

Eastern Michigan University

Bachelor of Social Work Student Handbook

2010-2012 Edition

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BSW PROGRAM MISSION STATEMENT

The Eastern Michigan University School of Social Work is committed to the empowerment of poor, oppressed, vulnerable, and underserved populations; the creation of social welfare policy based on a strengths perspective; the advancement of community problem solving; and leadership in organizations and communities.

Graduates of the program will be committed and able practitioners who can work to alleviate social problems and enhance the competence of individuals, group and communities for engaging their environments to improve social functioning and provide opportunities. The Social Work Program prepares students for culturally competent and gender sensitive practice.

At the undergraduate level, the Social Work Program prepares students for entry-level generalist practice in agency settings. Upon completion of their baccalaureate degree, students will have the knowledge, skills, as well as an integration of professional and personal values to enable them to provide direct social work services to varying size client systems, ranging from individuals and families to organizations and communities. The undergraduate social work program also prepares students to enter graduate social work education.

At the graduate level, the Social Work Program prepares students for advance practice serving one of three populations: services for families and children, services for persons with serious mental illness and/or chemical dependency, or services for the aging. The graduate program gives priority to applicants who, through their past experience, have demonstrated a commitment to the stated mission of the school, who have current employment in social service agencies, and who need a part time program evenings/weekends.

Our mission is consistent with the NASW Code of Ethics, which defines the mission and core values of the social work profession, and guides social workers conduct.

Accreditation Statement

Eastern Michigan University is a non-profit public institution accredited by the North Central Association of Colleges and Universities.

The BSW Program has been fully accredited since 1974 by the Council on Social Work Education. At that time, it was one of the first undergraduate programs in the state and is now one of the largest. The MSW Program became fully accredited effective February 1992, by the Council on Social Work Education. The BSW Program undergoes reaccreditation every eight years. The most recent reaccreditation occurred in 2007.

The EMU student body reflects the cultural diversity of Southeastern Michigan and the School of Social Work is geared to meet the needs of both the traditional and non-traditional students, such as those who are working and non-traditional students returning to school.

BSW Program Goals and Objectives

The School of Social Work faculty has advanced the Foundation Program Goals which apply to the BSW Program and directly flow from the School's Mission Statement. These goals establish a framework for providing an integrated and coherent undergraduate curriculum which prepares students:

1. To actively promote social justice and empowerment of poor oppressed, vulnerable and underserved populations.
2. To integrate knowledge, practice skills and field to engage in generalist practice with diverse population groups and people who have been made vulnerable to poverty, oppression and/or social apathy and exclusion.
3. To reflect on personal and professional ethics and values and engage in ongoing personal and professional development.
4. To be able and reflective practitioners who can work to alleviate social problems, enhance competence of individuals, groups, and communities to engage their environment and improve social functioning.
5. For lifelong professional development to improve their formal and informal risk-taking and leadership skills in pursuit of social and economic justice.

The undergraduate program of study is grounded in liberal arts including specific requisite courses which prepare our students for the specific areas of social work knowledge they need to attain. Holding to our Foundation Goals, the program adheres to Foundation Objectives primarily developed by the CSWE and adopted by our program.

The Foundations Objectives are as follows:

1. Apply critical thinking skills within the context of professional social work Practice.
2. Understand the value base of the profession and its ethical standards and principles accordingly.
3. Practice without discrimination and with respect, knowledge, and skills related to client's age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex and sexual orientation and gender identity.
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
5. Understand and interpret the history of social work practice and its contemporary structures and issues.
6. Apply the knowledge and skills of generalist social work practice with systems of all sizes.
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the lifespan and interactions among individuals and between individuals and families, groups, organizations and communities.
8. Analyze, formulate, and influence social policies.
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.
10. Use communication skills differentially across client populations, colleagues, and communities. Use supervision and consultation appropriate to social work practice.
11. Use supervision and consultation appropriate to social work practice.
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change.

Admissions Process

Undergraduate Social Work Program

The mission of the Social Work Program is to teach students to work with poor, oppressed, vulnerable and underserved populations. The program prepares students for culturally competent and gender sensitive practice in community service agencies and organizations which serve our

target populations. The admissions process welcomes students who are committed to the mission of our School including its emphasis on work with poor, oppressed, vulnerable and underserved clients, as well as to social work as a profession. Applicants must show the potential to succeed in social work practice by demonstrating interest, commitment, compatible personal values, interpersonal skills, as well as academic ability. All students who are admitted must be willing to adhere to the National Association of Social Workers' *Code of Ethics*.

