

STUDENT HANDBOOK

MASTER'S OF SOCIAL WORK PROGRAM

DEPARTMENT OF
SOCIAL WORK

SEPTEMBER 2004

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**DEPARTMENT OF SOCIAL WORK
PAULINE R. LANG SOCIAL WORK CENTER**

May 12, 2004

Dear MSW Student:

We are pleased to present you with the new edition of the Graduate Student Handbook. Please take the time to familiarize yourself with the contents. Inside you will find information that will be useful, practical and important. Your rights, as well as your obligations, as a student, are spelled out.

We have taken significant steps over the years to enhance the advisement process. We urge you to meet with your faculty advisor at least once a semester. Your advisor can be the most helpful individual for you during your student career at Southern Connecticut State University. This person will be able to help you with course selection, academic and professional issues, and professional career choices.

Under separate cover you will be given the field education manual and research manual. These publications should be used along with this handbook. Again, if these do not answer all your questions, your advisor can be helpful.

We wish you a successful career as a graduate student.

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Department of Social Work
Southern Connecticut State University
Mission Statement

March 11, 2004

Southern Connecticut State University is one of four universities in the Connecticut State University system and the Department of Social Work at Southern Connecticut State University is the only program in this system and state that offers both undergraduate and graduate programs in social work. The program curriculum emphasizes a perspective that views people as having the capacity to change and adapt while in continuous and reciprocal interchange with all elements of their environment. The academic and field practicum components are designed to teach professional social work knowledge and to impart tools for scholarship, critical thinking, and evidenced based practice. We are committed to ethical practice and the integration of social work values in all educational activities and practice. The purpose of undergraduate education is to prepare students to work in entry level agency based social work positions. The focus of graduate education is professional education for students who will provide clinical or management services.

The mission of the Department of Social Work is to provide quality social work education to undergraduate and graduate students and to advance knowledge through study, practice, and research. Further, the Department is also committed to preparing social workers to promote system change to achieve economic and social justice in the life of communities impacted by rapid economic and social shifts. We are committed to students in the program being able to engage in practice with diverse populations in metropolitan settings. In addition, the Department is committed to educating social workers to be effective practitioners and leaders in the public and private sectors. The Department is also committed to developing partnerships with the community to further both the Department's and the university's commitment to scholarship and professional preparation.

ACADEMIC POLICIES

ACADEMIC ADVISEMENT

Each student is assigned a faculty member as an advisor. These assignments are made when the student enters the program and the student is notified of this before the beginning of the Fall semester.

Your advisor is chosen on the basis of the concentration/specialization you have chosen. You and your advisor have a great deal of latitude in developing a relationship. At minimum, your advisor will help you plan your program and monitor revisions if necessary. Your advisor can also serve as a mentor. The following serves as a guide:

Responsibilities of the Advisor:

- Confer with students during the semester to review performance
- Helps student choose appropriate courses
- Maintains up to date materials in the student file
- Work closely with advisee in the event of academic probation
- Counsels advisee about academic, professional, and career issues
- Initiates meetings with advisee
- Performs as an academic manager and coordinator for students

Responsibilities of Advisee:

- Inform advisor of academic progress and standing (includes course work and field work)
- Initiates meetings with advisor
- Confers with advisor about program and course selection
- Provides current information (address, phone numbers, name changes, etc.)
- Consults with advisor regarding changes in program plan. A formal revised change in program plan is required.

Discussion Items

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

PROGRAM PLANNING

Program planning begins soon after a student's acceptance into the graduate program. Its purpose is to provide a guide or frame of reference for your graduate studies. The plan is developed when you meet with your advisor.

Each student must have a planned program on file in the Graduate Office of the University. The university will not formally matriculate nor permit students to register for full time studies if a program plan is not on file. Please ask your advisor to check this for you if you have any questions. You should receive a signed copy of the planned program and a letter from the Dean of Graduate Studies shortly after your acceptance, and after you meet with your advisor. The department receives a copy of this which is placed in your academic file.

The planned program is used as the basis for determining credits for graduation. When and if a change is needed in your overall program, you must meet with your advisor who will then secure the approval of the MSW program coordinator and the chairperson of the Department of Social Work. A revised program plan is required.

The planned program is an agreement between you and the Department of Social Work. Any modification must be approved by your advisor and the MSW Program Coordinator.

ADVANCED STANDING

Starting with our next incoming class, Fall 2003, we will be instituting our revised Advanced Standing Policy. The changes are as follows:

- The minimum credit requirements have been increased by three (3) credits to 39 from 36.
- Student will be required to take one field placement totaling 900 hours. Formerly the requirement was 600 hours. Students will need to start their SWK 572 field seminar in August at the beginning of schedule C. This will usually start around August 1. Students will be awarded three credits for this seminar and then continue SWK 572 in the fall. Students will then take SWK 573 in the spring for a total of 15 credits for field, seminar and special project (presently a research project). The actual placement schedule will be modified so that the 900 hours can be completed between September 1 and May 1 (approximately). This will mean shortened breaks and holidays.
- Provided Advanced Standing students receive all possible waivers those wishing to accelerate their program in order to complete their program by May of the following year must take SWK 521 and 552 during the summer. These courses are offered during Schedule A and B. Schedule A starts around June 1.

