



EASTERN MICHIGAN UNIVERSITY  
**School of Social Work**

## Eastern Michigan University

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### Bachelor of Social Work Student Handbook

#### 2025-2026 Edition

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## BSW Program Curriculum

Liberal Arts Requirements	Title	Credits
PSY 101	General Psychology	3
SOCL 105	Introduction to Sociology	3
PLSC 112	American Government	3
ANTH 135	Introduction to Cultural Anthropology	3
EDPS 325 or IHHS 260	Human Life Span OR Aging to Infancy	4/3
PSY 360	Abnormal Psychology	3
Restricted Elective Courses	Any two courses course under "Perspectives on a Diverse World" area of Gen Ed (with the exception of ANTH 135)	3
<b>Pre-Admission Requirements</b>		
SWRK 120	Introduction to Social Work Services and Professional Roles	3
SWRK 200	Human Diversity and Social Justice	3
SWRK 222	Social Welfare Policies and Services	3
SWRK 251	Self-Assessment for the Profession of Social Work	1
<b>School of SW Requirements</b>		
SWRK 315	Theoretical Basis for Generalist Social Work Practice	3
SWRK 317	Interpersonal Foundations of Social Work Practice	2
SWRK 318	Skills Integration Seminar (Practice I)	2
SWRK 319W	Writing for Agency Practice	3
SWRK 350L2	Generalist Social Work Practice: Organizations & Communities	3
SWRK 405	Analysis and Change of Social Welfare Policies	3
SWRK 408	Generalist Social Work Practice with Individuals and Families	3
SWRK 409	Generalist Social Work Practice with Groups	3
SWRK 430	Introduction to Research Methods for Social Work	4
SWRK 450	Social Work Practice with Women and Girls	3
SWRK 451	Social Work Practice with People of Color	3
SWRK 488L4	Field Experience I	6
SWRK 489L4	Field Experience II	6
3 Credit Social Work Elective		3

**Note:** Students must earn a C or higher in all classes with a SWRK prefix and maintain a 2.3 GPA.

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## Welcome to the Eastern Michigan University BSW Program

Dear BSW Students,

On behalf of the entire School of Social Work, it is my distinct pleasure to welcome you to the Bachelor of Social Work (BSW) Program! This handbook has been prepared to serve as your comprehensive guide throughout your academic journey with us.

As the BSW Program Director, I am incredibly excited for you to embark on this transformative path as an emerging social work professional. Social Work is a dynamic profession dedicated to promoting social justice, empowering individuals, and fostering community well-being. Our School of Social Work, BSW program is committed to equipping you with the knowledge, skills, and values necessary to become competent, ethical, and compassionate social work practitioners.

This handbook includes, but is not limited to essential information about our curriculum, admission criteria, academic policies, student resources, and expectations for professional conduct. It is designed to answer many of your questions and provide clarity as you navigate your studies. I encourage you to read it thoroughly and refer to it often.

Your decision to pursue social work reflects a deep commitment to making a positive difference in the world, and we are here to support you every step of the way. Our faculty and staff are dedicated educators and experienced practitioners who are passionate about teaching and mentoring. You will learn to express yourself more effectively, to advocate powerfully, to be successful as both a leader and collaborator, and to solve problems in thoughtful ways. We strive to create an inclusive and supportive learning environment where you feel valued, challenged, and empowered to grow.

I recognize that pursuing a degree can present its own set of challenges, and I want to assure you that the BSW program faculty and staff are here to assist you. Please do not hesitate to reach out to me, the School of Social Work Support Services Coordinator, or any member of our School of Social Work community if you have questions, need guidance, or require support.

We look forward to witnessing your growth, celebrating your successes, and working alongside you as you prepare to contribute to the noble profession of Social Work. Welcome to the BSW family!

In Service,  
Dr. Celeste Hawkins, PhD, LMSW  
Professor & Director  
Bachelor of Social Work Program | School of Social Work  
Eastern Michigan University  
Email: [chawkins@emich.edu](mailto:chawkins@emich.edu)

## EMU School of Social Work Mission Statement

The Eastern Michigan University School of Social Work is age-friendly and student-supportive. It is founded on a commitment to social and economic justice and dedicated to advancing practices that are culturally responsive, anti-racist, and inclusive of all identities. Through the creation of strengths-based connections with individuals, families, groups, communities, and organizations, we:

- Attend to the vital roles of empowerment and interprofessional collaboration in combating oppression and engaging communities to promote systemic change.
- Value, honor, and advance diversity, equity, inclusion, and justice in all aspects of social work practice, including direct service, advocacy for equitable social welfare policies, and the fostering of community-based partnerships.
- Align our teaching, scholarship, and service with the core values of the profession.

## BSW Program Mission Statement

The BSW program aligns with the School's mission of empowerment-oriented practice, is centered on collaboration, and driven by the needs, strengths, and priorities of vulnerable, oppressed, underserved, and marginalized populations. Graduates of our program:

- Utilize critical thinking skills to respond to the increasingly complex challenges that impact our clients and our communities and promote social and economic justice.
- Engage in and advance equitable practices that are culturally responsive, anti-racist, and inclusive of all identities
- Identify with and integrate the social work profession's values and ethics as reflective and compassionate local and global citizens
- Commit to life-long personal and professional development

BSW students will be prepared for generalist practice in a variety of settings as they work with client systems, ranging from individuals and families to organizations and communities. Students will have the knowledge, skills, and an integration of professional and personal values to enable them to become leaders committed to advancing social justice-based practice in the social work profession. The undergraduate Social Work program also prepares students to enter graduate Social Work education.

Our mission is consistent with the NASW Code of Ethics.

(<https://www.socialworkers.org/About/Ethics/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 (EMU) is a non-profit public institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Universities.

EMU's Bachelor of Social Work program is fully accredited by the Council on Social Work Education (CSWE). This accreditation signifies that our program meets rigorous national standards for social work education, ensuring you receive a high-quality, relevant, and recognized degree that prepares you for professional practice and advanced studies.

