social work major the course needs to be completed at a college or university with a CSWE accredited BSW program.

It is your responsibility to ensure that the college where you have taken the course sends a transcript of your completed work **directly** to the Office of Articulation and Transfer Evaluation for processing and posting on your academic record. Do not send the transcript to the Department of Social Work.

Approval of Transfer Credits

Credits transferred in from other institutions are evaluated in the Articulation and Transfer Evaluation Office. The Department Chair evaluates social work credits for students who change to the social work major. The Social Work Program's guidelines are as follows:

- (1) All required social work courses beyond the Introduction to Social Work level must have been taken at a CSWE accredited program.
- (2) Syllabi and detailed course information must be provided by the student.

Social Work courses that were not taken through an accredited social work program are transferable as electives. Social Work courses from CSWE accredited programs that are not comparable to our required courses are also transferable as electives, although every effort is made to match another accredited curriculum to ours.

The semester before you intend to transfer to Cal U's social work program, an official transcript of course work to-date should be submitted to the Articulation and Transfer Evaluation Office. Syllabi and other materials may be needed in order to assess social work courses.

Incomplete Grades and Course Withdrawal

Both incomplete grades (I) and withdrawal grades (W) from specific courses require the instructor's approval and sound reasons based on difficulties beyond the student's control. (The automatic W period listed in each term's class schedule is an exception that does not require approval.)

Students who fall significantly behind when they take an I (incomplete grade) and who do not complete the work before the next term begins may not be able to continue in the next sequence of courses because they have not completed the prerequisite material.

The university student handbook defines an incomplete as being an appropriate grading option where the student has not completed a portion of coursework. The student may ask the course instructor for the grade of I (incomplete). The course instructor has the final authority in this decision and can refuse the student's request. When the incomplete grade is granted it is up to the student to initiate contact with the course instructor to insure that s/he has received all of the completed coursework so that the grade can be changed before it automatically converts to a grade of F after one-year.

Dropping Out / Time Off

Students who have not been in attendance for three consecutive terms must apply for readmission at the dean's office of the college in which they were last enrolled. See the undergraduate catalog for instructions.

Probation, Dismissal, and Re-entry

Social work is a profession that demands academic rigor as well as professional behavior. The BSW program has policies and procedures to address both academic success and professional behavior. Students can be dismissed from the program for failing to perform well academically. They may also be dismissed for unprofessional behavior.

Program Policy on Academic Probation, Dismissal and Re-entry

The undergraduate catalog contains the university's standards and policies for academic probation and academic dismissal. Conditions for academic probation, dismissal and re-entry are identified in the catalog and are specified in the notification to the student. Students who have satisfied the conditions for re-entry may apply for readmission to the university. The appeal process regarding dismissal is also identified in the catalog.

In addition to the university's policies, the social work admission/retention policy is that any social work major whose overall average falls below 2.0 or receives a grade below a full C in a social work class is automatically moved into the "Conditional" acceptance-to-candidacy status. Students who re-enter with less than a 2.0 must bring their average up to a 2.0 before they can be placed in the "Accepted to Candidacy" category and continue with advanced major courses. Students must have an overall GPA of 2.0 and a GPA of 2.5 in the major to graduate with the BSW degree. Students can enter their field placement with a 2.4 in the major with the understanding that they must have a 2.5 in the major to graduate with a BSW degree.