Admissions Requirements

In addition to completing the University's General Education requirements, social work students complete a series of seven specific liberal arts courses in a variety of related disciplines in order to build a foundation for their social work studies. Social work intent students also complete four pre-major social work courses prior to being admitted to the major. Students apply for admission to the BSW Program while they are taking SWRK 251, *Self Assessment and Development for Social Work*, which is the last pre-major social work course that they take. Admission requirements are as follows:

- Students must complete a Social Work Admissions application. These are given to students in their SWRK 251 course and can be turned in to Marshall 206A.
- Students must earn a grade of C or higher in the following pre-major social work classes:
 1. SWRK 120 *Introduction to Social Work Services and Professional Roles*
*Ideally, SWRK 120 should be taken either concurrently with or prior to the other pre-major courses
 2. SWRK 200 *Human Diversity and Social Justice*
 3. SWRK 222 *Social Welfare Policies and Services*
 4. SWRK 251 *Self Assessment and Development for Social Work*
*Ideally SWRK 251 should be taken concurrently with or after the other pre-major courses
- Students must complete a reflective essay as one of their assignments in SWRK 251. The essay is designed to assist students in assessing their own "goodness of fit" with the values and ethics of the School of Social Work and the social work profession.
- Students must earn a cumulative GPA of 2.3 or higher at the time of admission into the BSW Program.
- Students must complete forty (40) hours of volunteer service, internship experience, or employment within a *human service* setting that strives to create a more just world. The School believes that students need a "hands-on" opportunity to experience actual social service work prior to formally declaring their major. It is our hope that this experience helps students make a more-informed decision about their desire to enter into the social work program and eventually the social work profession. In keeping with the mission of the School of Social Work, the 40 hours must be completed within a setting that works with or on behalf of vulnerable, under-served people who are the targets of discrimination, stigma, disempowerment, oppression, and other forms of injustice (see below for examples). The intent of this service requirement

is to allow students to engage in real-world activities that an actual social worker might perform as part of a job.

The following list includes examples of typical human service experiences that are aligned with our mission and would meet this requirement. Service that involves:

- working at a soup kitchen for those experiencing hunger and homelessness
- distributing clothes or food to clients at a shelter
- providing services at a domestic violence or sexual assault center
- working on a helpline for those in crisis
- providing outreach to people with HIV/AIDS
- mentoring youth aging out of foster care
- facilitating a group for grieving children
- working in a Head Start classroom
- volunteering at a nursing home
- engaging in civil rights work on behalf of lesbian, gay, bisexual, and transgender folks

All volunteer, internship, and work experiences must be completed as part of an organized effort of a larger human service provider. Working with other professionals and community members to provide services to those in need is a key facet of professional social work. Consequently, the School does not deem work done individually (i.e., being a nanny) or with a non-vulnerable population (i.e., coaching your child's Little League team) to be indicative of the type of activities a professional social worker would routinely perform. As such, although valuable experiences, such activities as these do not meet the criteria for the School's 40 hour human service requirement. In contrast, coaching a team for underprivileged youth, facilitating an art group for people living with serious mental illness, and working as a camp counselor for children with developmental disabilities represent examples that would meet the School's criteria because they involve supportive elements in service to vulnerable populations of people in our society.

Once you have successfully completed your 40 hours of service, please ask a supervisor to document your service/work at that agency. This should be done via a letter written on agency letterhead. Please ask the supervisor to include the following:

- Your name
- Number of hours of service you completed at the agency
- Summary of the work that you did
- Supervisor's signature

- Supervisor’s job title

Letters should be returned to Marshall 206A as soon as possible after you have completed your service work. Students are encouraged to make a copy of the letter prior to submitting it to the School. Please note that students will not be formally admitted to the major until they have completed these hours along with the other entrance requirements as outlined in the School’s “Bachelor of Social Work” brochure.

- While enrolled in SWRK 251, students meet with a BSW Advisor to develop a *Plan of Study* outlining the completion of courses for the major. Social work advisors are available to meet with students at any point during their studies to answer questions, revise or update Plans of Study, and discuss career goals. Students are invited to meet with the BSW Program Director or Student Services Coordinator if they are experiencing extenuating academic or personal issues that are impeding their ability to meet program expectations.

Students may be admitted to the BSW program after satisfying the admissions requirements listed above. These requirements must be completed prior to taking any required 300 level social work course.

For further information about the BSW Program, please send an email to: bsw_program@emich.edu.

Graduation Requirements for the BSW Degree

All students at EMU are required to meet three specific areas to earn their degree:

1. Total of 124 total credits
2. General Education Requirements
3. Social Work major requirements (see below)

It is the student’s responsibility to make sure that all three of these areas are accounted for.

Social Work Major Requirements

Liberal Arts Requirements:

ANTH 135 - Introduction to Cultural Anthropology Credit Hours: 3 hrs

BIO 105 - Introductory Biology for Non-majors Credit Hours: 4 hrs
or a 3 credit hour course in Human Biology (requires social work approval)

PLSC 112 - American Government Credit Hours: 3 hrs

PSY 101 - General Psychology Lecture Credit Hours: 3 hrs

PSY 360 - Abnormal Psychology Credit Hours: 3 hrs

SOCL 105 - Introductory Sociology Credit Hours: 3 hrs

One course from the following:

EDPS 325 - Life Span Human Growth and Development Credit Hours: 4 hrs

IHHS 260 - Aging to Infancy: A Life Course Retrospective Credit Hours: 3 hrs

Pre-Admission Courses:

SWRK 120 - Introduction to Social Work Services and Professional Roles Credit Hours: 3 hrs

