



BSW Student Handbook

Social Work Department
College of Health Science & Human Service

HH 2630
Phone: 419-530-4140

Table of Contents

Welcome Letter – Department Chair	Page 3
Important Contact Information	Page 4
Program Mission	Page 5
Program Goals and Objectives	Page 5 – 7
Accreditation	Page 7
Social Work Code of Ethics	Page 7
Advising	Page 7 – 8
Class Scheduling	Page 8 – 10
Application to the BSW Program	Page 11
Honors Program	Page 11
Preparing for Senior Field	Page 11 – 12
Senior Field Experience Application and Matching Process	Page 12 – 16
Work Study for Field Placement Hours	Page 16
Students with Felony Convictions	Page 17
Program Policies	Page 17 – 20
Life/Work Experience Credit Policy	
Transfer Credit Policy	
Academic & Professional Performance Review Procedure for Review by APPRC	
University of Toledo Policies	Page 20
Student Evaluation of Teaching	Page 21
Student Social Work Organization	Page 21
Lambda Rho Chapter of Phi Alpha	Page 21 – 22
Computer Lab	Page 22
Helpful Websites & Department Faculty/Staff	Page 22 – 24

Dear Social Work Students,

Welcome to the Social Work Program at the University of Toledo. We are excited that you have chosen to study social work with us and we promise to work hard with you to prepare you for an exciting career in social work.

The following pages provide you with information about who we are, what classes you'll need to take in the program, and policies of the program. This can be a handy tool for an immediate question. However, if you can't find what you're looking for, please don't hesitate to call me or Deb Gossert, our department secretary. We can be reached the numbers below.

Again, welcome to Social Work. I look forward to our journey together.

Sincerely,

Terry Cluse-Talar

Important Contact Information

Academic Advisor – Heather Tessler 419-530-5630
Heather.tessler@utoledo.edu

Department Secretary – Deb Gossert 419-530-4140
dgosser@utnet.utoledo.edu

Field Director – Martha Delgado 419-530-4663
Martha.delgado@utoledo.edu

BSW Field Coordinator – Ann Biddlestone 419-530-4664
Ann.biddlestone@utoledo.edu

BSW Program Director – Terry Cluse-Tolar 419-530-4397
tcluset@utnet.utoledo.edu

Student Social Work Organization Advisor – Celia Williamson
419-530-4084
Celia.williamson@utoledo.edu

Program Mission

The University of Toledo Baccalaureate Social Work Program serves a diverse body of students within an urban, post-industrial environment. The program is committed to the principles of human rights and the achievement of social and economic justice. Our mission is to prepare students to be proactive generalist social workers who work effectively with diverse populations and empower social systems to address change.

Program Goals and Objectives

Goal 1. To prepare social workers to use the generalist practice model and strengths perspective of professional practice.

Objectives in support of this goal are as follows:

- a. To utilize the liberal arts curriculum and build upon it to develop professional practice skills.
- b. To promote values and principles consistent with those of the social work profession and to promote professional ethics.
- c. To understand and interpret the history of the social work profession and its contemporary structures and issues.
- d. To develop critical thinking and social work practice skills in working with individuals, families, groups, organizations, communities and society.
- e. To use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities.
- f. To analyze, formulate, and influence social policies.
- g. To prepare students to practice in a manner that enhances the profession of social work through the evaluation and application of research and utilization of technology.
- h. To promote the development of professional work habits and characteristics.

- i. To prepare students for continuing professional education and lifelong learning.

Goal 2. To prepare social workers to incorporate social and economic justice into their framework.

Objectives in support of this goal are as follows:

- a. To promote a proactive stance in relation to social and economic justice and oppression.
- b. To identify the need for social change and enact strategies that advances human rights.
- c. To practice critical thinking and the investigation of social and economic justice and oppression.
- d. To apply the values of the social work profession and its Code of Ethics in relation to issues of social and economic justice and oppression.

Goal 3: To prepare social workers to appreciate diversity and practice in a manner that enhances the strength of individuals, families, social groups, and communities.

