



Social Work Student Handbook

2012



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Introduction

This Handbook is provided to help you understand the Social Work Program at Hardin-Simmons University and to supplement information contained in the HSU Undergraduate Catalog. The content of this Handbook has been written by Social Work Program Faculty. You may access a copy of this Handbook on our webpage at:

<http://www.hsutx.edu/academics/cap/socialwork>

The Social Work Program is open to all qualified applicants and does not discriminate on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, or sexual orientation.

We hope that you will find the information useful in creating a meaningful plan of study for yourself as a social work major or minor.*

*The Social Work Program Faculty reserves the right to set standards and change course requirements for the major in Social Work in accordance with the guidelines of the Council on Social Work Education. Such requirements for the Social Work minor are also subject to change.

Revised Spring 2012

Social Work Education and Accreditation

The Council on Social Work Education (CSWE) is the accrediting body for Social Work Education. CSWE's Commission on Accreditation (COA) is responsible for developing accreditation standards that define competent preparation and ensuring that social work programs meet them. In accordance with the requirements of CSWE's recognition body, the Council for Higher Education Accreditation, the CSWE Office of Social Work Accreditation (OSWA) administers a multistep accreditation process that involves program self-studies, site visits, and COA reviews. The Social Work Program at HSU has been fully accredited by CSWE since 1985.

HSU Social Work Program History

The first social work faculty member, Dr. Dannis Cooper, was hired in 1971 to begin developing social work courses at Hardin-Simmons University. Social work courses were offered, but as accreditation became a requirement in social work education in the 1980's, HSU began the process of formalizing the social work major and seeking accreditation. The first Director of Field Education, Doris Thornton, was hired in 1984 and developed the Field Education curriculum. The social work faculty applied for accreditation in 1985 and the program was in candidacy through the Council on Social Work Education during that time. The program became fully accredited in 1986, retroactive for the graduating class of 1985. The program has remained fully accredited since that time.

Social Work is a twentieth-century profession concerned and involved with the interactions between people and the institutions of society that affect the ability of people to accomplish life tasks, realize aspirations and values, and alleviate stress. These interactions between people and social institutions occur within the context of the larger societal arena. Therefore, the major purposes of social work may be defined:

1. Help develop new resource systems to meet the needs of people.
2. Establish initial linkage between people and resource systems and among various resource systems to make them accessible to one another.
3. Facilitate interaction between individuals within resource systems to promote the effective and humane operation of these systems, and to make them responsive to people's needs.
4. Facilitate ongoing interactions between resource systems to enable them to work together effectively.
5. Help people to develop and utilize effectively their own internal problem-solving and coping resources.

The knowledge of the profession used to carry out these purposes is derived from the social and behavioral sciences. Problems aggravated by the growing complexity of society have greatly increased the need for social work services. Such services are offered in a growing number of diverse settings including hospitals, industries, schools, government institutions, and community-based rehabilitation centers. These join with traditional sites such as settlement houses, child care facilities, counseling agencies and institutional settings.

The Social Work Foundation is made up of essential knowledge content which all social workers must demonstrate in order to practice effectively. CSWE as the standard setting organization for the Profession and has provided curriculum content guidelines for the Social Work Program to follow. Historically, the five professional foundation areas were: *Human Behavior and the Social Environment (HBSE)*, *Social Welfare Policy and Services*, *Social Work Practice*, *Research and Field Education*. In the Sequence Objectives section of this handbook is an explication of how the program continues to use the Foundation through course and sequence objectives to education our students.

The official document distributed by CSWE that explicates the Professional foundation and curriculum guidelines is titled *Educational Policies and Accreditation Standards 2008 (EPAS)*. Copies of this important document are available in the Social Work Program office or by going to www.cswe.org and download your copy. Students are strongly encouraged to read and be familiar with the EPAS document.

Social Work Program Mission and Goals

HSU Social Work Program Mission

As members of the Christian community of Hardin-Simmons University, the mission of the Social Work Program is to:

- Prepare students for competent and effective professional social work practice as generalist practitioners by providing appropriate knowledge, values and skills to serve individuals, families, groups, organizations and communities;
- Develop professionals who promote social justice, dignity and worth of the individual, the importance of human relationships, human rights, and scientific inquiry, and who are characterized by integrity, competence and service; and,
- Produce leaders and advocates in policy development and service delivery for human rights and social and economic justice within a global context.