SWRK 200 - Human Diversity and Social Justice Credit Hours: 3 hrs

SWRK 222 - Social Welfare Policies and Services Credit Hours: 3 hrs

SWRK 251 - Self Assessment and Development for Social Work Credit Hours: 1 hr

Required Course: Major:

SWRK 315 - Theoretical Bases for Social Work Practice Credit Hours: 3 hrs

SWRK 317 - Interpersonal Foundations of Social Work Practice Credit Hours: 4 hrs

SWRK 318 - Practice I - Skill Integration Seminar Credit Hours: 1 hr

SWRK 319 - Writing for Agency Practice Credit Hours: 3 hrs

SWRK 330 - Social Work Evaluation and Research: Qualitative and Statistical Methods Credit Hours: 4 hrs

SWRK 350 - Generalist Social Work Practice with Organizations and Communities Credit Hours: 3 hrs

SWRK 405 - Analysis and Change of Social Welfare Policies Credit Hours: 3 hrs

SWRK 408 - Generalist Social Work Practice with Individuals and Families Credit Hours: 3 hrs

SWRK 409 - Generalist Social Work Practice with Groups Credit Hours: 3 hrs

SWRK 450 - Practice Issues with Women Credit Hours: 3 hrs

SWRK 451 - Practice Issues with People of Color Credit Hours: 3 hrs

SWRK 488 - Field Experience I Credit Hours: 6 hrs

SWRK 489 - Field Experience II Credit Hours: 6 hrs

Restricted Elective Courses: Cross Cultural and Course on Women: 6 hours

Students are required to take two cross cultural courses and one course on women. They may count SWRK200 as either a cross cultural course or a course on women. In consultation with a social work adviser, students must select two additional courses from the General Education curriculum.

Students may not count Cultural Anthropology, listed as a General Education requirement under U.S. Diversity, as a cross-cultural course.

Please note that some of these courses will meet general education requirements.

One Social Work Elective: 3 hours

NOTE: This program does not require a minor.

BSW Program Course Descriptions

SWRK 120 - Introduction to Social Work Services and Professional Roles

An overview of the social work profession including its philosophy, values, professional roles, current trends and models in varied practice arenas as criminal justice, mental health, child and family services, public welfare services and medical and industrial settings.

Credit Hours: 3 hrs

SWRK 200 - Human Diversity and Social Justice

This course introduces students to a framework for understanding the implications of human diversity for social work practice. Dimensions of diversity addressed include race, class and gender, along with ethnicity, sexual orientation and privilege. Students develop the basis for sensitive, competent social work practice and social justice advocacy.

Credit Hours: 3 hrs

SWRK 222 - Social Welfare Policies and Services

A survey of welfare institutions and policies in their historical and modern contexts. American social welfare services as related to the economic, political and sociocultural conditions, and prevailing ideologies.

Credit Hours: 3 hrs

SWRK 251 - Self Assessment and Development for Social Work

This course is required for admission to the Social Work program. It is designed to help students to self-assess their personal preparation for the social work profession. Exercises will help students explore their own values, particularly with respect to culture, gender and sexual orientation. Students will learn about the social work program sequence and requirements. Opportunities will be provided for learning about working in groups, being assertive and developing skills for educational survival.

Credit Hours: 1 hr

SWRK 315 - Theoretical Bases for Social Work Practice

Integrating, supplementing, and translating into social work practice students' knowledge of human beings and their social environments. The purposes for which the social work professional intends to use the knowledge and the values that form the base of professional practice.

Credit Hours: 3 hrs

SWRK 317 - Interpersonal Foundations of Social Work Practice

The first course in a sequence of social work practice, designed to prepare the student for field experience. Relationship building, information gathering and preliminary assessment and contracting.

Credit Hours: 3hrs

SWRK 318 - Practice I - Skill Integration Seminar

This seminar is a co-requisite of SWRK317. The seminar focuses on practicing the skills explored during the lecture. Students engage in videotaped role-plays for feedback and skill refinement.

Credit Hours: 1 hr

SWRK 319 - Writing for Agency Practice

This course is a writing intensive course, preparing students for the professional writing components of professional, agency-based practice. The course will sensitize students to the agency-based demands and issues associated with professional social work practice while developing professional writing skills focused on a simulated client situation.

Credit Hours: 3 hrs

SWRK 330 - Social Work Evaluation and Research: Qualitative and Statistical Methods

This course introduces knowledge and develops skills in research and practice evaluation from a social work empowerment perspective that is sensitive to diversity and social justice. Students will develop competencies in evaluation of professional literature, qualitative and quantitative methods, research skills, assessment and in utilizing technologies through a laboratory experience.

Credit Hours: 4 hrs

SWRK 350L - Generalist Social Work Practice: Organizations and Communities

This course provides generalist practice skills in organizations and communities, supported by a service-learning experiential component. Students will learn a range of macro practice assessment and intervention skills to promote improvements in social service organizations, social welfare systems and communities for the purpose of empowerment, social and economics justice and social change.

Credit Hours: 3 hrs

SWRK 405 - Analysis and Change of Social Welfare Policies

Current social policy and its intended and unintended effects on client populations. Policy analysis and strategies and methods for policy change.