- a. To promote a proactive stance toward working to eliminate the oppression of marginalized social and cultural groups.
- b. To develop an understanding of multiculturalism and diversity.
- c. To incorporate critical thinking into the understanding of oppression, multiculturalism, and diversity.
- d. To use the values of the profession of social work and the professional Code of Ethics in relation to issues of oppression, multiculturalism, and diversity.

Goal 4: To engage in a collaborative relationship with the social work community to further enhance the curricular goals and objectives.

- a. To convene bi-annually with an advisory board comprised of members of the community with an interest in social work practice and education.

- b. To provide ongoing training and support to field supervisors.
- c. To provide service to the social work community through, but not limited to, service on agency boards of directors, workshops, and paper presentations, publications and/or consultation services.

Accreditation

The BSW Program at the University of Toledo is fully accredited by the Council on Social Work Education (CSWE). Many of the program's policies are in keeping with the high standards of an accredited program. For a review of the Curriculum Policy Statement by CSWE, please see the website at: <http://www.cswe.org/NR/rdonlyres/111833A0-C4F5-475C-8FEB-EA740FF4D9F1/0/EPAS.pdf>

Social Work Code of Ethics

Social workers must practice within the guidelines of the NASW Code of Ethics. This is covered extensively in your course work. The following link will take you directly to the NASW Code of Ethics.

<http://www.naswdc.org/pubs/code/code.asp>

In addition to the NASW Code of Ethics, social workers licensed in the State of Ohio must practice within the ethical guidelines of the licensing statute and administrative rules governing the practice of social work. This ethical code can be found at the following link:

<http://www.cswmft.ohio.gov/ethics.stm>

Advising

The social work curriculum is highly structured and many courses build on their prerequisite courses. Because of this, students are encouraged to meet with their social work advisor early in their program and again at least once per year to insure they are following the curriculum in the sequential order in which it was designed. Furthermore, social work students planning to enroll in senior field and practice courses (SOCW 4120, 4130, 4200, 4210, 4220, and 4230) must have all of the required social work courses through the 3000 level completed prior to entry. Failure to do so could result in postponement of graduation for an entire academic year. Because of this, the student is encouraged to have early and regular academic advising.

Professional social work advising is available through any of the social work faculty. All students are assigned a faculty advisor upon admission to the program. Students having questions about the

profession of social work, careers available with an undergraduate social work degree, graduate school, etc., may schedule an appointment with their assigned faculty advisor or any faculty member with whom they feel comfortable.

However, *academic* advising, for the purpose of scheduling classes and planning, should be done through the student's academic advisor. The academic advisor for both social work and pre-social work majors is Heather Tessler. Her office can be found in the Student Services Office, HH 1100. You can contact her by phone at 419-530-5360 or by email at heather.tessler@utoledo.edu.

Class Scheduling

Prior to scheduling classes, students are encouraged to see Heather Tessler to be sure they are progressing toward graduation. The following chart provides a snapshot of a "perfect" BSW Program Plan. Of course, class closures, transferring, changing majors, and other things cause program plans to usually be less than "perfect." The following is provided for informational purposes only.