The mission of Hardin-Simmons University and the Social Work Program are consistent. The University emphasizes an academically challenging undergraduate education in the context of the Christian faith. The Social Work Program's preparation of its students with appropriate knowledge and skills is academically challenging. The value system emphasized by the Social Work Program are consistent with the core values of the profession; service, social justice,

integrity, importance of human relationships, dignity and worth of the person, competence, human rights, and scientific inquiry. Further, the values emphasized are consistent with the Baptist understanding of Christianity which includes the centrality of Jesus Christ who, in a compassionate manner, consistently and predominantly served those who were not of mainstream society, but rather those who were oppressed and in need. The program goals relate to the purposes and values of the social work profession:

HSU Social Work Program Goals

1. To prepare students for effective, competent and ethical professional social work practice through immersion in the values and ethics of the social work profession including respect and acceptance of all individuals with regard to age, class, color, culture, disability, ethnicity, family structure, gender, gender identity and expression, marital status, national origin, race, religion, sex and sexual orientation.
2. To provide students with a generalist's knowledge of social work that is broad in scope including: scientific inquiry for research-informed practice and practice-informed research; theory; values and ethics; the history, purpose and philosophy of the profession; and specific understanding of practice settings, contexts, and clientele.
3. To educate students to understand and embrace diversity in the world and to be committed to the promotion of human rights and social and economic justice through policy analysis, formulation and development, service delivery and through leadership in the development of a nurturing and supportive environment for all people, applying strategies of advocacy and social change, especially for those who are marginalized.
4. To foster students development and utilization of relational, cognitive, political and professional skills appropriate to generalist practice, while being able to apply critical thinking within the context of professional social work practice with individuals, families, groups, organizations and communities.
5. To create and support an environment that values, models and promotes lifelong learning, professional development, and active participation in the profession and community.

The philosophical foundation of the Social Work Program is based on two historical social values: (1) the dignity and worth of the individual and (2) the need of society to generate a supportive environment.

The educational foundation the Social Work Program is based on the value that the profession places on the ability to conceptualize, to theorize and to utilize knowledge, values and skills in the practice of social work. The University expresses concern for these same values in its focus on...academic excellence... and in preparing ...individuals for life and livelihood in a changing world.

The curriculum is designed to prepare students for beginning social work practice with individuals, families, groups and communities. The content presentation will provide each student the opportunity to examine, practice and integrate the concepts necessary to develop and refine specific knowledge, skills and values for such practice. Concepts from biology, ego psychology and a variety of developmental theories will be used to study the individual. Concepts from social policy, ecological systems theory and a variety of related topics such as

political science, economics, and organizational theory will be used to study the environment.

Specific concepts regarding role, socialization, behavior, communication, learning and adaptation will be used as a knowledge base for understanding the ecology of the person in the environment and to develop appropriate skills for intervention.

Social Work Curricular Design and Sequences

The curriculum within the Social Work Program constitutes the program's formal educational structure while achieving the core competencies through intentional curricular design. The explicit curriculum must be approved through the Liberal Arts Curriculum Committee, the General Education Council, and must receive final approval from the faculty at large and the University Registrar. The HSU Social Work Advisory Council assists in designing the curriculum by reviewing curricular additions or changes, making suggestions for enhancement of the curriculum, and informally approving additions or changes in the curriculum.

The curricula of the Social Work Program is sequenced in a manner that ensures the mastery of the professional foundation content and program mission and goals in a logical and consistent order. The student should note that the course descriptions in the University Undergraduate Catalog identify the prerequisites that control the order in which the courses may be taken.

Liberal Arts Base

The HSU Social Work Program operates as an autonomous program within the multi-disciplinary Cynthia Ann Parker College of Liberal Arts. The Social Work Program's faculty and staff believe that the context which promotes a Christian education and competency based focus readily fulfills the requirements and expectations in social work education. This atmosphere resonates with the social work profession in providing opportunities for students to apply ethical principles and critical thinking through practice experiences while incorporating diversity, advocating for human rights and promoting social and economic justice. Curricula and practices have been developed to promote such educational experiences as well as incorporating opportunities for skill development relevant to the 10 core competencies and 41 practice behaviors outlined in EPAS 2008.