A candidate who is a graduate of an accredited BSW program will be evaluated and may receive waiver of the following courses:

SWK 550	- HBSE
SWK 510	- Analysis of Social Welfare Policy and Delivery Systems
SWK 529	- Social Work Practice with Culturally Diverse and Oppressed Populations
SWK 532, 533 & 534	- Social Work Practice I, II & III
SWK 570 & 571	- Practicum I and II

Waiver is determined on the basis of having taken course and field equivalents and having received the grade of B or above in course work, and B+ or above in field work.

A student may elect to use these advanced standing waivers in the regular 1, 2, 3, or 4-year plan.

A student who is a graduate of the BSW program may choose to complete the program without requesting advanced standing and, therefore, will complete 60 credits.

TRANSFER CREDIT

The Department of Social Work follows the University's graduate program policy which states the amount of graduate work transferable to a master's degree program is limited to a maximum of 15 credits. Courses must be completed with a grade of "B" or better at an accredited institution. No credit or course waivers are granted for life experiences or previous work experience.

The university will not grant transfer credit for any course that is "older" than six years. In addition, a course for which credit was granted in one graduate program at Southern Connecticut State University cannot be transferred to a second graduate program.

Credits for transfer must be approved by the MSW Program Coordinator and the Chairperson of the Department of Social Work. Your advisor will help you determine the appropriateness of courses for transfer credits.

STUDENTS WITH DISABILITIES

Commitment to Equal Opportunity

Southern Connecticut State University is committed to full inclusion and equal educational opportunity for all persons with disabilities. The University adheres to the requirements of Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973 as amended in 1998. This law requires that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, or denied benefits of, this institution's classes, programs, services, or facilities. The University has made reasonable modifications in policies, practices, procedures, and/or facilities.

Persons with disabilities at the University have the right to:

- Equal access to courses, programs, services, jobs, activities, and facilities offered through the University;
- Equal opportunity to work, to learn, and to receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services;
- Appropriate confidentiality of all information regarding their disability and a choice as to whom, outside of the University, information about their disability will be disclosed, except as disclosures are required or permitted by law;
- Information available in alternative formats.

The University maintains a Disability Resource Office to serve students with disabilities. Disability categories include, but are not limited to, the following:

- Mobility/Orthopedic disabilities
- Specific learning disabilities
- Attention deficit disorders
- Vision and hearing difficulties
- Acquired head injuries
- Psychological disabilities
- Epilepsy

- Chronic health-related and other disabilities

Eligibility for Services and Accommodations

Students who seek support services from the Disability Resource Office and accommodations by the Department of Social Work are required to submit documentation to verify eligibility as defined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Protection under these civil rights statutes is based upon documentation of a disability that *currently substantially limits at least one major life activity*.

Eligibility for accommodations must be supported by documentation and determined reasonable by staff. Current relevant documentation is the key to identifying appropriate accommodations and auxiliary aids at the college level. To meet this requirement, documentation must be dated within the last three years and address a present need for accommodation. All documentation sent to the DRO is kept confidential. Students who submit documentation that is not current, or does not adequately address their current level of functioning and/or need for accommodation, will be required to provide an updated evaluation report. School plans, such as Individualized Educational Plans (IEP) or 504 Plans, are insufficient documentation.

STUDENT LEAVE OF ABSENCE

Students who find it necessary to take a leave of absence (LOA) should arrange a conference with their faculty advisor and discuss their request for a LOA. In consultation with the advisor, a LOA request form needs to be completed. This form outlines the plan for leave and return. The advisor will send the letter with the leave of absence form to the MSW Coordinator. When approved, the MSW Coordinator forwards it to the Chair of the Department and the Graduate Office, which will officially inform the student of their leave request. Students should be aware that they are required to complete the graduate program within six years.

FIELD PLACEMENT

The Department maintains agencies throughout the State, both for the purpose of serving diverse populations as well as student traveling needs. The Department does expect students to be willing and able to travel up to one hour from their homes for an educationally appropriate field setting. The appropriateness of any agency is based on the adequacy of supervision and educational opportunities. The Field Office has the responsibility of making sure that there is an appropriate match between student learning needs and possible agency settings. The Field Office has final decision making authority regarding placements and the appropriateness of any student request.

We do not want students to find their own placements. The development of any new placement resides with the Field Office. Determination that any particular agency is appropriate for students is dependent on a number of criteria, including the adequacy of supervision, appropriate and sufficient learning opportunities, and an agreement between the Department and the agency

to support the students' research. Agencies who have not had our students as interns must formally apply to the Field Office. Students who are aware of the potential for a new placement are encouraged to pass on this information to the Field Office. The Field Office maintains a list of agencies (at all levels of practice) that it is using. They are distinguished as being either first, second, or both year placements. Second year placements must emphasize either management or clinical learning opportunities that involve a level of complexity, initiative and responsibility that goes beyond first internship expectations.