The BSW Program has been fully accredited since 1974 by CSWE. At that time, it was one of the first undergraduate programs in the state of Michigan, and it is now one of the largest programs in the state. The BSW Program undergoes reaccreditation every eight years; the most recent reaccreditation was in 2023.

EMU's MSW Program has been fully accredited since February 1992 by the CSWE.

## BSW Program Goals and Objectives

The School of Social Work faculty have developed BSW Program Goals that directly flow from the School's Mission Statement. These goals establish a framework for providing an integrated and coherent undergraduate curriculum that 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 experience to engage in generalist practice with diverse population groups and people who are vulnerable due 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, and enhance competence of individuals, groups, and communities to engage their environment and improve social functioning.
5. To engage in career-long professional development to improve risk-taking and leadership skills in pursuit of social and economic justice.

The undergraduate program of study is grounded in the liberal arts as a foundation for Social Work knowledge. The BSW Program provides students with opportunities to develop the core competencies articulated by the CSWE. The Council on Social Work Education (CSWE) outlines nine core competencies that guide social work education and practice, as stated in their 2022 Educational Policy and Accreditation Standards (EPAS). These competencies represent the essential knowledge, values, skills, and cognitive and affective processes that social workers are expected to integrate and apply in their practice.

The nine 2022 CSWE Core Competencies are:

1. **Demonstrate Ethical and Professional Behavior:** Social workers understand and apply the profession's values, ethical standards, relevant laws, and regulations. They recognize and manage personal values, engage in self-care, and use anti-racist and anti-oppressive lenses.
2. **Advance Human Rights and Social, Racial, Economic, and Environmental Justice:** Social workers advocate for human rights, critically evaluate power and privilege, and engage in strategies to eliminate oppressive structural barriers.
3. **Engage Anti-Racism, Diversity, Equity, and Inclusion in Practice:** Social workers understand diversity and intersectionality, critically examine their own biases, and engage in anti-racist and anti-oppressive practice.
4. **Engage in Practice-Informed Research and Research-Informed Practice:** Social workers use ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and using research to inform practice.
5. **Engage in Policy Practice:** Social workers identify and critically analyze social policy, understanding its historical and current influences, and advocate for policies that advance human rights and justice.
6. **Engage with Individuals, Families, Groups, Organizations, and Communities:** Social workers use human behavior and person-in-environment frameworks, empathy, reflection, and interpersonal skills to engage with clients and constituencies.
7. **Assess Individuals, Families, Groups, Organizations, and Communities:** Social workers collaboratively define challenges and identify strengths to develop mutually agreed-upon plans, utilizing self-reflection to manage bias.
8. **Intervene with Individuals, Families, Groups, Organizations, and Communities:** Social workers use a range of intervention strategies, apply critical thinking, and collaborate with clients and other professionals to achieve practice goals.
9. **Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities:** Social workers critically evaluate the effectiveness of interventions, using research methods to assess outcomes and inform continuous improvement.

## Admission Requirements

The EMU BSW program welcomes students who are committed to the mission of our School, including its emphasis on work with, vulnerable, oppressed, and underserved populations and 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, and academic ability. All admitted students must be willing to adhere to the National Association of Social Workers' [Code of Ethics](#)

In addition to completing the University's General Education requirements, Social Work students complete a series of six specific liberal arts courses to build a foundation for their Social Work studies. BSW Program intent students complete four pre-major Social Work courses prior to admission to the major. Students apply for admission to the BSW Program while taking SWRK 251, *Self-Assessment for the Profession of SW*

### **Admission requirements:**

The CSWE – accredited BSW Program is designed to help you determine if the social work profession is right for you. The admission requirements are as follows:

1. Meet with the BSW Student Services Coordinator/Advisor to evaluate requirements for admission, a plan of study, and review your progress to date.
2. Earn a grade of C or higher in the pre-major social classes: SWRK 120, SWRK 200, SWRK 222 & SWRK 251.
3. Submit a reflective essay in SWRK 251.
4. Have an overall GPA of 2.3 or higher at the time of admission into the BSW program.
5. \*Complete 40 hours of volunteer services, internship experience, or employment within a human service setting. These hours MUST be completed prior to any 300-level SWRK courses.

\*Students are required to complete forty (40) hours of volunteer service, internship experience, or employment within a human service setting. We believe this experience helps students make an informed decision about entering the BSW Program, and eventually joining the Social Work profession. In keeping with the mission of the School of Social Work, students must complete the 40 hours in 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.

All volunteer, internship, and work experiences counted towards this admission requirement must be part of an **organized effort by a human service provider**. Working with other professionals and community members to provide services is a key facet of professional Social Work. The BSW Program does not consider work done individually (e.g., being a nanny) or with a non-vulnerable population (e.g., coaching your child's Little League team) to simulate professional Social Work. Although these can be valuable experiences, they do not fulfill the purpose of the BSW Program's 40-hour human service requirement. In contrast, engaging in civil rights work on behalf of lesbian, gay, bisexual, and transgender people; coaching a team for underprivileged youth; facilitating an art group for people living with serious mental illness; and participating in a nutrition program for seniors (such as Meals on Wheels) would meet the School's criteria. These examples involve work with vulnerable populations.

If you have questions about the volunteer/work requirement, please contact David Evoy ([devoy@emich.edu](mailto:devoy@emich.edu)), the Student Services Coordinator and BSW program advisor. Mr. Evoy has extensive professional Social Work experience and can help you decide how to meet this requirement.

Once you have successfully completed your 40 hours of service, please ask a supervisor to document your service/work at that agency. A letter written on agency letterhead constitutes the documentation. 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 completed
- Supervisor's signature
- Supervisor's job title

Submit the letter to the Student Services Coordinator in room 315 Marshall as soon as possible after you have completed your service work. Make a copy of the letter prior to submitting it to the BSW Program.

**Students will not be formally admitted to the major until they have completed these hours along with the other entrance requirements outlined in this *Handbook*.**

**Note:** Students who have not completed the 40-hour volunteer work requirement by the end of the semester in which they are eligible to move into the BSW major will not be admitted to the major and thus will not be eligible to register for 300 and 400 level SWRK courses.

