

CHOOSING TO HELP

**SOCIAL WORK
STUDENT HANDBOOK**

Division of Social Work

TABLE OF CONTENTS

Table of Contents	ii
Letter to Prospective Students	iv
Background Information	1
Goals	1
Why the BSW?	2
Faculty Advisement	2
Social Work Curriculum	3
Social Work Course Numbers/Titles (Hours)	4
Curriculum Flowchart/Sequence	5
Biological Sciences	6
Transfer Credit	6
Credit & GPA Requirements	6
Introduction to Generalist Practice	6
Field Instruction	8
Instructional Standards	9
Completion of Required Courses	9
Directed Independent Study	9
Declaration of Major and Admission into Field Instruction	11
Student Appeal of Program Policy	12
Academic Conduct	12
Graduation Procedures	14
GRE/Graduate School Requirements	14
Grievance Procedure.....	14
Student Social Work Organization	15
Student Representation	15
Social Work Program Awards and Scholarships	16
Phi Alpha Honor Society Omicron Chapter	17
Professional Organizations	17

TABLE OF CONTENTS CONTINUED

UWF/Children & Families Field Unit	18
Alabama/Mississippi Social Work Education Conference	19
Japan-United States Social Welfare Symposium	19
Semester in Japan	19
Career Opportunities	19
Minor Areas/Special Interests	20
Campus Resources	21
NASW (National Association of Social Workers) Code of Ethics	APPENDIX A
Students' Ethical Conduct Code	APPENDIX B
Faculty and Staff of UWF Social Work Program	APPENDIX C
Subject Index	32

Dear Student:

Welcome to the University of West Florida's undergraduate Social Work Program in the Division of Social Work. This program is accredited by the Council on Social Work Education. Graduates are awarded a Bachelor of Arts in Social Work, or BSW, which is recognized as the entry level preparation for the practice of professional social work by the National Association of Social Workers.

This handbook is intended to advise social work students about current policies, procedures, and program requirements, the faculty and staff of the Division, and to provide helpful information about the general needs of Social Work students. We hope that you will find the program to be a source of both personal and professional growth.

For complete information about the Division, we invite you to visit our Division website <http://cops.uwf.edu/copsweb/socwork/>.

Faculty of Social Work
Division of Social Work
University of West Florida

BCB/

History

The University of West Florida has had a social work program since 1967. At its inception, Social Welfare, as the program was then known, was an option within a Sociology major. In 1969, a Program Coordinator was selected; this position was later elevated to Chair of an independent Department of Social Welfare in 1971. New faculty appointments were made as the program continued to grow. A milestone was reached in 1974. The Council on Social Work Education was appointed to be the accrediting body for undergraduate social work programs, and the University of West Florida became one of the first schools to apply for accreditation with the Council. Accreditation was received in 1975, and subsequently, the name was changed to the Department of Social Work. This accreditation to offer the BSW was reaffirmed by the Council on Social Work Education in 1980, 1987, 1995, and 2002. In 1999, the name was again changed to Division of Social Work. One of the primary benefits of the accreditation process is the authority to award the Bachelor of Arts (BA) in Social Work degree which appears on the graduate's transcript. The degree, known nationwide as the "BSW," is recognized by the National Association of Social Workers as the first level of entry into the practice of professional social work. It is generally recognized by social service agencies as the best preparation for entry into the human services.

The Division of Social Work (DSW) is housed in the College of Professional Studies (COPS). Presently the Division is staffed by ten faculty members and two staff members on three campuses and an Associate in Social Work and an Office Assistant located at the UWF/C&F (Department of Children and Families) Field Unit. Approximately 170 students are currently enrolled as social work majors, and many more benefit from course offerings and interdisciplinary minors housed in the division. The program follows a "generalist" model, which prepares students for effective multilevel assessment, planning, and implementation with multiple systems in many fields of practice.

Mission Statement for the Division of Social Work

The mission of the social work program is to prepare beginning generalist social work practitioners who demonstrate the practice and critical thinking skills, values, and knowledge delineated by the CSWE guidelines and the NASW Code of Ethics. As a program in a regional university, the student population is families. As the only provider of formal social work education in the region, the Division is dedicated to providing enhancement experiences for its students.

Goals

The primary goal of undergraduate social work education is the conscientious preparation of the student for responsible entrance into the professional practice of social work. In addition, the department is committed to excellent academic preparation so that students, who so wish, may successfully further their professional social work education at the graduate level. To achieve its goals, the educational program has several important facets. It must impart an extensive, in-depth knowledge of the functioning of individuals, of society, of political institutions, and of the major social institutions which affect the lives of all people. It must also provide students an eclectic theory base, a problem solving process, critical thinking skills, and multilevel assessment, planning and implementation, and the opportunity to test and develop professional skills within an actual

practice setting. It must allow students both the time and opportunity for guided integration of knowledge and practice, for evaluation of effectiveness of practice, for the examination of traditional ideals, and for the shaping and reshaping of attitudes and values appropriate to a profession committed to the dignity and worth of every human being.

Why The BSW?

The rationale for the Bachelor of Arts (BA) in Social Work includes:

1. The Council on Social Work Education describes an accredited BA in social work as a BSW, and it is seen by the National Association of Social Workers as the beginning professional degree.
2. Academically, the Council on Social Work Education recognizes students who receive a BA from an accredited school of social work as eligible for accelerated graduate programs (MSW). This means you may be able to complete an MSW program in a shorter time frame than the student from another discipline. Please consult the requirements for advance standing status at the graduate school of your choice.
3. The certification that you have obtained your degree from an accredited social work program will be on your final transcript from The University of West Florida.
4. Upon graduation from an accredited BA in Social Work Program, you are eligible to pursue licensure for baccalaureate level social work in states which offer or require such licensure to practice or to hold protected positions.

Faculty Advisement

For transfer students, faculty advisors are assigned when The University of West Florida's Office of Admissions has approved provisional admission. For native students, an advisor is assigned upon petition to declare an undergraduate major. Students' names and the name of their advisor are posted on the bulletin board in the division office. They are requested to schedule an appointment to meet initially with the Division Chair to be advised of the University and Social Work Program expectations and requirements. Students then meet with their assigned advisor prior to each semester's registration period thereafter or they may register on-line.

It is important that students establish early contacts with their advisors. Advisors assist to:

- ...define goals and career plans,
- ...develop a knowledge of further educational options and strategies,
- ...enhance the preparation for entry into the helping profession,

- ...plan a study program,
- ...work out academic schedules, and
- ...resolve many of the conflict situations which sometimes occur in pursuit of a degree

Students may request a change of advisor once during their tenure in the Social Work Program at the University of West Florida. The Program reserves the right to limit the number of advisees a faculty member may adequately counsel.

Every effort is made to inform the student of the requirements and an individual's standing in relation to graduation. A degree program is outlined for the student upon entry. If a student is not enrolled for one full year, the degree plan will be revised to reflect any changes in University or Program policies. The degree plan can be viewed on Compass by clicking on the SASS audit.

