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**BACHELOR OF SOCIAL WORK (BSW) STUDENT HANDBOOK**

School of Social Justice

Social Work Program

College of Health and Human Service

Room HH 2630, Mail Stop #119

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**Table of Contents**

Welcome Letter Page 3

Program Mission Page 4

Program Goals and Objectives Page 4

Accreditation Page 5

Social Work Code of Ethics Page 5

Advising Page 6

Class Scheduling Page 7

Application to the BSW Program Page 11

Honors Program Page 12

Preparing for Senior Field Page 12

Program Policies Page 13

Life/Work Experience Credit Policy

Transfer Credit Policy

Academic & Professional Performance Review Procedure for Review by APPRC

University of Toledo Policies Page 15

Student Evaluation of Teaching Page 15

Student Social Work Organization Page 15

Lambda Rho Chapter of Phi Alpha Page 15

Computer Lab Page 16

Dear Social Work Students,

Welcome to the Bachelor of Social Work (BSW) 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 will provide you with information about who we are, what classes you will need to take in the program, and the 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 do not hesitate to contact the BSW Program Director or our department secretary. Contact information for any of our BSW Program Faculty and Staff can be found on our website.

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

Sincerely,

***The BSW Program Faculty***

**PROGRAM MISSION**

The mission of the social work program is to further social justice through education, community engagement, and research.

**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:

1. To utilize the liberal arts curriculum and build upon it to develop professional practice skills.
2. To promote values and principles consistent with those of the social work profession and to promote professional ethics.
3. To understand and interpret the history of the social work profession and its contemporary structures and issues.
4. To develop critical thinking and social work practice skills in working with individuals, families, groups, organizations, communities, and society.
5. 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.
6. To analyze, formulate, and influence social policies.
7. 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.
8. To promote the development of professional work habits and characteristics.
9. 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:

1. To promote a proactive stance in relation to social and economic justice and oppression.
2. To identify the need for social change and enact strategies that advance human rights.
3. To practice critical thinking and the investigation of social and economic justice and oppression.
4. 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, groups, organizations, and communities.

# Objectives in support of this goal are as follows:

1. To promote a proactive stance toward working to eliminate the oppression of marginalized social and cultural groups.
2. To develop an understanding of multiculturalism and diversity.
3. To incorporate critical thinking into the understanding of oppression, multiculturalism, and diversity.
4. 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 be proactive in responding to the impact of context on professional practice by engaging in a collaborative relationship with the social work community.

## Objectives in support of this goal are as follows:

1. To convene bi-annually with an advisory board comprised of members of the community with an interest in social work practice and education.
2. To provide ongoing training and support to field supervisors.
3. 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: <https://www.cswe.org/Home.aspx>

**SOCIAL WORK CODE OF ETHICS**

Social workers must practice within the guidelines of the NASW Code of Ethics. This is covered extensively in the BSW coursework. The following link provides direct access to the NASW Code of Ethics:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

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 ensure they are following the curriculum in the sequential order in which it was designed. Furthermore, social work students planning to enroll in the senior field and practice courses (SOCW 4120, 4130, 4200, 4210, 4220, and 4230) must be 18 years of age and have all of the required social work courses through the 3000-level completed before entry. Failure to do so could result in the 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 members. 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 any faculty member with whom they feel comfortable.

However, *academic* advising, for the purpose of scheduling classes and planning, should be done with the student’s Social Work academic advisor. The Social Work academic advisor is available for both social work and pre-social work majors, with an office located in the Health and Human Service Building within the Social Work department. The contact information and office hours are located on the UToledo Social Work websit. You may schedule an appointment with the Social Work advisor through this website. <https://www.utoledo.edu/hhs/socialwork/undergrad_program.html>

**CLASS SCHEDULING**

Prior to scheduling classes, students are encouraged to see their Social Work advisor 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 factors may cause program plans to be less than “perfect.” The following is provided for informational/example purposes only.