### Evaluation and Notification of Admissions Decision

At EMU, our SWRK 251 course ("Self-Assessment for the Profession of Social Work") is a key element in the program application and admissions notification process.

The BSW Program Director and/or Student Services Coordinator visits each section of this course each semester. During these visits, the Student Services Coordinator explains the program admissions requirements, major requirements, and EMU graduation requirements. Each student in SWRK 251 meets with the Student Services Coordinator over the next 2-4 weeks. The Student Services Coordinator discusses career options and answers students' career-related questions, and guides the student in developing a written Plan of Study. The Student Services Coordinator also verifies that students have completed (or are completing in the current semester) the pre-major social work courses and liberal arts courses, that they have fulfilled (or will fulfill in the current semester) the 40-hour volunteer service requirement, and that their GPA is above a 2.3.

Following the advising meeting, students are conditionally admitted to the major. The conditions for admission are that the student earns a passing grade in any in-progress SWRK pre-major and liberal arts courses<sup>1</sup>, that they complete a satisfactory reflective essay in SWRK 251 as evaluated by the instructor of

that course, and that they provide documentation of their 40 hours of volunteer service prior to the beginning of the subsequent semester.

The Student Services Coordinator notifies students of their acceptance into the Social Work program via email, and notifies the University Advising Center that the student's major should be changed from "undeclared" to social work. Students are then able to register for their 300-level and beyond social work classes.

**All admissions requirements must be completed prior to taking any required 300 level Social Work course.**

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<sup>1</sup> If a student has a single liberal arts course outstanding at this point, they will be admitted to the major provided that the course in question is to be completed during the subsequent semester.

## **BSW Pre-Major Course Requirements**

In addition to completing the University's General Education requirements, social work students complete a series of six liberal arts courses listed below.

### **Liberal Arts Requirements**

- PSY 101 – Intro to Psychology
- SOCL 105 – Intro to Sociology
- PLSC 112 – Introduction to American Government
- ANTH 135 – Introduction to Cultural Anthropology
- EDPS 225 or IHHS 269 – Human Life Span
- PSY 360 – Abnormal Psychology

### **Restricted Elective Courses**

Students are required to take six credits in cross-cultural courses. Completion of any two General Education-Perspectives on Diversity (GEUS or GEGA) courses (with the exception of ANTH 135) will meet this requirement. Other courses not approved for Perspectives on Diversity may also count towards this requirement with departmental permission.

### **Pre-Major Social Work Courses**

- SWRK 120 – Intro to Social Work Services and Professional Roles (3 cr)
- SWRK 200 – Human Diversity & Social Justice (3 cr)
- SWRK 222 – Social Welfare Policies and Services (3 cr)
- SWRK 251 – Self Assessment for the Profession of Social Work (1 cr)

### **Social Work 251**

- Students are required to complete a *Social Work Values* essay as one of their assignments in SWRK 251. The essay requires students to engage in self-reflection regarding the values and ethics of the Social Work profession. The course will help students determine if the profession is right for them.
- While enrolled in SWRK 251, students meet with a BSW advisor to develop a Plan of Study for the major. Advisors are available to meet with students at any point during their studies to answer questions, revise or update a Plan of Study, and discuss career goals. Ideally, students meet with a BSW advisor every semester.

### **BSW Major and Minor Requirements**

SWRK 315 – Theoretical Basis for Generalist Social Work Practice (3 cr)

SWRK 317 – Foundation of Social Work Practice (2 cr)

SWRK 318 – Skills Integration Seminar (2 cr)

SWRK 319W – Writing for Agency Practice (3 cr)

SWRK 350L2 – Generalist Social Work Practice: Organizations & Communities (3 cr)

SWRK 405 – Analysis & Change in Social Welfare Policies (3 cr)

SWRK 408 – Generalist Social Work Practice with Individuals and Families (3 cr)

SWRK 409 – Generalist Social Work Practices with Groups (3 cr)

SWRK 430 – Introduction to Research Methods for Social Work (4 cr)

SWRK 450 – Social Work Practice with Women and Girls (3 cr)

SWRK 451 – Social Work Practice with People of Color (3 cr)  
SWRK 488 – Field Experience I (6cr)  
SWRK 489 – Field Experience II (6 cr)

A 3 credit social work elective is required.

Students must maintain an overall 2.3 GAP and a C or higher grade in all social work courses to move forward into field placement.

### **Social Work Minor Requirements**

SWRK 120, SWRK 200, SWRK 222 plus 11-12 credit hours of Social Work elective courses (6 of 11 credit hours need to be 300/400 level courses).

### **For Transfer Students**

Eastern Michigan University has Articulation Agreements outlining transferable credits with several nearby community colleges.

### **Field Education**

All BSW students complete a two-semester field placement in an affiliated agency that is consistent with the School's mission and the Council on Social Work Education Policy and Accreditation standards. All placements require 16 hours per week – 200 hours per semester – for 400 total hours of internship experience. Placements start in fall or winter of the senior year. Worksite placements may be arranged.

### **Child Welfare Certificate**

The BSW Program offers a Child Welfare Certificate for students interested in working in a Michigan public or private child welfare setting.

Michigan Schools of Social Work and the Michigan Department of Health and Human Services (MDHHS) formed an agreement guiding Social Work students' educational preparation so they can assume a child welfare caseload in a timely manner. Students who complete the requirements outlined in the agreement will be given preference in MDHHS and private child welfare agency hiring and will be permitted to waive portions of the new employee training.

In order to earn this certificate, students must complete SWKE 442 (Contemporary Child Welfare), complete an additional Social Work elective course approved for this certificate, maintain a "C" grade or higher in all BSW major 300 and 400 level courses, and complete a child welfare field placement with MDHHS or with an MDHHS contract agency. For further information regarding Field Placement, please contact the Field Office or go to the School of Social Work BSW web site under Field Placement (<https://www.emich.edu/chhs/social-work/fieldwork/index.php>).

(Please contact Dr. Sarah Shea (sshea1@emich.edu) for updated criteria on the Child Welfare Certificate).

## Transfer of Credits

Eastern Michigan University welcomes transfer students. We value the rich diversity, experiences, skills, and unique perspectives that transfer students bring to our BSW program. We are committed and dedicated to supporting students in this process. Transfer students need to have official transcripts sent to EMU.