Credit Hours: 3 hrs

SWRK 408 - Generalist Social Work Practice with Individuals and Families

This course provides students with a framework for generalist social work practice with individuals and families. Content includes practice values, models of assessment and phases of planned sequential change.

Credit Hours: 3 hrs

SWRK 409 - Generalist Social Work Practice with Groups

This course explored generalist practice with groups. Students learn how to analyze group situations in different domains of social work practice. Students develop skills to intervene at both the group and the individual levels and how to develop mutual aid and empowerment among the members of the social work group.

Credit Hours: 3 hrs

SWRK 450 - Practice Issues with Women

This course provides a critical examination of the potential of social policies and programs, community, organizations and practice interventions to challenge women's systematic disadvantage and enhance women's welfare. Intervention strategies that give voice to women's strengths and address their unique needs are learned while exploring the diversity of women's lives. Issue of work income maintenance, family life, health, sexuality and community are addressed as they impact women.

Credit Hours: 3 hrs

SWRK 451 - Practice Issues with People of Color

This course is a required undergraduate course intended to prepare students for cultural competent generalist practice with people of color. The course helps students apply culturally appropriate knowledge, skills and values in their work with clients. Special attention is given to pressing regional concerns impacting clients of color and describes ways students can become active change agents as they strive to respond to the needs of agency clients.

Credit Hours: 3 hrs

SWRK 488 - Field Experience I

Field experience designed to meet the learning needs of students and the standards of professional social work education. Professional standards are fixed; however, learning needs of students. The field placement agency, in consultation with the School of Social Work, provides learning experiences and supervision at the senior level. Open only to students with an overall GPA of 2.3 or better in required social work courses. Student may not be on academic probation.

Credit Hours: 6 hrs

SWRK 489 - Field Experience II

A continuation of SWRK488. A student must receive a C or better in SWRK488, have an overall GPA of 2.3 or better in social work courses, and not be on academic probation. Open to majors only.

Credit Hours: 6 hrs

Field Placement

Social Work majors are required to complete two consecutive semesters (either fall and winter OR winter, spring-summer) of field placement during the final semesters of their program. To be eligible to enter field, students must maintain a 2.3 GPA and complete the 300 level social work classes (with the exception of SWRK 330), EDPS 325, and PSY 360. In order to enter field a student needs to receive a C or better in all required social work courses. Students must maintain a C or better in all required social work courses in order to enter SWRK 489.

The required Field Experience is two semesters in field placement in a social service agency designated by the School of Social Work as a training agency for EMU students. Students will be in the field for a total of 16 hours per week, on Tuesdays and Thursdays, for at least two semesters in the Field Placement cycle. This is open only to Social Work majors. An additional required component of the field placement program is a weekly two-hour seminar facilitated by an EMU Liaison who will be the student's link between the field agency and the social work program.

• **SWRK 488: Field Experience I - 6 hrs**

Field experience designed to meet the learning needs of students and the standards of professional social work education. Professional standards are fixed; however learning needs of students may vary. The field placement agency, in consultation with the School of Social Work, provides learning experiences and supervision at the senior level. This course is open only to social work majors with senior standing and an overall GPA of at least 2.3 in social work classes. Students may not be on academic probation.

Prerequisites: 300 level social work classes (with the exception of SWRK 330), SWRK 408, PSY 360, EDPS 325, and departmental permission.

• **SWRK 489: Field Experience II – 6 hrs**

This course is a continuation of SWRK 488. Students must receive a C' or better in SWRK 488, have an overall GPA of 2.3 or better in social work courses, and not be on academic probation. Prerequisite: SWRK 488.

For further information regarding Field Placement please contact the Field Office or go to the School of Social Work BSW web site (<http://www.emich.edu/sw/progBSW.html>) under Field Placement.

Independent Study

The Independent Study is designed for students who wish to study material in more depth than what is covered in existing courses or material that is not currently covered in existing courses. Students are required to design their own study proposals. They may obtain advice and assistance from faculty members. It may also be used for empirical research or special training projects. *It is not to be used to study areas surveyed in existing courses.* Since each project is, in effect, a course for which credit is requested, ample time and thought should be given to the design of the program of study.

1. Students may contract with a full time Social Work faculty/lecturer to take a one, two, or three credit independent study course. They may enroll in this course at any time during the semester without penalty. The university guidelines suggest that students spend three hours per week on class work for every credit hour.
2. Students will obtain and complete the cover sheet for Independent Study Proposal in the Social Work Office, 317 Marshall and attach it to the full proposal. The cover sheet will be signed by the supervising instructor and approved by the BSW Program Director.
3. The completed proposal and cover sheet will be submitted to the Social Work secretary who will then issue a section number and give the student permission to register.

4. The Independent Study course may be used to fulfill the BSW program one Social Work Elective requirement.

The Independent Study Proposal will provide the following information:

1. A detailed description of the work the student is proposing to accomplish.
2. The learning objectives of the project and the procedures of achieving these objectives prior to the end of the semester in order to permit time for evaluation.
3. A timeline indicating when various steps of the project will be accomplished and when final assignments/products are due.
4. Supplemental materials such as bibliography, an activities schedule, or mock tables will be appended, if appropriate.
5. If the project involves the use of agency facilities, documentation providing agency approval will be included in the proposal.