**BACHELOR OF SOCIAL WORK PROGRAM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fall Semester** | | **Spring Semester** | |
| FirstYear | HHS 1000: Orientation  ENGL 1110: Composition I  MATH 1180: Reasoning with Math  SOC 1010: Intro to Sociology  SOCW 1030: Intro to Social Welfare  Core requirement (arts/humanities) | 1  3  3  3  3  3  **16** | ENGL 1130: Composition II  BIOL 1120: Survey of Biology  Econ 1010: Intro to Economic Issues  Core requirement (arts/humanities)  WGST Course | 3  3  3  3  3  **15** |
| **Second**  **Year** | SOCW 2010: Survey of SW Profession  PSC 1200: American Nat’l. Gov’t.  PSY 1010: Principles of Psychology  CMPT 1100 Microsoft Office Applications  General electives | 4  3  3  3  3  **16** | ANTH 2800: Cultural Anthropology  SOCW elective  Natural Science Core Requirement  Natural Science Core Lab Requirement  Elective | 3  3  3  1  6  **16** |
| **Third Year** | SOCW 3110: Social Work Practice I  SOCW 3210: Human Beh & Social Env I  SOCW 3300: Social Policy & Legislation  SOCW 3410: Research Practicum I  AFST, DST, PSY, SOC, or WGST course | 3  3  3  3  3  **15** | SOCW 3120: SW Interviewing & Recording  SOCW 3220: Human Beh & Social Env II  SOCW 3230: Human Beh & Social Env III  SOCW 3420: Research Practicum II  SOCW 3090: Social Work Perspectives on Culture & Oppression | 4  3  3  3  3  **16** |
| **Fourth Year** | SOCW 4120: Social Work Practice II  SOCW 4200: Social Work Seminar II  SOCW 4220: Social Work Field II  Core Requirement (US Diversity) | 3  1  5  3  **12** | SOCW 4130: Social Work Practice III  SOCW 4210: Social Work Seminar III  SOCW 4230: Social Work Field III | 3  1  5  **14** |

**SOCIAL WORK REQUIRED COURSES**

**GRADES OF C OR BETTER REQUIRED PLUS 2.5 SOCIAL WORK MAJOR GPA**

|  |  |  |
| --- | --- | --- |
| **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 system’s 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. The course includes sixty hours of supervised field experience and directed classroom discussion connecting field experience to social work practice. **NOTE: Students enrolled within this course must be 18 years of age or older to engage in the supervised field experience portion of the course.** |
| 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, role play, and video recording for a participatory learning experience. |
| SOCW 3210 | Human Behavior in the Social Environment I | This course provides students with an understanding of human development and behavior from birth to adolescence as it is shaped and conditioned by the social environment. This course focuses on the complex interplay between social, cultural, biological, and psychological systems. |
| SOCW 3220 | Human Behavior in the Social Environment II | This course is second in a multi-semester sequence designed to provide the undergraduate social work student an opportunity to establish a basic knowledge of human development and behavior. This course is a study of the life span including early, middle, and late adulthood as well as death and dying. Attention is given to human needs, tasks, and turning points for each stage of development knowledge of human development and behavior. |

|  |  |  |
| --- | --- | --- |
| SOCW 3230 | Human Behavior in the Social Environment III | This course provides a view of the behavior of larger systems including groups, organizations, and communities through a strengths perspective, focusing on social and economic justice, and the values of the social work profession. |
| 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 3410 | Social Work Research Practicum | This course is the first of a two-part research practicum series. Social Work Research Practicum I is designed to offer the beginning social worker a view of research as it informs practice. During this semester students will also be engaged hands-on in the research process through the development of a research proposal and completion of an IRB human subjects training and protocol application. |
| SOCW 3420 | Social Work Research Practicum II | This course is the second of a two-part research practicum series. Social Work Research Practicum II introduces students to the basics in statistical applications in researching social work discipline while providing an overview of foundations on which statistical methods are based. Data will be analyzed relating to the research proposal developed in SOCW 3410 Social Work Research Practicum I. |
| SOCW 4110 | Social Work Practice II | Provides advanced theory and practice skill development as a generalist social worker with organizations and communities (mezzo and macro client systems). Emphasis is on strengths and empowerment perspective focused on social and economic justice. |
| SOCW 4130 | Social Work Practice III | Provides advanced theory and practice skill development as a generalist social worker with individuals, families, and treatment groups (micro client systems). Emphasis is on strengths and empowerment perspective focused on social and economic justice. |
| SOCW 4200 | Field Seminar II | Integration of field experience and proactive principles. |
| SOCW 4210 | Field Seminar III | Integration of field experience and proactive principles. |