EMU participates in the Michigan Transfer Agreement (MTA) and the MACRAO Agreement, which facilitates the transfer of general education credit from Michigan community colleges to senior colleges and universities. In addition, EMU's BSW Program has transfer articulation agreements in place with several regional community colleges including Jackson Community College, Monroe Community College, Oakland Community College, Schoolcraft College, Washtenaw Community College, and Wayne County Community College District. These agreements coordinate the student's progress towards an associate degree with their work towards a BSW at EMU. All classes are evaluated by both Records and Registration and the School of Social Work to determine if the class is transferable to EMU and how it can be used towards the BSW plan of study.

For students transferring from a CSWE-accredited BSW Program, the Student Services Coordinator and/or the BSW Program Director evaluates each course to determine if it can be used towards the BSW Plan of Study. Students may be asked to supply the course syllabi for the courses they wish to transfer. There is not a guarantee that all course credit taken at the previous institution will be transferred for required course credit (those with a SWRK pre-fix). Course credits completed at a non-CSWE accredited BSW Program with limited exceptions cannot be transferred for required course credit (those with a SWRK pre-fix).

## Criminal History

A BSW student who has a legal/criminal history is encouraged to contact the BSW Program Director or Student Services Coordinator to discuss potential barriers to becoming a fully licensed BSW. The Director will probably advise the applicant to contact the State of Michigan Licensing Board to determine whether the history of legal/criminal behavior will preclude the applicant from becoming licensed. Additionally, the Director or Student Services Coordinator will consult with the Internship Placement Office about whether the nature of the offense could prevent the student from being placed in an agency to complete internship practicum placement. The Director will inform the student about any known limitations in placing them for their internship practicum placement. However, each agency establishes their own protocols related to criminal background checks, drug testing, etc., and agencies have the right to require students to meet these expectations.

## University Graduation Requirements

\*The minimum number of credits hours required for graduation is 120. To earn a degree, students must complete:

1. University General Education requirements
2. A major of 30 to 36 hours and a minor of 20 to 24 hours (as specified in fields of study) or complete a self-contained program of 50-60 hours, (the BSW degree does NOT require a minor)
3. Electives to equal the minimum total of 120 hours\*
4. All other university requirements

The catalog requirements in effect at the time of the student's initial registration at EMU or the requirements of a subsequent catalog may be used to complete graduation requirements.

If you do not complete degree requirements within seven years of the date of your original registration, you may be required to have your credits re-evaluated by the Office of Records and Registration in keeping with more recent catalog requirements.

For further information on University graduation requirements please go to <https://www.emich.edu/registrar/graduation/index.php>

### **\*Credit Hour Change**

Beginning in Fall 2022, all baccalaureate degree programs for all undergraduates (regardless of catalog year) will require a minimum of 120 credits hours for completion. Click [here](#) for more information. Please talk to your advisor to see how this change may impact your plan of study.

## Internship Practicum Placement

Social Work majors are required to complete two consecutive semesters (either fall and winter OR winter and summer) of internship practicum placement during the final semesters of their program.

### Eligibility for Internship Practicum Placement

1. A 2.3 overall grade point average at the time of entering internship practicum is required.
2. Students must have completed all required Social Work classes through the 300 level with at least a grade of 'C' before beginning field placement. (They must have met all prerequisites for these courses)
3. Any student who has a C- or lower in any 400 level Social Work classes needs special permission from the field office to begin or to continue with field placement.
4. Students are required to earn a C or above in 488L4 to continue into 489L4. Students who receive a C- or lower in 488L4 or 489L4 must repeat the course.
5. The field placement application must be accompanied by a current resume. If a student wishes to complete their placement at their place of work, the student must submit a Request and Agency Agreement for Employment-Based Field Placement to the Field Office with the field placement application form.
6. SWRK 488L4 and 489L4 each involve 16 hours in a field agency plus a two hour a week seminar taught by the faculty member who will serve as a liaison to the placement agency.
7. All practice Social Work courses (408, 409, 450, & 451) must be taken prior to or concurrently with SWRK 488L4 and 489L4.

The field supervisor evaluates students; the field supervisor's evaluation is one component of the student's final grades in SWRK 488L4 and 489L4. ***Students should keep a copy of their field supervisor's evaluation for SWRK 488L4 and 489L4; these documents are sometimes useful when applying to MSW programs or jobs.***

## Liability

Eastern Michigan University provides general liability insurance for students while they are performing activities that are a part of their fieldwork assignment. If the field agency does not have insurance that covers interns, students may consider purchasing additional liability coverage through the National Association of Social Workers (NASW).

## Health Insurance

The University does not carry any health insurance for students while in field placement. However, all students are advised to have health insurance coverage. Students should consult with the Dean of Students office - <https://www.emich.edu/staying-healthy/student-health-insurance/index.php> for information on their group policy if no other insurance is available. All inoculations should be current. In some agencies, students are required to provide health information and proof of health insurance prior to acceptance in placement.

## Independent Study

The Independent Study is designed for students who wish to study a specialized topic in greater depth than it is covered in existing courses, or material that is not currently covered in existing courses. An Independent Study may also be used for empirical research or special training projects. *An Independent Study cannot be used to replace existing SWRK courses.* However, the Independent Study course can be used to fulfill the BSW Program elective requirement.

Students design their own study proposals; they may obtain advice and assistance from faculty members. Since each Independent Study is a course for which credit is requested, students must devote time and thought to the proposal and the project.

To develop an Independent Study proposal and register, students must:

1. The student contracts with a School of Social Work faculty member or lecturer to take a one, two, or three credit independent study course; the student will prepare a proposal for the Independent Study with the instructor's guidance. University guidelines are that students spend three hours weekly working on their project throughout the semester for every credit hour.
2. The student completes the cover sheet for Independent Study Proposal in the Social Work Office, 317 Marshall and attaches it to the full proposal. The supervising instructor and the BSW Program Director sign the cover sheet, indicating their approval of the project.
3. The student submits the proposal and cover sheet to the School of Social Work secretary, who will then issue a section number and give the student permission to register.

