

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

DEPARTMENT OF SOCIAL WORK

STUDENT HANDBOOK

Southern Illinois University Edwardsville
Department of Social Work
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<http://www.siu.edu/artsandsciences/socialwork/index.shtml>

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SIUE MISSION, VISION, & VALUES

Mission

Southern Illinois University Edwardsville is a student-centered educational community dedicated to communicating, expanding and integrating knowledge. In a spirit of collaboration enriched by diverse ideas, our comprehensive and unique array of undergraduate and graduate programs develops professionals, scholars and leaders who shape a changing world.

Vision

Southern Illinois University Edwardsville will achieve greater national and global recognition and academic prominence through innovative and interdisciplinary programs that empower individuals to achieve their full potential.

Values

Citizenship
Excellence
Inclusion
Integrity
Wisdom

SIUE EQUAL OPPORTUNITY STATEMENT

Southern Illinois University Edwardsville is committed to the principle of affirmative action and equal opportunity for all students, faculty and staff. The Office of Equal Opportunity, Access & Title IX Coordination (EOA) reports directly to the chancellor and is responsible for promoting and fostering an inclusive campus environment by ensuring campus-wide compliance with the various federal, state, and local fair employment laws and regulations.

SIUE STATEMENT ON DIVERSITY

All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice and the development of full human potential, we must build on this diversity and inclusion.

- Southern Illinois University Edwardsville nurtures an open, respectful, and welcoming climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.
- Southern Illinois University Edwardsville is committed to education that explores the historic significance of diversity in order to understand the present and to better enable our community to engage the future.
- Integral to this commitment, Southern Illinois University Edwardsville strives for a student body and a workforce that is both diverse and inclusive.

SIUE STATEMENT ON DISABILITY

The Office for Accessible Campus Community and Equitable Student Support (ACCESS) at Southern Illinois University Edwardsville provides reasonable accommodations to ensure that diverse learners have access to the University and its programs through proactive and intentional interventions, and resources and programming designed to meet federal compliance guidelines, while removing barriers, encouraging personal growth and increasing effective communication.

SIUE SEXUAL ASSAULT, SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY

Southern Illinois University Edwardsville (SIUE) is committed to providing equal employment and educational opportunities to all persons. In particular, SIUE is committed to maintaining a community in which students, faculty, and staff can work and learn together in an atmosphere free of all forms of discrimination, including sexual harassment. Sexual harassment violates the dignity of the individual and the integrity of the University as an institution of higher learning, and thus, sexual harassment in any form will not be tolerated at SIUE. Sexual Assault and other forms of Sexual Misconduct are considered forms of sexual harassment. In general, relationship violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. Individuals who are found responsible under this Policy will face disciplinary sanctions up to and including expulsion and/or termination of employment.

The University is committed to taking all appropriate steps to eliminate prohibited conduct, prevent its recurrence and address its effects. The University is committed to fostering a climate free from sexual assault, sexual misconduct, stalking and relationship violence through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of complaints that are accessible to all and facilitates prompt reporting. The University encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus.

This Policy addresses Southern Illinois University Edwardsville's (SIUE) responsibilities under Title IX and the Violence Against Women Reauthorization Act of 2013.

Title IX prohibits discrimination on the basis of sex (gender) in educational programs and activities that receive federal financial assistance. Title IX protects any person from sex-based discrimination. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence. Similarly, the Violence Against Women Reauthorization Act of 2013 Section 304 requires that universities have procedures in place to respond to matters of sexual assault, relationship (dating) violence and stalking involving female, male, and gender non-conforming individuals. This Policy covers concerns of sexual assault and sexual misconduct, dating violence or domestic violence ("Relationship Violence") and stalking (collectively "Prohibited Conduct").

DEPARTMENT OF SOCIAL WORK MISSION STATEMENT

The mission of the Social Work Program at Southern Illinois University Edwardsville is to promote social and economic justice and enhance social well-being through the preparation of capable and committed social work practitioners, excellence in scholarship and collaboration in community service.

COUNCIL ON SOCIAL WORK EDUCATION (CSWE) ACCREDITATION

The BSW and MSW Programs at Southern Illinois University Edwardsville are accredited by the Council on Social Work Education (CSWE) through 2020. CSWE's Educational Policy and Accreditation Standards (EPAS) outline requirements for the BSW and MSW program curriculum. A copy of the EPAS is available in full text online at <http://www.cswe.org/>. You are strongly encouraged to review the EPAS to familiarize yourself with the curriculum elements required for our program.

Graduates of the accredited BSW and MSW programs are eligible for state licensing after fulfilling requirements for experience in the field. It also qualifies graduates of the BSW program for *advanced standing status* in most Master of Social Work programs. A typical master's degree program requires two years of full-time coursework. Some academic programs offer the option of *advanced standing*, which means that an individual who graduates from a CSWE accredited BSW program is eligible for completing a Master of Social Work degree in as short as a single calendar year (concurrent fall, spring, and summer semesters).

STATEMENT ON STUDENT'S RIGHTS AND RESPONSIBILITIES

Students in the Social Work program have rights and responsibilities as members of the University community, as members of the Department of Social Work, and as aspiring professional social work practitioners. Southern Illinois University Edwardsville is committed to and maintains fair and reasonable practices in all matters affecting students including students' rights to equal opportunity and affirmative action (SIUE Equal Opportunity and Affirmative Action and Sexual Harassment Policies), to privacy and nondisclosure (SIUE Privacy and Nondisclosure Policy), and to students' right to redress and correction of grievances arising out of their association with the University (SIUE Student Grievance Policy) and the Department of Social Work. Paper copies of policies are available in the Offices of the Vice Chancellor for Student Affairs, the Provost and Vice Chancellor for Academic Affairs, the Graduate School, and Admissions and Records. The policies can also be accessed through the University website: <http://www.siu.edu/> In addition students need to follow updated policies and procedures related to **COVID-19** including, but not limited to, SIUE COVID-19 Health and Safety Expectations for fall 2020.