It is essential that the social work student have knowledge of the liberal arts perspective in order to enhance her or his environmental context. The student must be capable of thinking and knowledgeable about interacting with society. Knowledge also of the cultural environment should be gained in the areas of science, history, literature, philosophy, and language. The Southwest is rich with a variety of cultures, and for the social worker to be successful in intervention skills, a general knowledge from the liberal arts perspective is essential.

Human Behavior and Social Environment Sequence

This sequence is covered in courses SCWK 2360 HBSE I and SCWK 2365 HBSE II. These courses teach systems approaches to understanding human behavior within families, groups, organizations and communities. Also closely examined is the development of the individual

throughout the life span with particular focus on the biological, psychological, and social development of the individual as she or he interacts with societal and cultural groups.

Social Welfare Policy and Services Sequence

This sequence is covered in courses SCWK 1350 Introduction to Social Work; SCWK 3360 Social Welfare Policy I and SCWK 3365 Social Welfare Policy II. The introductory course focuses primarily on the development and history of the profession and a broad overview of how social work practice is carried out in various settings. Through this course the student is provided a service learning opportunity to experience firsthand the activities of helping professionals. Students serve in a volunteer capacity for a social agency in the community for a required 30 hour minimum over the course of the semester. The course helps the student validate her or his decision to become a social worker.

In the Policy courses, the student examines the institution of social welfare from a historical and functional viewpoint. Social welfare programs are analyzed and examined with an emphasis upon their support of the needs of special populations, including ethnic minorities and women. The student learns several models of social welfare policy, and is introduced to the economic and political processes which impact upon policy and services.

Social Work Practice Sequence

The practice sequence consists of SCWK 2303 Social Work Practice I, SCWK 3370 Social Work Practice II, and SCWK 3375 Social Work Practice III. These courses are built on the knowledge foundation established through the HBSE and Policy courses. Students utilize an understanding of the social work process to develop skills in problem-solving with individuals, families, groups, communities and organizations. Students are again provided service learning opportunities in Practice I and Practice III. In Practice I, students serve in a volunteer capacity for a social agency in the community for a required 30 hour minimum over the course of the semester. In Practice III, students will complete a “Group Community Project” that exposes them to group processes and community practice.

Social Work Research Sequence

The Research sequence consists of SCWK 3380 Research Methods in Social Work and SCWK 4190 Senior Research Seminar I and SCWK 4290 Senior Research Seminar II. SCWK 3380 focuses on various research methodologies, both qualitative and quantitative and teaches the student how to utilize empirical methods for practice assessment. Program evaluation is covered as well as helping students understand the ethical responsibility of research. SCWK 4190 and SCWK 4290 focus more in detail on teaching students to evaluate practice, policy and programs in conjunction with their field placement. The use and evaluation of research reports is also included in this course. Students should recognize the essential nature of theory building through research, use scientific inquiry to inform their practice, and recognize how their practice informs research. This concept is stressed in each of the social work courses.

Field Education Sequence

This sequence is covered in SCWK 4450 Field Instruction I and SCWK 4552 Field Instruction II. The objectives for this sequence are designed to provide the student with a supervised learning experience which provides for the integration of theoretical learning with practice experience. Students also gain a broader understanding of the structure and function of resource and delivery systems within an agency and the community.

Students are provided intense supervision while learning in a field agency and understand how to utilize this supervision to improve their own practice. Throughout the field experience, students gain understanding of how to evaluate their own values and ethics and relate this to work with culturally diverse groups.

The field instruction is the capstone sequence for the social work program and it is the final educational milestone before entry into the profession. The 10 core competencies and 42 practice behaviors are evaluated at specific intervals during the student's field placement.

The Social Work Curriculum

The curriculum of the HSU Social Work Program is structured to provide students' with a liberal arts foundation in a Christian setting while incorporating specific and perpetual efforts to provide a learning environment focused on competency based education. The 10 core competencies are operationalized through the 41 practice behaviors. These are identified in each course syllabus in the course objectives/competencies with explicit outcome measures obtained through course assignments.

HSU's Social Work Program was designed to be a true four year program integrating service learning into each year of formal education. Students enter lower level courses during the freshman and/or sophomore year, completing Introduction to Social Work, Human Behavior and the Social Environment courses, and beginning the Social Work Practice series. Social Work majors are enrolled in social work courses throughout their educational experience at HSU, with an opportunity to be enrolled in a minimum of one social work course each semester. The intent is to keep the students connected to social work, both academically and professionally.

