

DEPARTMENT OF SOCIAL WORK BSW PROGRAM HANDBOOK



Revised November 2023

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Welcome from Dr. Lorri Glass

Welcome to the Bachelor of Social Work Program at Governors State University!

We are pleased that you have chosen our outstanding BSW Program. We believe that the Undergraduate Social Work Program at Governors State University provides a vibrant learning community, that engages adult learners for social work practice in a variety of settings and with diverse populations. Our goal is to build on your strengths and prepare you to make a difference in an ever-changing world in social justice-oriented social work practice with individuals, families, organizations, and communities.

As BSW Program Coordinator, I look forward to watching each of you grow as you take advantage of the many learning opportunities in the classroom, within the university and the surrounding community. We invite you to join our community, discover your passion and make a difference!

Best Wishes,

Lorri Glass, PhD, LCSW Associate Professor
BSW Program Coordinator for the Social Work Department

Section I: Introduction

Governors State University

Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills, and confidence to succeed in a global society.

College of Health and Human Services

The mission of the College of Health and Human Services is to “Provide accessible and quality health and human services professions education; Foster a commitment to lifelong learning, scholarship, professional ethics, diversity, and social justice; and Infuse its programs into community partnerships for the health, well-being and economic development of the region.”

Department of Social Work

The mission of the Social Work Department is to prepare the next generation of competent practitioners grounded in a social justice ethos to challenge and transform existing social structures to build, sustain, and support healthy communities for children, adults, and families.

Faculty and Staff

Faculty Member	Position	Email
Dr. Giesela Grumbach	Social Work Department Chair	ggrumbach@govst.edu
Dr. Kim Boland-Prom	Full Professor	kboland-prom@govst.edu
Dr. Anjali Buehler	Associate Professor	abuehler@govst.edu
Dr. Linda Campos-Moreira	MSW (Master of Social Work) Program Coordinator Associate Professor	lcampos-moreira@govst.edu
Dr. Vickii Coffey	Associate Professor	vcoffey@govst.edu
Dr. Lori Crowder	University Lecturer, Senior Status	lcrowder@govst.edu
Dr. Renee Garbe	Assistant Professor	rgarbe@govst.edu
Cheri Gibbs	School Social Work Coordinator Visiting Professor	cgibbs@govst.edu
Dr. Lorri Glass	BSW Program Coordinator Associate Professor	lglass@govst.edu
Dr. Shonda Lawrence	Associate Professor	slawrence5@govst.edu
Professor Latesha Newson	University Lecturer	lnewson@govst.edu
Professor Januari Wilson	Director of Field Education University Lecturer, Senior Status	jwilson7@govst.edu

Committees

Search Committees

As needed, Search Committees for new faculty are formed. The Committee is charged with reviewing applications, conducting preliminary interviews, scheduling campus visits, and providing feedback to the Department Chair. Membership includes at least three faculty members and at least one student is invited to participate on each Search Committee.

Curriculum Committee

The Curriculum Committee oversees the content and quality of courses in the BSW program. This Committee is responsible for ensuring that all courses and syllabi reflect the mission of the Social Work Department and the policies of the Council on Social Work Education. Membership includes Faculty and at least one student is invited to participate in the committee.

Social Work Advisory Board

The overall purpose of the Advisory Board is to provide a diversity of expert community support to social work students, faculty, and the chair of the social work department. The role of an Advisory Board member is to act as: (1) a community ambassador for the social work department, (2) a collaborator in providing opportunities for program and student academic excellence and, (3) a partner in supporting and promoting the departments' social justice mission. Membership includes Faculty, Community members, and at least one student is invited to participate on this Advisory Board.

Student Organizations

Social Work Student Organization (SWSO)

Membership in this organization is open to all social work students attending Governors State University. The Social Work Student Organization (SWSO) seeks to inform, educate, and engage social work students at Governors State University. We are committed to calling attention to and working to address social justice issues through advocacy and community service opportunities. Additionally, we work to end the stigma around mental health services and promote self-care among social work students. SWSO exists to support the development of social work students and the social work profession. For more information, including events and activities, please visit Jaguar Connect:

<https://govst.campuslabs.com/engage/organization/swso>.

Phi Alpha Honor Society

Omicron Beta is the Governors State University chapter of the national social work honor society. The chapter was established in February 2008. Phi Alpha Honor Society provides a closer bond among students of social work and promotes humanitarian goals and ideals. In concert with Phi Alpha, Omicron Beta fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarships and achievement in social work. For additional information about the honor society, including eligibility criteria, please visit the national Phi Alpha website: www.phialpha.org. For more information about Omicron Beta, including events and activities, please visit Jaguar Connect:

<https://govst.campuslabs.com/engage/organization/phialpha>.

Section II: The Bachelor of Social Work Program

Mission and Values

Mission

The mission of the Bachelor of Social Work Program at Governors State University is to prepare students as social justice-oriented generalist practitioners in a changing world. Students are prepared for entry-level practice at the individual, family, organizational, and community levels in diverse settings.

Values

The mission of the social work profession is rooted in a set of core values:

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that emanate from them, must be balanced within the context and complexity of human experience.

BSW Generalist Curriculum

BSW generalist curriculum equips students with a comprehensive and diverse set of knowledge, skills, and competencies to engage in entry-level social work practice across various domains. It covers fundamental aspects of social work theory, practice, ethics, and research, and emphasizes the development of core skills necessary to work with individuals, families, groups, and communities, as well as the ability to address social issues, advocate for social justice, and adhere to ethical standards. BSW generalist education lays the foundation for a career in social work, providing students with a versatile skill set that can be applied to multiple social work practice areas, with opportunities for further specialization at the graduate level.

BSW Degree Requirements

Required Coursework

Students must complete at least 120 credit hours to obtain the Bachelor of Social Work Degree. This total includes the 45 semester hours, or 90 quarter hours earned during the first two years of college at the lower division level, as well as the required social work courses and university degree requirements, such as the necessary non-major elective subjects specified in the University catalog.

BSW students are required to fulfill all the program's liberal arts prerequisites, in addition to the upper division requirements of the BSW program. If a student is pursuing a minor, the 18 credit hours from the minor will satisfy the required elective credit hours for the BSW degree. However, students taking the Addictions minor may need to complete at least three additional credit hours because one course in the minor is also a required course in the program. For students without a minor, they must choose seventeen credit hours from a variety of elective courses. They must also conclude their program with a minimum of 15 credit hours of selective, which are social work content courses chosen based on students' areas of interest.