SIUE DEPARTMENT OF SOCIAL WORK ACADEMIC AND PROFESSIONAL STANDARDS OF PERFORMANCE POLICY

Policy Rationale

As the primary role of the SIUE Department of Social Work is to prepare students to engage in professional social work practice, a major element of this training involves ensuring that students understand the values that undergird the profession and display behaviors that are consistent with these values. The National Association of Social Work (NASW) Code of Ethics serves as the cornerstone of both our profession as well as the guidelines outlined in this policy. Please note that all students are also bound by SIUE's Student Rights and Conduct Policy, which can be found at: <https://www.siue.edu/policies/3c1.shtml>

All students are expected to uphold and adhere to the Academic and Professional Standards of Performance Policy in and outside of class, including but not limited to on SIUE property, in the wider community, at practicum placements, volunteer sites, and online. With respect to social media postings and other online communications, in particular, students should adhere to the *Standards for Technology in Social Work Practice* published by NASW, which states that “social workers should apply principles of honesty, respect, and social justice, whether their electronic communications are for personal or work-related purposes” (p. 25).

Failure to meet the Academic and Professional Standards of Performance Policy results in plans for ameliorative action(s) and/or dismissal from the Department of Social Work, as delineated below. In particular, the Department has zero tolerance for the denigration of any person based on race, ethnicity, sex, gender, gender identity, sexual orientation, religion, age, disability, or any other dimension of human identity. Any violation of this fundamental value of the social work profession and the SIUE Department of Social Work that comes to our attention is addressed with all due seriousness and swiftness, in accordance with the Policy Guidelines delineated below.

Learning about historical and contemporary structural influences on marginalized and oppressed populations may challenge previously held attitudes and require significant personal change. This process may be anxiety producing and the department strongly encourages students to develop a support system in which all attitudes may be examined and challenged toward the goal of greater empathy and social action.

Please see Appendix A for the following information regarding the Academic and Professional Standards of Performance Policy:

- Policy Dissemination
- Policy Guidelines
- Policy Implementation
- Remediation Steps
- Student Contract

ACADEMIC POLICIES

The University stipulates that by enrolling in the University, students assume responsibility for conduct compatible with the learning environment of the University. The Student Conduct Code, Student Academic Code, and the Student Grievance Code describe these expectations of students and outline procedures students must use to file grievances. Students are expected to give high priority to academic ethics including avoidance of academic cheating and plagiarism.

MSW students are expected to maintain a cumulative grade point average of at least a 3.0. BSW students are expected to maintain a cumulative grade point average of at least a 2.5. Students are expected to comply with the spirit and intent of the University's nondiscrimination, affirmative action, and sexual harassment policies. Failure to abide by social and academic codes may result in students' placement on probationary status or termination from the program and/or University. Paper copies of these policies are also available in the Offices of the Vice Chancellor for Student Affairs, the Provost and Vice Chancellor for Academic Affairs, the Graduate School, and Admissions and Records. University policies about students' rights and responsibilities and grievance procedures can also be viewed on the University website.

Registration and Advising

The SIUE registration period for the next term is normally scheduled during the third to sixth week of the preceding semester.

BSW (Undergraduate) students must meet with their College of Arts and Sciences (CAS) adviser to discuss their schedule for the next semester. Their academic adviser will approve the student's schedule and release the registration hold for the following semester. After meeting with their adviser and having the registration hold removed, students will be able to enroll themselves on the Banner system.

MSW (Graduate) students must meet with their faculty mentor to discuss their schedule for the next semester. Their mentor will approve the student's schedule and release the registration hold for the following semester. After meeting with their mentor and having the registration hold removed students will enroll themselves on the Banner system.

Faculty Mentors

Students are assigned a full-time faculty member to serve as their mentor upon their admission to the Department of Social Work. Faculty mentors support student success in coursework and practicum. Mentors can provide information about various areas of the profession, graduate school, tips for succeeding in social work and/or working through difficulties students encounter while in the social work program, etc. Mentors may assist with completing practicum paperwork. **All students are required to meet with their faculty mentor at least once each semester and communicate regularly with their mentor about curriculum or practicum issues.** Mentors keep regularly posted office hours.

Students who have trouble with their assigned mentors are encouraged to attempt to resolve it with their assigned mentor. If this fails, they should consult with their program director. Students may request a change of mentor.

BSW students will meet with their faculty mentors for issues related to student and professional development issues, including but not limited to finding a practicum placement. BSW students may discuss course sequencing information with their faculty mentor; however, all scheduling and registration is completed with the student's assigned academic adviser in the College of Arts and Sciences Advising Office.

MSW students will meet with faculty mentors for issues related to academic schedules and course sequencing. They can also meet with their faculty mentors for issues related to student and professional development issues, including but not limited to finding a practicum placement. MSW students are required to meet with their faculty mentor prior to registering for courses.

Communication

Students are required to use their SIUE account for all school communication. Students should check their emails regularly. MSW students also have mailboxes in the social work student lounge and they should check those regularly as well. Also, general information about employment, financial aid, and department/student events will be posted regularly on department bulletin boards located outside the Department Office, Peck Hall 1306 and on the bulletin board in the student lounge.

Adding Courses

Students may add classes using CougarNet before the first day of the class. Once a class has started, it is considered "closed." All currently enrolled students must obtain an instructor's written approval prior to adding any class once the class has started. This permission to gain admission to the class will generally be given on the Registration (Add/Drop/Withdraw) Form. All required signatures must be obtained before taking the form to the Service Center, Rendleman Hall, room 1309, for processing.

Students in the BSW Program must confer with their CAS adviser who will approve the appropriateness of this addition to their schedule.

Dropping Courses

Students who find it necessary to drop a class may do so via CougarNet through the Friday prior to the beginning of the term. Once classes begin, students can do so at the Service Center. If you simply stop attending, you are not withdrawn. It is your responsibility to drop any class you do not intend to take or complete.

Absence from a class does not constitute dropping a class or withdrawing from the University, so you must follow the instructions below to avoid the assignment of failing grades.

You must drop an unwanted class or section of a course by the end of the second week to be eligible to receive a refund.

If you do not drop unwanted classes or course sections by the end of the second week of the semester, you will be liable for all tuition and fees associated with the class or section. In addition, you may receive a grade of F or UW (Unauthorized Withdrawal) which are failing grades calculated into the grade point average.

