

Social Work Program

Student Handbook



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STUDENT HANDBOOK

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WELCOME

Welcome to the Social Work Program at Central State University. You have undertaken an exciting and rewarding career option in selecting social work. This Student Handbook provides students with information about specific program policies, information on curriculum, rights and responsibilities, requirements for graduation, and other useful information for social work students. There is a Central State University Student Handbook that has other policies that govern students which may be obtained from the Dean of Students and or Admissions office.

Social work is a profession committed to helping people resolve a diversity of problems and effecting social changes to aid their social functioning. The Social Work Code of Ethics provides guidance to social workers in their efforts to assist people to improve the quality of their lives.

Social work is a professional education program designed to prepare you to work as generalist practitioner. You will have opportunity to learn more about social work as a helping profession that advocates for social, political and economic justice for a diverse group of clients. The curriculum helps students develop knowledge and skills to work skills necessary to work with diverse client groups who may be individuals, family groups, communities or organizations.

Students are encouraged to take advantage of additional learning opportunities to become involved in service activities within and outside the University.

The CSU Social Work Program acknowledges that the program is has gained candidacy and is in the process to be accredited by the Council of Social Work Education (CSWE); we conduct our program in the spirit of and with the guidance of CSWE standards.

The members of the faculty look forward to working with you. Students are expected to be active participants in the Social Work Program's student organization. Please feel free to share your suggestions and comments regarding the handbook and any other areas of the program that you deem should be addressed to enhance your education at Central State University.

Again, welcome to our program. You have chosen a noble profession.

Central State University History Mission

PURPOSE

The purpose of Central State University is to prepare students of diverse backgrounds and educational needs for service.

MISSION

The mission of Central State University's Social Work Program is to develop beginning, competent generalist social work professionals, focusing on enhancing abilities to integrate the knowledge, values, and skills of the social work profession in order to become ethical practitioners with individuals, families, small groups, institutions, organizations and communities. Graduates of the program will complete a curriculum that will enable them to meet the needs of diverse populations who are economically oppressed, promote the principles of advocacy, self-determination, and social justice, while implementing a strengths perspective.

Central State University, as Ohio's only public Historically Black University, academically prepares students with diverse backgrounds for leadership and service in an increasingly complex and rapidly changing world. The university fosters academic excellence through a strong liberal arts foundation and majors in selected professional fields. The university prepares students to address the challenges of a technologically oriented world, providing quality educational programs in scientific and technological fields, collaborating with other educational institutions, business organizations and governmental agencies to enrich learning experiences and educational opportunities for students .

Central State University is dedicated to:

- providing a nurturing and culturally enriched learning environment;
- stimulating in students an intellectual curiosity and a continuous search for knowledge;
- teaching students to think critically and communicate effectively;
- instilling in students an aspiration for excellence through teaching, service, and scholarly research; offering programs with multicultural and global perspectives, and reaching out to the underserved
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HISTORY

Central State University was established on March 19, 1887 by the Ohio General Assembly in an act that created a Combined Normal and Industrial Department at Wilberforce University. The older institution was founded by the African Methodist Episcopal Church in 1856 and named in honor of the great abolitionist, William Wilberforce. The new Department was considered to be a separate school and had its own Board of Trustees.

In 1941, the General Assembly expanded the Department, which offered two-year courses, into a College of Education and Industrial Arts, which provided four-year college programs. In 1947, the College began operating independently from Wilberforce, continuing its programs in teacher education, industrial arts and business, and adding a four-year liberal arts program under the name Wilberforce State College. In 1951, the legislature provided the name Central State College, and in November 1965, Central State was granted university status.

Today's CSU is Ohio's only predominantly African American public institution of higher education. The enacting legislation of 1887, however, stipulated that the institution be "open to all persons of good moral character." This remains true today as Central State actively promotes ethnic diversity in its student body, faculty and staff in order to enrich the university experience, even as the institution maintains its core historical responsibility to educate African American youth for success, leadership, and service on state, national and global levels.

The University offers 38 academic majors in 10 departments, located in the Colleges of Humanities, Arts and Sciences, Business and Industry, and Education, as well as a Master's Degree in Education.

CAMPUS LOCATIONS

- Central State University Main Campus is located in Wilberforce, Ohio, four miles northeast of Xenia and 18 miles east of Dayton. The main campus is midway between Cincinnati and Columbus on U.S. 42, about 55 miles from each city. Airline, bus and taxi services are available in Dayton.
- Central State University – Dayton, the university's satellite location is located at 840 Germantown Street, Dayton, Ohio

Department of Social and Behavioral Sciences

The Social Work Program is located in the Department of Social and Behavioral Sciences which is in the College of Humanities, Arts, and Social Sciences. The Social Work Program is responsible for developing a program utilizing CSWE standards.

The Department of Social and Behavioral Sciences offers major concentrations in the disciplines of criminal justice, political science, psychology, social work, and sociology, and minor concentrations in political science, psychology, sociology, gerontology and criminal justice. In addition to the offerings for students whose major or minor interest is in the social sciences, the department

provides general education courses and service to other departments (e.g., communications, secondary education, health and recreation).