Social Work Curriculum

The undergraduate social work curriculum is designed to prepare graduates for beginning social work generalist practice. Generalist practice means that social workers must be able to work with systems of various sizes: individual, family, small group, community, organization. Generalist practitioners use an eclectic theory base. This means that they are comfortable with several different research based theories of practice and can apply these to best meet the needs of and empower the client system. Generalist practice uses a problem solving approach (engagement, assessment, planning, implementation, evaluation, termination and follow-up) and it is driven by systems theory. This means that the generalist practitioner is able to intervene with multiple systems on behalf of the client. Generalist practice knowledge and skills are transferable from one field of practice to another. Generalist practitioners use critical thinking skills, and practice life long learning.

The degree requires a total of **120 semester hours** of credit. Social work majors must meet the General Studies requirements including the following Social Work Program prerequisites: BSC1010, BSC1085 (General Biology, Anatomy and Physiology, *or a course with human biological content*), POS2041 (American Politics, *or a national government course*), PSY2013 (Advances in Understanding Human Behavior, *or an introduction or general psychology course*), SYG2000 (Introduction to Sociology), and ECO2013 (Principles of Economics Macro). In addition students may select a comparative religion course and a computer course at the 1000 or 2000 level to meet Social Work Program requirements.

Social Work courses are designed to meet the student's needs in three areas--those of theory, methods, and practice. The following is a list of courses that are offered by the Social Work Program. Courses listed below in **bold** type are required courses for the baccalaureate degree and are offered at least twice each year. The remainders are elective courses within the major that as a rule are offered at least once during a two year period. Directed Independent Study courses are available on a limited basis according to the policy outlined in this manual. See a current UWF catalog for a more detailed description. **The Program requires a minimum of 51 semester hours in Social Work (SOW) courses.**

Social Work Course Numbers / Titles (Hours)

SOW 3103:	Human Behavior in the Social Environment	(3.0)
SOW 3203:	Introduction to Social Work	(3.0)
SOW 3113:	Human Behavior in Organizations & Communities	(3.0)
SOW 3620:	Practice with Culturally Diverse Populations	(3.0)
SOW 3313:	Work with Individuals and Families	(3.0)
SOW 3322:	Work with Groups	(3.0)
SOW 3350:	Interviewing and Recording	(3.0)
SOW 3503:	Introduction to Generalist Practice	(3.0)
SOW 3650:	Introduction to Child Welfare	(3.0)
SOW 3905:	Directed Independent Study (<i>title and hours vary depending on student's contact with faculty member</i>)	
SOW 3314:	Case Management	(3.0)
SOW 4111:	Adolescents at Risk	(3.0)
SOW 4242:	Families and Family Treatment (<i>also offered as SOW5243 for graduate credit</i>)	(3.0)
SOW 4232:	Analysis of Social Service Policies	(3.0)
SOW 4233:	Social Justice, Action, and Policy	(3.0)
SOW 4332:	Strategies for Community Change	(3.0)
SOW 4403:	Research Design in Social Work	(3.0)
SOW 4510:	Field Instruction	(8.0)
SOW 4522:	Senior Seminar	(1.0)
SOW 4700:	Drug Abuse: Prevention and Treatment (<i>also offered as SOW5710 for graduate credit</i>)	(3.0)
SOW 4643:	Aging in Today's Society	(3.0)
SOW 4647:	Treatment and Care of the Elderly (<i>also offered as SOW5641 for graduate credit</i>)	(3.0)
SOW 4682:	Dimensions of Death and Dying (<i>also offered as SOW5687 for graduate credit</i>)	(3.0)
SOW 4905:	Directed Independent Study (<i>title and hours vary, depending on student's contract with faculty member</i>)	
SOW 4645:	Substance Abuse and The Elderly	(3.0)

In addition to the minimum 48 semester hours in the major, other Program requirements include 9 semester hours of courses in the areas of computer skills, comparative religion or philosophy, and advanced psychology:

CGS 2570	Microcomputer Application Packages (<i>or equivalent course</i>)	(3.0)
CLP 3144	Abnormal Psych, or PPE4003 Theories of Personality	(3.0)

and choose one of the following:

REL 3156	Religion and Personality Theory	(3.0)
REL 3158	Psychology of Religion	(3.0)
REL 4441	Current Religious Issues	(3.0)
PHI 3700	Philosophy of Religion	(3.0)
PHI 4051	Alternative Philosophies	(3.0)

SOCIAL WORK CURRICULUM FLOWCHART SEQUENCE OF PROGRAM COURSES

<u>Term 1</u>	<u>SOW3350</u> Interviewing and Recording	<u>SOW3203</u> Introduction to Social Work Prereqs: Economics & American Government	<u>SOW3103</u> Human Behavior in the Social Environment Prereqs: Biology, or Anatomy; Intro to Sociology & Intro to Psychology	<u>SOW3620</u> Practice with Culturally Diverse Populations or CGS2570 if needed
<u>Term 2</u>	<u>SOW3313</u> Individuals & Families	<u>SOW3503</u> Introduction to Generalist Practice (120 hr practicum in local agency)	<u>SOW4403</u> Research Prereq: SOW3350	<u>SOW3113</u> Human Behavior in Organizations & Communities
<u>Term 3</u>	<u>SOW3322</u> Work with Groups	<u>SOW4332</u> Strategies for Community Change Prereq: SOW4403 Prereq or Coreq: SOW3322	<u>SOW4232</u> Policy & Analysis Prereq: SOW4403	<u>CLP3144</u> Abnormal Psychology or PPE4003 Theories of Personality
<u>Term 4</u>	<u>SOW4233</u> Social Justice, Action & Policies Prereqs: SOW4232 & SOW4332	<u>RELXXXX</u> REL2000 REL3156 REL3158 REL4441 PHI3700 or PHI4051	<u>SOWXXXX</u> Field of Practice Elective SOW3650, 4111, 4242 4610, 4643, 4647, 4682 4700, SOW4XXX	<u>SOW3620</u> Practice w/Culturally Diverse Population or Elective
<u>Term 5</u>	<u>SOW4522</u> Senior Seminar (classroom setting) Prereqs: see Field Instruction Manual	<u>SOW4510</u> Field Instruction (400 hr practicum in local agency) Prereqs: see Field Instruction Manual		

Night Schedule	FALL TERM	SPRING TERM	SUMMER TERM
	Interviewing and Recording	Pract. Cult. Diversity Populations	Working with Groups
	HBSE	Introduction to Social Work	Social Justice, Action & Policies
	Research	Introduction to Generalist Practice	SOW Electives
	HBOC	Individuals & Families	
	Strategies for Community Change	Senior Seminar	
	Analysis of Social Policy	Case Management	

Social Work Web address: <http://cops.uwf.edu/copsweb/>

Select the Division of Social Work

Biological sciences

To meet accreditation standards of the Council on Social Work Education, each BSW candidate must have a course with content in human biology. A course at the lower-level (i.e., BSC1010, BSC1005 or BSC1085) will satisfy this requirement. Students who have not completed a course with content in human biology will be required to complete one within their program at The University of West Florida. This content is prerequisite for SOW 3103 *Human Behavior in the Social Environment*.