The following grading policy applies when dropping classes or withdrawing from school.

Fall and Spring Semester	5-week Summer Session	10-week Summer Session	Grading Policy
Week 1 - 2	Week 1	Week 1 - 2	No entry on transcript
Week 3 - 10	Week 3	Week 3 - 5	A "W" grade is automatically assigned
Week 11 - 13	Week 4	Week 6 - 8	Drops or withdrawals require the signature of the instructor and academic adviser for undergraduates or mentor for Grad students. The instructor will assign a grade of either WP or WF. WF grades are calculated if the average as failing grades.
After Week 13	After Week 4	After Week 8	No drops or withdrawals are allowed; the instructor will assign normal grade.

Students wishing to add or drop a course must obtain the approval of the course instructor, and Department Chair (undergraduates also need approval from their academic adviser). Forms for adding and dropping of courses can be obtained from the Office of the Registrar website at <https://www.siue.edu/registrar/forms/pdf/RegistrationForm.pdf>.

Please note that full-time graduate students cannot drop below 9 credit hours or full-time student status will be lost. For undergraduate students, 12 credit hours is considered full-time student status.

Plagiarism

Plagiarism, the act of representing the work of another as one's own, is a serious academic offense and is not acceptable in the Department of Social Work or at SIUE. Faculty may give examples of plagiarism in your courses. Please refer to the University's policy on plagiarism at <https://www.siue.edu/policies/li6.shtml> The Department of Social Work abides by the University policy.

Incomplete Grades

A grade of "I" (incomplete) may be awarded when a student has completed most of the work required for a class but is prevented by a medical or similar emergency from completing a small portion of the course requirement. Unless instructors have specified a shorter period of time, incomplete grades not completed within one year will automatically be changed to an F. Instructors who specify a shorter period of time must communicate that stipulation in writing at the time the incomplete is granted, with copies to the Registrar, the department chair and to students.

Students who feel that mitigating circumstances justify an extension of the time limit, may write a letter to the faculty member who granted the incomplete explaining the circumstances and request an extension. Faculty members who agree to grant extensions must inform the student, the department chair and the Registrar.

Students completing work for a course in which they have a grade of Incomplete should not formally re-enroll in that course but should meet with their instructor to determine requirements for completing the course.

Transfer Credit

Course credit earned from other CSWE accredited programs may be transferable to SIUE. Credit is transferable if a grade of C or better has been earned in social work courses being transferred into the BSW Program and if a grade of B or better has been earned in a social work course being transferred into the MSW Program. For credits transferred into either the BSW or MSW Programs, the course must clearly correspond to courses in the respective program curriculum, as determined by the respective program director and program committee. Courses that do not clearly correspond with required courses in the curriculum, will be considered for elective credit. Transferable credits are limited to those earned within six years of the transfer request date and for which grades of C or better for BSW courses or grades of B or better for MSW courses were earned. Since different programs have different course sequencing, it may require additional time to meet all the requirements. If student's course credit applied to a previous degree, that course cannot be applied to course requirements for a new degree.

MSW students should see the SIUE Graduate Catalog for a summary of the Graduate School policy on transfer credits and residency requirements. A "Graduate Student Request Form" for requesting consideration of transfer credit can be obtained on the Graduate School website. For Traditional MSW students, up to one-third or 20 semester credit hours may be transferable for the 60-credit hour SIUE MSW degree. For Advanced Standing students, one-third or 10 credit hours of the 30-semester credit hour MSW Advanced Generalist curriculum may be transferable. However, SIUE has a minimum 30 semester credit hour residency requirement. This means that Advanced Standing students must complete 30 credit hours of enrollment in residency at SIUE. Therefore, transferred credit hours must be replaced by enrollment in alternative courses to achieve the 30 hours residency requirement.

Redundancy Application Procedure

Applicants who meet criteria for the specialized (advanced-standing) program do not take any generalist practice MSW courses. Instead they are routed into an advanced curriculum track. The courses in this curriculum track includes content that is more specialized and more in-depth.

Applicants who do not meet criteria for specialized are routed into the generalist program curriculum track. These applicants include individuals who do not hold a baccalaureate degree in social work and individuals who hold a baccalaureate degree in social work, but not one from an accredited program or who earned their baccalaureate in social work over seven years ago. Applicants who have earned an BSW, but are ineligible for the specialized (advanced-standing)

program, are routed into the Generalist MSW Program and take generalist courses, which explore topics in greater depth, have more involved course expectations, and require more complex critical inquiry than courses in a baccalaureate social work program. Thus, the generalist practice MSW curriculum is not redundant. It does not duplicate content covered in an undergraduate social work program, but instead advances it.

Requesting Electives from Outside the Department (including Study Abroad)

Students in the BSW Program may take up to two (2) elective courses outside of social work. However, these outside elective courses *must* be 300 or 400 level classes. Note that SOC 304 – Race and Ethnic Relations is not accepted as an elective course. Students who have a declared minor program or double major are exempt from taking any elective courses.

Students in the MSW Program may take one (1) elective course outside of social work. It must be a course approved for graduate credit. The student must make a formal request in writing using the Elective Request form available on the Department of Social Work webpage. The request should be submitted to the program director who will bring it to the MSW committee for approval, explaining what class they want to take, why it fits with their career goals, and when they plan to take it.

Field Practicum Placement and Information

Field Practicum information will be shared via email and in person by the Field Director. For information about Field Practicum, please see the BSW or MSW Field Practicum Manual.

Credit for Life and Work Experience

No course credit is given in the undergraduate or graduate social work programs for outside work or life experience, and social work transfer credits are only accepted for courses completed in a CSWE accredited program.

Full or Part Time Status

Students must inform their Program Director in writing if they wish to change from full or part-time status the semester prior to the change.

Leave of Absence – University Policy

SIUE has no official policy for requesting a leave of absence. Students may stop attending SIUE at the end of the semester. Students may take up to a two (2) semester leave, including summer semester, and return to SIUE without reapplying. Students who leave for three consecutive semesters (including summer), must reapply to the University.