Note: The scope of the proposal will be commensurate with the amount of credit sought. A regular course entails fifteen hours of class attendance for each hour of credit plus homework such as assigned readings, examinations, and additionally required work such as term papers or field projects.

Incomplete Grade Policy

An incomplete (**I**) grade is awarded only when a student's work has been of acceptable quality (C or better for undergraduate students, B or better for graduate students), but the required amount of work has not been completed due to illness, necessary absence, or other satisfactory reasons. A student should never be awarded an incomplete for poor work or willful non-attendance of class. Departmental offices will maintain information about the work that the student must complete in order to remove an incomplete and receive a grade for the class.

A suggested form is available through the School of Social Work office.

An incomplete must be replaced by a grade within one calendar year from the end of the semester or session in which the grade was given. The initiative for removal of an incomplete rests with the student. If not converted by the end of the one-year period, the incomplete will remain as a permanent part of the student's record. Incomplete grades received in graduate-level thesis or independent study-type courses are not governed by these regulations. The time for replacement of an incomplete grade may be extended with written approval. Graduate students must have the recommendation of the instructor, department head and approval of the Graduate Dean. Undergraduate students must have the recommendation of the instructor, school director and dean of the college.

The incomplete policies can be found in the graduate and undergraduate catalogs.

Advising

Academic advising is conducted by the BSW Program Advising Team which consists of the Student Service Coordinator, the Pre-Admissions Adjunct Advisor, the BSW Program Graduate Assistant, and assigned faculty in the BSW Program. Advising is a centralized function in the BSW program. The process for academic advising is as follows:

1. Students are advised prior to admittance into the BSW Program to ensure that they are taking the required prerequisite courses while completing their General Education requirements. Academic counseling about the suitability of Social Work as a profession may also take place during this process.
2. While completing the course, SWRK 251: Self-Assessment and Development, students are required to meet with one of the BSW Program advisors to complete a Plan of Study which then becomes the guide for educational planning. If students wish to change this Plan of Study they must meet with an advisor.
3. The Advising Team is available to help students once they are admitted into the Social Work major with questions regarding completion of the 300 and 400 level course work, field placement, graduation, career paths, and graduate school.

Social Work Honors

There are many rewards and opportunities that arise from being a Social Work Honors student including enriching relationships with the faculty, development of important writing, research, and oral presentation skills and abilities, and early registration. In addition, social work employers will often interview persons with Honors background first. Many of the Honors College requirements enhance the student's ability to successfully apply into MSW and Ph.D. programs by providing opportunities and support in the areas of scholarly presentations, academic performance, and community service.

In order to become a Social Work Honors student it is necessary to first be admitted into the Honors College (see Honors College contact information below). First year and sophomore students may participate in Social Work Honors events, but they cannot be formally admitted until they have declared their major and achieved at least a grade of B in SWRK 251: Self-Assessment and Development for Social Work. As is true with the University Honors Program, students must maintain at least a 3.3 overall GPA to continue in the Program.

Specific School of Social Work Honors Program requirements include:

- An interview with the Social Work Honors Program Advisor. This interview is conducted prior to admission into the program.
- Attend advising sessions with the Social Work Honors Program Advisor, as needed.
- Attend Honors conferences, meetings and seminars. For example, in January the School

of Social Work sponsors an annual Honors MLK Seminar and Reception in conjunction with University events. Students will also be expected to attend the School of Social Work Honors students' Undergraduate Symposium presentations in March. This will provide the opportunity to see what is involved in the thesis process and to view the end results.

- Complete at least 12 Social Work Honors contract hours. Contract hours involve negotiating enrichment social work course assignments. This is a two-step process: First, the student discusses the proposed assignment with the course instructor and fills out the Contract Hours form with the instructor. Second, the student obtains approval from the Social Work Honors Program Advisor. This process needs to occur by October 15 in the fall semester and by February 15 for the winter semester, and by the second week of classes in the spring and summer terms.
- Submit an application to one of the following programs prior to the last semester of study: The Undergraduate Symposium, Honors Fellowship, or the School of Social Work International Program.
- Complete an Honors Thesis and demonstrate progress during each semester of enrollment.

To find out more about the Social Work Honors Program please contact the School of Social Work at 487-0393 and ask to be connected to the current Honors Advisor.

Honors College: www.emich.edu/honors, 487-0341.

Academic Behaviors Resulting in School of Social Work Action

The University and the School of Social Work expect conduct of all students which is consistent with the law, all relevant University policies and rules, including the University Student Code of Conduct, and the National Association of Social Workers (NASW) Code of Ethics.

A. Non-Academic Behaviors Resulting in University Disciplinary Action

Any conduct by a social work student that is a violation of the University Student Code of Conduct will be referred to the Office of Student Conduct and Community Standards for campus disciplinary action, in addition to any actions taken by the School of Social Work. The Student Conduct Code outlines the kinds of student behaviors that will result in disciplinary action, including possible dismissal from the University. Conduct violations by a student off-campus in university related activities (e.g. field placement) will be handled the same as if the violation had occurred on-campus.