The department offers programs leading to the following degrees: Bachelor of Science in Criminal Justice, in Political Science, in Political Science (Public Administration), in Psychology, Social Work, or in Sociology; Bachelor of Science in Psychology, in Social Work, or in Sociology. Minors in the areas of criminal justice and gerontology are available to students from any major in any University department. All majors in the department must fulfill the stipulated General Education Requirements and the specific requirements of the College of Arts and Sciences, as well as any special requirements for the Bachelor of Arts or Bachelor of Science degrees. All majors are required to pass the University writing proficiency examination and the department comprehensive examination in their respective disciplines. Students are responsible for knowing and adhering to published schedules for the administration of the above tests and for application for graduation.

The Social Work Program

The primary objective of the social work program is to prepare students for entry-level professional practice. Students are provided opportunities for the study and development of generalist knowledge of social work, skills, values, and ethics required of professional social workers.

The content courses, along with field practicum, are designed to provide students with a broad and comprehensive theoretical knowledge base integrated with practical experience. Graduates of the program may seek beginning level social work employment or pursue graduate study. Students who plan to major in social work may take the introductory courses and are considered pre-social work students until they are formally accepted into the social work program.

The social work program has a liberal arts foundation encompassing social, biological and behavioral sciences. The liberal arts perspective enhances the student's understanding of the person-in-the-environment concept. It emphasizes the acquisition of knowledge, ways of thinking, and modes of communication that reflect a nonjudgmental view of people and society and respect for diversity in people and cultures. The liberal arts foundation will assist students in thinking critically about society, people, and their social problems. Students gain knowledge about social, psychological, political and economic alternatives of human behavior and of diverse cultures, social conditions, as well as various social problems.

The social work major consists of 49 credit hours. Students apply for admission to the program after completing SWK 1100 and SWK 2200 with a grade of "C" or above. To be accepted into the program, students must have a cumulative grade point average of 2.20. To continue in the Social Work Program, students must maintain a cumulative grade point average of 2.50 in the core social work courses. Students must have a cumulative grade point average of 2.50 or better to graduate with a degree in social work. Students who fail to earn a "C" or better in all social work courses

must repeat these courses. Students must earn a grade of “C” or better in SWK 4201 and SWK 4202 to be eligible for enrollment in SWK 4203. Course offerings and departmental policies regarding requirements for majors are subject to continuous review and may be changed

Social Work Program Goals:

Goal 1: To prepare students for beginning generalist social work practice with a strengths perspective.

Goal 2: To provide students with the ability to integrate the knowledge, values and skills of the social work profession into competent practice with individuals, families, groups, organizations and communities.

Goal 3: To develop the ability of students to work with diverse clients who represent populations with diverse circumstances, needing adherence to social service delivery systems.

Goal 4: To facilitate the development of the core values and ethics of the social work profession.

Goal 5: To prepare students to understand and to address issues pertaining to social and economic justice, including poverty, oppression, racism and discrimination.

Goal 6: To prepare students to sustain their effectiveness by instilling the value of continuing professional growth and development.

Program’s key knowledge areas for graduates:

- knowledge and skills in the liberal arts and the generalist perspective
- knowledge of diversity, global awareness, and social and economic justice
- values and ethics of the social work profession in actual practice situations with clients
- analyzing policies and service delivery systems
- providing service to the profession and the local community
- demonstrating oral and written skills
- identifying and understand the importance of human diversity in respect to culture, sexual preference, race, gender, age, and physical impairment
- utilize appropriate research for evaluating practice and understanding problems
- identify and mobilize community resources to facilitate the intervention process
- preparing for graduate education/licensure exam
- engage in faculty/student research, scholarly activities, and service

Transfer Students and Academic Credit

The Social Work Program policy on transfer of courses is consistent with the University Catalog. The Office of the Registrar evaluates all courses that students wish to transfer, as per University policy. It is the social work program's responsibility to evaluate social work courses completed at another college, university or community colleges, and determine what can be accepted for social work credit. Student transfer credits are evaluated within the first semester of entering the program. The student is advised of credits that have been accepted and what courses can possibly be substituted for Central State University courses and a substitution form is completed for approval.

The evaluation process may include reviewing the previous university Catalog and, if necessary, the syllabus of the course in question including course objectives, content outline, learning activities and theoretical frames of references. The student is responsible for supplying any requested information if sufficient written information is not available.

The transfer student is assigned an advisor after the Director of Social Work makes a decision regarding the course(s) in question. The advisor will acquaint the student with academic and professional expectations. The advisor forwards the appropriate forms to the Director who signs off on the transfer credit form and submits it to the appropriate university offices for approval. A copy of the form is retained in the student's file.

Transfer students from other universities or colleges or students wishing to change their major to social work are also interviewed for admission to the social work program. The Director completes a program check sheet indicating courses accepted and needed. After the initial screening, the student maybe permitted to complete the admissions' application. The transfer student is assigned an advisor for future advisement. Students also receive copies of the program's curriculum plan, and a completed program check sheet listing any other the requirements for a degree in social work.

The Social Work Program does not grant social work course credit for life experience or previous work experience. Social Work credit is granted to students transferring from a *CSWE accredited program* if the courses are equivalent to the courses at Central State University. The Director will use the following transfer evaluation review to determine accepted courses and credits:

1. Syllabi;
2. Course description;
3. Credentials of course instructors;
4. Textbooks; and
5. Previous college or university's accreditation status.