Transfer credit

The department cannot grant academic credit for previous work or volunteer experience that was not incorporated into a social work course offered by a CSWE accredited program. No credit will be granted for life experience. Transfer credit in required social work courses will only be accepted from programs accredited by the Council on Social Work Education.

Credit and GPA requirements

Students must complete a minimum of 120 semester hours to be eligible for graduation. This includes a minimum of 60 semester hours at a baccalaureate degree granting institutions and a minimum of 48 semester hours of upper division course work (courses with numbers starting with 3 or 4). Students are required to fulfill the CLAST requirement, Gordon Rule, and General Studies requirements prior to graduation. (*See the current University catalog.*)

Students are required to complete all Social Work required courses and one SOW elective course with a minimum grade of “C” (2.0). Courses with less than a “C” must be retaken prior to graduation. As of Fall 1995, students must have earned a minimum of 2.5 GPA in the required major courses as a prerequisite for entering Field Instruction (SOW4510). The current Field Instruction prerequisite courses are SOW3103, SOW3113, SOW3203, SOW3313, SOW3322, SOW3350, SOW3503, SOW3620, SOW4232, SOW4233, SOW4332, SOW4403, and one Social Work elective course.

Introduction to Generalist Practice

During the student’s junior year of enrollment, SOW3503 *Introduction to Generalist Practice* allows the student to begin to experience himself or herself in a professional role. This course incorporates a practicum in a social service agency. The class, which accompanies the practicum, allows the student an opportunity to develop beginning practice skills and the opportunity to study the role and function of a professional in the helping system. The student must submit an application form to the Division of Social Work office and must have declared Social Work as the major. The Introduction to Generalist Practice application and the Declaration of Major form are both available through the Division of Social Work office. Application deadlines for SOW3503 are listed below:

- | | | |
|--|-----|--|
| *for entry into Spring semester Generalist Practice | ... | 1st Friday of October |
| *for entry into Summer semester Generalist Practice | ... | 1st Friday of February |
| *for entry into Fall semester Generalist Practice | ... | 1st Friday of June |

Academic standards for successful completion of this course will include the student's demonstration of values, skills, knowledge, and attitudes consistent with the orientation of the professional social worker. Although these components are necessarily somewhat subjective in nature, student participation in agency and course activities congruent with such values and demonstration of skill or attributes is expected by the faculty as a basis for proceeding into Field Instruction. Students must have earned a satisfactory evaluation from the placement agency, as well as a minimum grade of C in the class, in order to proceed into Field Instruction (SOW 4510).

Field Instruction

The BSW curriculum includes a capstone Field Instruction experience which places a qualified candidate into a social service agency for a supervised learning experience. The social work major who has met the following **minimum** qualifications is eligible to apply for entry into field instruction. In addition to the following minimum qualifications, students must have demonstrated values, knowledge, skills, and attitudes consistent with the Social Work Code of Ethics and be ***approved by the Faculty for entry.***

1. Students must meet all prerequisites prior to entry into Field Instruction and to be eligible for the BA in Social Work degree from the University of West Florida.
2. The student must have completed a minimum of 36 semester hours of social work required courses including SOW3103, 3113, 3203, 3313, 3322, 3350, 3503, 3620, 4232, 4332, 4403, and a social work elective with a minimum grade of C, have an overall minimum GPA of 2.0, and a minimum GPA of 2.5 in the major. SOW4233 is also required but is generally taken with Field Instruction and Senior Seminar.
3. Students must have been formally admitted to the Field Instruction prior to the thirteenth week of the semester preceding entry into Field Instruction. This is accomplished by completing and submitting a Field Instruction application packet to the Division office. Application submission deadlines are as follows:

* for entry into <u>Spring semester</u> Field Instruction	...	1st Friday of October
* for entry into <u>Summer semester</u> Field Instruction	...	1st Friday of February
* for entry into <u>Fall semester</u> Field Instruction	...	1st Friday of June

Field Instruction consists of two companion courses. SOW4510 *Field Instruction*, represents 9 semester hours of learning in which the student practices, under supervision, for a minimum of 400 hours in a social agency setting. The student continues in the classroom by taking the co-requisite class SOW4522 *Senior Seminar*, which provides the opportunity to apply theory and conceptualize experiences in the Field.

The Social Work faculty recognizes a significant responsibility to the community, the social work profession, and the student in approving any individual for placement in a field instruction experience. The requirements outlined above are considered **minimum** qualifications. The faculty reserves the right to exercise discretionary judgement regarding the student's professional values, ethics, orientation to the profession, and appropriate level of skill for a beginning professional. Application for field placement is contingent upon faculty review and consensus related to the student's readiness to assume the responsibilities inherent in the field experience. No student who

has twice attempted and failed in a field placement (SOW3503 and/or SOW4510) will be considered for a third placement, unless it can be demonstrated that a significant maturation or remediation of the deficiency has occurred.

Instructional standards

Each of the Social Work faculty members and adjunct instructors sets his or her own standards for course requirements and procedures. This information is included in the syllabus provided for the course. Should you have any specific questions in regard to course requirements, course assignments, grading or other procedures, it is the responsibility of the student to contact the individual faculty member in order to obtain further clarification.

Completion of required courses

Students majoring in Social Work and students declaring any minor housed in the Division of Social Work are required to satisfactorily complete all required courses with a minimum grade of C (2.0). Students who have made below a "C" in any required course are required to retake the course. In the case of the practicum components (SOW3503 and SOW4510/SOW 4522), application for subsequent placement must be approved by the faculty committee prior to initiation of placement activities. It will require the student to petition the faculty for permission to reenter the placement process and will need to be accompanied by corroborating evidence of additional eligibility and readiness to enter the human service arena. It is the position of the department that at least average or above performance is necessary for these core courses.

As of Fall 1995, all degree requirements must be met within 5 years of entering the program (normally in the Junior year). A **minimum** of 9 semester hours must be taken each year. Students who withdraw from the University for 3 years or longer must apply to the faculty to have previously completed major courses accepted into the new degree plan.

Directed independent study

Directed Independent Study (DIS) provides an opportunity for the student to explore in depth an area of particular interest. DIS serves to extend the student's knowledge in a particular subject which may not have been included within the content of scheduled courses, or if covered in class, the topic interests and motivates the student sufficiently to want to pursue it in more detail. DIS may be appropriately used when the department as well as the student would derive benefit from a particular research study.

DIS may also be used to complete required courses, except methods courses, when extenuating circumstances exist as defined by the department director. Since all core courses are offered in three sections each academic year and one section is offered as an evening course each academic year, this should be rare. These circumstances consist of: (1) graduation requirements the student has not been able to reasonably fulfill through classes, (2) scheduling conflicts, (3) severe hardship, and (4) electives not offered during the academic year.

1. Directed Independent Study may be requested by social work majors with a cumulative grade point average of 2.8 (B-) upon completion of 15 hours of required coursework in the major or by students from another major.