Bachelor of Social Work Program

YEAR	FALL SEMESTER	SPRING SEMESTER
1	HHS 1000 – College Orientation ENGL 1110 – Composition I SOC 1010 – Intro to Sociology MATH 1180 – Math for the Liberal Arts SOCW 1030 – Intro to Social Welfare Humanities/Fine Arts Elective	ENGL 1130 or higher, Comp II BIO 1120 – Survey of Biology PSY 1010 – Principles of Psychology CMPT 1100 – Computer Info Applications General Elective
2	PSC 1200 – American National Govt. SOCW 2010 – Survey of Social Work Prof. PSY 2510 – Lifespan Development Psych Natural Science Elective General Elective	ECON 1010 – Intro to Economic Issues ANTH 2800 – Cultural Anthropology SOCW 2210 – Field Experience & Lab I Humanities/Fine Arts Elective General Elective
3	SOCW 3310 – Social Work Practice I SOCW 3240 – Human Behavior / Soc Env I SOCW 3300 – Social Pol. & Legislation HIST 3310 – Ethnic America Statistics Course	SOCW 3120 – Interviewing & Recording SOCW 3250- Human Beh. in Soc Env. II Humanities elective WGST elective SOCW elective
4	SOCW 4010 – Soc Wk Research Meth. SOCW 4120 – Social Work Practice II SOCW 4200 – Field Lab II SOCW 4220 – Field Experience II DST/WGST/SOC/PSY/AFST elective	SOCW 4130 – Social Work Practice III SOCW 4210 – Field Lab III SOCW 4230 – Field Experience III SOC 4660/4670 – African Amer. In U.S. General Elective

Social Work Required Courses

Course Number	Course Name	Course Description
SOCW 1030	Introduction to Social Welfare	An introduction to the social welfare institution, its history, relation to social values, major social laws and programs, and the systems characteristic of service delivery.
SOCW 2010	Survey of the Social Work Profession	A beginning study of the profession of social work, values and ethics, and diversity. The generalist framework, strengths perspective and systems theory are introduced.
SOCW 2210	Field Experience and Lab I	Supervised field experience. Ninety hours evenly distributed with weekly directed classroom discussion of reflecting the relationship of field experience to social work practice. This course meets the WAC requirements, and journaling and written classroom exercises will be required.
SOCW 3110	Social Work Practice I	An overview of generalist social work practice with various system sizes. Emphasizes strengths, empowerment, social and economic justice, ethical practice and examination of self in relation to professional social work.
SOCW 3120	Social Work Interviewing and Recording	Develops skills needed for the generalist social work interview and appropriate recording techniques. Integrates computer simulation, roleplay and video recording for a participatory learning experience.
SOCW 3240	Human Behavior in the Social Environment I	Theoretical approaches to understanding human behavior and the interrelatedness of biological, psychological, social, cultural and environmental factors affecting individual, family and group behavior within the context of diversity.
SOCW 3250	Human Behavior in the Social Environment II	Provides an understanding of theories addressing behavior of larger systems including groups, organizations, and communities with a focus on socio-cultural factors and social and economic justice.

SOCW 3300	Social Policy and Legislation	An examination of current social welfare issues and theories and the significance to the social, economic and political factors which influence policymaking and implementation.
SOCW 4010	Social Work Research Methods	Presentation of basic concepts used in social work research. Practice-based methods are emphasized. Course content will focus on scientific methods of building knowledge within the social sciences.
SOCW 4120	Social Work Practice II	Provides advanced theory and skill development as a generalist social worker with individuals, families and groups. Emphasis is on a strengths and empowerment perspective focused on social and economic justice.
SOCW 4130	Social Work Practice III	Provides advanced theory and skill development as a generalist social worker with organizations and communities. Emphasis is on a strengths and empowerment perspective focused on social and economic justice.
SOCW 4200	Field Laboratory II	Integration of field experience and proactive principles.
SOCW 4210	Field Laboratory III	Integration of field experience and proactive principles.
SOCW 4220	Social Work Field Experience II	A professional experience in generalist social work practice with an integration of classroom learning with practice in a social agency. Must be taken in successive semesters during a single academic year. Application for entry to field placement must be submitted to social work office during spring semester prior to fall placement.
SOCW 4230	Social Work Field Experience III	A professional experience in generalist social work practice with an integration of classroom learning with practice in a social agency. Must be taken in successive semesters during a single academic year. Application for entry to field placement must be submitted to social work office during spring semester prior to fall placement.

Application to the BSW Program

Students applying to the BSW Program must have:

- Completed 45 credits hours
- Have an overall minimum GPA of 2.25; and
- Have completed SOCW 1030, SOCW 2010, and SOCW 2210 with a minimum major GPA of 2.5 with a grade of no less than a "C" in each.

