



# STUDENT HANDBOOK

## BACHELOR OF SOCIAL WORK PROGRAM

DEPARTMENT OF  
SOCIAL WORK

SEPTEMBER 2006

**SOUTHERN CONNECTICUT STATE UNIVERSITY  
SOCIAL WORK**

**STUDENT HANDBOOK**

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**SOUTHERN CONNECTICUT STATE UNIVERSITY**

**UNDERGRADUATE PROGRAM STUDENT HANDBOOK**

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

In preparing this handbook, particular attention was given to the diverse needs of a changing student population including full-time and part-time students interested in professional careers in social work.

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

September, 2006

Dear Student:

Welcome to our Social Work program. You will be entering a profession that is over a century old that has made helping human beings a cornerstone of its value system and Code of Ethics. The next two years will be instrumental in your development as a professional social worker. Take advantage of the learning opportunities available to you through our program and through the University, and from the social work faculty, who are a talented group of people with many years of experience as advisors and role models.

Please take the time to familiarize yourself with the contents of this handbook. 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. Please note the timetables and deadlines that need to be adhered to in order to plan for and maximize your educational experience. I would like to draw your attention to our mission statement on page 3. This is our commitment to the profession, to the community, and to our students. We hope you will be able to take on these principles as part of your professional identity.

We urge you to meet your faculty advisor at least twice a semester. This person will be able to help you with course selection, academic and professional issues and problems, and professional career choices.

We wish you success as a social work student.

Sincerely,

Anthony Maltese, MSW  
Coordinator, BSW Program

Todd Rofuth, DSW  
Chairperson, Department of Social Work

AM:js

## **OVERVIEW**

The baccalaureate social work program of Southern Connecticut State University is a 42 credit program leading to the Bachelor of Science degree in Social Work. One of five accredited undergraduate social work programs in Connecticut, it is designed to prepare students for beginning generalist social work practice and/or for graduate social work education in an accredited school of social work throughout the United States. Based on a liberal arts foundation, the program provides for a basic knowledge of the social welfare system and the essential knowledge and skills required for beginning social work practice.

## **MISSION AND GOALS**

### **BSW Program Mission**

As a result of ongoing strategic planning the department's mission statement was revised in 2004 and adopted by the department on March 11, 2004. Our mission statement is:

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 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 education 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.

### **Social Work Department Program Goals**

The following program goals evolve from the mission statement. These goals are designed to give greater emphasis to the department's commitment to educate social work students who are competent to bring about change. The program intends to prepare professional personnel to:

1. To provide students with quality education which will prepare students to function as beginning social work practitioners at the generalist level in a variety of systems.
2. To provide students with quality education which will prepare students to practice within the framework of the values and ethics of the profession.

3. To engage in the formulation and implementation of social policies, services and programs that meet basic human needs and support the development of human capacities.
4. To develop and apply knowledge and skill to promote social justice and social change that will better address poverty and oppression.
5. To develop and apply practice within the context of diverse cultures.
6. To educate social workers to be effective practitioners and leaders in the public and private sectors.
7. To promote partnership between the department and the community to enrich the quality of life in the community and enrich professional preparation and opportunities for our students.
8. To advance social work knowledge through research, scholarship and community activities.

### **BSW Program Objectives**

To prepare students for generalist social work practice, the program maintains the following objectives in the development of the BSW curriculum:

1. To conduct agency-based generalist practice from the person in environment perspective recognizing that intrapersonal, interpersonal, biological, and social environment factors contribute toward client system functioning.
2. To practice social work at a beginning level that will: enhance the biopsychosocial functioning of individuals, families, groups and communities; restore client and community capacity for effective adaptation; enhance client or community ability to bring about social change; and reduce and prevent social problems and social breakdown.
3. To deliver quality services to the urban poor, minority communities, and populations at risk.
4. To understand the historical, philosophical, value and ethical base informing social welfare and social work and to practice using the NASW Code of Ethics as a guide for social work intervention.
5. To practice without discrimination and with respect, knowledge, and skill related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation.
6. To implement a problem solving approach to address particular problems or issues of individual, family and group client systems.
7. To promote individual and collective economic and social justice and the elimination of oppression and discrimination.