Program Policy on Unprofessional Behavior

We expect BSW students to abide by the NASW Code of Ethics and to behave professionally. Faculty and Field Instructors formally refer serious concerns related to professional behavior to the BSW Admissions/Program Committee for a hearing and possible termination of a student from the program. Failure to abide by the NASW Code of Ethics can lead to termination from the program. Specific types of behaviors that can lead to termination from our program are:

- Verbal communication that is unconstructive and potentially damaging (e.g., disparaging, insulting, disrespectful, offensive)
- Non-verbal communication that is disrespectful (e.g., making faces when others are speaking, sleeping in class)
- Chronic absenteeism
- A pattern of disrupting classes/field with late arrival for or early departure from classes/field.
- Disrupting classes/field through the use of technology that is not required for coursework (e.g., texting, emailing, use of cell phones, surfing the web during class)
- Inability to establish appropriate professional relationships
- Lack of sensitivity and feeling for people
- Difficulty disciplining his/her own feeling responses
- Preoccupation with one's own needs and feelings
- Limited ability to conceptualize and to apply theories and perspectives in practice
- Inability to engage, assess, plan and implement interventions, and evaluate interventions (including self-review under supervision)
- Persistent problem in viewing client systems objectively
- Behavior in supervisory relationships that indicates limited ability to involve self in the learning process and a high degree of defensiveness; frequent need for external cues and direction of learning
- Evidence of a lack of personal or academic integrity (to include cheating and plagiarism, purchasing papers, etc.)

Dismissal/Rejection by the Program

Program Procedure for Academic Dismissal/Rejection

We review GPAs at the close of each semester. Students are initially placed on probation when their GPAs fall below the desired level. If they are not successful in raising their GPAs, they are academically dismissed. Students receive written notification when they are placed on probation and when they are academically dismissed. They also receive a letter when their GPAs are marginally adequate, indicating that we are concerned and offering an opportunity for a meeting to develop a plan for success.

Students who are academically dismissed from the BSW program and readmitted by the university must successfully complete a semester of coursework and reapply for admission to the major. Simply being readmitted by the university does not automatically mean full acceptance into candidacy for the BSW degree.

Students have the right to appeal all academic decisions. Those wishing to appeal academic dismissal follow the appeal process outlined in the undergraduate catalog. In the case of the BSW program, appeal may involve a hearing before the BSW Admissions/Program Committee.

The faculty reserves the right to remove the status of "Unconditional" Candidacy for the degree from any student who does not continue to fulfill the requirements of any of the criteria. The process of receiving a "Rejected" status may involve a departmental hearing including the right of appeal and due process. The interests of both the student and the profession will be taken into account.

Program Procedure for Dismissal for Unprofessional Behavior

When faculty members or Field Instructors initially observe unprofessional behavior in the classroom or at the practicum site the faculty members/Field Instructors offer corrective feedback to the student. In cases in which the behavior is not corrected and becomes patterned behavior, the faculty members/Field Instructors refer their concerns related to professional behavior to the BSW Admissions/Program Committee. A hearing is scheduled. The hearing process is designed to serve as a problem-solving mechanism.

- Students are notified of the concern(s) and invited to appear before the committee.
- They can bring a member of the professional social work community to serve as an advocate. The department will appoint an advocate if the student does not identify one.
- The student's faculty advisor serves as a data gatherer, contacting appropriate parties for information on the issues/problems and making a written and verbal report to the committee and the student.
- The BSW Program Director is present for the hearing and notifies the student and the committee of a decision on this issue following the hearing. The decision may include: referral to university or community resources; exceptions to educational policy; recommending a change in agency setting or field instructor; requiring repetition of a course; encouraging an interruption in student training; or termination. Other courses of action may also be taken by the Program Director.
- Students have the right to appeal the decision following the university's policies for appeals of academic and other decisions.
- An appeal must be made in writing and goes to the Dean of the College of Education and Human Services within 15 working days of the receipt of the written decision of the BSW Program Director.
- The Dean has 15 working days to make a decision regarding the appeal.
- If the student is dissatisfied with the decision of the Dean, the student can appeal to the Provost of the university within 15 working days of receipt of the written decision of the Dean.

Appeals and Grievances

Students have the right to appeal any decision made by the faculty or to file a grievance with reasonable cause. All appeals begin with the committee, faculty or staff member involved, then move to the Department Chair, to the Dean of the College, and then to the Vice President for Academic Affairs/Provost, where a hearing may be held. The relevant policies for appealing are set forth in the undergraduate catalog.