Courses that fulfill the liberal arts prerequisites can be used as electives if they are completed as upper division courses at Governors State and are not required to fulfill the General Education requirement for admission to GovState.

GENERAL EDUCATION REQUIREMENTS:

I. University General Education Requirements (37 Credits)

For a list of courses visit:

http://www.govst.edu/uploadedFiles/Apply/GeneralEduProgGuide%202012_2013_web.pdf

REQUIREMENT	CREDITS
English/Speech	9
Math	3-4
Humanities/Fine Arts	9
Life/Physical Science	6-8
Social Sciences	9
Total Gen Ed Credits	37

II. Liberal Arts Prerequisites for the Social Work Major

The courses listed below may be taken at the lower or upper division level to meet social work major and general education requirements: (If taken at GovState upper division can count towards electives)

PREREQUISITE	CREDITS
English Literature or other literature course IAI H3 914 or 915	3
U.S. National Government IAI S5 900	3
Macroeconomics IAI S3 901	3
Statistics IAI M1 902	3
Logic or Critical Thinking course IAI H4 906	3
Human Biology OR Anatomy & Physiology OR General Education Biology with a lab AND a Human OR Child Development Course IAI L1904 or 904L	4
Sociology IAI S7 900	3
Psychology IAI S6 900	3
Cultural Anthropology IAI S1 901N	3

The following pre-requisites are required prior to taking specific required social-work courses:

SOCIAL WORK COURSE	PREREQUISITE NEEDED
Policy	<ul style="list-style-type: none"> i. U.S. National Government ii. Macroeconomics iii. Sociology

Human Behavior in the Social Environment (HBSE)	i. Human Biology	
Research	ii. Psychology	
	iii. Statistics	
III. Required Social Work Courses (53 Credits)		
The following courses can be taken either at the lower- or upper-division level and can be taken at Governors State University or can be transferred from a community college or university:		
COURSE#	COURSE NAME	CREDITS
SOCW 2100	Introduction to Social Work/Introduction to Human Services	3
ADDS 3200, 4105 or 5100	Addictions course taken at lower or upper division or ADDS 3200, 4105, 4180 or 5100 at Governors State University.	3
Required Social Work Courses at Governors State University		
COURSE#	COURSE NAME	CREDITS
SOCW 3000	Professionalism in Social Work	2
SOCW3100	Social Welfare Policy I	3
SOCW3200	Interviewing Skills	3
SOCW3300	Diversity and Social Justice	3
SOCW3400	Human Behavior in the Social Environment I	3
SOCW3600	Generalist Social Work Practice I	3
SOCW3500	Human Behavior in the Social Environment II	3
SOCW3700	Generalist Social Work Practice II	3
SOCW4200	Social Welfare Policy II	3
SOCW4300	Social Work Research	3
SOCW4500	Field Practicum I	3
SOCW4501	Field Integrative Seminar I	3
SOCW4600	Field Practicum II	3
SOCW4601	Field Integrative Seminar II	3

IV. Social Work Selectives (15 Credits)
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The BSW curriculum offers electives in specific areas of social work practice. These elective courses are called Selectives. Students must take fifteen hours from among ten courses, which gives them the opportunity to gain in-depth knowledge/skills in a particular area of practice. Selective courses are designed to cover a broad spectrum of practice areas on a micro, mezzo, and macro level.

Students may enroll in these courses after they have completed the SOCW 2100, Introduction to Social Work Course.

COURSE#	COURSE NAME	CREDITS
SOCW 3101	Interprofessional Teamwork in Health and Human Services	3
SOCW 3102	Children and Families: Problems, Issues, and Services	3
SOCW 3103	Aging: Policies, Problems, Issues, and Services	3
SOCW 3104	Forensic Social Work	3
SOCW 4101	Urban Dynamics	3
SOCW 4103	Management and Supervision	3
SOCW 4104	Social Work in Healthcare	3
SOCW 4000	Topics in Social Work	
	1. CWEL I	3
	2. Child Welfare II/CWEL II	3
	3. Trauma	3
	4. Grant Writing	3

Licensed Child Welfare Practice subspecialty (Illinois Child Welfare Employee License/CWEL).

- BSW majors interested in this subspecialty must include these courses in their study plan, which is developed in consultation with the faculty advisor.

COURSE#	COURSE NAME	CREDITS
SOCW 4000-01	CWEL I	3
SOCW 4000-02	Child Welfare II/CWEL II	3

V. Electives (15 Credits)

Electives may be taken at the lower and/or upper division level. Students are required to complete 15 credit hours in electives to broaden the educational experience and/or to meet a particular interest or need. Elective courses should be outside the social work curriculum. Students can choose to pursue a minor (which requires 18 credits) in an academic area that compliments their social work major.

TOTAL BSW DEGREE CREDITS	120
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Social Work Minor

An undergraduate minor in Social Work is offered for students majoring in other university curricula. The minor is particularly appropriate for students who have chosen to pursue another human service or health professional career. Such students will benefit from the expansion of their knowledge, skill, and value base provided by the minor. The minor provides alternative career possibilities and enhancement to preparation for another chosen profession. It also provides useful knowledge for any student about social welfare systems, policies, issues, intervention strategies, and services which impact the lives of every individual in the United States.

Requirements for the Minor

Students must meet all university requirements for a minor and all prerequisites for the required and elective courses. Approval for the minor must be obtained from the program director. Before applying for the Social Work minor, students should complete at least nine credit hours at the lower-division level, choosing three out of the five following disciplines: Sociology, Psychology, Anthropology, Political Science, and Human Biology.

An undergraduate minor in Social Work is available for students majoring in other university curricula. This minor is particularly suitable for students' pursuing careers in other helping professions. These students will benefit from the expansion of their knowledge, skills, and values provided by the minor. Additionally, it offers valuable knowledge to any student regarding social welfare systems, policies, issues, intervention strategies, and services that can impact the lives of individuals in the United States.