B. 1. Academic Behaviors Resulting in School of Social Work Action

The EMU School of Social Work will consider student performance or behavior that is relevant

to their likely performance as social workers, as an academic student progress matter. Certain behaviors or performance will be considered as grounds for academic discipline, in accordance with the procedures outlined in this document. This includes episodes when the student's behavior or performance raises concerns about the student's ability to perform satisfactorily in the practice of social work.

Academic disciplinary action may be initiated when a student exhibits the following behavior in one or more discrete episodes that is (are) a violation of law or of the NASW Code of Ethics, standards for the practice of social work, OR when a student exhibits a pattern of recurring behavior which may include, but is not limited to the following:

- Performance or behaviors that demonstrate poor interpersonal skills and an inability to effectively communicate with others;
- Unethical or unprofessional conduct;
- Behaviors that place clients at risk during field placement, including: current substance abuse problems; exploitation of clients; emotional, physical or verbal abuse; vindictive action toward clients; or stealing from clients;
- Behavioral displays that make functioning academically or in field placement problematic and/or pose a risk to others;
- Consistent inability or unwillingness to carry out academic or field placement responsibilities;
- Frequent excuse making when tasks, assignments, tests, appointments are not completed in a timely manner or require rescheduling;
- Consistent non-attendance in classes and/or at field placement.
- Lack of insight into negative consequences of own behavior;
- Frequent blame of others and of external factors for failures and difficulties in the academic or field placement environment;
- Inability to tolerate different points of view, constructive feedback or supervision;
- Dishonest academic practices, including but not limited to: plagiarism; cheating; fabrication; aiding and abetting deception or dishonesty; and the falsification of records or official documents;
- Threatening or harassing behaviors that may include verbal or physical aggressiveness toward others.

B. 2. Procedures for Handling Academic Behavior Issues

a. Any concern about a particular student's academic behavior or performance should be brought to the attention of the BSW Program Director. The Director will then set up a meeting with the student and the person raising the concern about the student's behavior or performance. It must be noted that a substitute will be assigned by the Director of the School of Social Work in the extenuating circumstances when the person(s) raising the concerns about the student's behavior and/or performance is/are unable to attend this meeting. The purpose of this meeting is an effort to assist the student in receiving due process. Based on the BSW Director's evaluation of the issues, the Director may: (1) decide that the student issues do not rise to the level of an "Academic Review;" (2) set up a plan for remediation of the problem(s) with the student's input; (3) may decide that a formal Academic Review is necessary; and/or (4) counsel the student out of the program. The BSW Director may also choose to implement the Early Concern Note (see Appendix). This is a proactive, preventative approach, which provides the opportunity to resolve issues between a student and an instructor in an attempt to avoid reaching the level of Academic Program Review.

The student will be advised of the services of the university's Office of the Ombudsman and the option to involve that Office in this initial discussion.

In the event that the student fails to attend this scheduled formal meeting, those attending may go forward with the suggestion to perform a full Academic Program Review and will inform the student, in writing, of this decision.

b. If the BSW Program Director determines that a formal review of the student's behavior or performance is necessary, the BSW Program Director will convene the Review Committee, consisting of the BSW Program Director, two additional social work faculty members, and two representatives from the Social Work student organizations. The two faculty members, plus one other faculty to serve as an alternate, will be elected by the faculty on an annual basis. The two social work student representatives, plus one other student representative to serve as an alternate, will be selected by the social work student organizations on an annual basis. The review committee, by majority vote, will elect one member to serve as chair of the committee. This Review Committee may be the same one that is responsible for hearing departmental grade grievances.

A review committee member must have no prior involvement in the case, must be impartial, and be able to render a just and fair decision. If a member is not able to be impartial, he or she should disqualify him/herself from the review. In addition, the student undergoing review may challenge any member of the Review Committee on grounds of prejudice or impartiality and request the removal of that particular member from the review meeting. If this occurs, the review committee shall deliberate in private and determine, by majority vote (excluding the

member being challenged), whether the member should be removed from that particular case. If the vote is to remove the member, the review will continue with a committee of the remaining members.

c. The BSW Director will notify the student, in writing, at least one week before the review date, that there will be a formal review by the Review Committee. The notice will be sent to the student's last known address registered with the University and will set forth the following:

1. The date, time and place of the review meeting;
2. The allegations against the student, stated with specificity and detailed particulars;
3. The student's rights during the review meeting;
4. The possible evidence to be presented and witnesses likely to be called during the review.

d. During the review, the individual who raised concerns about the student's behavior or performance will summarize the concerns to the committee. The student and the Ombudsman, if present, will have the right, within reason, to question anyone presenting information to the committee during the review. In addition, the student will have the opportunity to speak on his/her behalf, bring witnesses to testify at the review, and present any written or other type of evidence to be considered by the Review Committee.