Social Work Program Leave of Absence Policy

Students are expected to register for courses each semester until their degree work has been completed. Students who wish to not enroll for a semester must apply for a Leave of Absence. A “Request for a Leave of Absence” form can be obtained on the Social Work website and must be completed and filed prior to the semester in which the leave is to begin. Leaves of absence must be reviewed by program committees and receive approval from the Director of the

Program, with advice from the student's faculty mentor (undergraduates should also consult with their academic adviser), and final approval from the Chair of the Department of Social Work. Students who skip a year of enrollment without obtaining approval for a leave of absence will be terminated from the Program.

Academic Retention Policy

Students must meet minimum academic standards for their program and meet behavioral expectations for the department to be retained in the program.

Withdrawal from University

If you find it necessary to withdraw from all your classes, you must complete a withdrawal form, notify University Housing (resident students only), and return the form to the Service Center. Textbooks and library materials must be returned. Total refunds or cancellation of tuition and fees liability are subject to the refund deadline published in the Academic Calendar. Please note that withdrawn students do not retain access to the services provided to enrolled students regardless of tuition and fee payment. Withdrawal grades, for classes dropped after the second week, are determined on the basis listed above. University Housing requires you to cancel your housing contract in writing in the Central Housing Office, Rendleman 0248.

If you have become financially cleared by making your minimum payment on the Installment Payment Plan, your registration and all associated charges WILL NOT be cancelled. You must formally withdraw by completing a withdrawal form in the Service Center. You may also notify the Service Center in writing by sending a FAX to 618-650-2081. Be sure to include your signature on your request. E-mail requests are not accepted.

You may obtain a partial refund of tuition and fees if your withdrawal from school is processed between the third and fourth weeks of the term. The percent of the reduction on these charges is calculated using the beginning date of the course and the official date of withdrawal.

Withdrawal from Social Work Program

In the event that a student needs to withdraw from the Social Work Program, they should follow the guidelines stated below.

- a. Write a formal email or letter to the appropriate Program Director informing them of your intent to withdraw from the social work program.
- b. The student will receive a link to an exit survey at the end of the semester they withdraw from the Social Work Program.
- c. If the student does not intend to complete social work courses during the semester they withdraw from the program, they must follow the procedures for dropping courses.

Graduation Application

A student may apply for graduation on Cougarnet using a valid ID and PIN, by completing an Application for Graduation form at the Service Center, Rendleman Hall Room 1309, or by printing and completing the Graduation Application on the SIUE Registrar website. The deadline for applying for graduation is the first day of the term in which the student expects to complete his or her degree requirements.

BACHELORS OF SOCIAL WORK PROGRAM INFORMATION

BSW Admission Criteria

The application process for the BSW Program begins in October and goes through January. Students who plan to apply to the BSW Program are strongly encouraged to attend a scheduled orientation session with the BSW Program Director prior to applying. The orientation sessions are used to inform students of the program and profession's expectations and requirements including: the application process, program and professional policies, standards, and ethics, curriculum requirements, practicum, and self-care.

The BSW application requires that students provide basic contact information, current GPA, outstanding general education and outside course requirements they need to complete, and volunteer experience. As a part of the application, students are required to read and provide signature confirmation that they understand and will adhere to core program procedures and policies, such as the NASW Code of Ethics, the BSW Program Handbook, and the SIUE Department of Social Work Academic and Professional Behavior Policy. Students must also submit a 400-word essay that addresses their reasons for wanting to major in social work. This essay is attached to the application.

To be eligible for admission to the BSW Program applicants must submit the following materials by the application deadline:

- Be officially admitted as an undergraduate student to SIUE
- Submit all academic transcripts
- Complete and submit the BSW Program application materials (e.g. application, policy signature documentation, essay)
- Have a minimum 2.5 cumulative GPA
- Should present progress and/or completion of their general education course work [if not complete, the student must submit a viable plan for completion]

Application Evaluation & Applicant Notification

Hard copies of all application materials should be submitted to the Department of Social Work. These materials are inventoried by the BSW Program Director to be sure all application requirements are met. Two members of the BSW Program Committee review completed applications for admission. In the event of reviewer agreement (both reviewers agree to admit or decline admission), the corresponding decision is made. In the event reviewers do not agree (admit/decline admission), the application materials are presented to the full BSW Program Committee for review and discussion. All decisions (admit/deny/waitlist) are communicated via email to applicants mid-way through the admitting semester.

The incoming cohort size is dependent upon how many faculty members can be devoted to the BSW Program for the two years the cohort is matriculating through the Program. Each cohort ranges in size from 40-60 students. If more students meet the admission criteria than can be accommodated by the program, the BSW Program Committee is asked to rank the admitted applicants and a waitlist is maintained. Students are asked to respond to the BSW Program Director regarding their intent to attend and register for BSW courses. This response is required

by the end of the admitting semester. An initial reminder is sent. In the event there is no response from a student applicant to the reminder notification, they are dropped from the roster and a waitlist student is then contacted.

Registration and Advising

Once you are declared a social work major, you will be advised by the College of Arts and Sciences (CAS) advisers (office located in Peck Hall 1315). You will find a curriculum sequence in this handbook. It is your responsibility to meet with your faculty mentor and CAS adviser to prepare for registration each semester. Meeting with both your mentor and adviser will help to ensure you are taking the correct courses.

Towards the end of the spring semester of junior year and during fall semester of senior year, you should have a graduation check completed by your CAS adviser. This will ensure that you are aware of any courses you still need to take for the degree and that you have the requisite number of hours.