With respect to appeals regarding grades, the policy of the university's administration is:

That it is not the policy of the administration to change a properly assigned grade – that is, one based upon recorded grades for quizzes, exams, assignments, projects and other grade criteria as indicated on the course syllabus or outline. However, when a student alleges violations of sound academic grading procedures, the University administration and faculty mutually support a student appeal procedure that gives both the student and the faculty member a fair process to substantiate and/or refute those allegations (Undergraduate Catalog).

The process for filing a grade appeal is as follows:

- Students should first contact the faculty member who assigned the grade.
- If the student is not satisfied the student should contact the Department Chair. The chair must be contacted in writing and the complaint must be filed within 30 working days after the beginning of the fall or spring semester following the term in which the grade in question was given.
- The Department Chair is responsible for notifying the student and faculty member of his/her findings and decision within 15 working days of his/her receipt of the appeal from the student.
- If agreement is still not reached the student may appeal to the college dean, in writing, within 15 working days of receipt of the decision by the chair. The Dean is responsible for notifying the student and faculty member of his/her findings and decision within 15 working days of receipt of the appeal from the student.
- If no agreement is reached the final level of appeal is to the Provost who similarly must be

contacted in writing within 15 days of receipt of the decision from the Dean. The Provost should only be contacted if resolution cannot be reached at a lower level and only when the student is convinced that “arbitrary and/or capricious standards were applied” in rendering the grade.

- The same general procedure should be followed for appeals of other decisions. Matters related to student discipline, financial aid and the transfer of credits involve other parties. Details on contacts for decisions in these areas are provided in the undergraduate catalog.

Student Records

All contents of the student’s academic record are open to that particular student for his/her inspection and review, except for confidential letters and recommendations where the student has signed away the rights of access to those letters/recommendations. Student records can be accessed on-line through the Vulcan Information System (VIP). Student permission is required before academic information is released to anyone other than faculty or approved university staff.

Resources

Department Facilities

A BSW bulletin board is located outside of the Department of Social Work office. Please check your mailbox and this bulletin board frequently for updated advisement lists, meeting announcements, important deadlines, committee meetings and special projects. Additional bulletin boards provide information about the Department of Social Work as-a-whole, about the MSW program, job opportunities, grants, field education and other important matters. Meetings may be scheduled in empty classrooms by contacting Academic Affairs. Informal gatherings take place in a variety of locations (e.g., commuter center, performance center, library). Check with the Department Secretary if you need to know where a meeting is going to take place.

Support Services

The university has a broad range of support services available. The Career Services Office located in Eberly Hall Room 200 provides career counseling and placement services (www.calu.edu/current-students/career-services/career-services/index.htm). The Office for Students with Disabilities (OSD) located in Azorsky Hall Room 105 provides assistance for all students with disabilities (www.calu.edu/current-students/student-services/disability). The Writing Center assists in developing better organization and writing skills (www.calu.edu/current-students/academic-resources/writing-center). Tutorial services in general education course areas are available through the university (www.calu.edu/current-students/academic-resources/tutoring-center). Phi Alpha Honor Society students provide tutoring in social work courses. Cal U Counseling Center provides assistance in working through personal issues including those identified in social work courses, and can help identify disabilities that are interfering with academic performance (www.calu.edu/current-students/health-services/counseling). The Math Lab offers work and test anxiety workshops (www.calu.edu/current-students/academic-resources/math-lab). The Multicultural Center handles special concerns of minority students (www.calu.edu/current-students/student-services/multicultural). The Women’s Center addresses women’s issues especially of non-traditional women/students (www.calu.edu/current-students/student-services/womens-center/index.htm). Sexual harassment problems are reported to the Social Equity Officer (<http://www.calu.edu/faculty-staff/administration/social-equity/index.htm>).