The admission procedures are reviewed with students while they are enrolled in SOCW 2210. During that semester, students meet with the academic advisor, Heather Tessler. Heather reviews their academic record and if the student qualifies, she provides them with the application form. Students turn in their application to the Social Work Department. Once admitted, the student's major will be changed to "Social Work" from "pre-Social Work" and they will be permitted to enroll in 3000 level classes.

Students not meeting the requirements listed above are encouraged to work with their advisor to develop a remedial plan.

Honors Program

Qualified juniors and seniors may apply to work for honors in social work. The following are requirements for admission to the Honors Program in social work:

- Minimum GPA of 3.3 in social work courses;
- Minimum cumulative GPA of 3.0
- 12 hours completed work in social work; and
- Qualification as a social work major

After being admitted to the Honors Program in social work, the student must complete nine hours of independent work in social work. During the final semester before graduation, the student must complete a research project. The honors topic and research project should be completed in close conjunction with a faculty advisor. Students should discuss their special interests with faculty members or with the honors advisor who will help identify an appropriate faculty member to guide the honors work.

Preparing for Senior Field

During the senior year, students enroll in three social work classes each semester. These three classes must be taken together. In the fall students enroll in:

SOCW 4120 Social Work Practice II
SOCW 4200 Field Lab II
SOCW 4220 Field Experience II

In the spring, students enroll in:

SOCW 4130 Social Work Practice III
SOCW 4210 Field Lab III
SOCW 4230 Field Experience III

The Field Experience classes are the actual field placement classes. Students spend 16 hours per week in a field agency. These are primarily daytime hours, when most social work agencies are open. Please plan your schedule accordingly. We cannot guarantee an evening or weekend placement!

In order to be eligible for the senior field experience sequence courses, the student must have senior standing; completed prerequisite social work courses (listed below) with a grade of C or better in each social work course, have a major G.P.A. of 2.5 or higher, and an overall G.P.A. of 2.25 or higher, and permission of the field coordinator. The student must submit an Application for Senior Field Placement to the field coordinator according to the process described in this Field Education Manual. Upon reviewing the student's application the field coordinator will decide whether the student will be admitted into the senior field experience sequence and permitted to register the social work senior field experience sequence courses. The program does not give credit for life experience or work experience in lieu of any of the social work senior field experience sequence courses.

A Field Manual can be found on our website that provides all of the specific policies to guide your field experience. Below is the information specific to making an application for field and being placed in an agency.

SENIOR FIELD EXPERIENCE APPLICATION AND MATCHING PROCESS

The senior student applicant is to adhere to the following process in order to assure a timely assignment to a field agency. Please note that the field coordinator will make the agency contacts for placing students. Under no circumstances should a student make contact with an agency representative without prior discussion with and approval from the field coordinator.

In order to provide appropriate supervision and experiences that meet the field experience learning goals and objectives the majority of

agency placements require that the senior field student be available during weekday and daytime hours. Some agencies may have some early evening hours available. Therefore it is required that the senior field placement applicant arrange his/her schedule so that he/she will be available to fulfill the required 16 field hours per week during weekdays and daytime hours.

A solid effort will be made to place the student in his/her area of interest, however, the student's choice of agency is not guaranteed. It is important to note that our social work program is dedicated to preparing the student as a generalist social work practitioner as opposed to preparing the student as a specialist in one particular area. It is the program's primary responsibility to match the student with a field agency that is able to provide a generalist practice experience, appropriate supervision, and the opportunity to master the field experience learning goals and objectives. However the social work program will make every effort to place the student in an area of practice that is of particular interest to the student. The student may request a specific agency; however there is no guarantee that the student will be matched with that particular agency. It is of major importance that the student identifies and clarifies his/her interests in the application form. The field coordinator will then work toward placing the student in an agency that matches her/his interests, the requirements of the agency, and the requirements of the social work program.