Curriculum Sequence

This sequence assumes that students have met all the general education requirements and have taken external department requisite courses that are required for the BSW degree. The requisite courses offered outside the Department of Social Work include:

- Biology 111 or 140
- Anthropology 111b
- Psychology 111
- Psychology 206
- English 201
- History 201
- Political Science 112
- Sociology 111 or 300

Sophomore Year Fall Semester	Complete application to BSW Program (deadline end of January)
Sophomore Year Spring Semester	Student accepted to the BSW Program for fall semester
Junior Year Fall Semester	SOCW 202* – Foundations of Social Work
	SOCW 211 – Micro Counseling Skills
	SOCW 302 – Human Behavior and Social Environment I
	SOCW 390* – Diversity and Issues of Social and Economic Justice
	IS Course*
Junior Year Spring Semester	SOCW 301 – Introduction to Social Welfare Policy
	SOCW 303 - Human Behavior and Social Environment II
	SOCW 315 – Social Work Practice with Individuals and Families
	SOCW 316 – Social Work Practice with Groups
	Social Work Elective*
Senior Year Fall Semester	SOCW 400 – Social Work Practice with Organizations and Communities
	SOCW 476 -- Quantitative Research in Social Work
	SOCW 482 – Field Instruction I
	Social Work Elective*
	Social Work Elective*
Senior Year Spring Semester	SOCW 475 – Qualitative Research in Social Work
	SOCW 401 – Social Welfare Policy Analysis
	SOCW 483 - Field Instruction II
	Social Work Elective*

*Indicates courses students may take prior to applying and being declared a social work major
For descriptions of each BSW course, please reference the Undergraduate Course Catalogue

Social Work Electives may be fulfilled within the department or by taking other 300 or 400 level courses offered by other departments across campus.

Since most of the required social work courses are only offered either fall or spring semester, it is important that students remain on the sequence. Missing a course could put a student a full year behind, since classes are pre-requisites for course in future semesters.

Grade and Academic Probation Policy

BSW students must maintain a cumulative GPA of 2.5, a social work GPA of 2.5, and complete all required social work courses with a grade of C or better. Students receiving less than a C will be required to retake any required course for a grade of C or better; this includes social work elective credits as well as non-social work courses required for the BSW degree. Students may only retake a social work course one time. (See program termination policy). If your GPA falls below 2.5 you will be placed on academic probation within the Department of Social Work for one semester. If you do not attain the required GPA of 2.5 following this probationary period, you may be dropped from the BSW Program.

Students must be in good academic standing to begin and remain in practica. Good academic standing is defined as maintaining at least a 2.5 GPA, and not being on academic probation for other reasons as defined by the Department and University. Because of the importance of field performance in ensuring competent graduates, students must receive a C or better in all field courses.

Procedures for Implementing Academic Probation

The BSW Director implements the academic probation policy according to the following procedures:

At the beginning of each semester the BSW Director identifies students whose GPA has fallen below 2.5.

- a. The BSW Director provides written notice to students of their academic probation status via email at the beginning of each semester. Copies of academic probation notices are provided to the mentors of affected students and a list of these students is provided to the Department Chair and the BSW Committee. A copy of the written notice is also placed in the student's departmental file.
- b. The student should meet with their faculty mentor to develop a plan of action to raise their GPA to the minimum required 2.5. Over the course of the following semester, the students should meet with their mentor to check in and receive assistance toward their achievement of reinstatement to regular academic status.
- c. At the end of a student's academic probation semester, the BSW Director determines if the student's academic progress warrants: (a) removing the student from academic probation status, or (b) terminating the student from the undergraduate social work program.

When termination of an academic probation student from the BSW Program is recommended by the Director, the procedure outlined below (Program Termination) is followed.

Program Termination Policy

A student may be terminated from the social work program for academic reasons; examples include: (1) the student has been on academic probation and has failed to raise their GPA to 2.5 or above, or (2) there is documented evidence that a non-probationary student is not likely to attain competence for effective practice (such as failure to complete a required social work course with a grade of C or better after two attempts). Students may also be terminated from the program for behavioral reasons. See SIUE Department of Social Work Academic and Professional Standards of Performance Policy, Appendix A.

The BSW Director implements the academic termination policy according to the following procedures:

- a. The Director notifies students at-risk for academic termination in writing at the beginning of the semester, via email. A meeting is scheduled with the student to explain the Department's procedures and their appeal rights. A list of students notified for possible termination is sent to the BSW Program Committee and the Department Chair.
- b. The Director reviews student candidates for termination with the BSW Program Committee for its consultation at the beginning of each semester. Students subject to

termination are notified of the Committee meeting and invited to provide information in their interest if they so desire.

c. The Director implements student termination or continuation in the program after considering the BSW Committee's recommendations. Written notices of academic termination or continuation, which include a summary of the facts, are sent to the student, via email, with copies to the Chair, the faculty mentor, and the student's department file.

Awards and Financial Aid

A college education is an investment in yourself and your future. The Office of Student Financial Aid is available to help students navigate the process of obtaining loans, grants, and scholarships. The Office of Financial Aid is located in Rendleman Hall 2308. Financial Aid Counselors can be reached by email at finaid@siue.edu or by calling 650-3880.

In addition to Financial Aid, the Department of Social Work also offers scholarship opportunities for undergraduate students. SIUE is now using AcademicWorks for its scholarships and awards. Once students are accepted into SIUE, they will be sent SIUE credentials that will enable them to log into SIUE AcademicWorks site and complete a scholarship application.

Social Work Alumni and Friends Scholarship

The recipient should be a currently enrolled Social Work undergraduate or graduate student. The recipient should also be in good academic standing. The recipient will be chosen by a committee appointed by the Chair of the Department of Social Work. The committee is also entrusted with the development of selection criteria and application process. The scholarship receives earnings from the Department of Social Work Scholarship Endowment. The amount of the award is determined by the available monies. *(There will be one graduate and one undergraduate recipient of this award.)*

Department of Social Work Service Award

This award carries a small monetary stipend and is awarded to a deserving undergraduate junior or senior who has: 1) an excellent academic record with a minimum GPA of 3.0, 2) membership in community or professional organizations, and 3) maintained an active and continuous community service/volunteer commitment. Recipients must be currently volunteering to receive the award and write a brief statement outlining why he/she should be selected for this award. Social Work faculty select the recipient.

Undergraduate Student Award

Recognizes an outstanding student in the Bachelor of Social Work Program. Recipient must be an upstanding moral person who represents integrity, excellence and dignity. They must be nominated by a current faculty member, who submits a letter of recommendation. Nominees should have a current cumulative GPA of 3.5 or better, demonstrate professional classroom conduct and behavior, be currently involved in a Student Social Work Association (SSWA or ABSSW), or submit verification of other community service (i.e., volunteering-church program/activities, food pantry, homeless shelter, crisis nursery, Red Cross, hospital).