Transfer Credits

Credits may be awarded for traditional course work that has been successfully completed at institutions of higher learning as indicated by Central State University and the Board of Regents. Qualifications that must be met in order for traditional course work credits to be transferred are listed:

1. Transfer Credit is not given for courses in which the lowest passing grade (D) or a failing grade was received.
2. While courses successfully completed and evaluated on a non-traditional grading systems (e.g. pass or fail) are acceptable for transfer, some college departments at Central State University may not accept such credits as fulfillment of necessary graduation requirements.
3. Credit granted for "life experience" by an institution previously attended cannot be transferred.
4. Grades and honor points earned at other colleges and universities are considered for admission, but are not included in the final computation of the student's cumulative GPA (grand point average). A student must complete at least 24 of their last 30 semester hours in residence at Central State University.

Orientation for Students Interested in Majoring in Social Work

The students and the faculty of the Social Work Program present an orientation for students each semester. Questions that pertain to the Social Work Program, employment potential, graduate school, licensure, or any other issues may be addressed at these sessions. Information on student orientation will be posted on the Program's bulletin board and students may contact the faculty in the Social Work Program. Any student interested in pursuing a degree in social work must file a formal application for admission with the social work faculty. Applications may be obtained from the Social Work Program's office.

Acceptance into the Social Work Program

Students can declare social work as a major upon admission to the University and are viewed as pre-social work majors as there is a formal admissions process for the social work program. Declaration of social work as a major does not mean acceptance into the Social Work Program. Students declaring social work as their major are assigned a faculty advisor the first semester of their freshmen year. There is a formal admission process that must be completed by the student desiring a social work degree. Students must complete an application to the program. Formal admission normally occurs in the second semester of the sophomore year at the end of their sophomore year and after the completion of the two required introductory courses in social work. Students are also expected to have completed the required courses in English and mathematics. Student advisement is utilized as the primary mechanism to ensure that students have the prerequisites for admission and to assess student potential for success in the social work program. Applications for the Social Work Program

are located the Social Work Office in room 311, Wesley Hall. The applications are reviewed by the social work faculty and students may also be interviewed prior to final decisions .

The program has a written policy for admission to the social work major. The policy is published in the Central State University Undergraduate Catalog. Other policies are incorporated in this social work handbook.

The following admission policy applies to all students, including transfer students and students changing their major to social work. Students must meet the following criteria:

- **must** have satisfactorily completed all required remedial/developmental courses
- have 38-41 earned semester hours
- have a 2.50 GPA overall on college level courses (coincide with university standards)
- In addition, students must have successfully completed the following courses:
 - Eight or nine semester hours of the following English courses 1100 1101 or 1102
 - Math 1175
 - Social Work 1100
 - Social Work 2200
 - First Year Seminar

The faculty advisor presents the information to the faculty and a decision on admittance is made within two to three weeks. The Program Director provides a letter to the student indicating the decision regarding admission to the program.

Admission Denial

The action to deny admission to the program is initially taken by the student's faculty advisor. It is the advisor's responsibility, in consultation with the program director, to determine whether all program requirements have been met and to notify the student without consideration of claims pertaining to extenuating circumstances, procedural faults, and unfair evaluations or grades, etc. Students who are unable to complete program admission requirements are notified in writing by the Program Director. Notification is given as soon as it is recognized that requirements cannot be completed by the beginning of upcoming semester. This notification should be no later than, two weeks following the last day of classes of the current semester. Students not receiving full acceptance will be required to complete all conditions stipulated by the Program before re-petitioning for full acceptance into the social work major.

Students, who are denied acceptance, are not permitted to enroll in courses beyond the SWK 1100 and SWK 2200. Students may not pursue enrollment in the beginning practice sequence, SWK 4201, until the specific deficiencies are corrected and they have admitted to the program or successfully appealed a denial. Students denied admissions to the program are allowed to reapply for admission to the program upon completion of any conditions or stipulations previously given.

Appealing a Denial of Admission to the Program

Each student has the right to appeal by asking that the Social Work faculty and subsequent appropriate University decision makers review and reverse the denial decision or action, based on extraordinary factors. The following levels of appeal are pursued in order:

1. The full-time Social Work faculty (Social Work Appeals Committee)
2. Chair of Social and Behavioral Sciences
3. University Appeals Committee

The first level of appeal is pursued immediately after denial of admission to the program. The appeal is presented in writing and should detail the specifics of the appeal. Within two weeks, the Director of Social Work will provide a decision on the appeal. Time requirements for higher levels of appeal will follow the practices and policies governing student academic appeals at the respective levels. Students are informed about the appeal process during the fall and spring of the academic year.

Liberal Arts Curriculum Support (Review & Change)

The liberal arts foundation is an integral component in the Bachelor of Social Work Curriculum. This foundation provides the basis for knowledge that permits critical reflection on a variety of subjects that include but are not limited to:

1. Human Communication Systems
2. The Natural Sciences
3. Human Behavior
4. Culture and Social Institutions
5. Human Events
6. History
7. Religious and Philosophical Questions

The liberal arts foundation is essential to social work generalist practice because professional decisions require a broad and expanded knowledge base. The information gained through the liberal arts courses supports the organizing themes of the social work curriculum. This broad based knowledge is an essential characteristic separating professionals from technicians. The liberal arts foundation assists students in developing means and an openness to various sources for acquiring knowledge. Importantly, this foundation aids students in developing their critical thinking and assessment skills.