NASW Code of Ethics: Summary of Major Ethical Principles

Copies of the full NASW Code of Ethics are available in the Department of Social Work office.

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

Value: *Service*

Ethical Principle: *Social workers' primary goal is to help people in need and to address social problems.*

Value: *Social Justice*

Ethical Principle: *Social workers challenge social injustice.*

Value: *Dignity and Worth of the Person*

Ethical Principle: *Social workers respect the inherent dignity and worth of the person.*

Value: *Importance of Human Relationships*

Ethical Principle: *Social workers recognize the central importance of human relationships.*

Value: *Integrity*

Ethical Principle: *Social workers behave in a trustworthy manner.*

Value: *Competence*

Ethical Principle: *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

1. Social Worker's Ethical Responsibilities to Clients.

- 1.01 Commitment to Clients
- 1.02 Self determination
- 1.03 Informed consent
- 1.04 Competence
- 1.05 Cultural competence and social diversity
- 1.06 Conflicts of interest
- 1.07 Privacy and confidentiality
- 1.08 Access to records
- 1.09 Sexual relationships
- 1.10 Physical contact
- 1.11 Sexual harassment
- 1.12 Derogatory language
- 1.13 Payment for services
- 1.14 Clients who lack decision-making capacity
- 1.15 Interruption of services
- 1.16 Termination of services

2. Social Worker's Ethical Responsibility to Colleagues

- 2.01 Respect
- 2.02 Confidentiality
- 2.03 Interdisciplinary collaboration

- 2.04 Disputes involving colleagues
- 2.05 Consultation
- 2.06 Referral for services
- 2.07 Sexual relationships
- 2.08 Sexual harassment
- 2.09 Impairment of colleagues
- 2.10 Incompetence of colleagues
- 2.11 Unethical conduct of colleagues

3. Social Workers Ethical Responsibilities in Practice Settings

- 3.01 Supervision and consultation
- 3.02 Education and training
- 3.03 Performance evaluation
- 3.04 Client records
- 3.05 Billing
- 3.06 Client transfer
- 3.07 Administration
- 3.08 Continuing education and staff development
- 3.09 Commitments to employers
- 3.10 Labor-management disputes

4. Social Worker's Ethical Responsibilities as Professionals

- 5.01 Competence
- 5.02 Discrimination
- 5.03 Private conduct
- 5.04 Dishonesty, fraud and deception
- 5.05 Impairment
- 5.06 Misrepresentation
- 5.07 Solicitations
- 5.08 Acknowledging credit

5. Social Worker's Ethical Responsibilities to the Social Work Profession

- 5.01 Integrity of the profession
- 5.02 Evaluation and research

6. Social Worker's Ethical Responsibilities to the Broader Society

- 6.01 Social welfare
- 6.02 Public participation
- 6.03 Public emergencies
- 6.04 Social and political action

Approved 1996 NASW Delegate Assembly and revised by the 2008 Delegate Assembly.

BSW Advising Sheet

Copies are available in the Social Work office.

CALIFORNIA UNIVERSITY OF PENNSYLVANIA
 BACHELOR OF SOCIAL WORK (BSW)
 Advising Sheet UCC Approved 3/31/14
 TOTAL CREDITS TO GRADUATE 120

NAME: _____

ADVISOR: _____

GENERAL EDUCATION REQUIREMENTS

(TOTAL CREDITS NEEDED: 40-41)

SENSE OF COMMUNITY (1 CR.) GR.
 First Year Seminar _____

COMMUNICATION SKILLS (3 CR.) GR.
 *English Composition I _____

PUBLIC SPEAKING (3 CR.) GR.

HUMANITIES (3 CR.) GR.
 Any PHI (ethics preferred) OR ENG lit OR
 Foreign Language _____

FINE ARTS (3 CR.) GR.