Student Organization -SSWA

The Student Social Work Association (SSWA) is an undergraduate student organization recognized by SIUE, the Kimmel Student Involvement Center and the Department of Social Work. This student organization has advisory membership on all departmental committees except the promotion and tenure committee. Students are encouraged to join the association to identify and advocate for student interests within the department and the University. SSWA also provides students at SIUE an opportunity to get involved on campus and within the broader community to volunteer, fundraise, and develop leadership and teamwork skills. The organization is advised by an undergraduate faculty member.

This student organization is recognized as an official student group of the university. As a student group, SSWA is expected to participate in all student group trainings required by the University and abide by all student group policies. The organization is housed in the SIUE Department of Social Work and mentoring is provided by a faculty member of the BSW program. The group has elected core leadership [e.g. President, Vice-President(s), Treasurer, Secretary] and also ancillary leadership whose role is to connect the student group to both faculty [e.g. Faculty Liaisons] and the community [e.g. Community Liaisons]. Social work undergraduate students are encouraged to become members of the group; however, membership is open to any SIUE undergraduate student. There are nominal membership fees but in the event of financial hardship membership dues are waived to ensure equitable opportunities for participation

With the support of faculty, the student group organizes to: participate in both university and community service, participate in local/regional advocacy activities, and provide student support to newly admitted students to the BSW program. This group provides students with the opportunity to explore their social work interests in more depth, develop their professional networks, broaden their professional experiences in social work, engage in advocacy, learn how to negotiate collaborative relationships with colleagues, and learn more about the field of social work.

MASTERS OF SOCIAL WORK PROGRAM INFORMATION

MSW Admission Criteria

The admissions criteria is based on a two-tiered review process. Prospective students must first submit an application and meet the criteria for admittance to Tier 1: *the SIUE Graduate School*. Once admitted to the SIUE Graduate School, they must then meet the criteria for admittance to Tier 2: *the MSW Program*. The table below details the admission criteria for each tier.

Table: 2-Tier Admissions Criteria		
Admission Tier	Admissions Criteria	Application Material Deadline
Tier 1 SIUE Graduate School	<ul style="list-style-type: none"> • Personal History Application demographic and academic history • Submission of all post-secondary academic transcripts • Successful completion of a bachelor's degree prior to enrollment • Minimum GPA of 2.50 • International students <ul style="list-style-type: none"> ○ Proof of English Proficiency ○ Minimum score of 550 of the paper-based TOEFL or 79 internet-based TOEFL. ○ Minimum score of 6.5 on the IELTS or equivalent • \$40 Application Fee 	Accepted year-round
Tier 2 MSW Graduate Program	<ul style="list-style-type: none"> • Minimum GPA of 3.0; Students with less than a 3.0 undergraduate GPA may apply and will be considered on a case-by-case basis. • MSW Personal History Application – demographic, academic history, social work or related service or professional experience • Statement of Purpose (<i>4-5 page essay</i>) • Two letters of recommendation <ul style="list-style-type: none"> ○ Foundation applicants – Letter 1 from current or past instructor; Letter 2 from current or past supervisor ○ Advanced-standing applicants – Letter 1 from current or past instructor or supervisor; Letter 2 from BSW field supervisor or field instructor 	Accepted Year-round

To be eligible for admissions to the MSW Program, applicants must submit all materials to the SIUE Graduate School (Tier 1) before the deadline. When the application is complete, it is

forwarded to the Social Work Department (Tier 2). Program application materials are uploaded via the University's online application system;

Irrespective of the bachelor's degree they hold, all applicants submit the same materials, although applicants who hold a bachelor's in social work (BSW) must submit one letter of recommendation from a field supervisor or field instructor.

All application requirements are articulated on the Program's website.

Application Evaluation & Applicant Notification

Though applications are accepted year-round, there is a 5-month review period (e.g. November through March). During this time applications are reviewed, and acceptance notifications are made. Prior to the review process, application materials are inventoried by the MSW Program Director to be sure all application requirements are met. The full-faculty, under the guidance of the MSW Program Committee, then reviews materials and makes admissions decisions. For each applicant, two tenured faculty review completed admissions packets, including the applications for graduate study, personal statement, letters of recommendation, and transcripts. In the event of reviewer agreement (both reviewers agree to admit or decline admission), the corresponding decision is made. In the event reviewers do not agree (admit/decline admission), the application materials are presented to the full MSW Program Committee for review, discussion, and decision. All decisions (admit/deny) are communicated via email to applicants as admissions decisions are made. The admissions review process is the same for foundation and advanced students.

Contingent Admission Conditions

All students must complete any deficiencies prior to their enrollment in the MSW program. If any deficiencies are not completed prior to enrollment, the student will not be considered for admission and must re-apply upon completing the deficiencies.

Curriculum Sequence

Please look at the website for all course descriptions.

Full Time Generalist Curriculum (30 Credits)

Traditional students first year

Summer before	SOCW 502 – Generalist Practice with Organizations and Communities (optional, can take summer after first year)
	Social Work Elective - optional
Fall Semester	SOCW 501 - Generalist Practice: Individuals & Families
	SOCW 503 - Counseling Skills Development
	SOCW 507 - Human Behavior in the Social Environment
	SOCW 508 - Diversity, Values, Ethics, and Social Justice Principles and Practice
Spring Semester Generalist	SOCW 504 - Social Welfare Policy
	SOCW 505 - Generalist Practice with Groups
	SOCW 506 - Research Methods & Data Analysis
	SOCW 526 - Field Instruction I
Summer Generalist	SOCW 502 – Generalist Practice with Organizations and Communities
	SOCW 527 – Field Instruction II OR
	SOCW 531- Block Field Instruction
	Social Work Elective- optional

*Note: all Generalist curriculum must be completed before starting Advanced Generalist curriculum

Full Time Advanced Generalist Curriculum (30 Credits)