8. To apply critical thinking skills within the context of professional practice.
9. To demonstrate the use of theoretical frameworks supported by empirical evidence to understand individual and family development and behavior across the life span.
10. To demonstrate knowledge of the influence of historical, moral, political, and social and economic contexts on local, state, and national social welfare policy; apply this knowledge to analyze, formulate, and influence state social policy legislation.
11. To demonstrate knowledge of how social policy impacts service allocation, service delivery, benefits, finance and organizational structure.
12. To demonstrate the ability to evaluate research studies, apply research findings to practice and to use methods to evaluate their own practice.
13. To demonstrate the ability to use communication skills differentially across client populations, colleagues, and communities.
14. To use supervision and consultation appropriate to social work practice.

#### **NONDISCRIMINATION CLAUSE**

The Bachelor of Social Work program at Southern Connecticut State University is intended to serve the needs of students without discrimination on the basis of age, race, gender, creed or ethnic origin.

#### **ACADEMIC STANDARDS AND ADMISSIONS PROCEDURE**

To be eligible for entrance into the BSW Program, students must maintain an overall 2.5 cumulative QPR. To remain in the program they must maintain a 2.75 Q.P.R. in their social work courses and a minimum of a C average in their field courses.

Any student who matriculated with the University may declare a major in social work. Students are encouraged to do so before the first semester of their junior year.

Students are accepted into the BSW program during the first semester of their junior year. To gain full acceptance, students must meet the following requirements:

1. Completion of 57 credits in the liberal arts and cognate courses (psychology and sociology).
2. A minimum grade point average of 2.5 and good standing with the University.
3. Successful completion of SWK 200 or its equivalent.
4. Successful completion of ENG 112 and MAT 107 or course equivalents.
5. Evidence of suitability for the social work profession. Appropriateness and suitability for the profession is determined by a recommendation of the SWK 200 instructor based on successful completion of academic and field activity in this course.

Students interested in enrolling in the BSW program are expected to complete a screening interview with the program coordinator.

After a determination is made concerning the student's readiness to enter the program, a formal letter of acceptance is forwarded to the student and the University Registrar is notified. Each student is then assigned to a faculty advisor and a planned program is established.

Students interested in entering the BSW program but who do not meet the minimum academic standards are placed on a tentative waiting list and are encouraged to reapply.

### **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 Assistance Team (SAT).

#### **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 include 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.

#### ACCPETANCE 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.

## **SOCIAL WORK PROGRAM**

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

The Department of Social Work is one of six departments under the School of Health and Human Services. The others include Public health, Communication Disorders, Nursing, Marriage and Family Therapy (graduate), and Recreation and Leisure Studies.

The formal structure of the Department of Social Work is governed by an established set of by-laws approved by full-time members of the faculty who serve as the governing body for the Department. All policies and procedures as set forth in this manual are, therefore, authorized by the faculty as a collective.

Student participation in the day-to-day operations of the Department is reflected in the formal organization of the Department. Direct student participation is, therefore, encouraged and fostered.

Students are formally represented on the following standing committees:

1. Regular faculty meetings – two BSW student representatives may be elected by the Student Social Welfare Organization (SWO) to serve as voting members of the BSW Core Faculty Committee.
2. Faculty – Student Affairs Committee. This is a joint committee of a faculty, BSW and MSW students. A maximum of three BSW students may be selected to serve on this committee that exists to address the on-going academic concerns of BSW/MSW students. It is chaired by a member of the faculty.
3. Curriculum Committee. BSW students may serve on this committee as regular voting members.

The following are regular standing committees:

1. Personnel Committee
2. Admissions Committee
3. By-laws Committee
4. Specialization Committees
5. Curriculum Sequence Committee

There is also a core BSW student-faculty committee which meets regularly to conduct day-to-day operations of the Department.

Other ad hoc committees may be formed to address particular issues not ordinarily handled within the existing structure.