MATH (3 CR.) GR.
(statistics recommended) _____

NATURAL SCIENCE (3-4 CR.) GR.
 Any Natural Science WITH LAB
 (Anat./Phys. OR BIO preferred) _____

SOCIAL SCIENCE (3 CR.) GR.
SOC 100 Principles of Sociology _____

TECH LITERACY (3 CR.) GR.

HEALTH & WELLNESS (3 CR.) GR.
SOW 303 Human Sexuality & Society *(recommended)* _____

WRITING COMPONENT *(see right column)*

SOW 370 Policy Practice in Social Work**SOW 405** Social Work Research Methods

GENERAL EDUCATION OPTIONS (12 CR.) GR.

Any Ethics and Multicultural Awareness _____

*English Composition II _____

Any HIS course *(US History recommended)* _____Any POS course *(Am Gov recommended)* _____

ELECTIVES (17-18 CR.) GR.

*Students must have a grade of C (2.0) or better for
 candidacy. Courses required for Candidacy are ENG 101,
 ENG 102, SOW 150, SOW 208 and SOW 215. Students
 must apply for acceptance to Candidacy before enrolling in
 SOW 302.

Students need to attend the pre-practicum orientation the
 semester before they enroll in SOW 425 and SOW 435.

STUDENT ID: _____

DATE: _____

SOCIAL WORK (SW) MAJOR REQUIREMENTS

(TOTAL CREDITS NEEDED: 54)

PRE-CANDIDACY COURSES (6 CR.) GR.

SOW 150** Introduction to Social Work (SW) 3 _____SOW 208** Diversity in a Changing World 3 _____***SOW 215** Human Behavior and the Social 3 _____

Environment I: Life Course

PRACTICE INTERVENTION (12 CR.)

SOW 302 SW Practice with Individuals 3 _____*(Majors Only; Pre-req. SOW 150)***SOW 304** SW Practice with Families 3 _____*(Majors Only; Pre-req. SOW 150)***SOW 345** SW Practice with Groups 3 _____*(Majors Only; Pre- or Co-req. SOW 302)***SOW 349** SW Practice with Organizations 3 _____and Communities *(Majors Only; Pre-reqs. SOW 302, 304)*

HUMAN BEHAVIOR & the SOCIAL ENVIRONMENT (6 CR.)

SOW 316 Human Behavior and the Social 3 _____

Environment II: Groups, Organizations and Communities

SOCIAL WELFARE POLICY AND ANALYSIS (6 CR.)

SOW 360 Social Welfare History, Policy 3 _____

Analysis & Social Service Delivery

*(Majors Only; Pre-req. SOW 150)***SOW 370** Policy Practice in Social Work 3 _____*(Majors Only; Pre-req. SOW 360)*

RESEARCH (3 CR.)

SOW 405 Social Work Research Methods 3 _____*(Majors Only; Pre-reqs. SOW 302)*

SPECIAL INTERESTS (6 CR.)

SOW 306 SW in the Rural Environment 3 _____*(Pre-req. SOW 150)***SOW 330** Child Welfare 3 _____**SOW 350** SW with the Aging 3 _____*(Pre-req. SOW 150)***SOW 364** Juvenile Delinquency 3 _____*(Pre-req. PSY 100)***SOW 410** SW in Mental Health 3 _____*(Pre-reqs. SOW 150, 302)***SOW 495** Seminar in Special Topics 3 _____*(Jr. or Sr. in major or permission of instructor)*

FIELD WORK (15 CR.)

*(Pre-reqs. SOW 345, 370, 405)***SOW 425** Field Education 12 _____**SOW 435** Field Education Seminar 3 _____

REQUIRED RELATED COURSE (3 CR.)

PSY 100 General Psychology 3 _____

RELATED ELECTIVES (6 CR.)