2. DIS may only be offered by regular faculty.
3. The limit of DIS credit is 6.0 hours in the major with a maximum of 3.0 hours permitted in any one semester.
4. Although DIS is ordinarily taken by one student with one faculty member, on occasion more than one student may jointly participate in a study. When more than one student is involved in the project, students and faculty should clarify arrangements for meetings and should be clear about procedures to be followed with respect to grading.
5. No student may receive DIS credit from one faculty member and have as the content of the DIS any course being routinely taught by another faculty member unless agreed upon by both instructors concerned.
6. It is necessary that a written plan for the DIS be developed by the student and instructor. The plan would include content, justification of study criteria, course outline, bibliography, frequency of student-faculty contact, expectation of research paper or report, and the method of evaluation.
7. Practice courses (SOW3313, SOW3322, SOW3503, SOW4332, and SOW4522) may not be taken as a DIS.
8. The format for DIS procedures begins with the faculty advisor who authorizes the student's eligibility for the DIS in accordance with the policy established above.

An outline of approximately one page, typed in triplicate, is normally submitted by the student to the instructor not later than the first week of classes. This outline should incorporate the plan outlined in number 6 above. The student keeps one copy, the instructor keeps one copy and one is given to the department for the student's academic file.

**Admission to Major and Field Instruction
Declaration Of Social Work Major
And
Admission Into Field Instruction**

The social work major is an open access program which means that a student may declare the major upon meeting the University's requirements for major declaration. However, for entrance into the senior year Field Instruction courses, additional prerequisites must be met.

Admission Process:

1. The student declares Social Work as the major through the Office of Records and Registration, usually during, or before, the first semester of the junior year. Declaration forms are also available through the Division office.
2. The student's academic record is evaluated in relation to the University and Board of Regents requirements and the completion of requirements of the Council on Social Work Education for liberal arts based curriculum. The prospective student is scheduled for an initial interview with the division Chair in which he or she is advised for the initial term and receives general information regarding the process for declaring the major, completing any outstanding upper division or liberal arts lower division requirements (referred to as General Studies and prerequisites to the major requirements in the university catalog), the courses to be taken and the sequence, and Program expectations.
3. Students' progress will be reviewed each term by the assigned academic advisor. Students will be advised of any deficiencies which need to be met before acceptance into the field sequence (SOW4510 and SOW4522). Those who have successfully completed requirements will be approved to enter Social Work Field Instruction (SOW4510) at the appropriate time in the students' educational program. Students who do not meet these requirements will be continued on as majors contingent upon completing the requirements for admission to Field Instruction and/or until they are in good standing academically, and have demonstrated behavior, skills, and values necessary for successful completion of the field sequence.

*Students who are exhibiting difficulties in these areas may be advised to complete studies in another course of study which can be accomplished within the 120 semester hour degree program.

4. Students will be formally admitted into Social Work Field Instruction upon successful completion of prerequisite courses in the major. **A Field Instruction application packet must also be completed and submitted to the Division office. The application submission deadlines are as follows:**

- | | | |
|---|-----|-------------------------------|
| * for entry into <u>Spring semester</u> Field Instruction | ... | 1st Friday of October |
| * for entry into <u>Summer semester</u> Field Instruction | ... | 1st Friday of February |
| * for entry into <u>Fall semester</u> Field Instruction | ... | 1st Friday of June |

Failure to meet these requirements will result in denial of placement of the student in the required field practice sequence, and therefore, an inability to complete the BSW program.

5. **Past criminal records**, or records of **abuse/neglect**, do not preclude acceptance into the Social Work program. However, if you do have a record, you should consult the division Chair or the Field Instruction Coordinator to discuss possible restrictions on practica placement opportunities. Past records will restrict the options available, so early planning is advisable. Most practicum settings do require background checks.

Student Appeal of Program Policy

Students may appeal program policy through the following process:

1. The student petitions first through the academic advisor and then the division Chair
2. The faculty advisor and chair will review the petition, meet with the student, and present the petition to the faculty.
3. If desired, the student will have an opportunity to discuss the petition with the faculty. The faculty may also request or require the student to meet with the faculty to discuss concerns or needs for remediation.
4. The faculty will then make a final decision regarding the student's appeal.

This petition procedure will apply to all special requests from the student to the Program. The petition procedure may be used to request a waiver in division academic policy if unavoidable extenuating circumstances would make compliance impossible or difficult; for permission to vary from the normal academic course sequencing; or for other special, unforeseen and unanticipated circumstances which would require Program approval.

Academic Conduct

The official position of the University of West Florida in regard to cheating and plagiarism follows.

"We shall tolerate no cheating on examinations and no plagiarism of written work. In the event that such behavior is documented, the instructor will (may) assign that student an "F" for the course in which the offense occurred. The Chair of the division and the Dean of the College of Professional Studies will be notified concerning the specific nature of the offense. Where additional penalties seem just, the instructor and/or the chairperson will refer the case to the Dean of the College of Professional Studies for further action as outlined in the rules of the Florida Administrative Code."

Academic dishonesty is a serious breach of personal and professional ethical standards. Education provides an atmosphere of cooperation and sharing of information. Within this context, a variety of situations arise in which academic dishonesty may occur by either intent or misunderstanding. The following examples are from the University of West Florida's Student Guide (1990-91; 42-43) and

may be helpful to define actions which are violations of the principles of academic honesty.

1. Taking of information (e.g., copying another student's homework assignments, looking at another's examination during the test, looking at text or notes during a closed book or take home examination, unless given permission by the instructor to do so, etc.).
2. Tending of information (e.g., giving work to another student to be copied, giving another answers or questions to an examination, giving or selling a term paper).
3. Plagiarism (e.g., failing to credit material taken from textbooks, any other published or unpublished work, taking someone else's paper and handing it in as one's own, using identical term papers or portions of term papers to meet requirements for different classes).
4. Misrepresentation (e.g., having another student do one's computer assignment and turning it in as one's own, lying to increase one's grade, any act or omission with intent to deceive as to authorship such as hiring someone to write a paper).
5. Bribery (e.g., offering, giving, receiving, or soliciting money or any item or service to gain academic advantage).
6. Conspiracy (planning with one or more persons to commit any form of academic dishonesty).

In addition to the statements specifically related to academic conduct, the student who aspires to the field of human service should demonstrate values, ethics, and attitudes consistent with that of the professional social worker as exemplified by the Code of Ethics of the National Association of Social Workers, and by the UWF Student's Ethical Conduct Code, both of which are printed in this handbook.

Graduation Procedures

Applications for Graduation are available from, and should be completed and submitted to, the Division office as follows:

<u>Applying for:</u>		<u>Submission Due Date:</u>
Spring Graduation	August 1
Summer Graduation	January 1
Fall Graduation	May 1

Students who are also completing minors should also submit a **Completion of Minor** form for each minor declared. If the student finds that the declared minor will not be completed in time for graduation, a **Deletion of Minor** form may also be submitted, along with the **Application for Graduation**, to the Division office. The minor can be completed after graduation, but in order for the minor to be posted on the transcript, a **Completion of Minor** form must be completed as described.