### **Student Participation**

In addition to participation on Standing Faculty Student Committees, a separate organization for students exists to ensure broad student participation in the affairs of the Department of Social Work. Referred to as the Social Welfare Organization (SWO), this is a student-based organization recognized by the Southern Connecticut State University Office of Student Affairs with its own separate budgetary and operational modus operandi. Through SWO, undergraduate students have the opportunity to enhance their own educational opportunities through planning and implementing activities consistent with their own interests and special needs. Faculty are elected to serve as advisors to assist SWO in its on-going deliberations and activities. It is essential that SWO leaders work in collaboration with the Office of Student Activities within the broader University to ensure support and legitimacy by the larger university system.

### **Academic Standards**

Consistent with the purpose of preparing students for entry-level beginning social work practice, the following standards are integral to the Department of Social Work:

1. To remain in the program students must maintain a 2.75 grade point average in social work course work, including a minimum of “C” in field-related courses.
2. All written work should be consistent with standards established by the American Psychological Association (Manual of Style).
3. Teaching and learning will occur consistently with principles and androgyny with emphasis on facilitation and individualization in the classroom.
4. Plagiarism is prohibited.
5. Consistent with established professional codes of behavior, conscious attempts should be made to verbal and written modes of expression of a non-racist and non-sexist nature.

### **Curriculum**

The BSW program is divided into four types of courses:

| <b>Types of Courses</b>         | <b>Number of Credits</b> |
|---------------------------------|--------------------------|
| Liberal Arts                    | 41                       |
| Social Sciences                 | 24                       |
| Social Work (including SWK 200) | 42                       |
| Electives                       | <u>15</u>                |
| Total                           | 122                      |

The social work curriculum is divided into five separate types of foundation courses: Human Behavior and the Social Environment (HBSE); Social Welfare Policy (SWP); Social Work Research; Social Work Practice; and Field Instruction. Additionally, 12 credits of psychology, 9 credits of sociology and 3 credits of computer science are cognate requirements for social work majors. While courses must be completed in proper sequence, exceptions can be made in certain circumstances. The following courses must be completed by Bachelor of Science students who major in social work.

1. Liberal Arts (Taken during the freshman and sophomore years)

Students are required to complete 41 credits in the Liberal Arts:

| <u>Subject Area</u>          | <u>Credits</u> |
|------------------------------|----------------|
| History (U.S.)               | 3              |
| Communication                | 6              |
| Fine Arts                    | 3              |
| Foreign Language             | 3              |
| Health                       | 1              |
| History (World Civilization) | 3              |
| Literature                   | 3              |
| Mathematics                  | 3              |
| Biology                      | 3              |
| Chemistry                    | 3              |
| Philosophy                   | 3              |
| Physical Education           | 1              |
| Economics                    | 3              |
| Anthropology                 | <u>3</u>       |
| Total                        | 41             |

2. Cognate Requirements

BSW students must complete the following courses in the Social Sciences and Computer Science:

|   |          |
|---|----------|
| Introduction to Psychology (PSY 100)  | 3        |
| Developmental Psychology (PSY 210)  | 3        |
| Personality (PSY 228)   | 3        |
| Abnormal Psychology (PSY 321)   | 3        |
| The Family (SOC 322)  | 3        |
| Racial & Ethnic Relations (SOC 310) or<br>Racial and Ethnic Intergroup Relations in<br>Contemporary Society (URB 306) | 3        |
| Social Problems in the U.S. (SOC 211) or<br>Urban Community (URB 308)   | 3        |
| Introduction to Computers & Applications (CSC 101)  | <u>3</u> |
| Total   | 24       |

3. Social Work Courses

Sophomore Year: SWK 200 – Introduction to the Helping Professions, 3 credit course. This course must be completed by all BSW students and may be waived for transfer students from community colleges or other comparable institutions following successful completion of a waiver examination.