DIRECTED INDEPENDENT STUDY POLICIES AND GUIDELINES

An independent study course provides an opportunity for students who wish to undertake a well-defined research project or clearly outlined and carefully delineated course of study. Independent study courses are restricted to students of proven ability who have sufficient background in the subject and are able to work with intermittent faculty guidance. While students do perform their work under the guidance of a faculty member of their own choosing, they conduct the project in an independent manner without attending regular class meetings. Independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. Approval of an independent study course by the sponsor and the department chairperson attests to the academic value of the study and to the ability of the student to master a body of knowledge with minimal faculty guidance.

Only matriculated students who have completed at least 9 credits of graduate work and have attained at least a "B" (3.0) average are eligible for independent study. The application form, which outlines policies and guidelines, is available in the Graduate Office and the Social Work Department. A completed form must be presented to the Graduate Office and entered into the course schedule before a student can register for Independent Study.

Policies

1. Independent study is only appropriate when the department does not offer a course that addresses the same content.
2. The independent study option is available only to students accepted to a planned program of study by the Graduate School.
3. The students and the faculty sponsors are jointly responsible for defining projects and for justifying them as independent study projects.
4. The graduate thesis may not be written in connection with an independent study course (3 credits) to a planned program.
5. A student may not apply more than one directed independent study course toward graduation.
6. A typed application for independent study with all required signatures must be received by the Graduate Office before work can begin. A sample form is appended in this handbook.

7. The student's final report on the study project becomes part of the official file of the department in which the independent study has been accomplished.
8. An abstract of the independent study must be prepared by the student, signed by the faculty sponsor and submitted to the Graduate Office upon completion of the independent study in order to receive credit.

Guidelines

1. Student requests faculty sponsorship through the department chairperson or program coordinator. Faculty are free to accept or reject student independent study proposals.
2. Student and faculty sponsor jointly prepare documentation for form. An application for independent study may be obtained from the Office of Graduate Studies (EN 118) or from your advisor.
3. The study description should answer the four following questions:
 - * What are the learning objectives?
 - * What activities will be done to meet the objectives?
 - * What resources will be employed (including the number of conferences to be held with the advisor?)
 - * What form(s) of demonstration or verification will be used to provide evidence of attainment of the learning objectives?
4. The original, plus 3 copies, are submitted to the MSW Program Coordinator for review and approval. The program advisor submits the approved copies to the Chairperson for review and signature. The Chairperson will submit the original to the administration and return copies to the student, advisor, and MSW Program Coordinator.
5. Typed application is submitted to the Graduate Office. The Graduate Office puts the course on the computer course schedule, notifies the Records Office and the faculty sponsor, and files the form. (The student cannot register until the course is put on the computer and the Records Office is notified).

EVALUATION OF STUDENTS

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

1. Essential abilities and attributes for admission and continuance in the School of Social Work;
2. Classroom achievement as reflected in grades and total Q.P.R.;
3. Performance in field as reflected in ongoing faculty and supervisor evaluation;
4. Ethical, professional, legal conduct as embodied in The NASW Code of Ethics, and University standards for student behavior.

Following are the standards in each of the above areas that need to be met for continuation in the program:

1. Essential Abilities and Attributes for Admission and Continuance

The following standards, in addition to accepted academic standards, describe the physical, cognitive, emotional, and character expectations that the Department of Social Work of SCSU requires of its students. These characteristics coupled with academic standards provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and practice.

Acquisition of competence as a social worker is a lengthy and complex process that will be undermined by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

Students in the Department of Social Work at SCSU are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom, in their practice, and elsewhere. Attention to these standards will be part of evaluations made by faculty responsible for evaluating applications for admission as well as by faculty responsible for evaluating students' classroom and practicum performance and continuation in the program. In the event that a student is perceived as not meeting these standards, they will be referred to the Student Review Committee (SRC).

MOTOR ABILITIES

The social work student must have sufficient motor abilities to attend class and practicum placement with or without technical accommodation. Reasonable accommodation through technology for limitations in motor abilities will be allowed. The Office of Disability Services will be consulted regarding reasonable accommodations.

SENSORY ABILITIES

The social work student must have the ability through his/her senses to participate in classes and practicum placement. Students must acquire and integrate data through use of their senses with or without technical accommodation. Reasonable accommodation through technology for limitations in sensory abilities will be allowed. The Office of Disability Services will be consulted regarding reasonable accommodations.

COMMUNICATION SKILLS

The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

PROFESSIONAL COMMITMENT

The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work, which are the dignity and worth of every individual and his/her right to a just share of society's resources.

SELF-AWARENESS

The social work student must know how his/her values, attitudes, beliefs, emotions and past experiences affect his/her thinking, behavior and relationships. The student must be willing to examine and change his/her behavior when it interferes with his/her working with clients and other professionals and must be able to work effectively with others in subordinate positions as well as with those in authority.

KNOWLEDGE BASE FOR SOCIAL WORK PRACTICE

The professional activities of social work students must be grounded in relevant social, behavioral and biological science, knowledge, and research. This includes knowledge and skills in relationship-building, data-gathering, assessment, interventions and evaluation of practice.

OBJECTIVITY

The social work student must be sufficiently objective to systematically evaluate clients and their situations in an unbiased, factual way.

EMPATHY

The social work student must endeavor to seek to comprehend another individual's way of life and values. He/she must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

ENERGY

The social work student must be resistant to the undesirable effects of stress, exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues and peers.