Recommended Preparation Credit Hours for Social Work Minor	
COURSE	CREDITS
Sociology	3-6
Psychology	3-6
Anthropology	3
Political Science	3
Human Biology	3

Required Social Work Courses for Social Work Minor		
COURSE #	COURSE NAME	CREDITS
SOCW 2100	Introduction to Social Work	3
SOCW 3100	Social Welfare Policy I	3
SOCW 3099	Diversity and Social Justice	3
SOCW 3101	Interprofessional Teamwork in Health and Human Services	3

Selective Courses (6 credits for Social Work Minor)		
COURSE #	COURSE NAME	CREDITS
SOCW 3102	Children and Families: Problems, Issues, and Services	3
SOCW 3104	Forensic Social Work	3
SOCW 4000	Topics in Social Work	
	5. Trauma	3
	6. Grant Writing	3
	7. CWEL	3
SOCW 4101	Urban Dynamics	3
SOCW 4103	Management and Supervision	3
SOCW 4104	Social Work in Healthcare	3
TOTAL CREDIT HOURS FOR SOCIAL WORK MINOR		18

Independent Study Courses

Students can complete a maximum of two courses in the BSW Program through independent study with a Social Work faculty member. The course chosen for independent study must not be available as a classroom course during the semester in which the student intends to take it independently. If it is offered during that semester, the student will not be allowed to pursue it as an independent study. Courses that heavily rely on classroom participation or group processes are not eligible for independent study. Students must request an independent study from a Social Work faculty member at least one semester before the semester for which the independent study is intended. An independent study agreement must be developed, and copies must be placed in the student file in the Social Work Office. The availability of faculty to offer independent study may vary based on their schedules and areas of interest. Faculty are not obligated to provide independent study courses.

Section III: Admission Policies and Procedures (Policy 20)

Admissions-Getting Started

Students can apply to Governors State University in several ways. They can enter as first-year students and declare their major during their junior year. Alternatively, students may be admitted as transfer students if they have earned credits from a community college or have completed an associate degree and are seeking to complete their bachelor's degree at GovState. In addition, students can be admitted into the university's Dual Degree Program, where they are simultaneously enrolled at a community college and Governors State University. In this partnership, students receive guidance to complete prerequisites for their chosen major.

Transfer students seeking admission must meet two key criteria: 1) they must have achieved a minimum overall GPA of 2.25 (on a 4.0 scale) from a regionally accredited college or university, and 2) they must be in good standing at their last attended institution. Students who do not meet these admissions criteria may submit a petition for admission through the Office of Admissions.

For comprehensive information on Governors State University's Baccalaureate Degree Requirements, please refer to Policy 25 in the University Catalog.

Before gaining admission to the program, two important aspects of the student's background and preparedness need to be evaluated. Firstly, candidates for admission must be deemed suitable for the profession of Social Work. To assess this, the admission process includes two letters of recommendation, the submission of a written personal statement, a personal interview with the Program Coordinator, and a review of their prior academic coursework.

Secondly, it is essential to evaluate the extent to which the BSW liberal education prerequisites, as outlined in the University Catalog, have been fulfilled. Any liberal arts prerequisite coursework that has not been completed before entering the university should be identified, and arrangements must be made to ensure their completion.

It is important to note that life or work experience cannot be accepted as a substitute for any course in the Bachelor of Social Work Program, as stipulated by the Council on Social Work Education.

Admissions Procedure:

1. Prospective students applying for the BSW Program can complete the application for Governors State University either online at www.govst.edu or by mail. The application goes through the admission process and is considered complete when all transcripts and two letters of recommendation are submitted. At least one of these letters must be provided by a former instructor of the student, and the person completing the recommendation form should return the letters of recommendation to the admissions office in a sealed and signed envelope.
2. Applications for admission are submitted and processed by the Admissions Department, reviewed to ensure they meet program requirements, and then forwarded in SLATE for review by the Program Coordinator.
3. The BSW Coordinator then assesses admission documents in SLATE and makes an admission decision (Accept/Deny). If the student meets the requirements, they are notified via email and/or telephone call, and an admission interview is scheduled within 10 days.
4. For students who do not meet department requirements, a denial decision will be recorded along with the reasons for the decision.
5. During this meeting with the student, the Program Coordinator provides an overview of the social work program, discusses the student's responsibilities, conducts an initial assessment of the student's suitability for social work, identifies learning needs, and develops a Plan of Study.
6. The Plan of Study is then submitted to the shared drive, where the Program Coordinator, Department Administrative Assistant, and Centralized Advisor for the program have access.
7. All newly admitted students are required to attend a New Student Orientation, which can be held virtually or in person. **New Student Orientation is conducted in the fall and spring to accommodate new admissions from each semester.** This orientation offers students the opportunity to meet faculty and their peers, review the BSW program and curriculum, and get acquainted with the university.

During the initial advising interview five standard questions are asked of each student:

- a. What are your reasons for wanting to pursue a career in professional social work?
- b. What qualities do you believe are necessary to be an effective professional social worker?
- c. Which of these qualities do you believe you possess that lend themselves to your becoming an effective professional social worker?
- d. What characteristics do you believe you need to develop or even eliminate to enhance your potential for becoming an effective social work professional?
- e. Is there any event or situation in your life that you believe may serve as an obstacle to your becoming a licensed professional social worker in Illinois? If so, please explain the circumstances and your personal improvement plan to resolve the situation.

Additionally, during the initial interview, aside from discussing motivation and the potential to become a professional social worker, the transcripts are reviewed to assess the completion of program prerequisites, and the BSW Plan of Study is developed. **Students must achieve a grade of 'C' or higher in all lower division requirements.** Furthermore, the student is expected to maintain a cumulative grade point average of 2.25 or higher in specified social science courses, statistics, and literature.

Conditions of Admission (20.1)

All admissions are considered conditional, contingent upon the successful completion of all programs prerequisite liberal education coursework, as well as the first four courses in the BSW Program: SOCW2100/Introduction to Social Work, SOCW3100/Social Welfare Policy I, SOCW3099/Diversity and Social Justice, and SOCW3200/Interviewing Skills. These courses must be completed with a grade of 'C' or higher. In addition to course completion, students must show adherence to the Social Work Code of Ethics.

At this point in the program, and for the rest of the student's enrollment, a minimum grade point average of 2.5 is required. If a student's performance is deemed acceptable, the conditions are lifted, and admission is finalized. However, if a student's evaluation indicates subpar performance, a recommendation may be made for remediation, which may involve taking additional coursework, gaining volunteer experience in a social agency, and undergoing career aptitude testing. In cases where it is determined that the profession of social work may not align with the student's career goals, counseling out of the program may be considered (refer to the Academic Review Process).

Choosing one's life's work is a crucial decision, and we strive to ensure that the admission decision is a collaborative one. Students are encouraged to contact the program coordinator if they want more clarification or explanation of the admission decision.