This academic and professional connectedness promotes active, participatory learning and a coherent integration of knowledge, values, and skills between the classroom and the field. The connectedness of our students is vital in keeping their learning active, coherent and integrated between the classroom and the field.

The Program Faculty reserves the right to set standards and change course requirements for the major in social work. See example below for a suggested four year plan.

HARDIN SIMMONS

U N I V E R S I T Y

The Social Work Department
 Box 16218/Abilene, TX 79698-6218/ 325-670-1275 or 325-670-1281
 Four Year Course Plan
 Bachelor of Behavioral Science Degree in Social Work

Freshman Year

FALL		SPRING	
SOCI 1301 Intro to SOCI	3	SCWK 1350 Intro to SCWK	3
ENGL 1301 English Comp	3	ENGL 1302 English Comp	3
COMM 1301 Speech Comm	3	CSCI Computer Science	3
BIBL 1301 Old Testament	3	BIBL 1302 New Testament	3
PSYC 1301 Intro into PSYC	3	Fine Arts, (Art, Music, or Theatre)	3
Fitness & Sports Sciences (1170)	<u>1</u>	Fitness & Sports Sciences	<u>1</u>
	16		16

Sophomore Year

BIOL 1401 Life Science	4	SCWK 2303 Practice I	3
SCWK 2365 HBSE II	3	SCWK 2360 HBSE I	3
SOCI 2302 Social Problems	3	PHIL 2335 Applied Ethics	3
POLS	3	ENGL 2301, 2302, or 2303 Lit	3
HIST 1301 US History to 1876	3	HIST 1302 US History since 1876	3
Fitness & Sports Science	<u>1</u>	Fitness & Sports Sciences/Elective	
	<u>1</u>		
	17		16

Junior Year

SCWK 3370 SCWK Practice II	3	SCWK 3375 SCWK Practice III	3
SCWK 3360 Social Welfare Policy I	3	SCWK 3365 Social Welfare Policy II	3
Science (not Biology)	3	SPAN 1402 Spanish	4
SPAN 1401 Spanish	4	SCWK Advanced Elective	3
Math	3	SCWK 3380 Research Methods	3
	16		16

Senior Year

SCWK 4190 Senior Seminar	1	SCWK 4290 Senior Seminar	2
SCWK 4450 Field Instruction I	4	SCWK 4552 Field Instruction II	5
SCWK Advanced Elective	3	SOCI Advanced Elective (if no minor)	3
SOCI Advanced Elective	3	Advanced Elective	3
PSYC Advanced Elective	3		
	14		13

Hours required: 124 minimum
 Advanced hours: 30 in major, 42 minimum
 Chapel and English Proficiency Required

Residence Credit: 30 hours
 Cumulative and Major GPA: 2.0
 Grades of C or above transfer

Updated November 2010

Social Work Courses to be taken sequentially in the order given

SUBJECT TO FURTHER CHECKING BY CATALOG REGULATIONS

Social Work as a Minor

Beginning in the Fall 2012 semester, social work is being offered as a minor. The Social Work minor is not preparation for professional social work practice and is only intended to enhance the students' overall knowledge, skills and professional ethical practice in their chosen field of study. In order to become a professional, licensed social worker you must obtain a degree in social work from a program accredited by CSWE.

The social work minor requires completion of 18 hours of social work courses. Students minoring in social work are required to take 9 hours in SCWK 1350 Introduction to Social Work; SCWK 2360 HBSE I or SCWK 2365 HBSE II; and SCWK 2303 Social Work Practice I. The remaining 9 hours are to be taken in advanced and elective social work courses. For more information please consult the University Catalog and contact the Social Work Department. Below are samples of courses to be taken as a Social Work minor:

REQUIRED MINOR COURSES (9 hours needed):

SCWK 1350 Introduction to Social Work (Fall or Spring)
 SCWK 2360 Human Behavior and the Social Environment I (Spring); or
 SCWK 2365 Human Behavior and the Social Environment II (Fall); and
 SCWK 2303 Social Work Practice I (Spring)

ADVANCED COURSES AND ELECTIVES (9 hours needed):