The Independent Study Proposal must include a detailed description of the work the student is proposing, including:

1. The learning goals of the project and an overview of the final product;
2. A detailed project timeline indicating when steps of the project will be accomplished and when final assignments/products are due.
3. Supplemental materials such as a bibliography, an activities schedule, and the like, if appropriate.
4. If the project involves the use of agency facilities, documentation of agency approval must 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, in addition to time spent on readings, preparation for quizzes and examinations, and term papers or field project.

## Social Work Honors

Many rewards and opportunities arise from being a Social Work honors student. Rewards include relationships with faculty mentors; developing writing, research, and oral presentation skills; and early registration. In addition, Social Work employers often interview graduates who were Honors students first. EMU Honors College requirements enhance the student's ability to succeed in graduate programs by providing opportunities for scholarly presentations and publications, research experience, and/or community service.

Students who have completed their General Education credits, been admitted formally to the Honors College, and achieved at least a B in SWRK 251 (Self-Assessment for the Profession of Social Work) are eligible for admission into the School of Social Work Honors Program. As in the University Honors Program, students must maintain at least a 3.3 overall GPA to continue in Social Work Honors.

### **Students wishing to pursue Social Work Departmental Honors should:**

1. Have a meeting with the School of Social Work Honors Program Advisor.
2. Complete the *Intent to Pursue Departmental Honors* form and submit to the Honors College.
3. Complete 12 Social Work Honors contract hours. Contract hours involve negotiating enrichment assignments in Social Work courses with individual instructors. This is a two- step process:
  - a) the student discusses the proposed assignment with the course instructor and completes the *Honors Contract* form, and
  - b) the student obtains signatures from course instructor and Social Work Honors Program Advisor. Deadlines are October 15 for fall term, February 15 for winter term, and end of the first full week of summer classes.
4. Attend a Senior Thesis Workshop.
5. Secure a Social Work Faculty Supervisor/Thesis Mentor, and submit a Senior Thesis Proposal by the beginning of the final year of enrollment.
6. Complete a Senior Honors Thesis (40-60 pages), and demonstrate progress during each semester of enrollment.
7. Submit an application to one of the following in last year of enrollment: Undergraduate Research Symposium, Honors Fellowship, or Social Work International Program.
8. Attend workshops/events and complete other assignments as required by the Honors College.

To find out more about the Social Work Honors Program please contact current Honors Advisor, Dr. Janet Okagbue-Reaves ([jokagbue@emich.edu](mailto:jokagbue@emich.edu); 734.487.2321). You can also contact the Honors College at [www.emich.edu/honors](http://www.emich.edu/honors), 487-0341.

## Advising

Academic advising is conducted by the BSW Program Advising Team, which consists of the Student Services Coordinator/BSW Advisor, the CHHS Academic Advisor, and the BSW Director.

The academic advising process is:

- Students are advised prior to BSW Program admission to ensure that they are taking the required prerequisite courses while completing their General Education requirements. Students may also discuss questions about Social Work as a profession during these advising sessions.
- While completing SWRK 251 (Self-Assessment for the Profession of Social Work), students must meet with the Student Services Coordinator/BSW Advisor to complete a Plan of Study. The Plan of Study is the student's guide for educational planning and program completion. If students wish to change this Plan of Study, they must meet with an advisor.
- The Advising Team helps social work majors with questions regarding program requirements, field placement, graduation, career paths, and graduate school.
- Students are encouraged 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 BSW Program expectations.

## Graduation Audit - U.achieve

Students who wish to receive information about progress toward graduation should consult with a Social Work advisor or the University's online degree audit system, u.achieve, available through my.emich. Please go to the following website for more information:

<https://www.emich.edu/registrar/graduation/uachieve.php>

## Applying for Graduation

Please go to the following website for information on applying for graduation:

<https://www.emich.edu/registrar/graduation/index.php>

## Behaviors Resulting in University or School of Social Work Action

The University and the School of Social Work expect all students to behave in accordance with all relevant University policies and rules, including the University Code of Community Responsibility. Any conduct by a BSW intent or major student that is a violation of the Code of Community Responsibility will be referred to the Dean of Students Office for campus disciplinary action in addition to any School of Social Work actions. The Code of Community Responsibility student behaviors that will result in disciplinary action. Disciplinary action may include suspension or dismissal from the University. Community Responsibility violations by a student off-campus in university related activities (e.g. field placement) are handled as if the violation occurred on-campus. The EMU Code of Community Responsibility can be found [here](#).

In addition, the School of Social Work expects all Social Work students to behave in accordance with the National Association of Social Workers (NASW) *Code of Ethics*

(<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>) in addition to any School of Social Work actions.

## Academic and Professional Behaviors Resulting in School of Social Work Action

The EMU School of Social Work faculty and staff consider Social Work students' behavior predictors of their future performance as Social Workers. For that reason, certain behaviors can be grounds for discipline. Academic disciplinary action may be initiated (1) when a student *behaves in one or more discrete episodes* that violate the law, the *NASW Code of Ethics* (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>) standards for Social Work practice, OR (2) when a student exhibits *a pattern of recurring behavior* that may include (but is not limited to) the following:

- Behaviors that demonstrate poor interpersonal and/or communication skills;
- Unethical or unprofessional conduct;
- Behaviors that place clients at risk during internship 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 internship placement problematic and/or pose a risk to others;
- Consistent inability or unwillingness to carry out academic or internship 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 internship 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 internship 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 falsifying records or official documents;
- Threatening or harassing behaviors that may include verbal or physical aggressiveness toward others.

## Procedures for Handling Academic and Professional Behavior Issues

A faculty or staff member who identifies problematic academic behaviors on the part of a BSW major or intent student should discuss their concerns with the student at the earliest opportunity.

If that conversation does not resolve the problem, the faculty or staff member should bring their concern 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. If the person raising the concern is unable to attend the meeting, the School Director will assign a substitute. The purpose of this meeting is to provide the student with due process and to assist the student in developing a plan to change the behavior. The student will be advised of the services of the University's Office of the Ombuds and the option to involve that Office in this initial discussion.