In addition to meeting university admissions criteria, students must:

1. Take at least two courses a term, unless a variance of their requirements is expressly approved by the program.
2. Maintain a cumulative GPS of 2.5 or higher.
3. Earn a "C" or better in all general education courses; and
4. Earn a "C" or better in all social work courses.

Any undergraduate social work courses and general education courses in which a student earns a grade lower than a "C" may be retaken up to a maximum of two times.

Transfer of Credits (20.2)

It may be possible to transfer credits from other institutions to the BSW Program, however, certain conditions apply:

Transfer from a CSWE (Council on Social Work Education) Accredited Program

Courses must be at the junior and senior level, similar in content and credit value, and students must have earned at least a "C" grade in the course for it to replace a GovState Social Work course. Academic credit may be given for all the foundation courses except the field practicum courses and integrative seminars. The coursework also cannot be dated; there is a timeline established for determining currency. Students must complete at least three courses in the major before enrollment in the field practicum.

No courses taken at the upper-division level may be transferred from a non-accredited program

Changing Majors (20.3)

If after careful consideration a student wishes to change from the BSW Program to another program within the college or in a different college, this can be accomplished by initiating a meeting with an

advisor in the program to which the student wishes to transfer. There is a Change of Major Form that must be initiated and completed by the student.

- Students initiate a Change of Major form that specifies what department they are transferring from and to.

Transfer to another department:

- Change of Major form is signed by the student, advisor, and program coordinator.
- Completed form is copied for departmental files.
- Form and student file is sent to the contact person in the receiving department (include SAF, transcripts, study plan etc.).
- The file is removed, and student data is updated to reflect the date of the transfer.
- Transfer is reviewed in the monthly BSW faculty meeting.

Transfer to the BSW Program:

- Students must meet the minimum 2.25 GPA requirement and submit 2 letters of recommendation from an instructor and/or supervisor at their place of employment.
- Student meets with the Program Coordinator who reviews transcript, interviews student (see previous interview questions). If a student meets eligibility requirements a Plan of Study is developed. If denied admission the reason will be documented and shared with the student.
- Change of Major form is signed by the student, prior program representative, advisor, and program coordinator.
- Completed form is copied for departmental files.

Academic and Non-Academic Performance (20.4)

In accordance with [University Policy #26](#), the BSW program utilizes the following grading scale:

Grade	%	Description	Grade Points per Credit Hour
A	93-100	Far exceeds expectations	4
A-	90-92	Exceeds expectations	3.7
B+	87-89	Exceeds most expectations, meets other expectations	3.3
B	83-86	Meets all expectations	3
B-	80-83	Meets most expectations, marginally meets others	2.7
C+	77-79	Marginally meets expectations, below other expectations	2.3
C	73-76	Marginally meets expectations	2
C-	70-72	Below expectations	1.7
D+	67-69	Below on most expectations, far below on others	1.3
D	63-66	Far below on many expectations	1
D-	60-62	Far below on all expectations	0.7
F	59 or lower	Failure to meet expectations	0
P		Pass	
NC		No credit	

Progression in the program is contingent upon maintaining good academic standing. BSW students must maintain a cumulative GPS of 2.5 or higher; earn a “C” or better in all general education courses; and earn a “C” or better in all social work courses. All undergraduate social work courses and general education courses for which a student receives a grade lower than a “C” may be repeated a maximum of two times. A student may appeal for a final grade in accordance with [University Grievance Policy #5](#).

Students who fail to demonstrate behaviors consistent with the professional practice of social work as described in the NASW Code of Ethics, violate student policies and procedures, or fail to maintain a GPA that meets program standards may face dismissal or may require remediation or other consequences.

When violations are identified, an instructor, faculty member, or staff member brings them to the student's attention. Informal resolutions may be offered at their discretion, such as additional assignments or research. If necessary, an academic staffing is convened involving the student, advisor, BSW Program Coordinator, and faculty or instructors. During this process, the student can explain the violation's circumstances.

If deemed appropriate, a remediation plan is developed, specifying actions, benchmarks, and deadlines for the student to address the violation. Failure to meet program expectations, both academically and behaviorally, may result in dismissal at any time. Dismissed students are not eligible for readmission. However, students have the right to present their position on a dismissal in accordance with the BSW Program Student Grievances Policy #40.3 and [University Grievance Policy #5](#).

The BSW Program Academic Review Committee

The BSW Program Academic Review Committee is composed of the Program Coordinator, the instructor of the course of concern, and the field liaison and/or the Field Director if it is deemed appropriate. The BSW Program Coordinator convenes and chairs the committee and serves as the program advocate for professional standards. Formal review by this committee of a student may occur because of:

1. An NASW Code of Ethics violation as reported by a faculty member, field instructor, or peer.
2. Violation of the Conduct Policy of the BSW Program (BSW Student Handbook) as reported by a faculty member, field instructor, or peer.
3. Violation of the student conduct code of Governors State University (University Student Handbook) as reported by a faculty member, field instructor, or peer.
4. Failure to engage in appropriate professional social work roles and functions as reported by field instructor, faculty member, or peer.
5. Academic performance
6. Violation of the University and Social Work Program's plagiarism policy.
7. A positive result to a drug screen at the student's field agency.
8. Failure to report a prior criminal background.

For most issues and concerns involving student conduct or academic problems, the program follows university and department procedure of informal meetings as an initial step, then convening the Committee to act. For classroom concerns students are expected to discuss the matter first with their instructor. The instructor may consult with the BSW Program Coordinator to assist in reaching a resolution. If the Program Coordinator decides that a formal review is warranted, the student is informed, in writing, of the reason for the review, the procedures that must be followed, and his or her rights and responsibilities.

The student can choose to attend or not attend the meeting, provide written and verbal input, and can also **invite an observer**. Following the review, the program coordinator prepares a written report of the review and a recommendation, one copy of which is placed in the student file. The student is also provided with a copy. Students have a right to appeal against the committee recommendation by contacting the program coordinator, who can convene an appeal review.

Dismissal from the Program (20.5)

Policy:

Students who fail to demonstrate behaviors consistent with the professional practice of Social Work as described in the NASW Code of Ethics, violation of student policies and procedures, and/or maintenance of academic GPA standards as outlined in the Governors State catalogue – for Undergraduate and Graduate Studies – will be dismissed.

Procedure:

Students shall be given an opportunity to present their position regarding such action if they wish to do so per department and university policy. Students are expected to understand and foster the Social Work

Department and University Statement of Responsibility and comply with the Bachelor of Social work Program's student policies and procedures.