SCWK 2360 Human Behavior and the Social Environment I (Spring); or
 SCWK 2365 Human Behavior and the Social Environment II (Fall);
 SCWK 3320 Child Welfare Services (Fall)
 SCWK 3360 Social Welfare Policy I (Fall)
 SCWK 3365 Social Welfare Policy II (Spring)
 SCWK 3370 Social Work Practice II (Fall)
 SCWK 3375 Social Work Practice III (Spring)
 SCWK 3380 Research Methods (Spring)
 SCWK 4360 Healthcare Issues in Society (Spring)
 SCWK 4370 Aging in Society (Spring)

Courses are only offered in the semester shown below (SCWK 1350 is a prerequisite to all other SCWK courses):

FALL	SPRING
SCWK 1350 Intro to SCWK	SCWK 1350 Intro to SCWK
SCWK 2365 HBSE II	SCWK 2360 HBSE I
	SCWK 2303 Practice I
SCWK 3370 SCWK Practice II	SCWK 3375 SCWK Practice III
SCWK 3360 Social Welfare Policy I	SCWK 3365 Social Welfare Policy II
SCWK 3320 Child Welfare Services (Advanced Elective)	SCWK 3380 Research Methods
	SCWK 4360 Healthcare Issues in Society (Advanced Elective in even years)
	SCWK 4370 Aging in Society (Advance Elective in odd years)

***Other social work courses are available but are not approved for course work for a minor in social work.

Hours required: 18 minimum
 Cumulative GPA: 2.0

Updated April 2012

SUBJECT TO FURTHER CHECKING BY CATALOG REGULATIONS

Social Work Upper Level Elective Courses

SCWK 3310 Applied Ethics and Social Justice Issues

This course is an elective, available to all HSU students interested in learning more about ethics and social justice issues. This course provides a study of applied ethics guiding professional practice through exploration of social justice issues facing the criminal justice and social work professions. An examination of the standards, codes of conduct, and professional responsibilities for both fields is conducted. The focus of this course is on the resolution of ethical conflicts and making ethical decisions through application of ethical principles, standards, and strategies of ethical reasoning. The course is offered as needed.

SCWK 3320 Child Welfare Services

This course is an elective, available to those students who have completed SCWK 2360 and SCWK 2365. It should be of interest to those who are interested in advancing their knowledge and skills in child welfare settings. This course provides a general study of social work services designed to enhance the welfare of children and families. Emphasis is on societal problems which cause problems for children and families and on the activities, policies and programs which provide services to deal with those problems.

SCWK 4360 Health Care Issues in Society

This course is an elective, available to those students who have completed SCWK 3370 and SCWK 3375. It should be of interest to those who are interested in advancing their knowledge and skills in settings for health care. This course provides a general study of issues related to health care. Attention is given to analyzing major health policy issues, adaptation of social work theory to health care settings, with emphasis on principles and skills used in the helping process. Particular focus will be on understanding the psychosocial and cultural dimensions of the patient role and emphasizing the impact of illness on the individual and family.

SCWK 4370 Aging in Society

This course is an elective, available to those students who have completed SCWK 3370 and SCWK 3375. It should be of interest to those who are interested in advancing their knowledge and skills in settings for the aged. This course provides a survey of the various social issues facing aging people. Special attention will be given to how social work and social welfare provide services to this population group. Specific issues will include health, abuse, income security, and day care, as well as sociological research on aging.

Field Education and Instruction

Social work education provides a very unique learning opportunity in the senior year. Students are placed in a social service agency within the community for two semesters. Learning takes place “by doing”. A professional social worker directs the student’s learning as she or he becomes involved in the structure and services of the agency.

There are many advantages to field education. First, students are in a real work situation which allows refinement of the competencies and practice behaviors taught in the classroom. Upon successful completion, students know better what to expect in a first job after college graduation. Along with that, students have opportunities to meet professional social workers within the placement agency as well as those that relate to that agency from other areas of practice. Decisions about what type of social work practice or field the student would prefer to work in are more easily made after these experiences.

This is an exciting, busy time for social work students. There is a weekly seminar on campus which gives students an opportunity to develop a support system for themselves. They also become involved with the local branch of NASW, the National Association of Social Workers, by attending the monthly meetings.