At this meeting, the BSW Director may implement the Early Concern Note (see Appendix). The Early Concern Note provides the opportunity to resolve issues before they reach the level of Academic Review. Based on the BSW Director's evaluation of the issues, the Director may decide that the student issues do not rise to the level of an "Academic Review" and thus set up a plan to resolve the problem(s), with the student's input. Alternatively, the Director may decide that a formal Academic Review is necessary, or may counsel the student out of the BSW Program.

If the student fails to attend this scheduled formal meeting, those attending may proceed to perform a full Academic Review and inform the student, in writing, of this decision. If the BSW Program Director determines that a formal review of the student's behavior or performance is necessary, they will convene the Academic Review Committee. This committee consists of the BSW Program Director, two additional School of Social Work faculty members, and two student representatives from the School of Social Work. The faculty committee members (and one alternate) are elected by the faculty on an annual basis. The two Social Work student representatives (and one alternate) are selected by the School of Social Work Director on an annual basis. The Academic Review Committee elects a chair by majority vote. This committee may be the same one that hears school level grade grievances.

An Academic Review Committee member must have no prior involvement in the case, be impartial, and be able to render a just and fair decision. If a member cannot be impartial, they will recuse themselves from the review. In addition, the student undergoing review may challenge any member of the Committee on grounds of prejudice or impartiality, and request removal of that member from the review meeting. If a challenge occurs, the Committee shall deliberate in private and determine by majority vote (excluding the member being challenged), whether the member should be removed from the case. If the vote is to remove the member, the review will continue with a committee of the remaining members.

The BSW Director will notify the student, in writing, at least one week before the Academic Review date, that there will be a formal Academic Review by the Academic Review Committee. The notice will be sent to the student's emich.edu address and to the home address registered with the University. The notice will include:

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.

During the review, the individual who raised concerns about the student's behavior or performance will summarize the concerns to the Academic Review Committee. The student 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 their behalf, bring witnesses to testify at the review, and present evidence for the Committee's consideration.

After the review meeting, the committee will determine whether 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 to the BSW Program Director. Recommendations may include, but are 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 BSW Program; or (3) permanently dismissing the student from the BSW Program. The BSW Program Director will notify the student of their decision by email to the student’s emich.edu address and by letter to the home address registered with the University within five calendar days of the review.

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.

## Academic Performance Resulting in Departmental Action

### Grade Point Requirements:

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

A student who fails to achieve the 2.3 minimum by the time they are to start internship placement will be placed on BSW Program academic probation. Students who are on academic probation cannot begin internship placement. The student then has two additional semesters 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 BSW Program.

### Individual Course Grade Requirements:

A BSW major must achieve a minimum grade of “C” in all required social work (SWRK) courses to remain in and graduate from the BSW Program. A student who receives a grade in a required social work course below a “C” can only repeat that course once. Students can repeat no more than two courses in which they have failed to achieve a “C” grade. A student who receives a grade below a “C” in a social work course they are repeating will be dismissed from the BSW Program.

A student who receives a grade below a “C” in a second social work course will be placed on BSW Program academic probation (see the process below). A student will be dismissed from the BSW Program if they receive a grade below a “C” in a third social work course. A student may be dismissed from the BSW Program without ever being on academic probation; for example, a student earned a grade of C- or lower in three classes during the same semester or received a C- or lower in the same course twice.

These individual course grade requirements apply to SWRK 488L4 and SWRK 489L4 as to all other SWRK courses.

**Note:** If a student’s grade deficiency stems from extenuating circumstances, the Student Services Coordinator and BSW Program Director may assist the student with a late or retroactive course withdrawal.

### Procedures for Handling Academic Performance Issues:

The BSW Director will notify a BSW major (via email to the student's email address) of their academic status regarding academic probation or dismissal. If a student is placed on academic probation, they must meet with the Social Work Student Services Coordinator or BSW Advisor to discuss academic performance issues.

A student dismissed from the BSW Program because of an academic performance deficiency will receive a written email notification after final semester grades are posted.

A student dismissed from the BSW Program because of an academic performance deficiency may request that the School Director review the dismissal. The student must submit the request in writing by email to the Director of the School of Social Work within 15 calendar days of being notified by email of the dismissal. This written appeal will address why the student was unsuccessful in their studies and describe how the student plans to rectify these issues. The School of Social Work Director will schedule a meeting with the student, the Student Services Coordinator, and the BSW Program Director as soon as possible. A mutually agreed-upon date for the meeting will be determined.

If the student cannot be reached and/or does not respond to the notification of dismissal so that a meeting can be held within a reasonable length of time (within 15 calendar days of the letter of dismissal being sent) or if the student fails to attend a scheduled formal meeting, the School Director will determine whether the dismissal is upheld. This decision is final and may not be appealed.

The School Director may uphold or reverse the dismissal. The Director may consider extenuating circumstances that led to the student's academic dismissal (e.g., serious health concerns, family problems, financial constraints) and whether those circumstances have been resolved. The Director may also establish conditions for the student's readmission (e.g., developing an academic plan of study that includes goals, periodic review of the student's progress, etc.).

The School Director will notify the student in writing within two weeks of the review meeting regarding their decision. The Director of the School of Social Work's decision is final and may not be appealed.

## Grading Policies

Course grades and expectations are determined by the course instructor and outlined in the course syllabus.

As per University Policy, a student may pursue a grade grievance for any final grade that they believe was assigned capriciously or unfairly. For University policy regarding grade grievances, please refer to the online Undergraduate Catalog.

## Incomplete Grade Policy

In accordance with University policy an I (incomplete) grade may be awarded when illness or other unavoidable extenuating circumstances prevent completion of a course, provided that academic performance for the completed portion of the course (50% or more) merits a grade of C or better for undergraduate students. A student should never be awarded an incomplete for poor work or willful non-attendance of class. The student must inform the instructor of the reason for the requested incomplete, and the instructor may (at their discretion) agree to the request. 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.

An Incomplete grade 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 grade 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 independent study-type courses are not governed by these regulations. The time for replacement of an Incomplete grade may be extended with recommendation from the instructor and written approval from the school director and dean of the college.