Incomplete Grade Option (20.6)

Policy:

Students should consult the Governors State University Catalog for a complete description of the university grading policy. The method for evaluating students is described in each course syllabus in the BSW Program. Incompletes may be given if a student cannot complete course assignments for reasons like illness of self or family member. Students must have completed 50% of the course assignments with passing scores, have been attending the course, and upon completion of the work will receive a "C" or better grade for the course. Faculty determines whether they are willing to assign an incomplete grade and what is required for completion of the course and completion date.

Purpose:

A grade of incomplete is given to offer an opportunity to students who experience extenuating circumstances beyond the student's control and/or for valid academic reasons they are unable to complete course work by the end of the grading period.

Procedure:

- 1.0 A student must make a written request for an incomplete. The request must include the reason for the extension.
- 2.0 An instructor may give a student an incomplete grade if the instructor concurs with the student's request.
- 3.0 The instructor will establish the period of time for completing the coursework not to exceed 15 weeks.
- 4.0 Extension of an incomplete grade may be contracted with the instructor subject to the Department Chair/Dean's approval. The extensions shall not exceed 15 weeks.

Section IV: Student Responsibilities/Rights/Resources

Student Responsibilities (Policy 10)

Policy: Academic Advisement – 10.1

Governors State University instituted a centralized advising system in 2017 housed in the GovState Undergraduate Academic Advising Office. Students have access to the GovState UAAC Academic Advising Guide: [UAAC Advising Guide 2022.pdf](#) Website: <http://www.govst.edu/advising>

Definition of Academic Advising

Academic advising goes beyond the clerical functions of scheduling classes and preparing degree plans. Good academic advising assists students in clarifying personal and career goals, developing consistent educational goals, and evaluating the progress toward established goals. Academic advising utilizes the resources of the University and refers students to the appropriate academic support services. It is a decision-making process in which the sharing of information between student and advisor promotes responsible and appropriate choices and facilitates a successful academic experience. - The College of New Jersey (2002)

Academic Advising Mission Statement

To help students, through advising and continuous assessment, develop meaningful educational plans compatible with their academic and life goals.

Academic Advising Vision Statement

Advisors partner with a network of GovState and community professionals to facilitate student success in the pursuit of students' academic and life goals.

Academic Advising DEI (Diversity, Equity, and Inclusion) Statement

GovState's Undergraduate Academic Advisors believe in fair and equitable access to higher education. We are committed to fostering an environment that is inclusive and responsive to our diverse student populations and promotes excellence for all students.

Policy

Upon admission to the Bachelor of Social work Program, each student is assigned an academic advisor in the Centralized Undergraduate Academic Advising Office. Students are also assigned to the BSW Program Coordinator for academic advising in the program.

The role of an Undergraduate Academic Advisor:

- Function as a liaison between the student and the transferring educational institution(s)
- Review and monitor completion of degree requirements in Degree Audit
- Review and monitor completion of program prerequisites
- Verify completion of all requirements for graduation

The role of the BSW Program Coordinator

- Work with the student to develop and explain their individualized Plan of Study
- Advise students in their academic progress
- Function as an advocate for the student
- Meet with students regarding curricular options e.g., international service learning, Honors Program, Minors, graduate education, career goals, internships, professional development, etc.
- Meet with students when academic and nonacademic concerns arise

Purpose

To ensure that the student has every opportunity of a successful experience and has the information necessary to participate in the program and meet all program requirements.

Procedure:

2.0 Student Responsibilities

2.1 Students are expected to make an appointment with the BSW Program Coordinator at least one time during the semester.

2.2 Students should plan to see the BSW Program Coordinator during posted office hours or by appointment.

- 2.3 Students are encouraged to initiate meetings with the BSW Program Coordinator at any time to discuss academic progress, problems, or concerns.
- 2.4 It is the student's responsibility to keep the BSW Program Coordinator apprised of any information relevant to their academic progress in the program.
- 2.5 If a faculty member or field liaison identifies academic and or non-academic problems the BSW Program Coordinator may recommend an Academic Review or more frequent advising sessions of plan of correction.
- 3.0 The BSW Program Coordinator may periodically initiate meetings with students to discuss academic progress. The BSW Program Coordinator has designated office hours each semester to facilitate ongoing communication with students.
- 3.1 Students have a right to academic advising which is timely, accurate, and complete. They have a right to access their faculty advisor during office hours which are posted on the faculty door. It is a good practice to make appointments since unexpected delays or changes to their schedules may occur. Counseling related to career, schedule, problems in classes and other aspects of the program is also a function of the BSW Program Coordinator. At times students may also wish to discuss personal problems with faculty, but actual psychotherapy is not an appropriate role for faculty. Faculty, however, are interested in providing students with assistance in identifying alternative resources for counseling or therapy related to personal life issues and circumstances.

Policy: Student Study Plan – 10.2

Policy

Each student must have an individual Plan of Study.

Purpose

The Plan of Study details the degree requirements and the course sequence from admission to graduation.

Procedure

Applicants who wish to have credit for previously earned course work must adhere to GovState Policy 16 and Policy 30.

Please see Appendix for the BSW Study Plan Template.

Policy 10.3- Graduation Application

Policy

GovState determines if you are eligible to receive your degree, you must apply to graduate using this online application. Applying does not mean that you have graduated. A non-refundable processing fee is required for each application. If you are receiving multiple degrees, an application is required for each degree. Students apply for graduation in the MyGSU portal: Online Services > Students > Academic Profile > Apply to Graduate.

Purpose:

To ensure that all students completing the requirements for graduation comply with the university rules for graduation.

Procedure:

- 1.0 Prior to completing these forms student should have met with their advisor to review their study plan and verify completion of degree requirements.
 - 1.1. [OB] Outstanding requirements must be completed by the term the student is expected to graduate.
- 2.0 When the Registrar's Office receives the applications, they are coded for billing.
 - 2.1 The forms are then sent to the faculty academic advisors to determine whether the student has completed their degree requirements.
 - 2.2 The advisor must notify the student if he or she is not eligible for graduation.
 - 2.3 The forms are then signed with the appropriate signatures and sent to the Graduation Counselors in the Registrar's Office.
- 3.0 Approval by the Registrar's Office results in the awarding of the diploma.
 - 3.1 The diploma is awarded only upon verification of completion of all degree requirements and satisfaction of all financial obligations in the University.