There is a formal application which begins the placement process. This takes place during the SCWK 3375 course. Students have opportunities to evaluate their own personal and academic strengths and to work with the field coordinator to develop specific learning objectives for the practical learning experience. Students are placed in the agency that can best meet their learning needs. After the decision is made regarding the agency placement, students sign an agreement detailing their responsibilities throughout the placement. A handbook is provided to detail all the goals and objectives and assignments of field instruction for the student. A field instruction coordinator from the faculty coordinates the placements, tracks student progress and leads the weekly integrative seminar.

As field instruction requires the student to concentrate maximum effort to its completion during the senior year, *no student will be allowed to enroll in the Field Instruction courses while on academic probation*. Additionally, enrollment in Field II (SCWK 4552) requires that the student make a C or better in Field I (SCWK 4450). Students successfully completing Field I (SCWK 4450) are automatically approved for Field II (SCWK 4552) and continue in the same agency placement.

Admission to the Program

The Social Work Department selects students into the Social Work major. This selection process is designed to insure that faculty and students will make the best decision possible about a professional career.

Proceeding Into The Program:

1. The student enrolled in Introduction to Social Work will have an **EXIT** interview prior to the end of the semester. The purpose of this interview will be to:
 - a. discuss any concerns about the student's suitability for the profession or performance in the class that indicate potential problems regarding admission to the program. At this interview, recommendations to the student may include corrective action, counseling, etc.
2. Advise the student whether or not permission is granted to proceed to the next level of social work classes.

Criteria for Formal Admission

Admission to the Social Work major is based upon the following criteria established by the Social Work Program.

1. Satisfactory completion of Introduction to Social Work with the required interview.
2. Overall GPA minimum of 2.0.
3. Evaluation of all material required in the Pre-Admission interview.
4. Evidence that the student will be able to academically complete the Social Work Program.
5. Evidence that the student will be able to practice social work in an ethical and professional manner.

Pre-Admission Interview

Near the completion of the HBSE course series, the Program Director or assigned faculty will schedule Pre-Admission Interviews for those students meeting the criteria for admission and will meet individually with each student applying for admission. The student will submit a formal application to the department before an interview can be scheduled. The student may also be requested to furnish further information to enhance decision-making.

Three decisions may be made regarding admission:

1. Unconditional admission to the Program
2. Conditional admission to the Program
3. Denial of admission to the Program

In order to remedy problem areas or academic deficiencies, students may be referred to various University services, as needed. These may include: Writing lab, Counseling services, or the Student Success Seminar.

Following the completion of the semester, the student will be notified in writing of the decision to grant admission to the program. Students admitted “conditionally” may be required to complete a Social Work Major Contract agreement in order to resolve deficiencies or issues in order to remain in the social work program.

Post-Admission to the Social Work Program:

Students are assigned to a faculty advisor for academic and professional advising. The faculty advisor assists the student with course scheduling, academic, and professional self-assessment. Students are required to see their faculty advisor at least one time per semester. For additional information see the *Advising* section in this Handbook.

Students Denied Admission to the Social Work Program:

Students who are denied admission to the Program may appeal this decision within ten school days by the following procedure.

1. Inform the Social Work Department Head in writing that the decision to deny admission is being appealed. The Department Head will review all information obtained from the pre-admission interview plus any additional information the student may wish to have considered and will meet with the student within ten school days of notification of the appeal. The Department Head has the authority to admit the student into the Program.
2. The student has the further right of appeal by filing a grievance with the Social Work Department Head. Procedure to be followed is found in the *Grievance* section of this handbook.

Advising of Social Work Majors

Advising is for the purpose of assisting the student in the accomplishment of two important goals. One is to insure that the student enrolls in the essential courses which allow the completion of the degree in social work. Your advisor is responsible for guiding you through the degree planning process and selection of those courses which satisfy your individual plan. The second goal is oriented towards assisting you in making decisions on issues affecting your professional education.

Advising begins when the student first enrolls in the university and continues each semester thereafter. The student's advisor maintains a file which contains the following information:

1. Admissions documents
2. Copies of grades from registrar
3. Mid-term reports
4. Degree plan
5. Course selection forms
6. Transcripts
7. Any other notes or correspondence which pertains to your academic or professional life

After graduation this file is used as a basis for employment or graduate school reference.