Overview of Social Work Curriculum

The social work curriculum is designed to prepare student for generalist social work practice. It also prepares student to advance their education through graduate social work and through the independent pursuit of knowledge. Social work students can earn either a Bachelor of Arts or

Bachelor of Science degree in social work. The University distinctions between these degrees can be found in the University catalog. There is no difference in the core social work requirements for either of these degrees. A foreign language is now required for both degrees for social work majors. Generally, a Bachelor of Arts degree focuses on more liberal arts general education courses. Students who choose this degree may also be required to complete a foreign language component. A Bachelor of Science degree will generally focus on more science and mathematics courses (About.Com).

Social Work Curriculum

SWK 1100 (3 hours): Introduction to Social Work - The course introduces students to social work as a profession, practice settings for social workers are explored, and various practice roles are examined.

SWK 2200 (3 hours): Introduction to Social Welfare -Examines the history and organization of social welfare in the United States; the historical and cultural foundations of how societies have developed social welfare services; and contemporary issues that may have some impact on social welfare services.

SWK 3011 (3 hours): Human Behavior and the Social Environment 1- Examines human development and social functioning from infancy through adolescence. Major theories on human development are presented; specialized content on cultural diversity and special populations is presented: and students are provided information on how the family, social networks, groups, and communications may influence human development and social functioning.

SWK 3012 (3 hours): Human Behavior and the Social Environment II- Examines human development and social functioning from adolescence through adulthood. Major theories on human development are presented; specialized content on cultural diversity and special populations is presented; and students are provided information on how the family, social networks, groups and communities may influence human development and social functioning at each stage of development. Prerequisite: SWK 3011.

SWK 3320 (3 hours): Social Services and Issues for Older Adults - Critically examines the social, psychological, and physiological aspects of aging: focuses on special problems of aging with a developmental disability and other disabilities that may occur with the aging process; identifies social services for the aged and the service delivery role of practitioners.

SWK 3330 (3 hours): Social Work in Health Care Services- Examines current policies in service delivery; considers issues of interdisciplinary collaboration in health care, the impact of illness on family functioning, the availability of physical and mental health care services, and the ethical dilemmas of social workers in health care systems.

SWK 3406 (3 hours): Social Welfare Policy and Services-Examines societal value orientations and influences on the formation of policies and programs, and the use of scientific knowledge and skill in policy analysis. Specific policies and programs are critically examined.

SWK 4201 (3 hours): Generalist Practice I-This first course in the generalist practice sequence is designed to help students develop and apply basic knowledge and skills in problem solving, communication techniques, individual and family needs assessments, planning, implementation, evaluation, and termination of services intervention in practice with individuals and families.

Prerequisites: SWK 3011 and SWK 3012, and must be accepted Social Work major.

SWK 4202 (3 hours): Generalist Practice II-This is the second course in the generalist practice sequence. The course is designed to provide theory and skill development in group dynamics for generalists social work practice. Content focuses on group formation, communication, member roles, group functions and theories for understanding human behavior and the process of small group dynamics in the helping process.

Prerequisites: SWK 1100, 2200, 3001, 3012, 4201 and must be an accepted Social Work major.

SWK 4203 (3 hours): Generalist Practice III- This is the third course in the generalist practice sequence. This course introduces students to generalist practice intervention with organizations and communities. Students are exposed to various concepts and dynamics of intervention with these systems. Special attention is given to providing content that reflects treatment of ethnic minorities, women, and other disadvantage groups.

Prerequisites: SWK 4201, 4202 and must be an accepted Social Work major.

SWK 4595 (2 hours): Comprehensive Social Work Seminar - This Capstone course is taken in conjunction with SWK 4596. The course is designed to provide an opportunity for field students to convene and discuss their field experiences, and includes the critical integration and demonstration of knowledge and skill acquired during their social work education. **Course must be taken concurrently with SWK 4596.**

SWK 4596 (12 hours): Field Practicum - This course is taken with SWK 4595. Students will have a weekly supervised field experience in an agency or social service organization approved by the Social Work Program. The field education experience provides opportunity for the student to learn and to apply acquired knowledge. Students are in the field four days a week and must participate in a concurrent weekly seminar. Students must complete daytime hours between 8-4pm or 9-5pm Monday-Thursday. CSU social work field education experience operates as a daytime program.

Prerequisites: SWK 4201, 4202, 4203

Social Work Electives

Social work majors are required to take three (3) hours of social work electives. The social work electives were developed with a focus on particular areas of interest to entry-level practitioners. Additional required electives are put forth as they provide a more comprehensive education.

SWK 3320 (3 hours): Social Services and Issues of Older Adults examines the social, psychological, physiological and aspects of aging; focuses on special problems of the aging population; focuses on social services for the aged; and the role of practitioners serving the aged.

SWK 3330 (3 hours): Social Work in Health Care Services examines current policy issues in service delivery; considers issues of interdisciplinary collaboration in health care, considers the impact of illness on family functioning and the availability of health care services, considers the ethical dilemmas of social workers in health care systems.