ACCEPTANCE OF DIVERSITY

The social work student must appreciate the value of human diversity. He/she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, ethnicity, religious affiliation (or lack thereof), gender, ability, sexual orientation, and value system.

INTERPERSONAL SKILLS

The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, altruism, integrity, and the demonstration of respect for and consideration of others.

PROFESSIONAL BEHAVIOR

The social work student must behave professionally by knowing and practicing within the scope of social work, adhering to the profession's code of ethics, respecting others, being punctual and dependable, prioritizing responsibilities, and completing assignments on time.

2. Classroom Achievement

Students must maintain a "B" average to remain in good academic standing.

All courses completed for graduate credit must be passed with a minimum grade of "C" (2.0).

A student who completes 9 or more credits with a cumulative quality point ratio of less than 3.0 is automatically placed on probation. If, at the completion of an additional 9 credits, the QPR is still below 3.0, the student will be suspended.

A student whose QPR falls below 3.0 during the last semester of course work will be placed on probation and given one semester to raise the QPR to the 3.0 level required for graduation. If, after completing an additional semester of work, the QPR is still below 3.0, the student will be suspended.

A student who is suspended may apply for re-admission after the lapse of one semester. To be re-admitted, the student must submit a petition to the graduate program coordinator describing why he or she will be successful if re-admitted. The graduate program coordinator will return the petition to the student with reasons for disapproval or will forward it to the Chair of the Department and the Graduate Dean with a recommendation for approval.

The petition with the endorsement will be filed in the Graduate Office if it is approved by the Graduate Dean. A copy will be sent to the graduate program advisor and the student. A petition that is not approved will be returned to the graduate program advisor with a letter stating the reasons for not approving the petition.

A re-admitted student must achieve a minimum grade point ratio of 3.5 in the next 12 credits of coursework taken. Should the student fail to achieve 3.5, he or she will be dismissed from the Graduate School with no option for re-admission.

3. Performance in Field

All students in the first field work experience must complete all field seminar assignments at an acceptable level and must demonstrate in his/her field work agency all generalist skills: Engagement, Professional Use of Self, Data Collection and Assessment, Contracting and Goal Setting, Intervention, Termination, Use of Supervision, Communication, Assignments, Professional Relationships, and Professional Values at **level 4 (Occasional)** of the current evaluation instrument by the end of the first semester to pass SWK 570. Some agencies may not afford opportunity to demonstrate a specific generalist skill. These skill areas should not be included in calculating the evaluation.

Students will receive either a pass or fail grade for SWK 570.

Students must complete all class assignments at an acceptable level and must demonstrate a majority of the generalist skills mentioned above at **level 5 (Frequent) with no skill lower than level 4 (Occasional) by the end of the second semester to pass SWK 571.** The Generalist of Foundation Practice Competencies must be passed at level 5 by the end of the year. The guiding principle is demonstrated by professional growth in all areas.

Students will receive either a pass or fail grade for SWK 570.

All students in the second field work experience must complete all class assignments at an acceptable level, receive full approval for the research project proposal, and must demonstrate all advanced skills: General Clinical, Clinical Assessment, Clinical Intervention and Professional Context or General Social Service Management Skills, Management Competencies, and Professional Context at **level 4 (Occasional) by the end of the third semester to pass SWK 572.** Some agencies may not afford opportunity to demonstrate a specific generalist skill. These skill areas should not be included in calculating the evaluation.

Students will receive a letter grade (A, A-, B+, B, B-, or F) for SWK 572.

Students must complete all class assignments at an acceptable level receive full approval for the thesis, and must demonstrate a majority of the advanced skills listed above at **level 5 (Frequent) by the end of the fourth semester to pass SWK 573.** The Integrated Clinical Social Work Competencies must be passed at level 5 by the end of the year. The guiding principle is demonstrated professional competence in all areas.

Student will receive a letter grade (A, A-, B+, B, B-, or F) for SWK 573.

End of Semester Evaluations

Evaluation is viewed as a process that is the culmination of ongoing supervision between student, field instructor, and faculty liaison. Practice competencies and the assignments to achieve them become part of the educational contract established jointly between the student and field work instructor at the beginning of the field work placement. They are reviewed during the end of semester evaluation by the field work instructor, the field work liaison, and the student. Out of this process, a written evaluation and the goals and assignments for the following semester are prepared in triplicate by the due date listed on the field work education calendar. The evaluation should include a brief description of the educational goals, assignments, orientation to agency, and an evaluation of the student's progress in competency areas as they relate to field work performance, using the competency specification forms for each year, concentration and specialization in the Appendix. The field work instructor and student should sign the evaluation, indicating that the evaluation has been read and discussed. The student may wish to add additional comments.

Two copies **with original signatures** of the evaluation are sent to the Department of Field Education. One of these is given to the faculty liaison. A copy is given to the student by the field work instructor. It is very important for students to retain this evaluation in the personal records for future use. The field work instructor should feel free to recommend a grade for the student. The field work grade, however, is given by the faculty liaison based on field work performance and classroom participation.