Once accepted into the BSW Program all BSW junior students take courses in the following sequence:

| <u>Course Title and Number</u>                        | <u>Credits</u> |
|---|----------------|
| <u>Fall</u>   |                |
| Human Behavior and the Social Environment I (SWK 320) | 3              |
| Methods of Intervention I (Individuals & Families)    | 3              |
| Social Welfare Institutions and Policies I (SWK 330)  | <u>3</u>       |
| Total Credits   | 9              |

| <u>Course Title and Number</u>                                     | <u>Credits</u> |
|--|----------------|
| <u>Spring</u>  |                |
| Human Behavior and the Social Environment II (SWK 321)             | 3              |
| Methods of Intervention II - Communities & Organizations (SWK 378) | 3              |
| Social Work Interviewing Skills (SWK 390)                          | <u>3</u>       |
| Total Credits  | 9              |

Extended Study Program (part-time study – 9 credits or less). Students may be interested in pursuing a BSW degree on an extended study or part-time basis. For these students, a plan of study is possible beyond a regular four year program, but must meet the same curriculum requirements of a full-time student. For these students late afternoon and evening courses are offered in addition to access to faculty during evening hours. Also, some courses can be completed during the two summer sessions, depending upon course availability. Students should check the University schedule to determine course availability.

**SENIOR YEAR**

| <u>Course Title and Number</u>                | <u>Credits</u> |
|---|----------------|
| <u>Fall</u>                                   |                |
| Social Work Research Methods (SWK 350)        | 3              |
| Methods of Intervention II – Groups (SWK 377) | 3              |
| Field Practice: Seminar I and (SWK 490)       | <u>6</u>       |
| Total Credits                                 | 12             |

| <u>Course Title and Number</u> | <u>Credits</u> |
|--------------------------------|----------------|
|--------------------------------|----------------|

## Spring

|  |          |
|--|----------|
| Social Welfare Institutions and Policies (SWK 430) | 3        |
| Field Practice: Seminar II (SWK 491)               | <u>6</u> |
| Total Credits                                      | 9        |

### 4. Electives

Students must complete a minimum of 15 three elective credits and may be taken during any of the four semesters prior to graduation.

Note: University's Academic Requirements see Appendix B: (Cumulative Program Records [CPR]).

## **ACADEMIC ADVISEMENT**

The purpose of academic advisement is to provide students with opportunities for integrating course work, field instruction with career goals and objectives. Upon entering the program, students are assigned to the same academic advisor until graduation. Students may request a new advisor.

It should be noted that all BSW students are expected to develop a professional working relationship with their assigned faculty advisor. This is considered an essential component of professional social work development.

It is very important to meet with your assigned faculty advisor at least twice a semester: once at the beginning of the semester to plan the semester and in the middle of the semester to plan courses for the subsequent semester (including possible summer courses) and to prepare for pre-registration.

Your advisor must sign your course selection card before you will be allowed to pre-register. It is recommended that you also meet with your advisor toward the end of each semester to put closure on that semester's activities. Students should not under ANY circumstances go to another faculty member for advisement.

### Responsibilities of the Advisor:

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

### Responsibilities of Advisee:

- Inform advisor of academic progress and standing (includes course work and field work)
- Initiate meetings with advisor in a timely fashion
- Confer with advisor about program and course selection
- Secure advisor approval and signature on course selection card in order to register for courses
- Provide current information (address, phone numbers, name changes, etc.)

Items for discussion with an assigned faculty advisor:

- Guidance on course selection
- Dropping or adding courses
- Career and academic goals
- Educational planning, professional development including participation in professional activities both in and out of class
- 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

Note: Academic advisement is intended to be available as a source of support to students throughout their educational experience. It is an opportunity to discuss academic concerns as well as information about courses, field work, extracurricular activities and future career goals.

**Ethical, Professional and Legal Conduct**

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

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

- A. Knowingly falsifying application for admission to the program.
- B. Deliberate destruction of property of the school, agency, colleague or client.
- C. Theft of property of the school, agency, colleague, or client.
- D. Any type of physical, mental, or verbal abuse of clients or colleagues.
- E. Unauthorized possession of or any infraction related to intoxicants or drugs on school or agency property or reporting to classes or field under the influence of intoxicants or drugs.
- F. Lewd or obscene conduct or expression on school or agency property.
- G. Possession of any weapon, with or without permit, on school or agency property.
- H. Breach of ethics concerning the confidentiality of clients.
- I. Threatening, intimidating, or coercing fellow students, faculty, or agency personnel on school or agency premises at any time.