SWK 4420 (3 hours): Child and Family Services examines historical and current basis for policies, programs, and practices in child and family services. The course considers the relationship among federal, state, and local laws which influence policy, the impact on clients and social workers and responding service systems

Enrollment in Core Social Work Practice Courses

Enrollment in some social work practice courses is restricted to social work majors who, through formal application, have been accepted into the program. More specifically, non social work majors may not enroll in the practice course sequence. The practice course sequence includes SWK 4201: Generalist Practice I, SWK 4202: Generalist Practice II, and SWK 4203: Generalist Practice III. These courses have prerequisites that also preclude non-majors from enrolling. Any student not properly and formally enrolled in the social work program is required to drop enrollment in a practice course.

Required Ancillary Courses

Sociology (SOC) 2206 (4 hours): Statistics for Social and Behavioral Sciences This course focuses on descriptive statistics such as the frequency distribution, measures of central tendency, measures of variability, percentiles and percentile ranks, the normal distribution, correlation, and the meaning of statistical inference.

Sociology (SOC) 2800 (4 hours): Methods of Social Research focuses on the logic and basic principles of sociological research. Emphasis on qualitative research designs such as field, unobtrusive and participant observation and single subject. Construction and use of "schedules" and questionnaires are presented.

Note

In addition to the above required courses, social work students entering the program after Fall Semester of 2005 are required to take the following courses: Introduction to Sociology (SOC 1105), Introduction to Psychology (PSY 1200), Critical Thinking (PHI 2240), Environmental Biology (BIO 1500).

Field Education

The Central State University Social Work Program does not grant academic credit for life experience or previous work experience in whole or in part in lieu of the field education. The CSU Social Work Program does not allow the Field Education component to utilize a student's place of employment as a field agency assignment. The field education experience is an integral part of social work education. Students spend one semester in a community agency. Field education is designed to provide students with appropriate practice experiences to ensure their professional development. This course is accompanied with a weekly field seminar course designed to aid students with their professional development.

The practicum placement is a daytime educationally directed experience of field instruction under the supervision of experienced social workers as field instructors and the university faculty field coordinator. Students are offered an opportunity to acquire skills in social work practice and to test the theories and principles learned in the classroom. Competent field instruction and adequate hours spent in the field are crucial to the success of the educational program and acquainting social work students with the competencies needed as well as the opportunities available in becoming a professional social worker. At Central State University, social work faculty members determine students' readiness for the field education courses.

Field education students are reminded that they are representatives of the University, the Social Work Program, and the community agency. Field education students are expected to act in a manner that demonstrates social work ethical and professional behavior. Violation of ethical standards for social work practice may result in termination of the practicum. Please see Field Education Manual.

Students are expected to observe agency policies and procedures. Thus, students may be asked to dress and to behave in a manner that is more formal than acceptable by the University campus. Any problems with professional behavior or with colleagues should be reported to the Field Coordinator immediately. Serious or repeated violations of agency policies may result in termination of the practicum.

Student behaviors which may result in disciplinary action being taken are categorized as either major or minor rules violations. Major rules violations are very serious in nature and could result in the field education being terminated. Repeated minor rules violations may also result in a termination of the practicum.

As indicated in the suggested Four Year Plan, students are required to complete their general education courses which anchor the liberal arts foundation. The general education and social work curriculum contains approximately 45 semester hours (delete) include some required and suggested electives for the social work major. The required courses and suggested electives are listed on the social work program check sheet. The required and suggested electives are ones that will compliment the student's social work education by advancing skills of critical thinking, increasing awareness of societal diversity and enhancing knowledge for a more global perspective.

Policy on Repeating Courses

Students may experience academic periods where academic performance does not meet expectations. On occasion where there may be the failure of achieving a "C" or better in a social work course, the course can be repeated. Two (2) times is the maximum that a student may repeat a course in the major. Receiving a less than satisfactory mark on two occasions will result in exclusion from the social work major.

Academic Credit

The Social Work Program's evaluation of academic performance is an ongoing process. During each semester a student confers with his/her advisor at least twice to discuss academic performance. Social work students are provided with information regarding course expectations and methods of evaluation on the first day of class. Students are advised of the course evaluation process through the following:

1. Social work course syllabi have measurable expected educational outcomes.
2. The syllabi have clearly stated evaluation processes. The processes include the grading system, class assignments, class participation, quizzes, major exams, special projects, and how these will be weighed toward the awarded grade.

NOTE: The Social Work program does not grant academic credit to students for life experience. Prior work experience will not be considered for academic credit within the program and will not be credited towards social work field education hours or credit.

Academic Scholarships

Graduate Education Scholarship:

John Alston Scholarship The John Alston Social Work Scholarship represents the mission and goals of the program and recognizes the contribution of Dr. John Alston, a scholar who developed the social work education program at Central State University. This scholarship is available to be

awarded to a social work graduate who is continuing onto graduate education. To be eligible, the individual must be accepted as a student in a Masters of Social Work program.

Wendolyn Thomas Scholarship. The Wendolyn Thomas Scholarship represents a social work education major who maintains a gpa of 2.5 or above and is interested in the child welfare population, serving women, children, and families.

Needs Based Academic Scholarship

Academic Scholarships The department of Social and Behavioral Sciences has this scholarship available to students. The student must have financial need and a grade point average of at least 2.70. Applications are available in the office of Social and Behavioral Sciences.