PROCEDURE FOR DEALING WITH FIELD EDUCATION RELATED PROBLEMS

The following policies have been established to guide students and faculty in situations that have arisen in field work practice or in the classroom. They have been established for the benefit and protection of students. They provide due process for the review of student performance. This process can be initiated by all parties involved in field education: the student, the advisor, the field instructor, or the faculty liaison. (Please note: If the performance in question is of a legal or ethical nature, please refer to the section titled, *SRC Review of Possible Violations of Ethical, Professional and Legal Conduct*, p. 14.)

If during the field work placement the faculty liaison, the field work instructor, or the student determines that the student may not be able to reach appropriate levels of competence or that the agency is not providing an educationally sound experience, the following procedures need to be followed:

1. A three-way conference needs to be held including the student, field liaison, and field work instructor. Concerns should be made explicit.
2. A written contract will be drawn up detailing the concerns to be addressed and the expectations for change. A time period for subsequent review should be set which is timely and appropriate to the situation. During this time, there should be frequent

communications among the parties involved. All concerns must be put in writing with copies given to:

1. The student
 2. The field instructor
 3. The faculty liaison
 4. The Field Education Director
 5. The MSW Coordinator
 6. The faculty advisor
3. If, at the end of the stated period, the student demonstrates progress or the field work situation is remedied, by agreement of the field instructor, faculty liaison and the student, the matter is deemed to be resolved.
4. If the student does not show progress or the agency-based problem continues, the faculty liaison, Field Education Director, and M.S.W. Coordinator will convene to determine appropriate action.
- a. If the problem is agency based, reassignment may be necessary.
 - b. If the student's performance is in question, the SRC will review the student's record and, having reached a consensus, will make one of the following decisions:
 - to place the student in a new agency
 - to extend the time for the student to resolve the problem.
 - to extend the period of time that the student is in placement
 - to give the student a failing grade
 - If having received a failing grade the student wishes to continue in the program, the student may request that the Student Review Committee (see below) consider the request.
 - c. Should a second year student not complete the research project requirement by the end of the second semester, he/she will be required to register for an independent study to complete it.

4. Ethical, Professional and Legal Conduct

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

The following are illustrations of conduct or behavior which may result in termination after due process by the SRC:

- A. Knowingly falsifying application for admission to the program.
- B. Deliberate destruction of property of the school, agency, colleague or client.
- C. Theft of property of the school, agency, colleague, or client.
- D. Any type of physical, mental, or verbal abuse of clients or colleagues.
- E. Unauthorized possession of or any infraction related to intoxicants or drugs on school or agency property or reporting to classes or field under the influence of intoxicants or drugs.
- F. Lewd or obscene conduct or expression on school or agency property (obscene shall be defined by Connecticut General Statutes, section 53a-193).
- G. Possession of any weapon, with or without permit, on school or agency property.
- H. Breach of ethics concerning the confidentiality of clients.
- I. Threatening, intimidating, or coercing fellow students, faculty, or agency personnel on school or agency premises at any time.
- J. Sexual harassment, defined as any unwelcome sexual advance, request for sexual favors, or another verbal or physical contact of sexual nature, when accompanied by intimidating or coercive pressure to comply with the same.
- K. Sexual assault as defined as any unwanted physical contact of a sexual nature.
- L. Conviction of felony in state or federal court.
- M. Repetition of conduct which resulted in prior probation or suspension or written warning.

STUDENT REVIEW COMMITTEE

As members of an academic, intellectual, and professional community, it is expected that feedback between faculty and students be continuous. The assumption is made that growth and change can and will occur, both for faculty and students, and that evaluation and feedback are essential parts of the process. The work of the Committee in no way supplants these processes or the evaluations that classroom and field faculty may make.

Role and Function

The purpose of the Student Review Committee is to deliberate, monitor, and review those situations where a student's behavior and performance are not meeting department standards. It becomes active relative to any particular student when a faculty member believes that a student is not meeting the department's expectations for continuation in the program.

The Student Review Committee (SRC) serves in a consultative capacity to any faculty member who desires a forum for discussing individual student problems. This may include problems in the field, classroom, or concerns about students' ethical behavior. In this consultative capacity, the Committee does not function as an oversight group, but one in which a faculty member can seek support and clarification. It becomes active if and when a faculty member requests its services.

The SRC also serves a decision making function in the following way: if a student receives a failing grade in field, and the student requests that the department consider their continuation in the program, the Committee will deliberate this matter and upon review make a decision. It should be noted, however, that the Committee has no jurisdiction regarding the grade awarded by any instructor.

In addition, the SRC will review all situations where students were terminated from the program. The Committee believes that it is important to develop and understanding of the factors contributing to student failure.

First Year Review

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

1. classroom achievement as reflected in grades and total Q.P.R.
2. performance in field as reflected in ongoing faculty and supervisor evaluation;
3. ethical, professional, legal conduct as embodied in the NASW Code of Ethics and University standards for student behavior.

The SRC will conduct a Spring Review of all students in first year internships to ascertain that they are performing at acceptable levels in all three areas.

The SRC is comprised of the Coordinator of the MSW Program, who is responsible for chairing and convening meetings, the Director of Field Education, three faculty chosen by the MSW core, and the faculty advisor of the student being reviewed. Any student who is reviewed by the Committee will be notified that this review is taking place by his/her advisor. Students will be able to bring another matriculated student for support.