- J. Sexual harassment, defined as any unwelcome sexual advance, request for sexual favors, or another verbal or physical contact of sexual nature, when accompanied by intimidating or coercive pressure to comply with the same.
- K. Sexual assault as defined as any unwanted physical contact of a sexual nature.
- L. Conviction of felony in state or federal court.
- M. Repetition of conduct which resulted in prior probation or suspension or written warning.

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

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

Beginning in 1997-1998, a Student Assistance Team (SAT) was constituted to review and discuss students with academic and/or professional difficulties. The composition of this review team will consist of the faculty advisor, BSW Program Coordinator and Field Education representative. Classroom instructors and field supervisors may be invited to participate. Each faculty advisor will have the ultimate responsibility to inform the student of a contractual plan for resolving issues related to academic or professional difficulties. Meetings of the SAT will take place regularly on the first Wednesday of each month.

Specifically, the objectives are:

1. To develop and clarify academic goals appropriate to the individual student's interests and career aspirations.
2. To assess student progress.
3. To identify particular academic difficulties for which some type of assistance is needed.
4. To develop a contractual plan for resolving issues related to academic difficulty.

#### Timetable and Procedure

During each academic year, a review will be conducted at the end of the following time intervals:

- A. During pre-registration immediately prior to the first semester of the Junior year. This period reflects the student's successful completion of SWK 200, or, in some instances, the point at which time waiver of SWK 200 is granted for transfer students. Purpose: Development of educational goals and individualized program plan for each student.
- B. In the middle of the second semester of the Junior year. Purpose: Refinement of student goals and assessment of academic and field performance.
- C. In the middle of the first semester of the Senior year. Purpose: Continued assessment of student performance and professional career goals including emphasis on future employment and/or graduate level study.

The first review will be completed by the program coordinator and will include a description of a program plan. The second and third reviews will be completed by the faculty advisor. Information for the second and third reviews will be based upon the following data sources:

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

#### Exception to Program Plan

Students may seek and obtain a modification of their original program plan. Permission for this change must be given by their advisor and a Sequence Policy Exception form must be submitted.

#### **INDEPENDENT STUDY**

It is recognized that some students may not complete all of the social work requirements due to scheduling difficulties or other similar reasons. In these cases, independent study may be used to fulfill the particular requirement. Students in this situation must confer with their faculty advisor to determine the appropriateness of this option and to pursue such independent study consistent with University guidelines and procedures.

#### **TRANSFER STUDENTS**

Students wishing to transfer to the BSW Program from other academic institutions are required to submit official transcripts of their previous college work to the University Office of Admissions. The University will accept a maximum of 63 transfer credits. After a review of transfer credits is completed by the Admissions Office, a separate review of previous college work is conducted by the BSW Program Coordinator for consideration of additional transfer credits within established BSW Program requirements. After transfer credits are awarded, a course Substitution Form is completed and forwarded to the University Registrar to enter on to the student's official academic record. A copy of the approval is also entered in the student file.

Transfer credits are not awarded for junior or senior level social work courses because they are not considered equivalent level courses. Waiver credit is awarded for SWK 200 and applies only to specific human services courses which include a field internship and is taught by a faculty member or field instructor with an MSW. Articulation agreements with community and technical colleges reinforce this policy.

Transfer credits may be awarded for BSW courses for equivalent courses completed in other accredited BSW programs. In all cases, requests for transfer credits are evaluated on an individual basis.

Academic credit is not given for life experience or previous work experience for any social work courses.

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

## **COURSE WAIVER POLICY**

Waivers may be given for SWK 200 for certain equivalent courses completed at one of the community colleges' human services programs in Connecticut.

Waivers may also be awarded for SWK 376 and SWK 377 based upon a waiver examination. Students interested in this option should contact the department for instructions.

## **HONORS PROGRAM**

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

## **PART-TIME PROGRAM**

A program for part-time study (BSW) is offered. Interested students should contact the Program Coordinator for further information.

## **ALPHA HONOR SOCIETY BETA RHO CHAPTER**

Since July of 1989 we have been fortunate to be part of this national network of honor societies. In order to be considered for membership, undergraduate social work majors must have junior status, completed a minimum of 9 credits of social work courses and have achieved an overall QPR of 3.0 (3.25 in social work courses).