Advanced standing students & Traditional students second year

Fall Semester Advanced Generalist	SOCW 550 - Advanced Micro Practice
	SOCW 551- Advanced Policy
	SOCW 552 - Advanced Macro Practice
	Social Work Elective
Spring Semester Advanced Generalist	SOCW 528 - Field Instruction III
	SOCW 546 - Applied Social Science Research
	Social Work Elective
	Social Work Elective
Summer	SOCW 565 - Capstone
	SOCW 529 – Field Instruction IV OR
	SOCW 532 - Block Field Instruction

Note: all students must take at least 3 electives

MSW Elective Options

BSW with MSW credit

- SOCW 420 Substance Use
- SOCW 430 Spirituality in Social Work
- SOCW 440 International Social Work
- SOCW 444 Social Work in a Digital Age
- SOCW 461 Children and Families
- SOCW 466 Disaster Services
- SOCW 486 Gangs

Note: If a student takes a BSW with MSW credit elective as an undergraduate student at SIUE, that elective credit cannot be transferred for MSW credit and the course may not be retaken for MSW credit.

MSW

- SOCW 537 Psychopathology & Diagnostic Assessment
- SOCW 560 Mental Health Services
- SOCW 563 Gerontology
- SOCW 564 Substance Abuse Services

Note: May take one graduate elective outside social work with pre-approval from MSW Committee.

Part Time Generalist Curriculum (30 Credits)

Traditional students first two years

Summer Before	SOCW 502 – Generalist Practice with Organizations and Communities (optional, can take summer after first year)
	Social Work Elective - Optional
First Fall Generalist	SOCW 507- Human Behavior in the Social Environment
	SOCW 508- Diversity, Values, Ethics, and Social Justice Principles and Practice
First Spring Generalist	SOCW 505- Generalist Practice with Groups
	SOCW 506 - Research Methods & Data Analysis
Summer Generalist	SOCW 502 – Generalist Practice with Organizations and Communities
	Social Work Elective - Optional
Second Fall Generalist	SOCW 501- Generalist Practice: Individuals/Families
	SOCW 503 - Counseling Skills Development
Second Spring Generalist	SOCW 504 - Social Welfare Policy
	SOCW 526 - Field Instruction I
Summer Generalist	Social Work Elective - Optional
	SOCW 527 – Field Instruction II OR Block Field

Note all Generalist curriculum must be completed before starting Advanced Generalist curriculum

Part Time Advanced Generalist Curriculum (30 Credits)

Advanced standing students and Traditional students second 2 years

First Fall Advanced Generalist	SOCW 550 -Advanced Micro Practice (540/541)
	SOCW 551- Advanced Policy (542/543)
First Spring Advanced Generalist	Social Work Elective
	SOCW 546 - Applied Social Science Research
Summer Advanced Generalist	Social Work Elective - Optional
	Social Work Elective - Optional
Second Fall Advanced Generalist	SOCW 552 - Advanced Macro Practice (544/547)
	Social Work Elective
Second Spring Advanced Generalist	SOCW 528 - Field Instruction III
	Social Work Elective - Optional
Summer	SOCW 565 - Capstone
	SOCW 529 – Field Instruction IV or Block Field

***Note: all students must take at least 3 electives**

Independent Study

SOCW 596 Independent Readings in Social Work **may** be used by students as an elective but not a required social work course. The independent study is a faculty supervised option. This option is available when the student and a faculty work together to demonstrate a structured learning purpose consistent with the student's overall learning and career goals that justify enrollment in the independent study. The independent study must be approved by the MSW Committee.

Students considering the independent study should discuss this option with their faculty mentor. If the mentor approves, students should find and negotiate supervision with a social work faculty member or instructor. The student and the faculty supervisor must complete an independent study contract (available online) and file it with the Director of the MSW Program. The MSW Program Director will bring the request to the MSW Committee for a decision. Copies of approved contracts are provided to the student, the faculty supervisor, and a copy is placed in the student's departmental file.

Grade and Academic Probation Policy

MSW students must maintain a cumulative grade point average 3.0 GPA or above to remain in good academic standing in the program. Students whose cumulative GPA falls below 3.0 will be placed on academic probation for the following semester. At the end of a student's academic probation semester, the Director, in consultation with the MSW Committee and the Department Chair, determine if the student's academic progress warrants: (1) removal of the student from academic probation status; (2) continued academic probation for another semester; or (3) termination from the MSW Program.

Students must be in good academic standing to begin and remain in practica. Good academic standing is defined as maintaining at least a 3.0 GPA, and not being on academic probation for other reasons as defined by the Department and the Graduate School.

Procedures for Implementing Academic Probation

The MSW Director implements the academic probation policy according to the following procedures:

At the beginning of each semester the MSW Director identifies students whose GPA has fallen below 3.0.

- a. The MSW Director provides written notice to students of their academic probation status via email at the beginning of each semester. Copies of academic probation notices are provided to the faculty mentors of affected students and a list of these students is provided to the Department Chair and the MSW Program Committee. A copy of the written notice is also placed in the student's departmental file.
- b. The student should meet with their faculty mentor to develop a plan of action to raise their GPA to the minimum required 3.0. Over the course of the following semester, the students should meet with their mentor to check in and receive assistance toward their achievement of reinstatement to regular academic status.
- c. At the end of a student's academic probation semester, the MSW Director determines if the student's academic progress warrants: (1) removal of the student from

academic probation status; (2) continued academic probation for another semester; or (3) termination from the MSW Program.

d. When termination of an academic probation student from the MSW Program is recommended by the Director, the procedure outlined below (Program Termination) is followed.

Program Termination Policy

A student may be terminated from the MSW Program for academic reasons; examples include: (1) the student has been on academic probation and has failed to raise their GPA to 3.0 or above.

The MSW Director implements the academic termination policy according to the following procedures:

e. The Director notifies students at-risk for academic termination in writing at the beginning of the semester, via email. A meeting is scheduled with the student to explain the Department's procedures and their appeal rights. A list of students notified for possible termination is sent to the MSW Committee and the Department Chair.

f. The Director reviews student candidates for termination with the MSW Committee for its consultation at the beginning of each semester. Students subject to termination are notified of the Committee meeting and invited to provide information in their interest if they so desire.

g. The Director implements student termination or continuation in the program after considering the MSW Committee's recommendations. Written notices of academic termination or continuation, which include a summary of the facts, are sent to the student, via email, with copies to the Chair, the faculty mentor, and the student's department file.