Students who have been convicted of a felony or a first-degree misdemeanor may encounter limited field experience opportunities. An increasing number of field agencies screen applicants for criminal records and do not accept interns who have a criminal record. The field coordinator also screens for criminal history through the application process. If a student has a criminal history it is recommended that the student at the time of entry into the Social Work Program discusses his/her circumstances with the BSW Program Director and again with the field coordinator in the process of applying for field placement to determine an appropriate field agency. The student with a criminal record is advised that such a record may also affect his/her eligibility for any licensure through the Counselor, Social Worker and Marriage and Family Therapist Board. Please refer to the Ohio Laws and Rules Governing the Practice of Counseling and Social Work in the Ohio Revised Code Rule #4757-1-04, Application of First Licensure.

Students who have a verifiable physical or mental disability and who need accommodations in their field placement should indicate this information in their Senior Field Experience Application. The student should also register with the Office of Accessibility, which will work with the Social Work Program in assessing the need for accommodations and in making arrangements for appropriate accommodations in the field agency.

The student is welcome to contact the field coordinator by phone, stop in during office hours, or make an appointment to discuss any concerns or questions regarding his/her field placement at anytime, but especially throughout the following steps of the application and matching processes.

1. The student is to read the Social Work Field Education Manual which is available on the University of Toledo Social Work Program Website at: www.hhs.utoledo.edu/SocWork/. The Field Education Manual contains the description, requirements, responsibilities, policies and procedures of the Field Experience Program. The manual is to be used by the student, faculty and the field agency throughout the senior field experience sequence. The Attachment Section of the Field Education Manual contains the two required forms necessary to apply for Senior Field Placement. The two required forms are the **Senior Field Placement Application and the Senior Field Experience Applicant Resume**. The student is required to thoroughly read and understand the contents of the handbook before downloading and completing the Senior Field Placement Application and the Senior Field Experience Applicant Resume. Within the application the student is required to sign a statement of understanding certifying they have read, understand, and agree to comply with the terms as specified in the Field Education Manual.
2. The student applicant is required to **(1) complete the Senior Field Placement Application form; (2) complete the Senior Field Experience Applicant Resume form; and (3) submit these documents to the field coordinator by the first Monday in the month of March prior to the fall semester in which the student anticipates being eligible for senior field placement.** The application will not be processed if any information is missing. The application forms can be found and downloaded from the Attachment Section of the Field Education Manual at the University of Toledo Social Work Program Website: www.hhs.utoledo.edu/SocWork/.

3. The field coordinator will review all application forms, and in consultation with the social work program faculty will assign each student to a field agency. The field coordinator may contact the student to obtain further information or clarification.
4. The field coordinator will notify the student regarding his/her assigned field agency, the name of the agency contact person (which usually is the field instructor) and the agency phone number. In most cases the student should receive this information by mid June. In some situations it may take longer to make the necessary arrangements.
5. Immediately upon receiving this information, the student is to set up a date and time for an interview with the agency contact person.
6. The interview is very important in finalizing the field placement assignment and should be handled like an employment interview. The student thus should dress in appropriate professional attire and take a copy of his/her Senior Field Experience Applicant Resume, which includes his/her projected fall schedule. The student will need to determine if her /his schedule will accommodate the days and hours during the week that he/she will expected to be at the agency in order to gain the maximum from the available learning opportunities at the agency. The agency contact person and the student will determine together whether the student and agency is a suitable match. The student should be prepared to answer questions regarding his/her educational and career related experiences and goals, and why he/she might desire that field placement. The student should also be prepared with questions regarding the agency's expectations of the student and the type of learning experiences and opportunities that will be made available to the student. Some agencies require police record checks, health screens, etc. If these are required, the student must have results of any testing or record checks available to the agency according to their policies and procedures before the first day of classes in the fall semester. The student will be responsible for costs not covered by the agency.
7. Before the end of the interview the agency representative is to complete the **Field Placement Confirmation Form**. This form is to be signed by the student and the field agency representative indicating whether or not both parties are in agreement with the field student and agency match.