|  |  |  |
| --- | --- | --- |
| SOCW 4220 | Social Work Field Experience II | A professional 224-hour internship 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 the social work office during the spring semester before fall placement.  **NOTE: Students enrolled within this course must be 18 years of age or older to engage in the supervised field experience portion of the course.** |
| SOCW 4230 | Social Work Field Experience III | A professional 224-hour internship 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 the social work office during the spring semester before fall placement.  **NOTE: Students enrolled within this course must be 18 years of age or older to engage in the supervised field experience portion of the course.** |

**SOCIAL WORK ELECTIVE COURSES**

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Course Name** | **Course Description** |
| SOCW 3040 | **Social Work with Older Adults** | History and development of practice with older adults. Trends in aging, services for older adults, health care, social security, retirement, elder abuse, substitute care decision, hospice, loss, death and dying. |
| SOCW 3060 | Social Work Ethics | Examination of social work values and their professional implications. Provision of working knowledge of Social Work Code of Ethics and licensing and subsequent professional responsibilities. Integration of theoretical models with practice situations. |
| SOCW 3070 | Child Welfare I | Child welfare history. Knowledge, concepts and skill development concerning child maltreatment and protection, risk assessment and family-centered services. |
| SOCW 3080 | Women in Poverty | Provides an understanding of women's poverty and its perpetuation through marriage and divorce, women's work and wages, welfare, children, child support and the economics of the unpaid women's labor. |
| SOCW 3090 | Social Work Perspectives on Culture and Oppression | Focus is on vulnerable and oppressed groups who are among social welfare consumers. Cultural characteristics and group strengths, needs, priorities and experiences within the context of social work are also explored. |
| SOCW 3510 | Interpersonal Practice with Lesbian, Gay, Bisexual, Transgender, and Queer Individuals | This course will provide an introduction and overview of sexual orientation and gender identity and expand understanding of how to implement affirmative models of practice with LGBTQ individuals, families and communities. Course content will include: perspectives on gender, identity formation, impact of homophobia, biphobia, and transphobia, affirming interventions with lesbian, gay, bisexual and transgendered persons, families, youth, communities and aging; and specific challenges facing the LGBT communities such as homelessness, domestic violence, bullying, and policy. |
| SOCW 3520 | Human Animal Interaction, Health, and Welness | The majority of households in the United States have a companion animal. This course provides an overview of how human-animal interactions (HAI) and the human-animal bond (HAB) impact human health and well-being. Topics include: the social, physical and emotional/psychological impacts across the lifespan; therapeutic roles of animals; animal welfare and ethical considerations; and the connection between violence toward people and violence toward animals. |
| SOCW 3530 | Health Care Social Work Experiences with Interprofessional Teaming | Students will be introduced to the unique demands of health care social work (3 credits more content and more assignments). Students will utilize generalist skills developed in their BSW program to negotiate the interdisciplinary classroom by participating in real-world problem solving and simulations by joining students from across the University of Toledo campuses and the free clinic to learn how to be an integral part of health care with an emphasis on just service delivery. |
| SOCW 4500 | Appreciating Diversity in Social Work Practice | This course focuses upon the cultural group strengths, needs, priorities and experiences of ethnic/racial groups in the U.S. through a social welfare perspective. Individual and institutional racism are examined. |

**APPLICATION TO THE BSW PROGRAM**

Students applying to the BSW Program must have:

* + Completed 43 credit hours
  + Have an overall minimum UT GPA of 2.25; and
  + Have completed SOCW 1030 and SOCW 2010 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 2010. During that semester, students meet with the academic advisor, Lori DuBose. Lori reviews their academic record and if the student qualifies, she provides them with the application form. 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 Remediation Plan.

