



Social Work

BACHELOR OF SOCIAL WORK (BSW) STUDENT HANDBOOK

Revised 1-2024

Department of Human Services
Social Work Program
College of Health and Human Service
Room HH 2630, Mail Stop #119
The University of Toledo
2801 W. Bancroft Street
Toledo, Ohio 43606
Telephone: 419-530-2142
<https://www.utoledo.edu/hhs/socialwork/>

Table of Contents

| | |
|---|---------|
| <u>Welcome Letter</u> | Page 3 |
| <u>Program Mission</u> | Page 4 |
| <u>Program Goals and Objectives</u> | Page 4 |
| <u>Accreditation</u> | Page 6 |
| <u>Social Work Code of Ethics</u> | Page 6 |
| <u>Advising</u> | Page 9 |
| <u>Class Scheduling</u> | Page 10 |
| <u>Application to the BSW Program</u> | Page 16 |
| <u>Honors Program</u> | Page 16 |
| <u>Preparing for Senior Field</u> | Page 16 |
| <u>Program Policies</u> | Page 17 |
| <u>Faculty-Student Communication</u> | |
| <u>Technology Requirements</u> | |
| <u>Computer Lab</u> | |
| <u>Life/Work Experience Credit Policy</u> | |
| <u>Transfer Credit Policy</u> | |
| <u>Academic & Professional Performance Review Procedure for Review by APPRC</u> | |
| <u>University of Toledo Policies</u> | Page 20 |
| <u>Student Evaluation of Teaching</u> | Page 20 |
| <u>Student Social Work Organization</u> | Page 20 |
| <u>Lambda Rho Chapter of Phi Alpha</u> | Page 21 |

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

At the heart of the University of Toledo Bachelor of Social Work program lies a commitment to fostering agents of change who champion social, racial, economic, and environmental justice, embrace community engagement, cultivate integrity, value education, and drive impactful research. We empower our students through a person-in-environment lens and with a profound understanding of social issues, equipping them with the knowledge and skills to actively address inequities. Through rigorous education and hands-on experiences, we cultivate empathetic and skilled social workers dedicated to service, advancing equality, advocating for marginalized populations, and collaborating with communities. Our program instills a passion for lifelong learning, encouraging graduates to contribute to the field through innovative research that informs practice and policy. Through student engagement, our aim is to create a more just, inclusive, diverse, and empowered society where our graduates emerge equipped with the skills, knowledge, and ethical principles to champion social justice, create equitable opportunities, and contribute meaningfully to the enhancement of human well-being worldwide. In short, the mission of the Bachelor of Social Work program seeks to further social justice through education, community engagement, and research.

The Bachelor of Social Work program at the University of Toledo is dedicated to fostering a comprehensive understanding and commitment to advancing human and community well-being, grounded in the Person-in-Environment framework and a profound global perspective. We uphold an unwavering respect for human diversity, anchoring our knowledge in rigorous scientific inquiry.

Our mission encompasses a relentless pursuit of social, racial, economic, and environmental justice, striving to create conducive conditions for the realization of human rights. We passionately advocate for the elimination of poverty while elevating the quality of life for all individuals, locally and globally.

Central to our ethos is the deep-rooted value of service, promoting social justice, and honoring the inherent dignity and worth of every person. We prioritize the cultivation of robust human relationships, nurturing integrity, competence, and an unyielding commitment to upholding human rights.

Through our program, we instill a profound appreciation for the significance of scientific inquiry in shaping interventions and policies that drive positive societal change. The UToledo BSW Program prepares students for generalist professional social work practice. The BSW Program also prepares social work students for graduate social work education. The educational process and curriculum are grounded in liberal arts, along with the knowledge, values, and skills of the social work profession. Our graduates emerge equipped with the skills, knowledge, and ethical principles to champion social justice, create equitable opportunities, and contribute meaningfully to the enhancement of human well-being worldwide.

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, environmental, 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, environmental, and economic justice and oppression.
- b) To identify the need for social change and enact strategies that advance human rights.
- c) To practice critical thinking and the investigation of social, environmental, 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, environmental, 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:

- 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 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:

- 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 more information regarding CSWE accredited programs, please see the website at: <https://www.cswe.org/accreditation/about/directory/>

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>

Finally, Ohio Administrative Code AR 4757-05-01, Standards of Ethical Practice and Professional Conduct, has established the NASW ethical code as the rules of professional practice for Social Workers within the State of Ohio. This AR can be found at the following link:

<https://codes.ohio.gov/ohio-administrative-code/rule-4757-5-01>

The UToledo BSW Program reflects a commitment to the ethics and values of the social work profession as codified by all three of these areas of professional practice. These expectations are different from those you find in non-professional educational programs. As a result, our accreditation ensures that our academic standards are inclusive of both scholastic achievement and professional competence. To ensure continued enrollment in a social work program, both scholastic achievement and professional competence must be demonstrated. Therefore, students are expected to engage in the following professional behavior while demonstrating competence:

Accountability

- Attend class on a regular, on-time basis or sign-in on-time if it is a distance-learning course;
- Come prepared for class, with assignments completed;
- Actively participate in class discussions, group activities, and assignments at a comparable level to peers;
- Read and have knowledge of the syllabus and the instructions for all assignments;
- Complete all assignments in a timely manner;
- Communicate with your instructor and request help in a timely manner when necessary;

Respect

- Treat yourself, your peers, instructors, supervisors, clients, and all those you come into contact with, with dignity and respect at all times;
- Always treat the content of classes, discussion boards, and assignments with dignity and respect;
- Be attentive to non-verbal behavior and engage in active listening (no side-talk);
- Raise relevant questions and comments; Facilitate discussion and participate in constructive and respectful class dialogue with the instructor and other students;
- Build on and respectfully respond to the other students' comments;
- Draw classmates into discussion (share the floor);
- Work collegially with others, encourage colleagues, show initiative, and be responsive to feedback;
- Do not talk over others; Give space to others and allow them to speak

Communication

- Maintain strong verbal and written communication skills in a professional manner; Use UToledo email for sending and receiving professionally written messages to and from faculty, staff, and administrators;
- Respond to administrators, faculty, staff and peers in a timely manner;
- Follow appropriate channels and protocols for resolving any concerns;
- Demonstrate an ability and willingness to listen to others;
- Give and use feedback constructively;
- Receive feedback (including grades) exhibiting professional attitude and demeanor;

Emotional Stability and Maturity

- Deal effectively with stress both from within and in others;

- Exhibit an ability to handle the stress of workload;
- Demonstrate a genuine interest in hearing feedback;

Self-awareness

- Exhibit an understanding of the effect of one's statements and behaviors on others;
- Demonstrate appropriate presentation of self (maintaining boundaries) in actions, dress, sharing, and language;
- Display a willingness to examine one's beliefs, values, and assumptions and adjust behavior to ensure ethical professional practice;
- Be open to new ideas, differing opinions, and feedback from others and integrate-these into professional and student roles and performance;

Academic

- Commit yourself to learning and following the rules of APA;
- Utilize the Writing Center as an additional writing / APA resource;
- Understand and comply with the University policies on plagiarism and its consequences;
- Accept and use constructive feedback;
- Critically evaluate and apply-knowledge and research findings to professional performance;
- Participate in the classroom in a way that promotes academic freedom
- Engage in respectful classroom behavior and comply with the instructor's directives;

Integrity

- Practice honesty with yourself, your peers, and your instructors;
- Constantly strive to improve your abilities;
- Do your own work and contribute your fair share to group projects;

Competence

- Apply yourself to all your academic pursuits with seriousness and conscientiousness, meeting all deadlines as given by instructors.

Social Justice

- Strive to deepen your commitment to social justice for all at-risk populations;
- Demonstrate an understanding of how institutional and personal oppression impede the experience of social justice for individuals and groups;
- Strive to learn about methods of empowering populations and enhancing social justice at micro, mezzo, and macro levels

The UToledo BSW Program bears the responsibility to the community at large to produce fully trained professional social workers who consciously exhibit the knowledge, values, and skills of the profession of social work codified in the NASW Code of Ethics and Ohio Administrative Regulation. Our program's community setting is one of a large, urban metropolitan area. Given this context, all students in the program are expected to maintain the above ethical standards of professionalism in their coursework, in fieldwork/internship, and at all times while attending the University.

Behavior contrary to these standards may be cause for review of the student's admission to the program or continued participation in the program.

ADVISING

The social work curriculum is highly structured; 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 follow 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 social work faculty member. 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 should be done with the student's Social Work academic advisor for scheduling classes and planning. The Social Work academic advisor is available for social work and pre-social work majors, with an office 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 website. 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 BSW Program does not offer an online program option at this time. You may find our classes will be held in the following formats to assist with the ease of scheduling for our students who work full-time. However, duties for work are not an acceptable excuse for missing class days or being late to class.

- Face-to-face – Over half of the sections of our courses will be held face-to-face. Our program believes face-to-face learning is required to integrate learning, especially in courses where practical skills are needed.
- Hybrid – Some courses may have this option where you will meet face-to-face one class period and online either synchronously (on a designated day/time) or asynchronously (no set schedule; the work is on your own) for the other class period.
- Distance Learning – asynchronous course design where you will have video lectures and assignments you are required to complete for the semester according to the syllabus.

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. Our Social Work Advisor will work with you to help you schedule your courses to determine which sections will fit for you. However, please remember that not all sections may have a distance learning or hybrid option.