The applications are forwarded for the student to the Office of Records and Registration, which will, in turn, send a letter of application verification to the student. The student will also receive a letter of instruction regarding procedures for ordering caps and gowns, honors cords, invitations, etc. from the University Bookstore.

GRE / Graduate School Requirements

Most graduate programs require GRE, Graduate Record Exam, scores as part of the application package. Usually these scores are required several months before admission. Please be sure to contact the program of your choice to get its deadlines.

The GRE is a computer driven test offered here at the University of West Florida. Call 1-800-GRE-CALL or visit its Website www.GRE.com to register.

Grievance Procedures

Academic grievances may be filed by any student by following The University of West Florida general procedures as outlined in the current catalog. The procedure is as follows:

1. The student discusses the grievance with the faculty member involved to attempt to reconcile the grievance.
2. If the grievance is not satisfactorily resolved at this point and the student believes there is merit to progress to the next level, then the student requests through the division Chair that the situation causing the grievance be reviewed and the department intercede on his or her behalf. The division Chair will meet with the student and the faculty member to mediate the grievance.

3. The student may then petition in writing to the College of Professional Studies Academic Standards Committee. The committee will then investigate the situation and rule on the grievance.
4. The student may appeal that committee's decision to the Dean of the College of Professional Studies.

Student Social Work Organization

The Student Social Work Organization (SSWO) is a student organization formed in 1974. The purposes of the organization are:

1. to represent the ideas and feelings of students;
2. to foster support between the faculty and students of the Social Work Program;
3. to serve as an intermediary between the organization and the community of Pensacola and the surrounding area; and
4. to enhance the relationship between the Social Work Program and the University.

Membership is open to all declared Social Work majors. Nonmajors may participate in a nonvoting capacity.

Student Representation

The Student Social Work Organization (SSWO) elects a representative to the faculty who serves to:

1. develop communication lines between faculty and students in a formalized manner;
2. provide a means of student input into program decisions;
3. provide a catalyst for the development of student organizations;
4. develop a means of improving the quality of social work programs through student input;
5. develop strategies for increasing the recruitment and retention of social work majors; and
6. advise the faculty of the impact of policy on students.

Students eligible for nomination to the representative to the faculty position must be declared majors and in good academic standing. The student elected will serve for a period of one year.

Policy for Student Input to Social Work Faculty

1. Student Input - Any student or group of students may present input to the Chair of the division. The information preferably should be written and will be placed on the faculty meeting agenda, if necessary.
2. Any student or group of students can present a petition to the Chair of the division or to the faculty via the student representative. Petitions will then be placed on the regular faculty meeting agenda.
3. The student representative will be responsible for insuring that students are represented at the regular faculty meetings. In accordance with the Program Bylaws, the student representative will be afforded the right to vote on issues concerning students at the regular faculty meetings or retreats. When possible, the agenda for faculty meetings will be given in advance to the student representative to solicit input on agenda items from fellow social work students.

Social Work Program Awards And Scholarships

The Division of Social Work Foundation was endowed by a generous graduate. Through this endowment and contributions by alumni to the Division of Social Work Foundation, the Division of Social Work is able to provide some scholarship assistance to social work majors in good standing. The scholarships are awarded to those who demonstrate the potential to make a significant contribution to the profession. Applications are due by May 1 for the following academic year. Applications can be obtained in the Division office. The Scholarship Committee which makes awards is composed of five members of the Social Work Professional Advisory Board.

The Irish Award is an award to students who have demonstrated significant contributions or dedication to empowering the homeless or those living in poverty. It can be awarded annually by the Irish Award Committee of the Social Work Professional Advisory Board. The awardee is presented a plaque and cash award of \$200 at the NASW Social Work Day and recognized at the annual SSWO banquet. The Irish Award application procedure is announced in classes and is posted on our division bulletin board.

Alumni Donations

As students or alumni, please remember to restrict any donations to the University Foundation to one of these accounts:

Division of Social Work Scholarship Fund

Division of Social Work Foundation Irish Award

Phi Alpha Honor Society

Omicron Chapter

Nationally, the Phi Alpha Honor Society promotes humanitarian goals and ideals through high standards of training and scholarships for both students and professionals. The Omicron Chapter was established in 1971. Membership is open to all declared Social Work majors who meet the following criteria:

- * attained junior or senior status
- * met the CLAST requirements
- * met the Gordon Rule requirements
- * successfully completed the UWF undergraduate General Education requirements
- * successfully completed (*with a C or better*) a minimum of 24 credit hours in Social Work
- * achieved an overall GPA of at least 3.50
- * achieved a minimum GPA in Social Work of at least 3.50
- * exemplifies the ethical and professional values, attitudes, and conduct
- * expected of members of the profession of Social Work

Membership applications are available upon request from the Division of Social Work office, and must be submitted as follows:

<u>Applying for:</u>		<u>Submission Due Date:</u>
Spring semester	1st Friday of October
Summer semester	1st Friday of February
Fall semester	1st Friday of June

Professional Organizations

National Association of Social Workers (NASW)

The National Association of Social Workers (NASW) is the national professional organization for social workers. NASW has over 70,000 members throughout the country. Florida has an active state chapter and the Northwest Unit serves the UWF region.

NASW is the organization which sets professional standards for the recognized levels of professional social workers--BSW, MSW, ACSW (Academy of Certified Social Workers) and diplomat. In addition, the Code of Ethics which has been adopted by the organization is considered to be the model for appropriate practitioner values, attitudes, and ethical standards. A copy of this Code of Ethics, and a summary of its major principles are printed in this handbook. Students are expected to have exemplified these standards in their University studies and tenure to be eligible for placement in the practicum components of the degree program, to be prepared for entry level professional employment, or continue with graduate education.

The organization is involved in and heavily committed to continuing education offerings and professional development for its members. The local unit meets on the first Friday of every month at 7:30 a.m. at the Village Inn, at the Cordova Mall entrance. Workshops are scheduled to

provide members with opportunities for continuing education. The state chapter and the national organization each have an annual conference. Membership benefits include:

1. Social Work - Journal of the NASW
2. National and state newsletters that feature meeting dates, news of interest, and employment possibilities
3. Lower rates for continuing education workshops
4. A chance to meet colleagues in the field
5. Opportunities to enroll in group-rate insurance

Membership dues for students and immediate postgraduates are significantly less than regular membership dues. Students are highly encouraged to participate in the activities of the local unit. Applications for NASW are available from the Division office.

UWF/Department of Children & Families Field Unit

The Division of Social Work has a contractual arrangement with District One Department of Children & Families to staff a Field Unit. This field unit provides an opportunity for our majors to have a junior (Introduction to Generalist Practice) or senior (Field Instruction) placement experience in adoptions, foster care, or protective services. Senior students receive the state mandated competency based training which is prerequisite to employment with the Department of Children & Families (C&F). This unique opportunity to be employment-ready allows graduates of the Field Unit to accept higher paying positions within C&F and to bypass entry level positions. No more than eight students will be accepted each semester.