Financial Aid

Work Study

Work Study presents the opportunity for students to earn money toward their education by working at various on campus locations. Applications are available through the student financial aid office.

Student Loan Program

These various programs can be accessed through the University Office of Financial Aid.

Academic Advisement

The director of social work assigns students to advisors based on their status as freshmen, sophomores, juniors, seniors, or transfer students. The advisor is responsible for maintaining the student's record/ folder which is filed in the social work office. Each advising contact is to be documented in the student's folder.

The Social Work Program advising initiative serves as a mechanism to introduce students to the social work profession as well as assisting them in recognizing and clarifying their values and motivation relative to a social work career. Further, advising is utilized to acquaint students with academic and professional expectations. Students are encouraged to keep close contact with faculty advisors and to meet with the advisors a minimum of two times during the semester. It is strongly suggested that one of the meetings be during the mid-term evaluation period. Advisors can then discuss the mid-term performance, make recommendations, and if it becomes necessary, initiate any needed appropriate action.

The University also has an early registration period during each semester. Students are encouraged to meet with their advisor to evaluate present course work performance and select courses for the

following semester. Advisors must approve the student course selection. During this registration time and at any time during the semester, students may voice issues, concerns and challenges affecting their educational experience.

Advisor Program Responsibilities:

The programs' advisement procedures are as follows:

1. Each student formally admitted to the program will receive comprehensive orientation to the program and a student handbook.
2. Student transfer credits will be evaluated within the first semester of entering the university (program delete)
3. Faculty advisors are to be accessible to discuss student academic progress or career advisement throughout the semester.
4. Office hours are posted on faculty office doors.
5. Student advisor assignments are updated and posted each semester.
6. The advisor will record progress notes on each student to contact to be placed in student's folder.

Program faculty must document course selections. All correspondence to, from, and about students must be maintained in student's folder and housed in the files in the Social Work Program's office.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights:

There is recognition of a partnership between the student and the program. Part of that responsibility is addressed through our advising program for the student. The completion of that partnership is accomplished through students recognizing their rights and responsibly cooperating with the Social Work Program in pursuit of their education. The Social Work Program recognizes and honors students' rights and responsibilities which are as follows:

1. Students have the right to choose social work as a major and be accepted into the program if criteria are met.
2. Students have the right to express grievances and have information regarding the general grievance procedure.
3. Students have the right to participate on committees and engage in making decisions and policies which affect them. (Student Advisory Council).
4. Students have the right to competent advisement.
5. Students have the right to state their preference of agency field placement or to reject one if there is cause, as assessed by the field coordinator.
6. Students have the right to evaluate all university faculty members who are involved in

course instruction.

7. Students have the right to dignified, fair, and equitable treatment by all faculty and staff.
8. **Students** have the right to an accredited Social Work Program experience or to know that program is seeking to fulfill such a right.
9. **Students** have the right to a comprehensive and clear articulation of and orientation to the social work profession and the CSU Social Work Program.
10. Students have the right to have the course syllabi available on the first day of class.
11. Students have the right not to be subjected to discrimination or other oppressive behaviors, with origins in but not limited to classism, racism, sexism, or sexual orientation.
12. Students have the right to make written exceptions to the formal evaluations of their course work or field work
13. **Students** have the right to have the Social Work Program follow the guidelines of confidentiality as set forth in the NASW Code of Ethics and University policies regarding such matters.

Student Responsibilities & Expectations:

Students are responsible to make sure that requirements in the general education curriculum are fulfilled before they seek admission to the Social Work Program. Social work students are expected to read the university's catalog and student handbooks that may have stated student responsibilities. Students are also responsible for following the policies, regulations, and procedures set forth.

1. Students have the responsibility for regular and punctual attendance at all courses.
2. Students have the responsibility to successfully complete requirements including test examinations, papers and reports.
- 3 Students have the responsibility to maintain the academic standards as defined by the University and the Social Work Program.
- 4 Students have the responsibility to meet with the assigned advisor a minimum of two (2) times per semester.
- 5 Students have the responsibility to keep the advisor informed about any changes in courses, addresses, or pertinent record information.
- 6 Students have the responsibility to inform the advisor of any difficulty experienced in classes.
- 7 Students have the responsibility to be knowledgeable about required courses and electives.
- 8 Students have the responsibility for returning forms, and responding to University, departmental, or Social Work Program communications/letters promptly.
- 9 Students have the responsibility for frequently checking the social work bulletin board, reading posted notices, reading newsletters, or responding to other communications from the Program.
- 10 All students have a responsibility to consult with their advisor before each registration and

review progress, their transcript, and develop a course schedule.

11. Students have a responsibility to make appropriate arrangements with all faculty regarding any absences.
12. Students have a responsibility to maintain Program satisfactory conduct in all classes, including the field education classes.
13. Students have a responsibility to enroll for no more than the required hours per semester and seek the Director's approval if an overload is needed.
14. Students have a responsibility to maintain a 2.50 grade point average in all courses in the Social Work Program, and an overall grade point average of 2.00 in all required elective courses.
15. Students have a responsibility to adhere to the Program's Termination and Appeals Policies.
16. Students have a responsibility to participate in Social Work Association's program and University activities, as well as community involvement.