BACHELOR OF SOCIAL WORK PROGRAM

| | Fall Semester | | Spring Semester | |
|----------------|---|-----------|--------------------------------------|-----------|
| First Year | HHS 1000: Orientation | 1 | ENGL 1130: Composition II | 3 |
| | ENGL 1110: Composition I | 3 | BIOL 1120: Survey of Biology | 3 |
| | MATH 1180: Reasoning with Math | 3 | Econ 1010: Intro to Economic Issues | 3 |
| | SOC 1010: Intro to Sociology | 3 | Core requirement (arts/humanities) | 3 |
| | SOCW 1030: Intro to Social Welfare | 3 | WGST Course | <u>3</u> |
| | Core requirement (arts/humanities) | <u>3</u> | | 15 |
| | | 16 | | |
| Second Year | SOCW 2010: Survey of SW Profession | 4 | ANTH 2800: Cultural Anthropology | 3 |
| | PSC 1200: American Nat'l. Gov't. | 3 | SOCW elective | 3 |
| | PSY 1010: Principles of Psychology | 3 | Natural Science Core Requirement | 3 |
| | CMPT 1100 Microsoft Office Applications | 3 | Natural Science Core Lab Requirement | 1 |
| | General electives | <u>3</u> | Elective | <u>6</u> |
| | | 16 | | 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 <u>3</u> 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 <u>3</u> 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 <u>3</u> 12 | SOCW 4130: Social Work Practice III SOCW 4210: Social Work Seminar III SOCW 4230: Social Work Field III | 3 1 <u>5</u> 14 |

SOCIAL WORK REQUIRED COURSES

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

Please see additional course descriptions, course prerequisites, and co-requisites within the University Catalog.

| 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. |
| 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

Please see additional course descriptions, course prerequisites, and co-requisites within the University Catalog.

| 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 3050 | Crisis Intervention | Provides an examination of crisis intervention theories and strategies to deal with stress. Emphasis is on observing, formulating, defining and measuring the threats, tasks and opportunities associated with crisis behavior. |
| 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 3170 | Child Welfare II | Addresses the developmental and permanence needs of children, effects of maltreatment on children, placement issues, separation, reunification and adoption. Includes child welfare services for children with developmental disabilities. |
| 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 Wellness | 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 abovementioned requirements are encouraged to work with their advisor to develop their Plan of Study further.

HONORS PROGRAM

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

**Please note that you must pass these courses with a C or higher to move on to the spring semester courses. If you receive a C- or below in any one of these courses, you cannot move forward within the series and must re-take these courses within the next academic year.*

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 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 on our website 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 the 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. Students are expected to 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.

Accountability, use of self, and professional responsibility are three concepts that Social Work students are expected to demonstrate as they participate in the Social Work Program. Sometimes, a student may wish to raise concerns regarding some aspect of the program or their relationship with the Social Work faculty. Accountability means the right to raise questions. The use of self indicates that students are encouraged and expected to initiate and address issues of concern to them. Professionally responsible behavior assumes that the student will address issues of concern to those faculty persons involved. After personal contact with the designated faculty person, if questions of concern still persist, the student will be encouraged to address concerns to the BSW Program Director. If the issue is still not resolved, the BSW Program Director may direct the student to the Chair of the Department of Human Services, the Dean of Students, and the Dean of Health and Human Services, if appropriate. Any student who fails to conduct themselves in the professionally responsible manner described above raises questions regarding their appropriateness for the social work profession.

TECHNOLOGY REQUIREMENTS

Students are responsible for having access to a properly functioning computer with internet access. The computer must be able to download and run the required software and browsers for the program. **Chromebooks, Android devices, and iPads** are NOT recommended for students to use as their primary devices. Certain programs for classes (testing software, plug-ins, etc.) will not work on these devices. We strongly recommend that you buy or bring a Windows PC with Windows 10 or Windows 11 or an Apple Mac device with Mac OS 11.7.4 or higher (Big Sur, Monterey, or Ventura). The University of Toledo has contracted with Apple and Dell for discounted computer purchases for students. Not having the proper computer equipment will not be accepted as an excuse for not being able to hand in assignments for your social work classes. Information regarding the technology required for our program can be found [here](#).

The University of Toledo also provides Microsoft 365 free for students. You will be required to use the applications available within Microsoft 365 for your social work classes including Word, Excel, and PowerPoint. Please note that Google Docs and Google Slides or programs like Canva may not be compatible with Blackboard, the main system your social work classes may use. Please visit the University [Information Technology](#) page for more information regarding Microsoft 365.

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.

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 coursework, 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 social work profession's specialized demands, roles, and responsibilities. Our program seeks to enhance students' probability of succeeding 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 academic ability or 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.

When issues occur in the classroom, an attempt to resolve the issue should first take place between the instructor and the student. If the field or classroom issue is not resolved to the satisfaction of the student, field personnel, and instructor, the matter should be referred to the appropriate Program Director for consultation. If the issue cannot be resolved to either party's satisfaction, the Program Director may elect to call a meeting of the APPRC to assist the student in an attempt to provide additional support for all parties. This process should take place as quickly as possible. Early intervention may improve the likelihood of student success.

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:

<https://www.utoledo.edu/studentaffairs/conduct/policies.html>

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 complete the evaluation accurately.

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 and any other students interested in participating in social justice activities. 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 a fee 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.