Minutes will be kept. The Committee will try to reach consensus regarding any decisions that need to be made, but it is understood that where a consensus cannot be reached majority rule will apply. When voting is required, the advisor does not vote. The committee will maintain the confidentiality of the proceedings.

Faculty may want to consult with the MSW Program Coordinator prior to any review.

Student Review Committee Review Processes

When a student:

- Is suspected of violating the NASW Code of Ethics
 - Appears to be seriously harmful to clients
 - Has committed a criminal act
 - Is not meeting essential abilities and attributes (as outlined in this manual) required for continuance in the School of Social Work:
1. The appropriate faculty member (e.g., advisor, classroom instructor, or field staff) must make a written request to the MSW Coordinator for a status review by the SRC.

2. The MSW Coordinator sets the meeting, time, and date for the SRC meeting and advises students of their rights at least one week in advance.
3. The appropriate faculty member prepares a report for review. The report will be available to the student and committee members at least a week in advance of the Status Review meeting.
4. The student and/or the advisor can provide additional information at the Status Review meeting. Minutes of the meeting are kept by a designated faculty member of the committee. The student can ask to be accompanied by another student, this student can provide a “student perspective.”
5. The SRC committee meets in closed session to make decisions regarding the student's continuation in the program. All discussions and deliberations are to be carried out maintaining professional standards of confidentiality.
6. Decisions are forwarded in writing by the MSW coordinator to the student and advisor, and copies are placed in the student's file.
7. If the decision is that the student continues in the program, it is the responsibility of the MSW Coordinator and the advisor to monitor whether the recommendations have been implemented and followed and whether the identified problem has been satisfactorily resolved.
8. If the decision is made that the student shall not continue in the program, the student shall be notified of dismissal in writing by the Chairperson of the department. A copy of the letter shall be sent to the Dean of the School of Health and Human Services, MSW or BSW Program Coordinator, student's advisor, and the Dean of Graduate Studies for graduate students.
9. Should the student choose to continue the process, they are advised to follow the grievance procedure listed in either the MSW Student Handbook or the BSW Student Handbook.

STUDENT GRIEVANCE PROCEDURES

Definition: A student grievance is defined as a violation of a student's rights as set forth in the University Student Handbook. It is further defined as a difference, complaint, or dispute resulting from alleged administrative or academic injustice, or regarding the interpretation and application of Department of Social Work policy and/or procedures.

Academic injustice is not to be construed to include the change of a student's grade (see AAUP,

Article 4.2.2.2. (CBA)) nor shall a complaint regarding change of academic or administrative policy be considered a valid grievance. Concerns regarding a change of policy must be submitted to the appropriate person(s) or committee(s).

Adjudication of Student Grievances:

The student who has an alleged grievance is hereafter known as the complainant. The person who is the occasion of the alleged grievance is hereafter known as the respondent.

- A. A grievance may be filed by any student taking courses in the School of Social Work. A grievance may be filed by a person who is not a student provided that 1) the alleged violation occurred when he/she was student, and 2) procedures for redress were started as soon as the alleged violation become known.
- B. The fact that a grievance has been filed shall in no way be held against or used against the complainant.
- C. The first step in the grievance process (3.a.) must be begun within 20 class days after the alleged violation became known.

Procedures:

The complainant shall:

- a. Initiate a discussion with the respondent in order to affect a resolution of the alleged grievance. If, in the complainant's judgment, the alleged grievance is unresolved, he or she shall, within 10 class days,
- b. Initiate a discussion with the complainant's faculty advisor (or other social work faculty member when advisor is the respondent). This advisor shall act as a neutral third party to help resolve the alleged grievance (including bringing all parties together for discussion). If, in the complainant's judgment, the alleged grievance is unresolved, he or she shall, within 10 class days,
- c. Submit the alleged grievance in writing to the Chair of the Department of Social Work who shall talk to the parties involved to arrive at the decision as to whether or not the alleged grievance meets the definition of grievance. The Chair's ruling shall be considered binding.
- d. The Chair shall convene the first meeting of the grievance committee, give the committee its charge, and supply copies of the written grievance to the committee.
- e. The committee shall be composed of:
 - 1. One faculty member and one peer selected by the complainant
 - 2. One faculty member selected by the respondent
 - 3. Two members (one faculty and one student) selected by the Chair of the Department of Social Work

4. A chairperson shall be appointed from the membership of the committee
- f. The committee shall attempt to resolve this grievance by discussion, consensus, and ultimately by vote, if necessary. Each member of the grievance committee shall have one vote, which by secret ballot shall be counted by the Chair of the Department of Social Work in the presence of the grievance committee, the complainant and the respondent. The outcome and recommendations of the grievance committee, whether by consensus or vote, shall be considered a resolution of the grievance and shall be reported to the Chair of the Department of Social Work in writing.

STUDENT SERVICES

STUDENT MAILBOXES

Mail and other notices will be distributed in students' mailboxes which are located in the entrance hall of the Lang Social Work Center.

Each letter of the alphabet will have a box. Since a number of persons will share a mailbox it is suggested that each piece of mail or announcements should be placed in an envelope with the person's name on it to ensure privacy and confidentiality.