Dismissal from Social Work Program

The Program has explicit policies and procedures for terminating enrollment in the program for reasons of academic and non-academic performance. The Program will seek guidance in its decisions from the following: Central State University Student Handbook, Code of Ethics of the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (responsible for social work licensure examination) which may be found at: <http://codes.ohio.gov/oac/4757-5>

The Code of Ethics for the National Association of Black Social workers which is located at:

<http://www.nabsw.org/mserver/CodeofEthics.aspx?menuContext=720> and

The National Association of Social Workers Code of Ethics which may be found at:

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

Students may be terminated from the social work program for professional reasons when there is clear evidence of student behavior that is unacceptable. Some of these behaviors include, but are not limited to

1. Failure to meet generally accepted standards of professional conduct (such as, sexual relationship with a client or supervisor, breach of confidentiality or other code of ethics violations)
2. Instability (severe mood swings, failure to maintain prescribed medication schedule, etc.) disruptive behavior toward colleagues, faculty or school such as negative communication due to ethnicity, religious beliefs or sexual orientation, etc.-this includes harassment of other students or faculty?

3. Impairment due to substance abuse or mental illness and conviction of a felony (i.e., found to be under the influence of drugs or alcohol; mental illness not being managed by medication, etc.)
4. Other Violations in the University's Code of Conduct.

Process for Termination

NEED STATEMENT ON COMPLIANCE WITH UNIVERSITY APPEALS COMMITTEE

A written complaint must be made to the Director of Social Work in order to initiate the formal review of the student's behavior. Faculty members, community social workers, and social work students have a particular responsibility under the NASW Code of Ethics to bring these concerns forward. The Director of the Social Work Program will obtain information from the individual who reports the behavior of the social work student. (Anonymous reports will not be accepted-should this be kept). The Director will provide the reporting person with information required for filing a complaint about the student's behavior. The complaint about behavior must be in writing with the following information:

- Clearly identify the student.
- Identify the specific behavior(s) that were problematic.
- Specify why this behavior was inappropriate.
- Specify sources of information that support the complaint.
- Be filed within three weeks of the date the complainant became aware of the problem behavior.
- Clearly identify the complainant's identity.

The Director of Social Work will discuss the complaint with the alleged offending student. When the written complaint is filed, the student will be provided with a copy of the complaint within ten working days. The Director will appoint a committee of no less than two social work faculty/department members to review the complaint (The Director will not serve on the committee). The committee will collect information necessary to evaluate the complaint. This will include contacting the complainant, the student, and other relevant sources of information. The student will be given an opportunity to respond to the complaint and present a response to the committee. The student may request help in responding to the complaint. The student may bring a support person, external to the program to a review committee meeting. However, the student's advisor may not speak for the student. The review committee will weigh the information and reach a decision on the validity of the complaint. The committee will make recommendations to the Director of Social Work about appropriate action based on the findings. Recommended actions may include but not necessarily limited to the following:

1. **Recommendation for action** Non-academic probation - student continues in the

- program, the time limit and conditions of probation specified.
2. Non-academic suspension - student may not take any social work courses.
 3. Directed relevant course work for a specified time period; Conditions of reinstatement also will be specified.
 4. Termination from program.

Any recommendations from the committee will focus on correcting problems identified in the complaint. The review committee will conclude its work within fifteen (15) working days from the filing of the complaint, excluding summer. The committee will discuss its findings with the student. The student will receive a written copy of the findings from the Director of the Social Work Program.

APPEAL PROCESS

A student may appeal a review committee's recommendation to the Director of Social Work also the first level of appeal. The appeal must clearly state the reason(s) and grounds for the appeal. The appeal should be in writing and submitted within three working days after the student has been notified by the review committee. The second level of appeal is to the Chair of the Department of Social and Behavioral Sciences. The third level of appeal is Dean of the College of Humanities, Arts and Sciences and the fourth level is to appeal to the University Academic Standards Committee. The University policies are clearly specified and made known to both students and faculty in the Social Work Program and are published in the Central State University Student Handbook.

Readmission to Program

Once dismissed from the program, a student can apply for readmission after sitting out of the program for at least one semester. To petition for readmission, the student must submit a letter requesting readmission. The letter must indicate what and how circumstances have changed since the time of dismissal. This includes the student's response to any recommendations that were given.

ADVISORY COUNCIL(S)

The social work program has several advisory councils that are important to the programs continuing operation. The councils serve as valuable resources for growth, development, and assessment. There is the Social Work Program Advisory Council, the Field Advisory Council and the Student Advisory Council. Each council has a mission and goals which are addressed in this handbook.

Social Work Program Advisory Council(s)

Program Advisory Council

Mission Statement:

- The mission of the Social Work Program Advisory Council is, through ongoing strategic advice and evaluation, to promote the growth and continual development of the Social Work Program. Furthermore, the Council seeks to ensure positive linkages between the Central State University Social Work Program, the service agencies, the community, and the University.

Goals:

- Plan for continual growth of program
- Integrate Social Work Program with local and state service community
- Participate in program and curriculum evaluation and suggest

Field Advisory Council

Mission Statement

The mission of the Field Education Advisory Council is, through consultation with the Coordinator of Field Education, to promote the development and growth of the field education component of the Social Work Program. The Field Advisory Council offers strategic advice relative to the development and the maintaining of field education agency training sites.