Advisement Procedure

A. New enrolling students:

New students enrolling in the university for the first time will be provided a suggested four year plan leading to the degree in social work and will be informed of the application process for acceptance into the social work program. During the first academic year you are advised to take the liberal arts courses which underpin the social work curriculum and also satisfy the University Core requirements. The critical advising time is during the pre-registration week which is when new courses for the following semester are selected. The registrar announces the dates of this week through the *Brand* (school newspaper), HSU Central, the University Calendar and other public media. Prior to the announced week the student should make an appointment with her or his advisor and report with one document: Registration Form (obtained from the Registrar's Office).

B. Transfer students:

Transfer students are advised by similar means as originating students. The student's academic record will be analyzed to determine if the liberal arts courses are completed and acceptable as certified by the registrar. A degree plan will be prepared by the advisor in conference with the student at a time of earliest convenience to her or his arrival.

C. Life and Work Experience:

These experiences can be valuable, important, and enhance social work coursework and field experience. However, *no academic credit can be given for life or work experience.*

D. Conferences:

Advising occurs each time students have a conference with their advisor and is not limited to schedule planning. The following issues may be discussed at various conference times:

1. Discussion of extra-curricular activities which affect your professional growth.
2. Discussion of elective course choices relevant to social work interests.
3. Review of academic performance.
4. Discussion of problems or concerns about her or his personal attributions and values as they relate to social work.
5. Planning for Field Instruction in cooperation with the Field Coordinator.
6. Career planning.

Students are encouraged to plan at least two conferences each semester with their advisor. When mid-term progress reports are received by the advisor any students with unsatisfactory marks will be requested to make an appointment with their advisor to discuss their academic situation.

D. Transfer of Social Work Credits:

No credits are automatically transferred to the Social Work degree. However, credits transferred from another CSWE accredited program may be acceptable if the student can demonstrate that the essential content material has been covered and they are compatible with our program objectives.

Documentation the student must provide to demonstrate compatibility includes; (1) course syllabus, and (2) college catalogue. Also, transferred courses must have been completed with at least a grade of “C”.

If it cannot be determined that the credits are compatible with or equivalent, then they will be disallowed. The Social Work Program faculty retains the right to accept or reject any work completed at another school.

E. Degree Plans:

The degree plan is the student’s formal academic contract with the University. The student should be familiar with University policies which are explicated in the *Undergraduate Catalog*. In general practice, a student advisor, in conference with the student, develops a degree plan after the student has completed approximately 45 hours. The student should make an appointment with the advisor for the planning process and follow the advisors’ instruction at that time. Be aware that the degree plan is not official until the registrar has signed it and returned a copy to the student. Also, *it is the students’ responsibility to request a degree plan audit by the registrar prior to her or his last semester in school.*

The Social Work Club

HSU has an active Social Work Club which meets monthly on campus. The purposes are to facilitate communication and fellowship among the social work majors and faculty, to promote interest in social work issues and to promote social action and service both within and outside the campus community.

Officers form an executive committee and work together to plan both social and service activities. Each officer serves as chairman of a committee which plans, advertises and directs each activity. A faculty sponsor serves as a consultant, working with the president. This type of leadership allows students to develop their own skills while directing their own activities. This accounts for the high interest and participation by the membership and the high visibility of this group on campus.



Phi Alpha Honor Society- Sigma Beta Chapter



Purpose: “Through knowledge – the challenge to serve” The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

The Sigma Beta Chapter of Phi Alpha Honor Society for Social Work was established in November 2011 in order to provide social work students with additional opportunities to promote humanitarianism, human and civil rights, and social and economic justice through participation in Chapter projects, events and activities. As members in good standing, our students can apply for Phi Alpha awards and scholarships. This is a student lead organization with student officers and faculty advisors to guide and direct the organization. For more information about Phi Alpha, please go to their website <http://phialpha.org/>

Qualifications for Membership

1. An undergraduate student is eligible for membership after achieving the following national requirements and meeting local chapter requirements.
 - a. Declare social work as a major.
 - b. Achieved sophomore status.
 - c. Completed 9 semester hours of required social work courses.
 - d. Achieved an overall grade point average of 3.0 and 4.0 scale.
 - e. Achieved a 3.25 grade point average in required social work courses.
 - f. Local chapters may require higher eligibility requirements.
2. A graduate student is eligible for membership after the following national requirements and meeting local chapter requirements.
 - a. Completed one term of course work with 9 semester hours of required social work courses
 - b. Achieved a minimum GPA of 3.5 (based of 4.0 scale)
 - c. Local chapters may require higher eligibility requirements
3. Local chapter requirements
 - a. Submit application to social work office and include Lifetime membership dues of \$20.00. Application can be found online at: <http://www.hsutx.edu/academics/cap/socialwork>