IVE Stipends

In partnership with the Florida Department of Children & Families (DCF), the University of West Florida (UWF) provides BSW students with the educational experiences necessary to be effective child welfare workers. Those students admitted to the partnership program will be provided tuition supports and a paid field experience. Participants will be expected to participate in a range of focused educational experiences and take positions in foster care and adoptions with DCF agencies upon graduation.

Program Requirements: Participants will complete the following prior to graduation:

- SOW 3650 Introduction to Child Welfare
- SOW 4242 Families and Family Treatment
- Successfully complete DCF screening process
- Commit to taking a position with DCF upon graduation
- Field placement in DCF Agency
- Complete the CLAST exam and other UWF graduation requirements.

Program Benefits: Participants will receive the following benefits:

- \$500 book/expense stipend for 2 semesters
- \$5,000 paid field experience in the final semester
- Full preparation to handle DCF child welfare job
- Position with DCF upon graduation

Alabama/Mississippi Social Work Education Conference

In October of each academic year, UWF students and faculty participate in a two-day conference on the campus of one of the twenty participating colleges and universities. Nationally and regionally known speakers present papers and workshops, a representative from the Council on Social Work Education (CSWE), our national accrediting body, addresses current issues in Social Work education, and graduate schools have recruiters present to provide information on their respective programs. There are special programs for students to meet and share information on their Student Social Work Organization activities. Students compete to have a paper selected for presentation at the conference. There is a cash prize for the papers selected. A banquet, entertainment, and a social time allow students and faculty to informally interact.

Japan/United States Social Welfare Symposium

The Jikei College Group and the UWF Division of Social Work have an annual cultural exchange symposium on the UWF campus. Approximately two-hundred Japanese social welfare students and faculty attend this one-day event. International speakers address social welfare issues in Japan and the United States. Students participate by making a presentation on a topic related to the annual theme and through participating in panel discussions between students representing each program. Social events are also planned. This effort is funded by the Jikei Group, and it is free to UWF students.

Semester in Japan

Annually, there are up to eight scholarships available to study in Japan for a summer semester. These scholarships are provided by the Jikei Group which operates several schools of social welfare throughout Japan. The scholarship provides for travel, room and board, and tuition. Scholarships are very competitive and all students in the Florida SUS are eligible to apply. Preference is given to students who have some knowledge of the Japanese language and culture.

Career Opportunities

Career opportunities in the field of Social Work have expanded greatly in the past decade. One of the most significant changes is the number of positions that have opened for the baccalaureate level social worker. The BSW professional is offered better jobs, wider choices, and greater opportunity for advancement than ever before. These career opportunities cover a broad spectrum of social work activities related to people in need, to social and economic justice, and to social unrest.

Undergraduate majors in Social Work are entering the field in both the public and private sector.

They are working

- ... in child protective services, adoptions, and foster care
- ... in teen pregnancy, family counseling, and family planning programs
- ... in schools, community centers, and day care centers
- ... in nursing homes, ACLFS, and other programs serving the elderly
- ... in mental health centers and mental health residential treatment facilities
- ... in home health care, hospitals, hospices, and clinics
- ... in alcohol and drug abuse prevention and treatment programs
- ... with the mentally retarded and the physically handicapped
- ... with young offenders, courts, and detention programs
- ... with adult probation and parole, prisons, and victim advocacy
- ... with leaders and planning groups in the community
- ... in city planning, urban renewal, and rural development
- ... in military and industrial settings
- ... in domestic violence shelters and prevention programs
- ... in political advocacy organizations

and so, the list grows--spanning areas in which social services are needed to enhance the quality of human life.

In social work as in any other field, job opportunities vary with time and place. Ordinarily, there are many social service jobs available in government supported programs, nonprofit and for profit organizations. Although employment outlooks vary somewhat with the existing economic climate, well qualified BSW professionals are at the best advantage in seeking employment.

Minor Areas / Special Interests

The Division of Social Work (DSW) offers those students who have an interest in a particular area of practice the opportunity to formally pursue a minor as a part of their degree program for the Bachelor of Arts in Social Work. These minors provide a preliminary basis for further study in the area of special interest and a general introduction to a field of practice. To declare a minor, the student must complete and submit to the Division office a **Declaration of Minor** form. During the semester prior to the semester of completion of the minor, the student must complete and submit a **Completion of Minor** form to the Division office. Both of these forms are available through the Division office.

Division administratively houses three interdisciplinary minors, Aging Studies, Child Welfare, and Substance Abuse. Each have been designed to offer courses which may be selected as appropriate elective choices for students with a career or educational interest in the particular field. The division also offers a Social Welfare minor which is restricted to **nonmajors**. A brief description of each minor follows. For more complete information, contact the Division office or your faculty advisor.

Aging Studies Minor: The minor in Aging Studies provides an interdisciplinary program of courses designed to provide the student with a broad orientation to the field of aging. The Minor in Aging Studies courses are: (1) SOW4643 *Aging in Today's Society*; (2) SOW4647/5641 *Treatment and Care of the Elderly*; (3) PEP4113 *Aging and Physical Performance*; and one choice from the approved electives HSA4110 *Health Care Policy and Administration*; HSC4120 *Consumer Health Education*; PLA3600 *Probate and Estate Planning*; PLA4453 *Consumer*

Rights; SOW4682 Dimensions of Death and Dying; DEP4401 Adulthood and Aging; SOW4645 Substance Abuse and Elderly. In addition, Social Work majors may request Field Instruction in an agency dealing with services to the elderly.

Child Welfare Minor:

The minor in Child Welfare is designed to introduce the students to the issues facing children and families, and provides students with an interdisciplinary overview of the child welfare system. It has three required courses: (1) SOW3650 *Introduction to Child Welfare*, (2) DEP3103 *Child Development* or DEP4304 *Psychology of Adolescents*, and (3) SOW4111 *Adolescents at Risk* or SOW4242/5243 *Families & Family Treatment*. In addition the student completes one elective from the following: EAB4704 *Introduction to Behavior Modification*; EEX4701 *The Handicapped Child from Birth-5 Years*; HSC4633 *Current Issues in School-Community Health*; SYO3100 *The Family*; SOW3314 *Case Management*, also either DEP3103 *Child Development*, DEP4304 *Psychology of Adolescents*, SOW4111 *Adolescents at Risk*, or SOW4242/5243 *Families and Family Treatment* if not taken as one of the required courses. Social Work majors may also request a Field Instruction placement in a child welfare agency.

Substance Abuse Minor:

The minor in Substance Abuse offers an interdisciplinary program of courses designed as partial fulfillment of the educational requirements for eligibility to seek certification from the Certification Board for Addiction Professionals of Florida. Students should find this minor useful as introductory preparation related to substance abuse problems in social service, health, education, and the workplace. The minor in Substance Abuse consists of the following 12.0 semester hours of credit: SOW4700 *Drug Abuse: Prevention and Treatment*; PCO4310/5318 *Interventions in Addictions*; NUR4146/NGR 5146 *Drugs and the Human Body* and one choice from the approved electives PSY4820 *Health Psychology*, SOW3314 *Case Management*, SOW4645 *Substance Abuse and the Elderly*.