8. The placement process is completed when the field coordinator receives the Field Placement Confirmation form indicating that the student and the agency agree to the placement.
9. Malpractice insurance through the University of Toledo is a prerequisite to beginning field placement. The student must submit a copy of the malpractice insurance form to the field coordinator to begin work in the field. This form is included in the attachment section of this field manual.
10. If mutual agreement is not reached, the student will be assigned to a second agency and repeat steps 4 through 9 listed above. Please note that at this point the choices in agencies will be limited. If the student is not accepted by a second agency or the student does not accept a second agency match, the field coordinator will meet with the student to discuss, assess, and try to resolve the situation. The field coordinator may at that time decide to either try a third and last referral agency match or delay the entry into the senior field experience for one year. If a one-year delay occurs, the student will be required to reapply for senior field placement.

Workstudy for Field Placement Hours

The Federal Work-Study program is federally funded and designed to assist those students who demonstrate financial need. It provides the opportunity of employment to qualified students. Students must file a Free Application for Federal Student Aid (FAFSA) each year in order to be considered for Federal Work-Study. Since Work-Study is a campus-based program, funding is very limited and this type of assistance usually goes to the earliest applicants with the highest need. Funds may become available throughout the year as students do not work their full amount of eligibility.

Social work students may use their 16 field hours as a work study assignment. Students interested in doing this need to file the FAFSA as noted above and let the field coordinator know of their plans when they apply for field.

Students with Felony Convictions

Please be aware that felony convictions may limit where you can be placed for field, where you can ultimately work as a social worker, and whether you can obtain a license to practice social work in the State of Ohio. Decisions are often made on a case by case basis with consideration to when the felony took place and the level of the

conviction/charge. Students are expected to make full disclosure on their field application. Please feel free to discuss your situation with the Field Coordinator or the Program Director if you have questions.

Program Policies

Life/Work Experience Credit Policy

The field work experience is of central importance for the educational development of the social work student. However, life and work experience in and of itself is not considered "field experience." The process by which the experience is gained is considered paramount within social work education. The key element of the field experience is the integration of course work, qualified supervision, and freedom to address concerns in a nurturing but academic environment. As a result, the social work program will not accept academic credit for past life work experience unless that experience is part of academic credit awarded by a social work program accredited by the Council on Social Work Education.

Transfer Credit Policy

Students transferring to the University of Toledo from another university must first apply to the University of Toledo through the admissions office. General Education requirements will be evaluated for transfer by the College of Health Science and Human Service. No transfer credit will be awarded for courses graded less than a "C". Social work courses at the 3000 level and above will only be considered for transfer if taken at another social work program accredited by the Council on Social Work Education. Most often, the College of Health Science and Human Service will make decisions concerning all transfer credit. However, should it be necessary, the student should be prepared to provide copies of course syllabi and/or catalog descriptions of social work courses taken for review by the BSW Program Committee for final decisions on transfer credit.

Academic & Professional Performance Review

Professional programs have unique obligations that transcend academic performance –obligations to the profession and to the client system. Accordingly, the Social Work Program has established a set of academic and professional performance requirements that are at the

center of successful achievement of the bachelor of social work degree and performance as a professional social worker. When students fall below this level, they should first consult with the faculty member involved and/or their social work advisor. If this doesn't seem to be adequate to resolve the issue, the student may be referred to the Academic and Professional Performance Review Committee (APPRC). Reasons for referral to the APPRC could include:

1. Overall GPA falls below 2.25 and/or the social work GPA falls below 2.5 after being accepted into the social work program.
2. Failure to communicate effectively, both verbally and in written form, including interviewing skills and interpersonal skills which permit comfortable dialogue with other people.
3. Student conduct that is not congruent with NASW Code of Ethics and the values of the social work profession. Behavior in the student's fieldwork and the classroom that does not conform to the profession's values and ethics is included in this category.
4. Behavior that interferes with the student's functioning and/or jeopardizes the welfare of those to whom the student has responsibility, such as clients and co-workers.
5. Failure to adhere to field agency policies and professional standards.
6. Failure to use sound judgment, both in work with clients and in regard to oneself, such as failure to seek professional help for personal, physical or emotional problems which interfere with professional functioning.
7. Students may self refer to this committee should they experience a concern beyond the scope of their academic advisor.