*(Any ANT, ECO, GTY, POS, PSY, SOC, SOW, WST one**200 level, one 300 level or above)*

TOTAL NUMBER OF CREDITS NEEDED TO GRADUATE = 120

SCHEDULE: SOCIAL WORK MAJORS

Recommended Course Sequence for Four-Year Students

First Semester		16.0 crs.
ENG 101	English Composition I	3.0 crs.
UNI 100	First Year Seminar	1.0 cr.
PSY 100 or SOC 100	Social Science/Required Related Course	3.0 crs.
SOW 150	Introduction to Social Work	3.0 crs.
(see catalog)	General Education	6.0 crs.

Second Semester		15.0 crs.
ENG 102	English Composition II	3.0 crs.
PSY 100 or SOC 100	Social Science/Required Related Course	3.0 crs.
(see catalog)	General Education	9.0 crs.

Third Semester		15.0 crs.
SOW 215	Human Behavior and the Social Environment I: Life Course	3.0 crs.
SOW 208	Diversity in a Changing World	3.0 crs.
(see catalog)	General Education	9.0 crs.
	Apply for Candidacy	0 crs.

Fourth Semester		15.0 crs.
SOW 302	SW Practice with Individuals	3.0 crs.
SOW 316	Human Behavior and the Social Environment II: Groups, Organizations and Communities	3.0 crs.
(see catalog)	General Education/Electives	9.0 crs.

Fifth Semester		15.0 crs.
SOW 304 or SOW 345	SW Practice with Families SW Practice with Groups	3.0 crs.
SOW 360	Social Welfare History, Policy Analysis & Social Service Delivery	3.0 crs.
(see list)	Social Work Special Interest	3.0 crs.
(see catalog)	General Education/Electives	6.0 crs.

Sixth Semester		15.0-18.0 crs.
SOW 303	Human Sexuality and Society	3.0 crs.
SOW 304 or SOW 345	SW Practice with Families SW Practice with Groups	3.0 crs.
SOW 370	Policy Practice in Social Work	3.0 crs.
(see list)	Social Work Special Interest	3.0 crs.
(see catalog)	General Education/Electives	3.0-6.0 crs.

Seventh Semester		15.0 crs.
SOW 405	Social Work Research Methods	3.0 crs.
SOW 349	SW Practice with Orgs. & Com.	3.0 crs.
(see catalog)	General Education/Electives	9 crs.
	Pre-practicum Orientation	0 crs.

Eighth Semester		15.0 crs.
SOW 425	Field Education	12.0 crs.
SOW 435	Field Education Seminar	3.0 crs.

Recommended Course Sequence for Transfer Students with General Education Completed (Fall Start)

First Semester (Fall)		12.0-15.0 crs.
SOW 150	Introduction to Social Work	3.0 crs.
SOW 208	Diversity in a Changing World	3.0 crs.
SOW 215	Human Behavior and the Social Environment I: Life Course	3.0 crs.
SOW 360	Social Welfare History, Policy Analysis & Social Service Delivery	3.0 crs.
	Related Elective (if needed)	3.0 crs.
	Apply for Candidacy	0 crs.

Second Semester (Spring)		15.0-18.0 crs.
SOW 303	Human Sexuality and Society	3.0 crs.
SOW 316	Human Behavior and the Social Environment II: Groups, Organizations and Communities	3.0 crs.
SOW 302	SW Practice with Individuals	3.0 crs.
SOW 370	Policy Practice in Social Work	3.0 crs.
(see list)	Social Work Special Interest	3.0 crs.
	Related Elective (if needed)	3.0 crs.

Third Semester (Fall)		15.0 crs.
SOW 304	SW Practice with Families	3.0 crs.
SOW 345	SW Practice with Groups	3.0 crs.
SOW 405	Social Work Research Methods	3.0 crs.
(see list)	Social Work Special Interest	3.0 crs.
	Related Elective (if needed)	3.0 crs.
	Pre-practicum Orientation	0 crs.

Fourth Semester (Spring)		18.0 crs.
SOW 349	SW Practice with Orgs. & Com.	3.0 crs.
SOW 425	Field Education	12.0 crs.
SOW 435	Field Education Seminar	3.0 crs.