Campus Resources

Financial Aid

The financial aid program at The University of West Florida is designed to permit attendance at this institution by students who cannot afford to pay the expenses themselves. In cases where the student demonstrates extensive need, a combination of several types of aid may be extended. A comprehensive program of scholarships, grants, part-time employment, and loans is available through Federal, State, and University funds. All awards are dependent upon availability of funds and demonstration of financial need unless otherwise noted.

Counseling Center

The Counseling Center provides individual and small group counseling services, testing, vocational information, and further referral services. These services are provided without charge to the student and his/her spouse or dependents. Information exchanged is confidential and does not become part of the student's University records. Students experiencing difficulty in adjusting to university life, needing testing for academic learning disabilities or with related problems are highly encouraged to seek help from the Counseling Center. The student's academic advisor can refer students for specific needs or purposes and will be available to aid the student and the counselor in achieving the goal or result. The Counseling Center is open from 8:00 a.m. until 5:00 p.m., Monday through Friday.

Health Center

The Health Center provides medical treatment, services, and health information for all University students. Registered nurses are available 24 hours each day and the University physician holds a clinic during each class day. Limited inpatient care is provided when short-term confinement is required.

Cooperative Education

The student participating in the cooperative education program can either alternate semesters of full-time work experience with academic semesters or work part time while enrolling in 12 semester hours of course work. Academic credit and income is earned for cooperative education assignment.

Placement Center

The University Placement Office provides a centralized placement service for students and alumni seeking employment. The staff also provides assistance in resume preparation, employment interview preparation, career advising, and information on employment possibilities.

Office of Veteran's Affairs

The Office of Veteran's Affairs is designed to aid the veteran student by providing information concerning Veteran's Administration educational assistance allowances and other veteran's benefits. It also provides a contact point for the veteran student. Assistance is available in the areas of financial aid, housing, counseling, and placement.

Educational Research Center for Child Development

Students, faculty, and staff with children between the ages of 6 months to kindergarten (5-6 years) are eligible to use the ERCCD (child care center) for a fee. The center is open Monday through Friday (contact Center for scheduled hours) and staffed by professionals in the field of education.

It provides a broad range of learning experiences designed to develop in the child a positive

attitude toward self and the school environment.

Student Activities

The University offers diverse opportunities for participation in an extracurricular activity program. The Student Activities Office encourages the development of student interest groups whose objectives are consistent with the goals and purposes of the University. It coordinates all campus activities and organizational programs and maintains a complete schedule of activities.

Tutorial Laboratories

The University sponsors three tutorial labs for students with special needs or problems in the areas of mathematical competencies, speech and communication, and writing skills. These labs are available to students for help in particular coursework, meeting graduation competency requirements, and for successfully enhancing the student's current skill level.

Special individual tutorial assistance is available to all students through the Office of Student Success Programs on campus.

Students with Special Needs

Students with special needs regarding access and completing exams and assignments should inform the professor the first week of class and make arrangements as necessary with Disabled Student Services and your professor. The Disabled Student Services program provides students with needed support services. Services include auxiliary aids, note takers, tutors, and interpreters.

Appendix A
NASW Code of Ethics

Code of Ethics

of the

NATIONAL ASSOCIATION OF SOCIAL WORKERS

As adopted by the Delegate Assembly of August 1999

APPENDIX B

Students' Ethical Conduct Code

Students of the Division of Social Work are bound by the University's code of conduct and behavior. The Social Work Program subscribes to the Code of Ethics of the National Association of Social Workers and holds its students to these ethical standards. In addition, the Social Work Program subscribes to the following rules for professional and personal honesty:

I. **No student shall commit fraud in or misrepresent presentations in class assignments.** This includes but is not limited to:

1. Representing any work of another person or from professional literature as one's own product and achievement.
2. Submitting a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor.
3. Representing interactions of clients in written case materials that did not in fact happen or presenting any untrue statements in such materials.

Students are encouraged to report to the course instructor or Division Chair any known infringement of the above provisions by another student. The student who violates these provisions is subject to a failing grade without warning, and may be subject to additional penalties as provided by the University.

II. **No student will misrepresent higher academic status** by:

1. Making false statements in applications for student aid;
2. Putting himself or herself forward as a student of the department without official registration and fee payment;

3. Falsifying degrees or professional credentials to clients or others

Such conduct shall constitute sufficient grounds for dismissal from the division and the major.

- III. **Alleged Practice Violations:** Any student legally charged with fraud or malpractice related to social work employment or practice shall be refused admission to field instruction, without prejudice, until the court has ruled.
- IV. **Law Violations:** Any student convicted of a law violation which might affect clients shall not be admitted or readmitted to field instruction or practice activities until there is clear evidence of rehabilitation. (Following conviction, the student shall be informed in writing of the criteria for determining rehabilitation.) Students with a history of violations are encouraged to self-report these early in the student experience to the Division Chair. Most field placement agencies will be conducting a background screening, and post-graduate employment is jeopardized by certain violations as well.
- V. **Psychological or conduct problems:** No student is to continue in the program if misconduct or emotional instability significantly impairs that student's ability to work effectively in the profession. These provisions include but are not limited to:
- A. Sexual misconduct -- Sexual harassment of coworkers or clients, sexual activity with clients, sexual abuse (rape, child molestation, paraphiliac behavior).
 - B. Physical abuse - violence toward others.
 - C. Substance abuse
 - D. Unresolved psychological or personal issues compromising effective social work practice.
 - E. Severe limitations in verbal or written communication.

Conviction on violations of A, B, or C will result in immediate dismissal from the program. Allegations of misconduct will be heard in a fair hearing, and can result in denial of entry or re-entry into field classes until cleared or convicted.

Self referrals are encouraged and will be given a fair hearing. Students exhibiting these problems may be required to seek specified remediation/rehabilitation before entry or re-entry into field classes. These requirements will be specified in writing.

Fair Hearings

The student shall be entitled to a prompt and fair hearing within the division if any disciplinary action is recommended regarding alleged violations of these rules and provisions.

Ethics Committee

The Ethics Committee is composed of two social work students, two professionals - one from the Social Work Professional Advisory Board and one full-time Social Work faculty member. The Committee is chaired by the faculty member assigned by the Chair of the Division.

Process:

- Any ethical concern related to students (which is not a conviction of law violation) shall be heard promptly by the Ethics Committee.
- Any party affected by these deliberations could bring up to 2 witnesses or supporters to be heard. Students may also file written statements if desired.
- A decision on action to be taken would be by majority vote of the entire elected committee.
- If the committee recommends disciplinary action, and the student may appeal to the Dean of COPS. The Dean's decision is final.
- A record of all determinations under these provisions shall be kept on file in the Division of Social Work

Appendix C

Faculty And Staff Of UWF Social Work Program

In addition to the line faculty, the Division of Social Work is fortunate to have a rich pool of faculty associates, adjuncts, and field/practicum supervisors from the local professional community. These individuals allow the faculty to offer students a broad experience in elective courses, field instruction and professional development which would not otherwise be available. Through its Social Work Professional Advisory Board, the Program has a vehicle for incorporating developments in the professional community into the academic preparation the student receives at UWF.