Please see <https://www.govst.edu/policies> for further University-wide student responsibility policies.

Class Requirements (Policy 30)

Policy 30.1 – Attendance

Policy

Students are expected to attend all sessions of every class.

Purpose

To ensure that students receive the maximum benefit from courses and professional courtesy is maintained.

Procedure

- 1.0 If a student is going to be late for class, the following procedures are followed.
- 2.0 If the student knows in advance that they will be late for class, the student notifies the instructor before the class session.
 - 2.1 When a student arrives over 15 minutes late for class, they should follow the instructor's protocol for late arrival.
- 3.0 If a student is going to be absent for a class, the following procedures are followed.
 - 3.1 If the student knows in advance that they can attend class, they notify the instructor before the class session.
 - 3.2 If the student is absent because of an emergency, they notify the instructor of the reason for the absence as soon as possible.
 - 3.3 The student is responsible for consulting the specific course syllabus for policies and procedures for absences and tardiness.

Policy 30.2- Class Cancellation

Policy

Students are responsible for checking with the University regarding the status of classes during inclement weather.

Purpose

To inform students if a class is cancelled or the University is closed.

Procedure

1.0 Students are responsible for checking the GovState website, Blackboard, and/or their GovState email for any announcement of class cancellation.

1.1 May be due to instructor illness or an emergency.

1.2 University may be closed

2.0 Students should follow the Governors State University Procedures for Inclement Weather Conditions. www.govst.edu/emergency

Policy 30.3- Communication

Policy

Students are responsible for timely attention to information distributed by the Social Work Department by email and/or Blackboard associated with specific courses. The BSW Program may contact students by GovState student email accounts, voice mail or U.S. Mail.

Purpose

The policy is intended to ensure that students use University-sanctioned forms of communication.

Procedure

1.0 All Governors State University students are assigned a university e-mail account. All email communication will be done through this account. Students are responsible for all information sent to them by the Program and faculty via university email.

1.1 Students are responsible for checking email regularly and maintaining availability of their mailbox.

1.2 Students are considered notified of Program or class information once it is sent to the University email account.

2.0 Official notification of program status, i.e., probation status, termination from the Program will be sent to the student's address of record via U. S. Mail.

Policy 30.4- Use of Electronic Devices

Policy

Electronic devices should only be used in classrooms and field settings to enhance learning. They are not to be used for video, camera, or voice recording unless it is an accepted part of the classwork and permission is granted. Students should consult syllabi for specific instructor policies.

Purpose

Describes the appropriate use of electronic devices.

Procedure

1.0 Students cannot use cellular phones for video, camera, or voice recordings without consent of the subject(s) being photographed or recorded.

1.1 Any student whose use of their cellular phone or other electronic device violates another's reasonable expectation of privacy or produces any media because of such devices without expressed consent may be found in violation of this policy.

1.2 Violation of this policy may lead to disciplinary action, as outlined in Policy #403 below.

2.0 Students are expected to turn off cellular phones when entering class and to refrain from text messaging or reading email.

Please see University Policies for Student Disability and Non-Discrimination Policies at:

<https://www.govst.edu/policies>

Professional Behaviors (Policy 40)

Policy 40.1- Professional behavior

Policy

Students are expected to demonstrate professional, responsible, and accountable behaviors throughout their classroom and field education.

As members of the GovState Community, students are responsible for upholding the mission and objectives of the university, as well as the mission and philosophy of the Social Work Department. As social work students, students are also responsible for demonstrating professional behavior in accordance with the Council on Social Work Education and the National Association of Social Workers Code of Ethics.

Students are required to meet the following criteria:

- Ability to communicate effectively and professionally with clients served.
- Demonstrate professional demeanor including, but not limited to the ability to act independently, and ability to cooperate and collaborate with others, including faculty, field supervisors as well as other students, punctuality, dependability, interpersonal skills, regard for self and other, preparedness, ethical decision making, and personal and professional growth. Examples of such behaviors may include the ability to accept and respond appropriately to criticism, maintaining a professional appearance in terms of dress and grooming, maintaining confidentiality, etc.
- Demonstrate professional behavior as defined by the Council on Social Work Education, including:
 - Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>) and other relevant laws and regulations
 - Demonstrate professional behavior; appearance; and oral, written, and electronic communication, including using technology in an ethical and appropriate way
 - Use supervision and consultation to guide professional judgment and behavior
The CSWE definition of competency in ethical and professional behavior can be found here: <https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf>

Purpose

To assure the promotion and maintenance of high standards of behavior in the social work profession in accordance with the Council on Social Work Education and National Association of Social Work Code of Ethics.

Procedure

- 1.0 Behavior not in line with the expectations outlined above will be brought to the student's attention.
- 2.0 Behavior that is in violation of professional behavior standards will be addressed following the procedures outlined in Policy #403.

Policy 40.2- Academic Integrity

Policy

Students are expected to fulfill academic requirements in an ethical and honest manner. Academic dishonesty includes, but is not limited to plagiarism, inappropriate collaboration, dishonesty in examinations (in-class or take-home), dishonesty in written assignments, work done for one course and submitted for another, deliberate falsification of data, interference with other students work, inappropriate use of Artificial Intelligence (AI), and copyright violations.

Purpose

Describes academic integrity and the consequences of academic dishonesty. Students are expected to fulfill academic requirements in an ethical and honest manner.

Procedure

- 1.0 Students should be familiar with and are expected to adhere to University Policy #24, Academic Honesty <https://www.govst.edu/workarea/DownloadAsset.aspx?id=15052>
- 2.0 Students should be familiar with and are expected to adhere to University Policy #62, Fair Use of Copyrighted Works for Education and Research <https://www.govst.edu/workarea/DownloadAsset.aspx?id=15090>
- 3.0 Students should be familiar with and are expected to adhere to the university policy on Artificial Intelligence.
 - 3.1 At Governors State University, we acknowledge the growing impact of artificial intelligence (AI) on education and strive to create a learning environment that promotes innovation, academic integrity, and responsible use of technology. All students are expected to adhere to the following guidelines regarding the use of AI in the classroom:
 - 3.1.1 Responsible AI use: While AI can be a valuable tool for learning, it is essential to use it responsibly and ethically. AI might be used to expand your understanding of course content, not as a substitute for your own work. All work submitted on this course must be your own, completed in accordance with the university's academic regulations.
 - 3.1.2 Academic Integrity: Using AI-generated content as your own work, including essays, assignments, and exams, constitutes academic dishonesty. If you would like to use AI, please obtain prior permission from your instructor before using AI to complete an assignment. Any instances of academic dishonesty may be subject to disciplinary action.
- 4.0 Students should review course specific policies on plagiarism and academic dishonesty outlined in course syllabi.
- 5.0 Instances of academic dishonesty identified by an instructor are brought to the student's attention.