Goals:

- Consult on developing orientation for field instructors
- Suggest training for new instructors
- Consult on developing evaluative tools for field education instructors
- Evaluate field training
- Develop support mechanisms for placement sites
- Evaluate field education initiatives

Student Advisory Council (SAC)

Mission Statement:

The mission of the Student Advisory Council (SAC) is, through consultation with fellow social work students, the Director of Social Work, and the social work faculty, to provide a student prospective on evaluation, program development, and support for the Social Work Program. The SAC serves as a formal and primary link of the social work student body to the social work Director, faculty, and the University.

Goals:

- To be responsive to ideas and concerns raised by social work student body
- To accurately receive and convey ideas and concerns to and from the Director of Social Work and faculty
- To advance the Social Work Education Program

Social Work Student Association (SWSA)

The Social Work Student Association (SWSA) is another mechanism through which the social work program relates to students. The SWSA provides opportunities for students to organize in their own interests and encourages them to do so. Membership in the Social Work Student Association (SWSA) is open to all social work majors.

The Association advances qualities of professionalism and promotes student involvement and concern for the Social Work Program. The Association provides students an opportunity to network and to build long lasting relationships. Association meetings are scheduled each month for all social work majors. The Program's faculty meets whenever necessary to assist the Association members with campus and community activities. Students are involved in community social service projects.

Guest speakers are selected from various community public or private agencies. The Association members also travel to various professional meetings, particularly the Ohio chapter of the National Association of Social Workers (NASW), and attend workshops.

The Social Work Student Association has been active intermittently for over thirteen (13) years and receives ongoing encouragement and support. A full-time faculty member serves as advisor for the Association. The advisor assists students in organizing, conducting elections of officers, conducting regular monthly meetings and planning and carrying out community and fund raising activities. The Association provides the student opportunity to become involved in various volunteer activities.

National Association of Black Social Workers (NABSW) Student Chapter

Students have established a NABSW chapter, mentored by the NABSW Columbus, Ohio chapter. The NABSW, Inc. is comprised of people of African ancestry committed to enhancing the quality of life and empowering people of African ancestry through advocacy, human services delivery, and research. NABSW's vision is guided by the principles of Nguzo Saba: Unity, Self-determination, Collective Work, Responsibility, Cooperative Economics, Purpose, Creativity, and Faith. The 7 Cardinal Virtues of Ma'at are applied; Right, Truth, Justice, Order, Reciprocity, Balance & Harmony.

The Central State University Social Work Program enables students to participate in formulating and modifying policies affecting academic and student affairs. Student participation is achieved through student representation on any committees in the Social Work Program.

SOCIAL WORK ETHICS

Engaging in ethical practice requires one to have a thorough understanding of both the fundamental social work values and the principles that guide social workers in making ethical decisions (Cournoyer, 1996). The NASW Code of Ethics is a major guide for social workers. Students should have a copy readily accessible to which they can refer when considering the value and ethical implications of their academic and professional behavior.

Students are expected to read, understand and act in accordance with appropriate professional codes of ethics. Social work students are especially expected to adhere to the NASW Code of Ethics and the Code of Ethics of the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (responsible for social work licensure examination).

Professional Codes of Ethics for Social Workers

***National Association of Social Workers (NASW) Code of Ethics**

The National Association of Social Workers is the largest organization of professional social workers in the world serving the diverse needs of social workers and students and serves as the primary guide to which social workers must adhere. Students are strongly encouraged to join NASW, and students may join at a reduced membership rate. NASW provides a wide variety of services designed to help students achieve their potential as social workers and to be socialized into the profession. The services provided by NASW include professional publications, (including the annual subscription to the NASW Journal of Social Work); offering conferences and educational opportunities, and providing networking opportunities for NASW members. NASW is a significant force in promoting social and economic justice through lobbying efforts for clients and social workers at the state and national levels.

The National Association of Social Workers Code of Ethics may be found at:
<http://www.socialworkers.org/pubs/code/code.asp>

Ohio Counselor, Social Worker, and Marriage and Family Therapist Board

The Code of Ethics of the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (responsible for social work licensure examination) may be found at:

<http://codes.ohio.gov/oac/4757-5>

National Association of Black Social Workers

The Code of Ethics for the National Association of Black Social workers is located at:

<http://www.nabsw.org/mserver/CodeofEthics.aspx?menuContext=720>

Graduates of Social Work Program

Graduates of social work programs pursue a diversity of employment opportunities. These graduates are prepared to provide services and work effectively with individuals, families, small groups, communities, organizations, and provide leadership in a variety of settings. Graduates are employed in both public and private settings. They provide both direct and indirect services to individuals, families and groups, and are often involved in organizational planning and program management. Some of these opportunities may include many of the following listed below

- advocacy programs
- aging services
- children and youth services
- child and adult day care centers
- churches
- community action agencies
- community crisis centers
- correctional facilities
- criminal justice agencies
- disability services
- domestic violence programs
- employee assistance programs
- head start programs
- home care agencies
- homeless shelters
- hospice care
- hospitals/clinics
- income maintenance programs
- industry
- legal services agencies
- mental health services
- neighborhood coalition programs
- nursing homes
- public health agencies
- residential treatment programs
- schools
- substance abuse programs
- training/vocational centers
- vocational rehabilitation
- voluntary associations