Faculty and Program Evaluation

Students have a unique opportunity to evaluate the faculty and program through specific mechanisms. Each course provides an evaluation process at its conclusion whereby the student is asked to complete a course evaluation form. This form is extremely important to the improvement of instructional expertise of the faculty member. These course evaluations are used by the faculty to address issues such as effective teaching techniques, fairness in grading, and classroom conduct. The student is especially encouraged to participate fully and constructively in this process.

Faculty, on an informal basis, seek feedback from students throughout their courses in each semester by providing students an opportunity to discuss any concerns or issues, or to provide positive feedback on teaching techniques, course assignments, testing, fairness in grading, and classroom conduct. This is frequently requested openly in the classroom and students are encouraged to communicate with their professors on an individual basis as well.

Extra-curricular Opportunities

There are many opportunities in the Abilene area for the student to begin developing a professional identity as a social worker. In addition to club, honor society, and course activities which are addressed in other sections of this handbook, there are numerous social agencies that utilize volunteer services. These services may allow the student to have contact with clients as well as provide a valuable administrative service to the agency. For a complete list of agencies please contact the Social Work office or visit our website at <http://www.hsutx.edu/academics/cap/socialwork>

An additional opportunity for contact with professional social workers is through attendance of the local branch meetings of the *National Association of Social Workers*. Membership is not required for attendance of the meetings and an opportunity to meet prospective field instructors and employees is available. Additional information may be obtained in the Social Work office or by going online: www.naswtx.org or www.socialworkers.org

Grievance Procedure

Student complaints or grievances about the Social Work Program should be made directly to the Department Head. When the grievance cannot be worked out to the students' satisfaction a written request should be made to the Department Head for a grievance committee hearing. Upon receiving the request, the Department Head will, within seven school days, appoint an *ad hoc* grievance committee made up of one senior social work student, a program faculty member, and a member of the field practicum faculty. This committee will hear the grievance and make recommendations to the Dean of the College of Liberal Arts about how the issue should be resolved. The grievance committee will make their report within seven school days.

Student grievances about Program faculty should be worked out with the faculty member involved. When the results are unsatisfactory, then the student should consult with the Department Head or when appropriate, with the Dean of the College of Liberal Arts.

Students are encouraged to be familiar with the *University Student Handbook* for appropriate information on how student life grievances are addressed.

Termination from the Social Work Program

Ordinarily students withdraw from the Program voluntarily when they find that they are not interested in social work as a career and wish to change majors or transfer schools. On a rare occasion it may become necessary to terminate a student from the Program involuntarily.

The following situations are considered cause for termination:

1. Failure of any course which will preclude the student from advancing through the curriculum sequence.
2. Failure to fulfill the agreements of the *Social Work Major Contract* and *Field Instruction Student Agreement*. The Social Work Major Contract includes the professional performance agreements made between the student and the program at the time of pre-admission interview and included in the results of the interview, and any additional contracts completed in order to remedy problem areas.
3. Failure to make adequate academic progress. A student will not be allowed to enroll in Field Instruction Courses while on academic probation.

The following procedure will be used when the Program faculty considers it necessary to terminate a student from the program.

1. The student will be notified in writing to appear for a conference with the Department Head or designated Program faculty.
2. The student will be given a written statement outlining the reasons why she or he is being considered for termination.
3. The student will be given five school days to respond in writing to the statement.
4. Upon receiving the student's response, the Department Head will discuss with the student issues involved and attempt to resolve them through additional assignments designed to correct the situation. Examples of these may include:
 - A. Agreement by the student to seek individual therapy.
 - B. Repeating a course while being temporarily suspended from the Program.
 - C. Designating a time limited probationary period.
5. The student is then given five school days to accept or reject the additional assignment. If accepted, a personal contract will be written with the Department Head which will lead to good standing.
6. If the conditions are rejected, the student will be terminated from the Program.
7. The student has the right to appeal this decision to the Dean of the College of Liberal Arts.

**Students are strongly encouraged to read and be familiar with the *University Student Handbook* which details their general rights and responsibilities.