The incomplete grade policies can be found in the undergraduate catalog [here](#):

## 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 NASW Code of Ethics (<http://www.socialworkers.org/pubs/code/default.asp>). Harassment based on age, race, color, religion, national origin, sexual orientation, or disability, is a violation of EMU policy and 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 several student organizations. All promote mission - based advocacy and service activities on behalf of fellow students and community members. All Social Work students are welcome to join any or all of these organizations.

**National Association of Black Social Worker Students (ABSWS).** ABSWS is a national organization that organized in 1968 to promote the interests and well-being of Black families in the Black community. EMU's NABSWS 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 NABSWS.

**Social Work Action Alliance (SWAA).** The mission of the Social Work 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 social justice and 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.

**Students for Recovery (SFR).** Students for Recovery is a student-run organization that helps students heal from addiction and emphasizes healing and wholeness through service, empowerment, and community building.

**Unmasked.** Unmasked is a grass-root, student-led movement focused on human trafficking awareness, education, person perception, and advocacy to eliminate modern day slavery. The purpose of Unmasked is to provide peer-to-peer involvement and activism, and to empower students to become involved in ending human trafficking.

## State of Michigan Licensure

You must have a LLBSW (limited licensed bachelor of Social Work) or LLMSW (limited license Master of Social Work) to practice Social Work in the State of Michigan. You can obtain the LLBSW and LLMSW application at the following website:

[http://www.michigan.gov/lara/0,4601,7-154-35299\\_63294\\_27529\\_27554---,00.html](http://www.michigan.gov/lara/0,4601,7-154-35299_63294_27529_27554---,00.html)

Start the application process prior to graduation. The State cannot process your application until they have received the necessary paperwork. It usually takes 6-8 weeks for your application to be processed. You must complete the license application and send it to the State of Michigan along with the applicable fees. *Please do not send any documents to the School of Social Work.*

Download, print and thoroughly **READ** all the information provided on this website. Follow the steps as outlined in the application. There is an application fee for both the LLBSW and LLMSW.

The application process also requires your final official transcripts of your BSW to be sent to the Michigan

Board *directly from EMU*. The transcript must include the date your BSW degree was conferred. The link to transcript request at Eastern is <http://www.emich.edu/registrar/transcripts/>

*If you request your transcripts prior to graduation, please check the “**Hold Until Degree is Posted on Record**” box of the Transcript Request Form.*

## Resource Directory

### Campus Resources:

University Advising & Career Development Center 734.487.0400  
[www.emich.edu/uacdc](http://www.emich.edu/uacdc)

Academic Projects Center 734.487.2543  
[www.emich.edu/apc](http://www.emich.edu/apc)

Academic Success Partnerships 734-487.8413  
[www.emich.edu/asp](http://www.emich.edu/asp)

Autism Collaborative Center 734.487.2890  
<https://acc.emich.edu>

Center for Adaptive Technology Education (CATE) Lab 734.487.1419  
[www.emich.edu/drc/cate-lab](http://www.emich.edu/drc/cate-lab)

The Children's Institute (Child Care) 734.487.2348  
[www.emich.edu/childrensinstitute](http://www.emich.edu/childrensinstitute)

Counseling and Psychological Services (CAPS) 734.487.1118  
[www.emich.edu/caps](http://www.emich.edu/caps)

Developmental Mathematics Program 734.487.1444  
[www.emich.edu/math/placement](http://www.emich.edu/math/placement)

Disability Resource Center (DRC) 734.487.2470  
[www.emich.edu/drc](http://www.emich.edu/drc)

Diversity & Community Involvement 734.487.3118  
[www.emich.edu/dci](http://www.emich.edu/dci)

Financial Aid 734.487.0455  
[www.emich.edu/finaid](http://www.emich.edu/finaid)

Holman Success Center 734.487.2133  
[www.emich.edu/academic-support-programs/hsc](http://www.emich.edu/academic-support-programs/hsc)

Office of the Ombuds 734.487.007  
Email: [emu\\_ombuds@emich.edu](mailto:emu_ombuds@emich.edu)

Website: <https://www.emich.edu/ombuds/index.php>

<u>University Health Services</u> <u><a href="http://www.emich.edu/uhs">www.emich.edu/uhs</a></u>	<u><a href="tel:734.487.1122">734.487.1122</a></u>
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<u>Office of Wellness and Community Responsibility</u> <u><a href="http://www.emich.edu/responsibility">www.emich.edu/responsibility</a></u>	<u><a href="tel:734.487.2157">734.487.2157</a></u>
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<u>Student Business Services</u> <u><a href="http://www.emich.edu/sbs">www.emich.edu/sbs</a></u>	<u><a href="tel:734.487.3335">734.487.3335</a></u>
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<u>Swoop's Student Food Pantry</u> <u><a href="http://www.emich.edu/swoopspantry">www.emich.edu/swoopspantry</a></u>	<u><a href="tel:734.487.4173">734.487.4173</a></u>
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<u>Title IX Office (Sex Discrimination Reporting)</u> <u><a href="http://www.emich.edu/title-nine">www.emich.edu/title-nine</a></u>	<u><a href="tel:734.487.3617">734.487.3617</a></u>
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<u>University Writing Center</u> <u><a href="http://www.emich.edu/ccw/writing-center">www.emich.edu/ccw/writing-center</a></u>	<u><a href="tel:734.487.0694">734.487.0694</a></u>
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<u>Veteran's Services</u> <u><a href="http://www.emich.edu/veterans">www.emich.edu/veterans</a></u>	<u><a href="tel:734.487-3119">734.487-3119</a></u>
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### **Off Campus Resources:**