Each year new members are inducted and the chapter announces when nominations will be accepted.

## **STUDENT APPLICATION PROCEDURES FOR FIELD EDUCATION**

Students should refer to the Field Education Manual for instructions.

## **STUDENT GRIEVANCE PROCEDURES**

Procedures for student grievances are included in the Appendix A: Procedures for the Adjudication of Student Grievances.

## **STUDENT SERVICES**

### **Student Mailboxes**

Mail and other notices will be distributed in students' mailbox 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 announcement 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 application online. **Students should check the catalog for 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. The application is available online. Go to SCSU website, click on Student Services and then go to Registrars Office.

## **Campus Police**

The Campus Police Department is located in the back part of the Granoff Student Health Center. Police Officers are responsible for the safety and protection of the campus and its personnel as well as 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 patrol units. All officers are trained and have the 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 University bookstore is located on the street level of the Michael J. Adanti Student Center on Fitch Street. In addition to providing new and used course books and school supplies, it offers imprinted clothing and gift items, greeting cards, records and tapes, dorm accessories, snacks, toiletries, newspapers, and magazines. Film and film processing is also available. A fresh supply of discounted bestsellers and special sale book promotions are always featured in addition to the 6,500 title general book department. The bookstore will also purchase unwanted textbooks (if required).

The regular hours of the bookstore are Monday through Thursday 9:00am. – 7:00pm , Friday, 9:00am. – 4:00pm and Saturday 10am –3pm. These hours are extended at the beginning of each semester. Personal checks (with two forms of ID) and MasterCard or Visa, in addition to cash and Hoot Loot, 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.

## **Closing of the University**

In the event of severe weather conditions that could result in the closing of the University, students are advised to listen to the following local radio stations from 6:00a.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**

Students enrolled at the University are required to obtain an identification card to use in the library, to gain admittance to athletic and social events, to participate in campus voting, and to obtain student payroll and financial aid checks.

This card must be carried by students at all times while they are on campus and students are required to present the ID card upon request of a University official. Failure to do so may subject a student to disciplinary action. Students who lose their ID card can get a replacement by paying a nominal fee of \$10.00 for the 1<sup>st</sup> lost card any 2<sup>nd</sup> or above replacements will pay a fee of \$20.00 at the University Business Office. Students can obtain their ID cards (check bulletin boards for dates and times) through the University Card Office in the Wintergreen Building.

## **Health Services**

The Health Services building on Wintergreen Avenue is staffed by physicians, a clinical psychologist and registered nurses. Health services is available seven days a week. Out-patient ambulatory service is available from 9:00a.m. to 8:00p.m. Tuesday-Thursday and 9:00a.m. to 8:00p.m. on Mondays and Fridays. Between 8:00p.m. and 9:00a.m. all students requiring medical care should telephone a local emergency room or campus police for assistance. Short term in-patient infirmary care is provided on a limited basis. Students desiring guidance in any health problem should consult the health staff.

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**

The librarians of Buley Library provide students with a variety of instructional services. There is a librarian at each service desk. When using the library, students are requested to observe the following:

- Carry a library card at all times
- Charge out all books before taking them from the library
- Return all books as soon as possible to enable others to use them
- Maintain quiet for serious study
- No food or beverages are allowed inside the library
- No pets are allowed inside the library except seeing-eye dogs
- No one is allowed to enter the library with bicycles or roller-skates.

### Library Cards

Students can obtain library cards by filling out the appropriate form at the circulation desk. Students should not lend their library cards because they are responsible for all materials withdrawn on them. Students who possess a current validated SCSU ID card and who are taking courses or conducting research for a thesis at the University may borrow library materials.

### Book Loans

Regular loan: 4 weeks. Reserve books: 1 hour and/or overnight. 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 material signed out in their name. Any library material which is lost should be reported to the Circulation Department as soon as possible to avoid additional fines.

### Fines and Penalties

Overdue books on a four week loan: 10 cents a day. Overdue reserve books: 25 cents an hour or any fraction thereof, \$2.00 per 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 4:00p.m. Overnight books are due at 9:00a.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 presentation are available upon request through the Bibliographic Instruction Coordinator.