NOTE: Spring start students take SOW 316 their first semester and SOW 215 their second semester.

All Social Work majors need to apply for acceptance to Candidacy before enrolling in SOW 302 and need to attend the Pre-practicum Orientation the semester before they enroll in SOW 425 and SOW 435.

TOTAL NUMBER OF CREDITS NEEDED TO GRADUATE = 120

Appendix C

Copies are available in the Social Work office.

Candidacy Application for BSW Program

California University of Pennsylvania
Department of Social Work

Do not write in this box, for office use only.

ENG 101 _____ SOW 215 _____

ENG 102 _____ GPA _____

SOW 150 _____ SW GPA _____

SOW 208 _____ # crs completed _____

Name: _____ Campus-Wide ID: _____

E-mail Address: _____ Phone: _____

Home Address: _____

Campus Address: _____

Total Credits Completed: _____ Credits This Semester: _____ Full-time: ____ Part-time: ____

Social Work Courses Completed: _____

Social Work Courses This Semester: _____

*****Please attach a copy of your transcript (an unofficial transcript can be printed from VIP) to this application.**

Admission to Candidacy is a pre-requisite to enrolling in SOW 302 Social Work Practice with Individuals. Candidacy requires completion of ENG 101 with a C or better, completion of ENG 102 with a C or better, completion of SOW 150 with a C or better, SOW 208 with a C or better, and SOW 215 with a C or better. The C must be a whole C or C+. If a C- is earned, the course must be repeated with a grade of C or better to move forward. Candidacy also requires completion of 45 or more credit hours prior to taking SOW 302.

Please provide the semester and grade received for each of the following:

Course	Semester Taken	Grade*
ENG 101 English Composition I		
ENG 102 English Composition II		
SOW 150 Introduction to Social Work		
SOW 208 Diversity in a Changing World		
SOW 215 Human Behavior and the Social Environment I: Life Course		

***If a plus (+) or minus (-) was attached to your grade, this must be included.**

*****Please be sure to read and sign the back of this form.**

Successful pursuit of this degree and entry into the social work profession require the ability to adhere to our *professional code of ethics*. You were given a copy of this code when you entered the program and have reviewed the code as part of your SOW 150 Introduction to Social Work course. Successful pursuit of this degree also requires the ability to present professionally and to *engage in professional behavior*, in and out of the classroom. Every syllabus in our program includes a statement on the behavioral expectations associated with this degree program. Your signature on this form indicates your understanding that failure to uphold our code of ethics and/or failure to meet our standards for professional behavior can lead to dismissal from the program.

Earning a CSWE-accredited degree in social work from CalU requires graduating with a C or higher in all Social Work courses; an overall GPA of at least 2.0 and a GPA in the social work major of at least 2.5. Your signature on this form indicates your awareness of this policy.

I signify by signing below that I understand that I will have to have a full C or higher in all Social Work courses, an overall GPA of 2.0 and a social work GPA of 2.5 to receive a CSWE-accredited degree in social work from California University of PA. I further understand that failure to uphold the NASW Code of Ethics and/or failure to uphold the BSW Program's standards for professional behavior may lead to my dismissal from the program.