After the review meeting, the committee will determine whether or not the allegations have been substantiated by "clear and convincing" evidence. If the committee determines that the evidence is lacking, the case will be dismissed. If the evidence is sufficient, the committee will make a recommendation about the student, which may include, but is not limited to: (1) requiring that a course be satisfactorily repeated; (2) suspending a student for a specified or unspecified length of time with or without stipulated conditions for re-admission to the Social Work program; or (3) permanently dismissing the student from the program. The BSW Program Director will notify the student, in writing, of the decision within five calendar days of the review.

f. Within ten days of the date that the committee's notification is sent to the student, the student may appeal, in writing, to the Director of the School of Social Work. The Director may accept, reject or modify the decision of the committee. The Director's decision is final.

C. 1. Undergraduate Scholastic Performance Resulting in Departmental Action

A. Grade Point Requirements:

Once admitted into the BSW Program, a student must maintain a 2.3 GPA. If the GPA falls below a 2.3, the student must meet with his/her advisor to develop a plan to raise the GPA to the required 2.3 minimum.

A student who fails to achieve the 2.3 minimum by the time he or she is to start field placement will be placed on School of Social Work academic probation and will not be allowed to start the field placement. The student will then have up to two additional semesters (Spring/Summer count as one semester) to raise the GPA to the 2.3 minimum. Failure to raise the GPA by the end of two semesters will result in dismissal from the social work program.

B. Individual Course Grade Requirements:

A social work major must achieve a minimum letter grade of “C” in all required social work courses in order to remain in and graduate from the program. A student who receives a grade in a social work course below a “C” will be allowed to repeat any given course one time only. A student may repeat no more than two different courses in which he/she has failed to achieve a “C” grade.

A student who receives a grade below a “C” in a second social work course will be placed on School of Social Work academic probation and will be dismissed from the social work program if the student receives a grade of below a “C” in a third social work course. A student who receives a grade below a “C” in a social work course he/she is repeating will also be dismissed from the program.

NOTE: The School of Social Work will assist a student in retroactively withdrawing, in cases where a student’s deficient grade in a course reflects extenuating circumstances that should have resulted in a withdrawal from the course.

C. Field Placement Requirements

A student who fails to achieve a “C” in either semester of field placement will be required to repeat the field placement. A student may repeat each field placement only one time. A student who does not achieve a “C” in either repeated field placement will be dismissed from the program.

C. 2. Procedures for Handling Scholastic Performance Issues

A student will be notified in writing by the BSW Director of his/her academic status as it pertains to academic probation or dismissal. A student who is placed on academic probation must set up a meeting with his/her advisor to develop a remediation plan.

A student who is dismissed from the BSW Program because of a scholastic performance deficiency may request that the Director of the School of Social Work review the dismissal. The student must submit the request, in writing, to the Director of the School of Social Work within 10 calendar days of being notified of the dismissal. The Director of the School of Social Work will schedule a meeting with the student, the student’s advisor, and the BSW Program Director as soon as possible. The Director of the School of Social Work will notify the student, in writing, within two weeks of the review meeting whether the dismissal is being upheld. The Director of the School of Social Work’s decision is final.

D. Grading Policies

Grades and expectations of students in social work courses will be determined by the individual instructor of each course and outlined in the course syllabus.

As per University Policy, a student may pursue a grade grievance for any final grade that he/she believes was assigned capriciously or unfairly.

For University policy regarding grade grievances please refer to the online Undergraduate Catalog.

Harassment Policy

Students who have questions regarding situations involving harassment may contact the Director of the School of Social Work at 734-487-0393.

Eastern Michigan University has a policy on equal employment opportunity and non-discrimination. In addition, the School of Social Work adheres to the Code of Ethics which can be found at the end of this handbook in the Appendix. Sexual harassment, as in the case of harassment based on age, race, color, religion, national origin, sexual orientation, or disability, is regarded as a violation of the EMU policy on harassment as well as the NASW Code of Ethics. All students and employees are expected to deal fairly and honestly with one another to ensure a work and educational environment that is free from intimidation and harassment.

Student Social Work Organizations

The School of Social Work is affiliated with four student organizations. All of the organizations promote mission-based advocacy and service activities on behalf of fellow students and community members. All social work students are welcome to join. Listed below are the four student organizations with which the School of Social Work is affiliated:

CHHS 4 HOPE (Human Orientation Professional Education)

The mission of CHHS 4 Hope is to welcome and encourage student, faculty and staff to develop empathy and awareness of LGBT populations, in a supportive environment. This organization will advocate for a curriculum that is inclusive of people and issues concerning sexual orientation, gender identity and expression in CHHS classes. The group will facilitate the development of cultural humility among professionals. In addition, it will build rapport with LGBT organizations and diverse group both on campus and in the community.

EMU Student Organization of Latino/a Social Workers (SOLASW)

The mission of the SOLASW is to support Latino/a students and faculty in the Social Work Department and other persons at EMU who are concerned with Latino/a social work issues and

to promote Latino/a social work related issues.

The objectives of SOLASW are:

- To serve as a resource to prospective Latino/a Social Work student
- To facilitate the transition of incoming Latino/a students when they arrive to Eastern Michigan University
- To develop a link and commitment between Social Work students and Latino communities in Michigan
- To serve as a vehicle for leadership development and assisting in the empowerment of students as Social Work professionals
- To establish and maintain links with other Social Work student organizations.