APPLICATION FOR GRADUATION

All students must apply for graduation by filling out a Graduate Degree Application. This form may be obtained in the Records Office (Wintergreen Building). **Students should check the Graduate Catalog for the application deadline. Any student who does not apply for graduation by the application deadline will not graduate.** The student must initiate the process of applying for graduation. The University will not provide the student with a diploma unless application is made and all requirements are met.

CAMPUS POLICE

The Campus Police Department is located behind the Health Center in Granoff Hall.

Police officers are responsible for the safety and protection of the campus and its personnel as well as for enforcing parking regulations and conducting investigations. Students should promptly report thefts or any other incidents on campus directly to the Campus Police Department, open 24 hours a day. Students may either stop by or call the emergency numbers: 392-5375, or ext. 25375. In addition, lost items may be claimed there and found items may be turned in there.

The Campus Police Department has both male and female officers assigned to the patrol units.

All officers are trained and have the same authority as members of a municipal police department. The department also has female and male officers trained to handle cases of sexual assault.

BOOKSTORE

The SCSU Bookstore, located between the Student Center and Seabury Hall, sells new and used textbooks as well as a variety of clothing items, school supplies, and dorm accessories. Computer software, peripherals, and supplies and special book sale promotions are also featured.

The regular hours of the bookstore are Monday through Thursday, 9 a.m. to 7 p.m. and Friday, 9 a.m. to 4:40 p.m. These hours are extended at the beginning of each semester. Call for summer hours. Personal checks (with two forms of ID) and Master Card or Visa, in addition to cash, are accepted for payment. Textbooks may be returned for refund with sales receipt within the first three weeks of classes (one week in summer) if in new, unmarked condition. Textbook buyback is held every day during normal business hours; I.D. required.

UNIVERSITY CLOSING

In the event of severe weather conditions that could result in the closing of the University, students are advised call 203-392-SNOW, the Weatherchek line. Students may also listen for announcements on the following local radio stations from 6 a.m. on: WELI, WNHC, WAVZ, WKCI and WPLR, New Haven; WSCR, Hamden; WEZN, WICC, Bridgeport; WSTC and WYRS, Stamford; WATR, Waterbury; WDRC and WTIC, Hartford; WNLC and WTYD, New London; WMMM, Westport; WRCQ and WRCH, Farmington.

IDENTIFICATION CARDS

All full and part-time students must have a University picture ID card. The Hoot Loot card is not only the University picture ID, it also provides a variety of services: access to residence halls, access to food service plans, as well as access to the library. In addition, the Hoot Loot card has other advantages allowing patrons to put money on the card, and make purchases from on-campus vending machines, the University Bookstore, University Food Services, and convenience stores, as well as off-campus vendors. Furthermore, if the Hoot Loot card holder opens an account with the Southern New England Federal Credit Union, located on campus, the card will act as an ATM card, accepted world-wide. For more information, contact the University Card Office at (203)-392-7077, visit the office in Wintergreen, or simply click on the student service page of the Southern web site; www.southernct.edu/services.

HEALTH SERVICES

The Granoff Student Health Center is located in Granoff Hall on Wintergreen Avenue in a building that it shares with University Police. A physician is available from 7:30 a.m. to 3:30 p.m. Monday through Friday; the number is 392-6300. Full-time graduate students must have properly completed health forms (questionnaire and physical examination) on file at Granoff Health Services to be eligible for campus medical services. Connecticut state statutes require all

matriculated students (full and part-time) to show proof of adequate immunization against measles (rubeola) and German measles (rubella).

Accident insurance protection is part of the General Fee paid by the full-time students. In addition to the accident coverage, the University also requires a sickness insurance plan to cover some surgical expenses and hospitalization costs. Full-time students will be automatically enrolled in and billed for the sickness insurance plan unless they submit a signed waiver, included with the bill, indicating equivalent coverage. Details of both plans are in a brochure distributed by the university to each student. In the event of accident or sickness, students can obtain a medical claim form from Student Health Services. Students are advised to consult the health insurance brochure available from Student Health Services for additional information.

The clinical psychologist, located in the Health Services building, is available by appointment. No matter what problem or difficulty they are facing, students may refer themselves to the psychologist. All conversations are confidential and no diagnoses are made or case records kept.

LIBRARY

An open-stack system gives students easy access to library materials, while large collections of rare books, newspapers, and journals are available in microform. In addition, patrons can generally photocopy the library's bound, unbound, and microfilmed materials to facilitate the collecting of resource information for study and research. Enduser database information retrieval is available from a total of 34 different automated databases located in the Periodicals and Reference Department.

An online public access catalog (OPAC) is available replacing and extending the traditional card catalog. In addition to the customary author-title-subject capability of the old card file, patrons may now search using multiple approaches and combinations, such as several subjects at once, dates, call numbers, keyword, Boolean searches, etc. From the same terminal one may also search the catalogs of sister CSU university libraries and other selected libraries within the vicinity of the Southern campus.

LIBRARY CARDS

Your current validated Hoot Loot card is your library card.

Book Loans

Regular Loan: 28 days; all books are subject to recall.