### Library Hours

Except for those times during the academic year when the University is not in session, the following are the hours during which the library is open:

|                   |                      |
|-------------------|----------------------|
| Monday – Thursday | 8:00a.m. – 11:00p.m. |
| Friday            | 8:00a.m. – 5:00p.m.  |
| Saturday          | 9:00a.m. – 5:00p.m.  |
| Sunday            | 1:00p.m. – 9:00p.m.  |

Hours during holidays and recess periods are posted at the library doors.

## **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.

## **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 Thursday from 9:00a.m. to 3:00 p.m.

## **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.

## **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 selection must have the approval of the advisor and the Program Coordinator.

## **Withdrawal or Leave of Absence from School**

Students who find it necessary to withdraw or take a leave of absence should arrange a conference with their faculty advisor and then present a written notice to the BSW Program Coordinator.

## **Student Rights**

### Student Participation Policy

Student participation in the day-to-day operations of the BSW program is reflected in the formal organization of the Department. Direct student participation is, therefore, encouraged and fostered. There are several mechanisms for students to participate in the formulation and modification of policy affecting academic and student affairs and in the evaluation of the program. Students hold membership through student elected representatives on policy making committees.

1. Regular faculty meetings – two BSW student representatives are elected by the Student Social Welfare Organization (SWO) to serve as voting members.

2. Faculty – Student Affairs Committee. This is a joint committee of faculty, BSW and MSW students. Three BSW students serve on this committee that exists to address the ongoing academic concerns of BSW and MSW students and to develop educational and social programs. It is chaired by a member of the faculty.
3. Curriculum Committee – BSW students serve on this committee as regular voting members.

Students also have representation on the BSW Core committee which meets monthly to conduct day-to-day operations of the Department. Other ad hoc committees may be formed to address particular issues not ordinarily handled within the existing structure wherein students are encouraged to send a representative.

#### Right to Organize

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

## **APPENDIX**

### **A. Procedures for the Adjudication of Student Grievances**

#### **APPENDIX A**

#### **PROCEDURES FOR THE ADJUDICATION OF STUDENT GRIEVANCES**

The students, hereafter known as the Complainant, who has a grievance, (a cause of uneasiness and complaint; an injustice), with regard to some person or persons, situation, procedure, process or issue within the scope of the Social Work Program, has the following adjudication process available to him:

The Complainant should: \*

1. Initiate a discussion with the person or persons with whom the student has a grievance or who are responsible for or representative of the grievance, hereafter known as the Respondent. If such a discussion does not effect a resolution of the grievance, he or she shall then:
2. Initiate a discussion with his/her (the Complainant's) Faculty Advisor. When the Faculty Advisor is the Respondent, the Complainant shall then discuss the situation with another Social Work Department faculty member of his choice. This person shall assume the role of a neutral third party to help resolve the grievance.
3. If the grievance is still unresolved in the judgment of the Complainant, he, the Complainant, shall inform the Respondent that he, the Complainant, is requesting the third party to convene a Grievance Committee appointed by the Chairperson of the Department of Social Work.

The composition of this Grievance Committee shall be:

- a. One faculty member and one peer selected by the Complainant
- b. One faculty member selected by the Respondent
- c. Two members (one faculty and one student) selected by the Chairperson of the Department of Social Work.

\* If at any point the student wishes to terminate these procedures he/she must do so in writing to the Respondent and the Chairperson of the Department of Social Work.

4. The Grievance Committee shall attempt to resolve this dilemma 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.
5. When such recommendations re unsatisfactory to the Complainant and/or the Respondent, the grievance still being unresolved, the Chair of the Department of Social Work, after consultation and discussion with parties involved, shall determine a solution and final disposition of this dilemma and shall inform the parties in writing.
6. In the event that the Complainant or Respondent are dissatisfied with the determination and disposition by the Chair of the Department of Social Work, wither party shall inform

the Chair of the Department of Social Work that he/she will seek the assistance of the Dean of the School of Professional Studies who will proceed with the established University policies for the resolution of grievances.