Signature

Date

Agreement for Social Work Majors

1. Full Admission to Candidacy for the BSW requires the student to take responsibility for being informed about the Admission/Retention policy and completing the Social Work Application for candidacy (see Appendices C and D).
2. Social work students must have an advisor's signature to register for courses and are responsible to make appointments for advisement.
3. Social work students are responsible for reading the undergraduate catalog, following course prerequisites and taking social work courses in sequence.
4. Social work students are responsible for reading their Student Handbook. As a result, they are responsible for meeting posted deadlines. For example, candidacy applications are normally completed around the 6th or 7th week of each term. Student planning to register for Practicum (SOW 425 and SOW 435) are required to attend a mandatory Pre-Practicum orientation which normally occurs between the 3rd through the 5th week of the term. Juniors are required to complete a pre-graduation check at the beginning of the term following their completion of 96 credits. Seniors are required to apply for graduation at the beginning of their final semester. Check the BSW bulletin board for the specified dates of each deadline.
5. Social work students are responsible for submitting the official copies of transcripts for any credits completed at another institution. These must be sent to the university's Articulation and Transfer Department.
6. Social work students are responsible for completing all major requirements (including securing 120 credits, attaining a 2.0 GPA overall, a 2.5 average in the social work major, and a 2.4 to enter their Practicum).
7. Social work students are always responsible to act ethically and conduct themselves in keeping with the Social Work Code of Ethics.

I understand and accept these guidelines and responsibilities.

STUDENT: _____
(Signature) (Date)

ADVISOR: _____
(Signature) (Date)

Guidelines for Scholarly Work

The faculty of the Social Work Program are increasingly concerned about the issue of appropriate scholarly ethics, and agree that all of the statements which follow constitute a framework of minimum scholarly standards recognized in higher education. In submitting a paper or class project to the Social Work Program, the student warrants and affirms the following:

1. That the work presented is an original piece of research/ scholarship/creativity done entirely by the listed author(s).
2. That the entire work, or a substantial portion thereof, is not copied or directly paraphrased from the published work of another author.
3. That all direct quotations, direct paraphrases, empirical research findings, and other suitable restatements of the research, scholarship, or creative work of others is appropriately referenced with standard bibliographic citation methods.
4. That the work in question was prepared especially for the class assignment for which it is submitted, and has not been submitted previously, and will not be submitted later in substantially its present form.
5. That in those instances when a similar or identical topic, theme, issue, population, problem, or method is examined in the course, the consent or approval of both instructors has been obtained before the assignment is turned in. Instructors are under no obligation to provide consent.
6. That appropriate credit is provided, in a footnote, for assistance provided by faculty, other students, etc., in preparing the paper.
7. That no part of the assignment was prepared by a commercial or nonprofit Term Paper Preparation Service.
8. That the student has read or examined all sources cited and has personal knowledge that the quotations and findings attributed to those sources in the student's work are substantially correct.

Department of Social Work Faculty

Prof. James Andrews Field Coordinator MSW, Rhode Island College	724-938-4939 Office: Azorsky 233
Dr. Azadeh M. Block Assistant Professor Ph.D., MSW, University of Pittsburgh	724-938-5910 Office: Azorsky 200
Dr. Sheri Boyle (Department Chair & BSW Program Director) Assistant Professor Ph.D., Widener University MSW, University of Pennsylvania	724-938-5988 Office: Azorsky 205A
Dr. Margaret Christopher Associate Professor Ph.D., MPH, MSW, LCSW, University of Pittsburgh	724-938-5358 Office: Azorsky 206
Dr. Bernadette Jeffrey Assistant Professor Ph.D., University of Denver, CO MSW, University of Kansas, Lawrence	724-938-4943 Office: Azorsky 204A
Dr. Bonnie Young Laing Assistant Professor Ph.D., Virginia Commonwealth University MSW, West Virginia University	724-938-4639 Office: Azorsky 244
Dr. Gwendolyn Perry-Burney Associate Professor Ph.D., University of Pittsburgh MSW, Temple University of PA	724-938-5937 Office: Azorsky 243
Dr. T. Thao Pham Assistant Professor Ph.D., Columbia University MSW, Smith College	724-938-4218 Office: Azorsky 242
Dr. Rosalie Smiley Professor Ph.D., MPH, MSW, University of Pittsburgh	724-938-4059 Office: Azorsky 207
Dr. Norma Thomas (MSW Program Director) Professor DSW, University of Pennsylvania MSW, Temple University	724-938-1597 Office: Azorsky 202B

Dr. Pamela Twiss
Professor
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724-938-4053
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