Overdue Books and Materials

Students must read and be aware of the return date in each book to know when the book is due. Overdue notices are sent out regularly. All library obligations (fines for overdue and/or lost books) must be paid as they occur or collection procedures will be started.

Students are asked not to loan library cards or check out books for other students as they will be monetarily liable for any materials signed out in their name. Any library material which is lost

should be reported to the Circulation Department as soon as possible in order to avoid additional fines.

Fines and Penalties

Overdue books on a 28 days loan - 10 cents a day. Overdue closed research books - 25 cents an hour or any fraction thereof; \$2 a day.

Lost Books

Borrowers who lose a book should report its loss immediately and are responsible for its replacement including cost of processing.

Reserve Books

Reserve books on hourly circulation during the day are located at the reserve desk and may be taken overnight from the library after 4 p.m. Overnight books are due at 9 a.m. the following day.

Periodicals

Periodicals are reference material and do not circulate. Copying machines are available in the hall outside the Periodical Room and on each floor.

Library Instruction

A Guide to the Hilton C. Buley Library is available to students at the Circulation Desk on the main floor. The library staff will provide information about library services and policies. Formal class presentations are available upon request through the Bibliographic Instruction Coordinator.

LOST AND FOUND

The University is not responsible for personal property loss. The Lost and Found Service is located in the Campus Police Department. Such articles should be turned in or claimed at this office.

NOTARY PUBLIC

Notary service is available to students in the Student Center, SC 100, during posted hours.

TYCO COPY CENTER

A full service copy center is conveniently located in Engleman Hall. Most of your copying needs can be fulfilled while you wait. The copy center is open Monday through Friday from 8 a.m. to 4:30 p.m.

VIDEO CALENDAR

Video Calendar is the name of Southern's unique electronic information network. Each day, students can receive all kinds of information about what's going on at Southern, from announcements of student organizations and library hours to what's on sale at the bookstore, entertainment features, and much more. This programming, updated on a daily basis, is received at information terminals located throughout the University. It's easy to get an announcement or information of an upcoming event published on Video Calendar. Just submit a Publicity Request Form available at SC 100, up to ten days before the event. This information is then programmed into the system within three days. Video Calendar does not accept commercial advertising or announcements. Only information submitted by officially recognized student organizations or campus agencies is eligible for broadcast.

URBAN STUDIES CENTER

The Center for Urban Studies and Community Development is a response to the needs of America's changing urban communities. The center offers graduate courses and programs for people interested in careers in urban education, urban management, urban development, and policy analysis. Applied and action research studies are conducted on a grant or contract basis for governmental, professional, and business organizations.

ACADEMIC COMPUTER CENTER

The Academic Computer Center, located in Jennings Hall, is open from 8:10a.m. to 9:45p.m. on weekdays, from 10:00a.m. until 4:45p.m. on Saturdays, and from 12:10p.m. until 4:45p.m. on Sundays. There are over 100 personal computers as well as 40 terminals attached to the VAX 7000-630 computer.

STUDENT RECORDS

Each student has an academic file in which the above evaluations are placed. In addition, the advisement worksheet and other pertinent information and correspondence are placed.

GRADUATION

Graduating students are entitled to participate in the University's commencement exercises. In addition to this official ceremony, the graduate social work student organization sponsors an unofficial hooding/recognition ceremony for students at the School. All graduating students are welcome to help plan and participate in this ceremony.

JOB PLACEMENTS

The Department of Social Work provides assistance for job placement in a number of ways: posting in a special job folder, and alerting faculty who advise students to new positions as they become available.

CHANGE OF COURSE SCHEDULE

A student may drop a course by obtaining the necessary forms from the Registrar and obtaining approval of the advisor. Adding a course or changing a section must have the approval of the advisor and the program coordinator. Please be aware that changes in course schedules may alter your planned program.

STUDENT PARTICIPATION

STUDENT PARTICIPATION IN THE SOCIAL WORK PROGRAM

1. The Department of Social Work adheres to the University Student Affairs Policies as well as those directives which pertain to student membership on School or Department committees.
2. Students hold membership through representation on policy-making committees:
 - a. Department Curriculum and Educational Policy Committee
 - b. MSW Core Faculty
 - c. Department Faculty Meetings
 - d. University Graduate Student Affairs
 - e. Faculty Student Affairs Committee

BETA RHO - NATIONAL HONOR SOCIETY

In 1989 Phi Alpha National Social Work Honor Society chartered the Beta Rho Chapter on the SCSU campus. To date approximately 100 members were inducted. Each January the society extends a call to accept new members. Each student who meets the eligibility criteria may apply for membership.

The Society presents awards at commencement, sponsors academic workshops and colloquies and symposiums. In addition a service project is carried out each year. Contact the Department's advisor for more information.

GRADUATE SOCIAL WORK ORGANIZATION (GSWO)

The GSWO is a student organization and led association open to all M.S.W. graduate students. Its purpose is to respond to the academic and collegial needs of students as defined by the students. Issues related to student-faculty relations, curriculum, and student participation in department decision making, are addressed. This organization is involved in the orientation of new students and the planning of the graduation ceremony.

The organization annually elects officers and plans the year's program. A copy of GSWO's membership application follows. If you are interested in joining, please feel free to complete and return.

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