Students in Field Placement should follow the Field Placement Termination and Transfer Policy.

Academic and Professional Performance Review: This is a standing committee within the social work program that meets as needed. Its membership includes the Department Chair and/or the Program Director, the Field Director, and other faculty members. Confidentiality considerations preclude student membership on this committee. Any student, faculty member or field instructor may request a meeting of this committee at any time for review of problematic performance.

Procedure for Review by the (APPRC):

1. Documentation of Concern and Preliminary Resolution: It is the responsibility of the faculty/field instructor/field liaison/student to identify and to document reasons for referral to the APPRC. The faculty member/field instructor/field liaison/student is expected to discuss the issue with the student and prepare a written statement outlining the issues and concerns and suggested behavioral interventions the student is to make. A time-frame for amelioration is required. At the end of the time-frame, the faculty member/field instructor/field liaison will meet with the student to ascertain progress. Students in their Senior Field Experience may have already completed this step and should progress directly to Step 2 when referred to the APPRC. A copy of the written statement and progress report is to be sent to the Chair of the APPRC for discussion at the next meeting.
2. Academic and Professional Performance Review: If the procedure above does not resolve the faculty member's/field instructor's/field liaison's concerns about the student's performance, the faculty member/field instructor/field liaison is to request a meeting of the APPRC. The committee will review the report and will invite the student to discuss her/his performance problems. The student may invite another representative to sit in on the meeting. Agency supervisors or others involved in or knowledgeable about the case may be invited to attend, subject to the prior approval of the Chair of the committee. The student will be notified in advance of those who will be in attendance. The actions that are taken are:
 - a. Plan for Remediation: The committee will draw up a remediation plan for the student. This plan may include tutoring, mentoring, counseling, medical attention or placement reassignment. A time frame for implementation and review of the plan will be formulated.
 - b. In severe cases a written notice that the student's major is in jeopardy may be issued. A copy of the warning is included in the student's file; copies are also sent to the department chair, to the student, and to the Vice Provost for Student Affairs.
 - c. Withdrawal: In extreme cases, cases involving a violation of the Code of Ethics or where someone is put in danger, the student will be required to immediately withdraw from the Social Work Program. Again, a copy of the

written notice of this decision will be distributed to the student, the student's file, the Department Chair, the Dean, and the Vice Provost for Student Affairs.

3. Review with possible termination: Once a plan of action is developed with the student, review of the plan will be completed in this step. There are two possible outcomes of this review. With satisfactory completion of the plan, the student would be permitted to continue in the social work program. Unsatisfactory completion of the plan results in the student's termination from the social work program.

Appeals Process

Any student who does not agree with the decisions made by the Academic and Professional Performance should appeal the decision following the policies of the College of Health Science and Human Service.

University of Toledo Policies

The University of Toledo publishes a number of important policies for students in the university-wide Student Handbook. There, you will be able to find policies concerning satisfactory academic progress, academic misconduct, sexual harassment, fees, grade grievances and more. Be sure you are familiar with these policies. They can be found at the following web link:

<http://studentactivities.utoledo.edu/studentconduct/studenthandbook.pdf>

Student Evaluation of Teaching

Your opinion counts. Just as social workers depend on program evaluation and single subject designs (don't worry you'll learn about these in SOCW 4010) to make practice decisions, we depend on you telling us how we're doing in the classroom. At the end of each class, you will be provided with an opportunity to evaluate the class and the instruction. This is an anonymous process. Your feedback helps us improve our classroom instruction and overall program. Thanks in advance for taking time to accurately complete the evaluation.