**GRADUATING WITH DEPARTMENT HONORS**

Qualified juniors and seniors may apply to work for honors in social work.

Students applying for Honors must have:

* 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

The student must complete 9 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

SOCW4200 Field Lab II

SOCW 4220 Field Experience II

In the spring, students enroll in:

SOCW 4130 Social Work Practice III

SOCW4210 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!

To be eligible for the senior field experience sequence courses, the student must have senior standing; be 18 years of age or older by August of their senior year, 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, an overall G.P.A. of 2.25 or higher, and permission from the field coordinator. The student must submit an Application for Senior Field Placement to the field coordinator according to the process described in this BSW 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 for 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 courses.

The BSW Field Manual can be found on our website that provides all of the specific policies to guide your field experience. Please review the BSW Field Manual and UToledo Social Work website for the application for field and being placed in an agency. <https://www.utoledo.edu/hhs/socialwork/undergrad_program.html>

**PROGRAM POLICIES**

**FACULTY – STUDENT COMMUNICATION**

The University of Toledo email is the main source of communication used by faculty and staff within the Social Work program. It is expected that students will check their UToledo email frequently but no less than twice per week. Students are expected to respond to email requests by faculty and staff within 24 hours of their receipt. Due to the Family Educational Rights and Privacy Act (FERPA) and to maintain confidentiality, Social Work faculty and staff do not have access to an alternate email or your personal telephone number.

**LIFE/WORK EXPERIENCE CREDIT POLICY**

The fieldwork 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 and Human Services. No transfer credit will be awarded for courses graded less than a “D-.”

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 and Human Services 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**

Professional programs have unique obligations that transcend academic performance: obligations to the profession and 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).

Academic and Professional Performance Review Committee (APPRC)

The UToledo Social Work program is committed to ensuring that our students are well-suited for the specialized demands, roles, and responsibilities of the social work profession. Our program seeks to enhance the probability that students will succeed educationally and professionally. The APPRC is a method that is used for this purpose. At times social work faculty, academic advisors, field instructors, or students themselves may have concerns about a particular student’s performance. These concerns may raise questions about the student’s ability to succeed academically or their suitability for a career in social work. By utilizing a strengths perspective, this committee focuses on helping the student navigate any challenges they face with academic performance, interpersonal skills, etc., and assists the student in developing a plan to help them succeed within the program.

This is a standing committee within the social work program that meets as needed. The APPRC committee consists of a minimum of four social work faculty to including a Chairperson, at least one member of the BSW Committee, and one member of the MSW Committee. When processing concerns related to a student’s field placement, at least one representative from the field committee will also be present. 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, such as grades or behavior. Further information and the policy and procedure for participation with the APPRC are located on the UToledo Social Work website.

**UNIVERSITY OF TOLEDO POLICIES**

The University of Toledo publishes several 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 3410 and SOCW 3420) to make practice decisions, we depend on you telling us how we’re doing in the classroom. At the end of each semester, you will be provided with an opportunity to evaluate the class and the instructor. This is an anonymous process. Your feedback helps us improve our classroom instruction and overall program. Thanks in advance for taking the time to accurately complete the evaluation.

**STUDENT SOCIAL WORK ORGANIZATION**

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, hosting speakers, Big Brothers/Big Sisters Bowl-a-thon, and various social events such as meeting for dinner at a local pizza place. Additional information regarding SSWO can be found at <https://www.utoledo.edu/hhs/socialwork/socialworkorg.html>.

**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 include:

* + declared social work as a major
  + rank in the top 35% of students in your junior year or higher
  + completed nine semester hours of 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 $50.00 for their lifetime membership should they decide to join. They will be inducted at the spring ceremony and provided with a gold medallion to wear for graduation.

**COMPUTER LAB**

You are invited to work in our own social work computer lab located in HH 1244 and HH 2632 from 7am-10pm. 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.