<u>Ann Arbor Center for Independent Living</u> <u><a href="https://www.annarborcil.org">https://www.annarborcil.org</a></u>	<u><a href="tel:734.971.0277">734.971.0277</a></u>
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<u>Ann Arbor Transportation Authority (Preregister for A-Ride)</u> <u><a href="https://www.theride.org">https://www.theride.org</a></u>	<u><a href="tel:734.996.0400">734.996.0400</a></u>
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<u>Children and Adults with</u> <u>Attention Deficit/Hyperactivity Disorder (CHADD)</u> <u><a href="https://chadd.org">https://chadd.org</a></u>	<u><a href="tel:301.306.7070">301.306.7070</a></u>
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[www.emich.edu/ombuds](http://www.emich.edu/ombuds)  
[Community Housing Network](http://communityhousingnetwork.org)  
<https://communityhousingnetwork.org>

[248.928.0111](tel:248.928.0111)

[The Corner Health Center](http://www.cornerhealth.org)  
<http://www.cornerhealth.org>

[734.484.3600](tel:734.484.3600)

<a href="http://ldaofmichigan.org">Learning Disabilities Association of Michigan</a> <a href="http://ldaofmichigan.org">http://ldaofmichigan.org</a>	<a href="tel:888.597.7809">888.597.7809</a>
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<a href="#">Michigan Relay Service</a>	<a href="tel:7-1-1">7-1-1</a>
<a href="http://www.michigan.gov/bsbp">Michigan Bureau of Services for Blind Persons</a> <a href="http://www.michigan.gov/bsbp">www.michigan.gov/bsbp</a>	<a href="tel:800.292.4200">800 292-4200</a>

<a href="#">Secretary of State: Sign Language Interpreter Services</a>	<a href="tel:7-1-1">7-1-1</a>
<a href="#">SOS Community Services (Housing)</a>	<a href="tel:734.961.1999">734-961-1999</a>
<a href="#">SOS Community Services (Resource Center)</a> <a href="https://soscs.org/">https://soscs.org/</a>	<a href="tel:734.484.5411">734-484-5411</a>

<a href="#">Michigan Rehabilitation Services (MDHHS)</a>	<a href="tel:734.677.1125">734 677-1125</a>
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## APPENDIX A

### BSW Program Early Concern Note

Please complete this note if you have any concerns about the professional and/or academic behavior of a Social Work student.

**Note:** *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. 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. (BSW Student Handbook)*

#### **Instructions:**

1. Meet with the student to review/discuss the academic behavior concerns described in the *Early Concern Note*.
2. Ask the student to complete the student comment section.
3. Discuss a plan for remediation, which will address the behavior(s) with the student.
4. Student will submit a plan in writing by an agreed upon date. A follow up meeting will be scheduled to determine the student's progress.
5. Student and instructor signatures are required.

Student Name: \_\_\_\_\_

Student EID: \_\_\_\_\_

Course(s): \_\_\_\_\_ Date: \_\_\_\_\_

Name, title/role of person(s) initiating the **Early Concern Note** (print):  
\_\_\_\_\_  
\_\_\_\_\_

Names of persons in support of the development of this **Early Concern Note**:  
\_\_\_\_\_  
\_\_\_\_\_

**This form is being  
completed based on:**

- ☐ my direct observation(s) or encounter(s) with this student  
☐ information about this student provided to me by a third party  
☐ other: \_\_\_\_\_

A student with any of the following patterns of behavior is not meeting the professional and/or

academic standards of the profession of Social Work. Please mark the area which best describes your concerns about this student. Provide comments in the space provided.

- ☐ Performance or behaviors that demonstrate poor interpersonal skills and an inability to communicate effectively with others;
- ☐ Unethical or unprofessional conduct;
- ☐ Behaviors that place clients at risk during internship placement, including current substance abuse problems; exploitation of clients; emotional, physical or verbal abuse; vindictive action toward clients; stealing from clients;
- ☐ Behavioral displays that make functioning academically or in internship placement problematic and/or pose a risk to others;
- ☐ Consistent inability or unwillingness to carry out academic or internship 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 internship placement;
- ☐ Lack of insight into negative consequences of own behavior;
- ☐ Frequent blame of others and/or of external factors for failures and difficulties in the academic or internship 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.

**NOTE:** Any information found in this form will be kept confidential to the extent possible and only shared on a strict need to know basis. This form will not be placed in the student's file. The School's practice is to share this form only with those present at the Early Concern Note meeting and the School Director if the student successfully completes the Plan of Action. If the student does not successfully complete the Plan of Action, and it is determined that the student will undergo a formal Academic Review, the information found in this form can be used as documentation in the formal Academic Review.

**DETAILS/EXAMPLES:**

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**STUDENT COMMENTS:**

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**PLAN OF ACTION:**

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Signature(s) and Title(s) of individuals completing this ***Early Concern Note***:

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Date: \_\_\_\_\_

***I have reviewed the contents of this Early Concern Note with the student: [ ] YES [ ] NO***



**For completion by the student:**

I have read this Early Concern Note and discussed it with the course or fieldwork instructor.  
My signature on this form is intended only to verify that I have reviewed the Note with the  
course or fieldwork instructor.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

### **Incomplete (I) and In-Progress (IP) Grades**

#### Incompletes (I)

An I (incomplete) grade is awarded only when a student has completed the majority of the work of a course and the 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 because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to absence from class by the student. The student must inform the instructor of the reason for the requested incomplete, and the instructor may at his or her discretion agree to the request.

If you receive a grade of incomplete (I) in a course, you should not re-register for the course. An I grade 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 time for removal of an I may be extended upon written recommendation of the instructor and approval of the dean of the college. Such extension will be granted only under unusual circumstances.

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. Students and faculty are encouraged to establish a written agreement on the work and time needed to remove the incomplete.

Incomplete grades received in thesis-type courses are not governed by these regulations.

#### In-Progress (IP)

The "IP" (In Progress) grade was designed for use for an entire course or section that extends beyond the normal end date for the semester. The "IP" grade does not replace the "I" (Incomplete) grade entirely. The "I" grade should still be used for an individual student who, for appropriate reasons, is given additional time to complete the class requirements.

One example of an appropriate place to use an "IP" would be an internship that lasts for six months. In this case, all of the students would be given an "IP" grade. After corrected grades are run, a special report listing all of the students who received an "IP" in the section would be created. The instructor is then able to fill out one form and report the grades for the entire section. This report can be used to submit the grades to the Office of Records and Registration.

The incomplete conversion form can be found [here](#)