Student Social Work Organization

Hey you! Yeah – You! You are invited to join the Student Social Work Organization (SSWO). SSWO is open to all pre-social work and social work majors. Some of their more recent activities include cooking meals at one of the domestic violence shelters, helping rebuild/paint one of the DV shelters when they had a fire, speakers, Big Brothers/Big Sisters Bowlathon, and a Darfur education event. They have also engaged in social events such as meeting for dinner at a local pizza place. The group usually meets every other week during the fall and spring semesters. They recently began having afternoon and evening meeting as a way to get more students involved. Contact Celia Williamson, SSWO advisor, at 419-530-4084 to get involved!

Lambda Rho Chapter of Phi Alpha

Lambda Rho is our chapter of Phi Alpha, a national social work honor society. The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership, those who have attained excellence in scholarship and achievement in social work. Induction into the Lambda Rho Chapter occurs every spring semester.

Qualifications for induction for BSW Students includes:

- declared social work as a major
- achieved sophomore status
- completed 8 semester hours or 12 quarter hours of required social work courses
- achieved an overall grade point average of 3.0 on 4.0 scale
- achieved a 3.25 grade point average in required social work courses

Those students who qualify for induction are sent a letter of invitation in the spring semester. They will be required to pay \$40.00 for their lifetime membership should decide to join. Then they will be inducted at the spring ceremony and provided with a gold medallion to wear for graduation. Terry Cluse-Tolar serves as the advisor for this organization. Call her at 419-530-4397 or email her at tcluset@utnet.utoledo.edu if you have questions.

Computer Lab

You are invited to work in our own social work computer lab located in HH 2632. The lab has a security lock on it, so you'll need to bring your student ID. The swipe lock will open the door for all Pre-Social Work and Social Work majors.

The lab currently has six laptop computers, a laser printer, and a scanner for student use. There are copies of books and journals for your use as well. And, we have some DVD's that can be checked out at the Social Work Department Office, HH 2630, with headphones, that you can view on the laptops.

Some Helpful Websites

National Association for Social Workers - <http://www.naswdc.org/>

National Association for Social Workers – Ohio Chapter - <http://www.naswoh.org/>

State of Ohio Counselor, Social Worker and Marriage and Family Therapist <http://www.cswmft.ohio.gov/>

The New Social Worker - <http://www.socialworker.com/home/index.php>

Council on Social Work Education – <http://www.cswe.org>

Baccalaureate Program Directors – <http://www.bpdonline.org>

State of Ohio Website - <http://ohio.gov/>

Information for Social Work Practice - <http://www.nyu.edu/socialwork/ip/>

Social Welfare Action Alliance -
<http://www.socialwelfareactionalliance.org/>

Social Work Resources on the Web -
<http://library.humboldt.edu/~ccm/social.html>

Department Faculty and Staff

Reva Allen	HH 2618	419 530-4649
reva.allen@utoledo.edu		
Ann Biddlestone	HH 2626	419 530-4664
abiddle@utnet.utoledo.edu		
David Browning	HH 2612	419 530-4207
dbrowni@utnet.utoledo.edu		
Janice Carson	HH 2610	419 530-4208
jcarson@utnet.utoledo.edu		
Terry Cluse-Tolar	HH 2630B	419 530-4397
tcluset@utnet.utoledo.edu		
Martha Delgado	HH 2628	419 530-4663
mdelgad@utnet.utoledo.edu		
Deb Gossert	HH 2630	419 530-4140
dgossert@utnet.utoledo.edu		
Mylo Jennings	HH 2624	419 530-4122
mjennin@utnet.utoledo.edu		
Sudershan Pasupuleti	HH 2620	419 530-5338
spasupu3@utnet.utoledo.edu		
Michael Prior	HH2609	419 530-4039
419 530-5187		
mprior2@utnet.utoledo.edu		
George Thompson	HH 2605	419 530-4197
gthomps4@utnet.utoledo.edu		
Edward Suh	HH 2616	419 530-4657
edward.suh@utoledo.edu		

Celia Williamson HH 2622 419 530-4084
cwillia4@utnet.utoledo.edu

Main Office HH 2630 419 530-4140
419 530-4141 (Fax)