6.0 Behavior that is in violation of professional behavior standards will be addressed following the procedures outlined in Policy #403 in this handbook.

6.1 Other consequences deemed appropriate by University Policy #4 – Student Conduct, <https://www.govst.edu/workarea/DownloadAsset.aspx?id=44763> may also be imposed.

Policy 40.3 – Professional and Academic Violations

Policy

Students who fail to demonstrate behaviors consistent with the professional practice of social work as described in the NASW Code of Ethics, violate student policies and procedures, or fail to maintain a GPA that meets program standards may face dismissal or may require remediation or other consequences.

Purpose

This policy defines the circumstances and process for remediating violations and, if necessary, dismissal from the program. This policy does not pertain to conduct, disruptions and disciplinary action in the field placement – refer to the Field Education Manual.

Procedure

- 1.0 Instructor, faculty, or staff member identifies violations of the professional and academic standards, including those outlined in Policies # 40.1 and #40.2 and brings the violation to the attention of the student. Note: Policies related to conduct and disruptions and disciplinary action in the field placement are outlined in the Field Education Manual.
 - 1.1 At the instructor's discretion, faculty member, or staff member, an opportunity for informal resolution may be offered (e.g., make-up or additional assignments, revision, and resubmission of assignments, conducting additional research or training).
- 2.0 If deemed necessary, an academic staffing is held with the student, advisor, BSW Program Coordinator, faculty, or instructors (if applicable) to discuss the violation or failure to meet academic or professional standards.
 - 2.1 An academic staffing allows the student to explain the violation's circumstances.
- 3.0 If appropriate, a remediation plan is developed with the student, advisor, BSW Program Coordinator, faculty or instructors, and field liaison (if applicable).
 - 3.1 A remediation plan outlines specific actions, benchmarks, and deadlines for the student to remediate the violation.
- 4.0 Students who do not meet the academic and behavioral expectations of the program may be dismissed from the program at any time.
- 5.0 Students dismissed from the program will not be considered for readmission.
- 6.0 Students shall be given an opportunity to present their position regarding a dismissal if they wish to do so per the BSW Program Student Grievances Policy #40.3 and University Grievance Policy #5.

Policy 40.4- Student Complaints

Policy: Student complaints are submitted and resolved according to Departmental procedures.

Purpose: To ensure that each student has a fair hearing of all complaints and that complaints are addressed in a timely, efficient manner.

Procedure:

- 1.0 A student with a complaint submits the complaint verbally to the appropriate individual.
 - 1.1 Complaints regarding the Bachelor of Social Work Program are submitted to the BSW

Program Coordinator.

- 1.1.1 Complaints of this nature include the student's belief that a policy, procedure, or practice has been violated, which adversely affects them.
- 1.2 Complaints about a course grade are submitted in writing to the course instructor.
- 2.0 Complaints are documented by the receiver, and a written response is returned to the student within three working days.
 - 2.1 A copy of the written response is forwarded to the BSW Program Coordinator and maintained in the departmental file.
- 3.0 If the student is dissatisfied with the initial response, they can submit a complaint to the BSW Program
 - 3.1 The complaint is documented by the BSW Program Coordinator
 - 3.2 The initial response is reviewed.
 - 3.3 A written response from the BSW Program Coordinator is forwarded to the student within three working days.
- 4.0 If the student remains dissatisfied with the response, they may submit a formal grievance (refer to BSW Program Policy #40.5).

Policy 40.5- Student Grievances

Policy

Student grievances are submitted and resolved according to Departmental procedures.

Purpose

To ensure that each student has a fair hearing of all grievances and that grievances are addressed in a timely, efficient manner.

Procedure

- 1.0 If the student is dissatisfied with the Social Work Department resolution of their complaint a grievance may be submitted following the University Grievance Policy #5 - <https://www.govst.edu/workarea/DownloadAsset.aspx?id=47481>.

Policy 40.6- Plagiarism Policy

Ethical standards for scholarship are an accepted part of academic life. Faculty and students are bound by a standard against plagiarism, taking credit for the writing or scholarly work of another individual. Plagiarism is a serious and unacceptable offense. The program does not consider a plea of ignorance of the meaning of plagiarism to be a legitimate excuse. Therefore, students have a responsibility to know what constitutes plagiarism, including its various forms. Instructors may respond to plagiarism with a range of penalties, including loss of points, elimination of the item plagiarized from the total score for the course, or failing of an entire course. In addition, there is a university brochure on plagiarism, which is usually distributed during the orientation for new BSW students. You can also pick up the brochure in the university writing center.

Field Education – 50.0

Field work has been heralded as the signature pedagogy of social work education (CSWE, 2008). The Field Education Office in the Department of Social work provides students with optimal learning experiences in the field. Through their field practicum, and the completion of Field Seminar and Field Practicum courses, students solidify their practice skills, learn to use supervision effectively, practice self-reflection, demonstrate professionalism, model the NASW Code of Ethics, promote social justice and

develop their own professional identity. All policies and procedures related to Field Education can be found in the Field Education Manual: [Social Work Field Education | Governors State University \(govst.edu\)](https://www.govst.edu/social-work-field-education).

Section V: Resources

Student Support Services

Counseling and Wellness Center

Governors State University Counseling & Wellness Center (CWC), in partnership with Advocate Health Care, provides comprehensive medical, mental health, and case management services. The CWC's mission is to help improve GovState students' mental health, academic experiences, and overall well-being through facilitating personal, emotional, and social growth so that they can achieve their goals and aspirations. To aid and empower students to address their personal challenges, CWC programs include both individual and group counseling, couples counseling, and mental health crisis services—with a focus on wellness and prevention, services also include consultation, outreach, training, and educational services to students.