DR. BONNIE C. BEDICS, Professor and Chair of the Division of Social Work, obtained a Bachelor's of Science degree from Kutztown State University, a Master's in Social Work from The University of Alabama (Tuscaloosa), and a Doctorate in Social Work from The University of Alabama. Special interests include child welfare and rural social work.

JANET D. ALBURY, Instructor of the Division of Social Work, received a Bachelor's of Arts degree in Social Work from The University of West Florida and a Master's degree in Social Work from The University of Alabama. She has an extensive background in juvenile justice. Special interests include child welfare and juvenile justice.

DR. MICHAEL H. BEECHEM, Associate Professor of the Division of Social, received a Bachelor's of Arts degree from Western Michigan University, a Master's in Social Work from Michigan State University, and a Ph.D. in Higher Education Administration from Michigan State University. Special interests include gerontology, death and dying, and substance abuse treatment.

AMELIA P. KAZAKOS, Field Instructor, received a Bachelor of Arts in Social Work from University of West Florida, a Master's in Social Work from Florida State University, Licensed Clinical Social Worker (LCSW). Special interests: Adolescents, substance abuse research and treatment, child welfare, and crisis intervention services.

DR. RICHARD E. DOELKER, Professor of the Division of Social Work, received a Bachelor's of Arts degree in Psychology, a Master's degree in Social Work, and a Doctorate in Higher Education from Florida State University. Special interests in the Division of Social Work at UWF include research design and substance abuse treatment.

DR. GLEN E. GOLTERMANN, Associate Professor in the Division of Social Work, and Director of the China Outreach Program. He is the Sesquicentennial Honorary Professor of Social Work at the University of Alabama and holds honorary professorship at The National Chung Hsing University in the Republic of China.

Dr. Goltermann's primary interests are the "philosophy of humanitarianism" and Asia/U.S. human service policy.

PAULA T. RAPPE, Assistant Professor of the Division of Social Work, and received a Bachelor's of Science degree from the University of Southern Mississippi and a Master's in Social Work from the University of Southern Mississippi. Special interests include human development, group work, adolescents, trauma, disaster and Post-Traumatic Stress Disorder.

DEBORAH M. ROUGAS, Instructor, and Coordinator of Field Instruction of the Division of Social Work, received a Bachelor's of Arts degree in Sociology from San Diego State University and a Master's in Social Work from San Diego State University. She is a Licensed Clinical Social Worker. Special interests include child welfare, mental health, treatment of individuals and families, and work with military families.

DR. FRANK A. SANSONE, Assistant Professor of the Division of Social Work, received a Bachelor's of Science in Psychology from Towson State University, a Master's in Social Work from Virginia Commonwealth University, and a Doctorate in Social Policy/Social Work from Virginia Commonwealth University. He teaches courses in community organization and program planning, research design, analysis of social service policy, and group work. Special interests include policy, research, and welfare reform.

DR. DIANE L. SCOTT, Assistant Professor of the Division of Social Work, received her Bachelor's of Science degree in social work from Kansas State University, a Master's degree in social work from the University of South Carolina, and her Ph.D. in social work from Catholic University of America. Special interests include domestic violence and policy.

SHERRI L. STONE, Instructor and coordinator of the social work program on the Chipola Campus in Marianna. Received a Bachelor of Arts degree in Religious Education from Samford University, and a Master's degree in Religious Education from Southwestern Seminary. Received a Master's in social work from Florida State University, Panama City. She is a Registered Clinical Social Work Intern, with interests in the areas of mental health, family support, domestic violence, and death and dying.

LINDA JORDAN, Office Manager of the Division of Social Work, has been employed with the Division since July, 2000. She has been with UWF since 1989 working in the areas of Community Outreach, Florida Governor's Commission and student Affairs. She brings with her a great deal of experience in office management.

MARY P. THORPE, Office Assistant of the Division of Social Work UWF/C&F Field Unit, has been employed with the department since July, 1996. She has a BS degree in Psychology from Samford University, and brings with her a wealth of knowledge from her twenty years experience as and Administrative Assistant of an architectural firm in Birmingham.

RUTH JENKINS, Program Assistant of the Division of Social Work has been employed with the Division since, December, 2002. She has been with UWF since 1998 working in the area of Diversity Studies and Applied Research.

SUBJECT INDEX

ACADEMIC CONDUCT 11
ADMISSION INTO FIELD INSTRUCTION 10
AGING STUDIES MINOR 20
ALABAMA/MISSISSIPPI SOCIAL WORK EDUCATION CONFERENCE 18
AWARDS IN SOCIAL WORK PROGRAM 16
BACKGROUND INFORMATION 1
BIOLOGICAL SCIENCES

6

CAMPUS RESOURCES 20
CAREER OPPORTUNITIES 18
CHILD DEVELOPMENT EDUCATIONAL RESOURCE CENTER 22
CHILD WELFARE MINOR 20
COMPLETION OF REQUIRED COURSES 8
COOPERATIVE EDUCATION 22
COUNSELING CENTER 5
CREDIT REQUIREMENTS 6
CURRICULUM FLOWCHART/SEQUENCE 5
DECLARATION OF MAJOR 10
DIRECTED INDEPENDENT STUDY 8
FACULTY ADVISEMENT 2
FACULTY AND STAFF OF UWF SOCIAL WORK PROGRAM APPENDIX C
FIELD INSTRUCTION 7
FIELD UNIT - UWF/C&F

18

FINANCIAL AID..... 21
GOALS 1
GPA REQUIREMENTS 6
GRADUATION PROCEDURES 13
GRE/GRADUATE SCHOOL REQUIREMENTS 13

GRIEVANCE PROCEDURES	13
HEALTH CENTER	21
INSTRUCTIONAL STANDARDS	8
INTRODUCTION TO GENERALIST PRACTICE	6
JAPAN-U.S. SOCIAL WELFARE SYMPOSIUM	18
LETTER TO PROSPECTIVE STUDENTS	iv
MINOR AREAS/SPECIAL INTERESTS	19
NASW CODE OF ETHICS	APPENDIX A
PHI ALPHA HONOR SOCIETY	16
PLACEMENT CENTER	21
PROFESSIONAL ORGANIZATIONS	16
SCHOLARSHIPS IN SOCIAL WORK PROGRAM	16
SEMESTER IN JAPAN	18
SOCIAL WELFARE MINOR	20
SOCIAL WORK CURRICULUM	3
SOCIAL WORK COURSE NUMBERS/TITLES (HOURS)	4
SPECIAL NEEDS PROVISIONS	22
STUDENT ACTIVITIES	22
STUDENT APPEAL OF PROGRAM POLICY	11
STUDENT REPRESENTATION	14
STUDENT SOCIAL WORK ORGANIZATION	15
STUDENT'S ETHICAL CONDUCT CODE	APPENDIX B
SUBSTANCE ABUSE MINOR	21
TABLE OF CONTENTS.....	i
TRANSFER CREDIT	6
TUTORIAL LABS	22
VETERANS AFFAIRS OFFICE	22
WHY THE BSW?	2
SUBJECT INDEX	33