National Association of Black Social Worker Students (ABSWS)

ABSWS is a National/Professional Black Organization which was organized in 1968 to promote the interests and well being of Black families in the Black community. ABSWS student chapter is involved in advocacy efforts to meet the needs of Black people in our community and to provide support to students at Eastern Michigan University. Any student enrolled at EMU is eligible to join the student chapter of NABSW.

Social Welfare Action Alliance (SWAA)

The mission of the Social Welfare Action Alliance (SWAA) is to create opportunities for social work students to network with each other, faculty, and community agencies. Meetings are concerned with bringing issues of the social work profession to the attention of members and providing an atmosphere for discussion. SWAA is committed to fostering social action and social change as well as heightening awareness on campus. These goals can empower the members of SWAA to attain their highest professional potential.

University Graduation Requirements

To graduate from Eastern Michigan University, a student must earn a bachelor of science degree, a bachelor of arts degree or one of the bachelor's degrees pertinent to the field of study. To accomplish this, students must fulfill general education requirements; a major of 30-36 hours and a minor of 20-24 hours or a self-contained program of 50-60 hours; and electives to equal the minimum total of 124 college-level credits.

The catalog requirements in effect at the time of a student's initial registration at a college or University or the requirements of a subsequent catalog, including those in effect at the time of the student's graduation, may be used to complete graduation requirements. In the event the student does not complete degree requirements within seven years of the date of his/her original registration, the student may be required to have his/her credits re-evaluated by the Office of Records and Registration in keeping with more recent catalog requirements.

Graduation Audit

Students who have completed 95 credit hours or more should request a graduation audit by completing the required form at the Office of Records and Registration, 303 Pierce Hall, or completing the form usually printed in the class schedule book each semester. The form requires students to record their expected date of graduation, legal name, student number and major(s) and minor(s) elected. In addition, a check list is provided for degree expected and teacher certification expected. Accurate information is essential.

Forms are filed in the Office of Records and Registration and processed according to expected graduation date. A graduation auditor checks the credit hours taken and records the credit hours still needed. One copy of this audit is mailed to the student and another copy is filed. Students should receive their audits a semester before they apply for graduation. A graduation audit does not take the place of regular, thorough advising.

Students may return the forms by mail or in person to Room 303 Pierce Hall. Time is required by the office staff for processing, and immediate responses to requests for information cannot be made at the time of the request.

Applying For Graduation

Candidates for a degree and/or certificate must make formal application for graduation during the first two weeks of the final semester or session in which they are enrolled. Undergraduate Degree Application forms must be submitted with the \$95 graduation fee to the Cashier's Office, 201 Pierce Hall, or charged to the student's account. Students should expect to receive their degree-verification letter within three to four weeks after the close of the semester in which their degree is conferred. Diplomas (with a complimentary transcript) are mailed approximately six to eight weeks after the close of the semester in which the degree is conferred. Failure to meet the application deadline may result in the candidate's graduation being delayed until the following graduation period. Failure to satisfy degree requirements, including the removal of incompletes in required courses or providing official transcripts for course work taken at other colleges or universities, will necessitate that the student file a new application for the next graduation period. Financial obligations must be met before students may receive their diplomas.

State of Michigan Licensure

All BSW and MSW students wishing to be licensed by the State of Michigan must follow the procedure listed below.

To obtain the required licensure application packets, please visit the Michigan Department of Community Health (MDCH) website at www.michigan.gov/healthlicense.

Once at the MDCH home page, you will click Social Worker in the light blue box on the left-side of the page. At this page, scroll to *Forms and Applications*, select (click) the appropriate application packet. The application packet with instructions is 16 to 18 pages in length.

As per the licensure instructions:

“It is your responsibility to have all the required documentation sent to the Board of Social Work. Questions regarding your application can be directed to the Michigan Board of Social Work at 517-335-0918 three weeks after the date you sent the application. Applications submitted without the applicant’s signature and date will be returned. Please allow 6-8 weeks processing time.”

Please read the instructions in full. You may also refer to the MDCH website for additional information or frequently asked questions. Included in the Social Work application packet is a two page form called The Certification of Social Work Education.

The State requires two forms completed by EMU:

1. The Certification of Social Work Education Form (2 pages)
2. Official copy of your transcripts

Complete the first page of the Certification of Social Work Education Form and a Transcript Request Form. The Transcript Request Form is available on line to print off at <http://www.emich.edu/registrar/formslibrary/index.php>. You will then need to deliver (in person or by mail) these two forms along with a **\$5 transcript fee** to:

Eastern Michigan University
Cashier’s Office
201 Pierce Hall
Ypsilanti, Mi 48197
(734) 487-3331

The Transcript Department will complete the Certification of Social Work Education Form, process the transcript and then mail both to the State of Michigan as required.

The Application for a MSW/BSW License must be completed and sent to the State of Michigan along with the applicable fees. Please do not send any documents to the School of Social Work, this will only delay your application process.