Office location: A-1120

Phone: 708.235.2114

Website: https://www.govst.edu/Campus_Life/Counseling_and_Wellness_Center/

GSU4U

GSU4U is an initiative to strengthen support for student success. GSU4U connects students facing personal difficulties, such as food and housing insecurity, to campus and community resources. We are dedicated to assisting all students, no matter how serious or small the situation may seem. GSU4U is available to:

- Assist students to navigate campus resources to strengthen their academic journey
- Connect students to community resources that assist with housing, food, clothing, and financial support
- Assist students with applications for Supplemental Nutrition Assistance Program (SNAP) food purchasing benefits, as well as assist with operations for the GovState Food Pantry
- Assist students with applications for CCAMPIS federal grant funds to provide free or discounted childcare at GovState Child Development Center
- Facilitate workshops that raise awareness about basic needs insecurities and the impact on student success
- Provide GSU4U personal hygiene care bags
- Provide school supplies to incoming first-year students and students as needed

Office location: A-2124

Phone: 708.534.4083

Email: GSU4U@govst.edu

Website: <https://www.govst.edu/gsu4u/>

Access Services for Students with Disabilities

The role of Access Services for Students with Disabilities (ASSD) is to assist in providing an accessible environment and equality of educational opportunities for students with documented disabilities. The goal is to focus on a student's ability not the disability.

Office location: B-1215

Phone: 708.235.3968

Email: ASSD@govst.edu

Website: <https://www.govst.edu/disability-services/>

Center for Student Engagement and Intercultural Programs

The Center for Student Engagement and Intercultural Programs (CSEIP) is where involvement and learning intersect. The Center affords students the opportunity to participate in social activities, fulfill their civic duty, all while serving as a member of the GovState community. CSEIP promotes a sense of belonging and connectedness through campus programming, leadership development, intercultural education, and service learning to enhance the collegiate experience of all GovState students.

Website: <https://www.govst.edu/CSEIP/>

Office of Financial Aid

The goal of the Office of Financial Aid is to assist you and your family to help create a comprehensive aid award that fits your family's unique circumstances by securing the resources necessary to fund your education. The Financial Aid Office is available year-round and committed to helping you navigate the financial aid process.

Phone: 708.534.4480

Email: faid@govst.edu

Website: <https://www.govst.edu/financial-aid/>

Undocumented Student Resources

Governors State University values the diversity of our students. We strive to provide an equitable learning experience where all students can thrive. Financial and community resources for undocumented students can be found at <https://www.govst.edu/undocumented-students/>.

Veterans Resource Center

Our military-connected staff is here to help you navigate VA Education Benefits, to offer career planning assistance, and to immerse you in campus life, including cultural events and sports. GovState is also a participating school with Air Force ROTC, and our staff represents military-connected student interests on many regional, statewide, and national associations and boards.

Location:

Website: <https://www.govst.edu/veterans/>

Academic Support Services

Academic Resource Center

The Academic Resource Center (ARC) provides academic support services and works closely with students, faculty, and staff, offering writing assistance, subject tutoring, academic recovery plans, disabilities services, and other resources.

Location: B1215, Student Success Commons

Website: <https://www.govst.edu/ARC>

Library

Location: D building, 2nd floor

Website: <https://www.govst.edu/gsu-library/>

Writing Center

The Writing Center provides students with the resources necessary to become confident, effective writers and self-directed learners. We accomplish this task through encounters with students that focus on organization, content development, argumentation, proper formatting, and citation in their written work. The Writing Center helps students at every stage of the writing process and encourages them to view writing as a craft they must master through revision, reading, and perspective. Our goal is to help students use writing as a skill that can inspire their lifelong learning, career advancement, personal fulfillment, and civic engagement.

Office location: B-1215

Phone: 708.534.4090

Website: https://www.govst.edu/Academics/Services_and_Resources/Writing_Center/

Appendix

BACHELOR OF SOCIAL WORK PLAN OF STUDY

Student: _____ ID# _____ Date: _____

Advisor: _____ GPA: ____ Credit Hours: _____

A.S. or A.A degree completed ___ Yes _____ No

University General Education Requirements

English and Speech – 9 Hours

Course	FA	SP	SU
ENG 101 Composition			
ENG 102 Composition			
SPEECH 101			

Mathematics – 3-4 Hours

Course	FA	SP	SU
STATS			

Physical & Life Sciences – 6-8 Hours

Course	FA	SP	SU
Biology and LAB			
Phys Sci			

Humanities & Fine Arts – 9 Hours

FINE ARTS	FA	SP	SU
Fine Art			
Literature			
Logic			

Social & Behavioral Sciences – 9 Hours

Course	FA	SP	SU
SOC			
PSY			
SOC			

Social Work Liberal Arts Requirements

Course	GovState Equivalent Course (Old/New#)	FA	SP	SU
American Literature (IAI H3 914 or 915)	ENG2131			
Logic (IAI H4 906)	PHIL 1886-02			
U.S. National Government (IAI S5 900)	POLS 2100-02			
Cultural Anthropology (IAI S1 901N)	ANTH 1100			
Introduction or General Psychology (IAI S6 900)	PSYC1100			
Human Biology (IAI L1 904 or 904L)	BIO 1100 + BIO1101+ Life Span or Child Development			

Statistics (IAI M1 902)	STATS			
Sociology (IAI S7 900)	SOC 2100			
Macroeconomics (IAI S3 901)	ECON 2302			

Electives (15 Credits-9 Lower/Upper Division)

Course	Lower/Upper Division	FA	SP	SU

BSW COURSE CURRICULUM

<i>Required Courses</i>	FA	SP	SU
SOCW 2100-01 Introduction to Social Work			
ADDS (lower or upper division)			
SOCW 3000 Professionalism and Social Work			
SOCW 3100-01 Social Welfare Policy I			
SOCW 3200-01 Interviewing Skills			
SOCW 3099-01 Diversity and Social Justice			
SOCW 3400-Human Behavior in Social Environment			
SOCW 3600-Generalist Social Work Practice I			
SOCW 3500-Human Behavior in the Social Environment II			
SOCW 3700-Generalist Social Work Practice II			
SOCW 4200-Social Welfare Policy II			
SOCW 4300-Social Work Research			
SOCW 4500-Field Practicum I			
SOCW 4501-Field Integrative Seminar I			
SOCW 4600-Field Practicum II			
SOCW 4601-Field Integrative Seminar II			

Upper Division Social Work Selectives

Students can complete any 5 (15 hours) Upper division Social Work Selectives to fulfill this requirement.
 SOCW 3101, 3102, 3103, 3104, 4000, 4101, 4103, 4104

Course	FA	SP	SU
SOCW Selective			
SOCW Selective			

SOCW Selective			
SOCW Selective			
SOCW Selective			

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____