Awards and Financial Aid

Social Work Graduate Student Assistantship

The Department distributes a limited number of graduate assistantships to MSW students. Assistantships are generally 25 percent time academic-year appointments that require work with an assigned faculty member for 10 hours per week. Currently, students awarded 25 percent appointments receive a monthly stipend and a tuition waiver. Academic merit and financial need are the primary criteria used in making these awards. Students admitted to the MSW program are provided assistantship applications with their letter of admission to the program.

Students must be in good academic standing to receive a graduate assistantship within the Department of Social Work. Students who are placed on departmental probation will have their social work graduate assistantships rescinded.

Regulus-Gilmore Social Work Student Award

The Department distributes one \$500 award each year to an entering MSW student (foundation or advanced standing). The award is in support of a student's potential for academic scholarship and professional excellence. SIUE is now using Academic Works for its scholarships and awards. Once students are accepted into the MSW program, they will be sent SIUE credentials that will enable them to log into SIUE Academic Works site and complete a scholarship application.

Social Work Alumni and Friends Scholarship

The recipient should be a currently enrolled Social Work undergraduate or graduate student. The recipient should also be in good academic standing. The recipient will be chosen by a committee appointed by the Chair of the Department of Social Work. The committee is also entrusted with the development of selection criteria and application process. The scholarship receives earnings from the Department of Social Work Scholarship Endowment. The amount of the award is determined by the available monies. *(There will be one graduate and one undergraduate recipient of this award.)*

SIUE Graduate Awards

Applicants are encouraged to apply for graduate school scholarships. They may provide awardees with stipends and/or tuition waivers. For information about Graduate school awards, please see the Graduate school website.

SIUE Graduate Assistantships

Graduate assistantships in other programs and units of the University are also available, many in human service areas. Students who have been admitted to the program are encouraged to visit the Graduate School's [Graduate Assistantships page](#) for postings of these opportunities during the spring and early summer prior to the fall term. Early applications are encouraged. SIUE Graduate Scholar Awards (GSA)

The [Graduate School](#) website describes several opportunities for financial support including information about student educational loans. Applicants are encouraged to apply for financial support as early as possible, to visit SIUE's [Academic Works](#) site to view awards that may be available, and to pursue several different aid options.

Student Organization – GSSWA

The GSSWA was organized by students and formally recognized by the Department of Social Work and the University in the spring semester 1999. This student organization has advisory membership on all departmental committees except the promotion and tenure committee. Students are encouraged to join the association to identify and advocate for student interests within the department and the University. GSSWA also provides community or University charitable services. The association is approved as a student organization by SIUE Kimmel Leadership Center and is advised by a graduate faculty member.

This student organization is recognized as an official student group of the university. As a student group, GSSWA is expected to participate in all student group trainings required by the University and abide by all student group policies. The organization is housed in the SIUE Department of Social Work and mentoring is provided by a faculty member of the MSW program. The group has elected core leadership from both the generalist and specialized cohorts [e.g. Generalist Co-Chair, Specialized Co-Chair, Treasurer, Secretary, Professional Development] and also ancillary leadership whose role is to connect the student group to both faculty [e.g. Generalist Faculty Liaison and Specialized Faculty Liaison] and the community [e.g. Generalist Community Liaisons and Specialized Community Liaison]. Social work graduate students are encouraged to become members of the group; however, membership is open to any

SIUE graduate student. There are nominal membership fees but in the event of financial hardship membership dues are waived to ensure equitable opportunities for participation

With the support of faculty, the student group organizes to: participate in both university and community service, participate in local/regional advocacy activities, and provide student support to newly admitted students to the MSW program and professional development to area social work professionals and the campus community. This group provides students with the opportunity to explore their social work interests in more depth, develop their professional networks, broaden their professional experiences in social work, engage in advocacy, learn how to negotiate collaborative relationships with colleagues, and learn more about the field of social work.

APPENDIX A

SIUE Department of Social Work Academic and Professional Standards of Performance Policy (Behavior Policy)

Policy Rationale

As the primary role of the SIUE Department of Social Work is to prepare students to engage in professional social work practice, a major element of this training involves ensuring that students understand the values that undergird the profession and display behaviors that are consistent with these values. The National Association of Social Work (NASW) Code of Ethics serves as the cornerstone of both our profession as well as the guidelines outlined in this policy. Please note that all students are also bound by SIUE's Student Rights and Conduct Policy, which can be found at: <https://www.siu.edu/policies/3c1.shtml>

All students are expected to uphold and adhere to the Academic and Professional Standards of Performance Policy in and outside of class, including but not limited to on SIUE property, in the wider community, at practicum placements, volunteer sites, and online. With respect to social media postings and other online communications, in particular, students should adhere to the *Standards for Technology in Social Work Practice* published by NASW, which states that "social workers should apply principles of honesty, respect, and social justice, whether their electronic communications are for personal or work-related purposes" (p. 25).

Failure to meet the Academic and Professional Standards of Performance Policy result in plans for ameliorative action(s) and/or dismissal from the Department of Social Work, as delineated below. In particular, the Department has zero tolerance for the denigration of any person based on race, ethnicity, sex, gender, gender identity, sexual orientation, religion, age, disability, or any other dimension of human identity. Any violation of this fundamental value of the social work profession and the SIUE Department of Social Work that comes to our attention is addressed with all due seriousness and swiftness, in accordance with the Policy Guidelines delineated below.

Learning about historical and contemporary structural influences on marginalized and oppressed populations may challenge previously held attitudes and require significant personal change. This process may be anxiety producing and the department strongly encourages students to develop a support system in which all attitudes may be examined and challenged toward the goal of greater empathy and social action.

Policy Dissemination

Students receive information regarding the Academic and Professional Performance Standards Policy prior to entering the program. Information dissemination occurs through:

1. The policy is placed on the SIUE Department of Social Work website so that prospective students have the opportunity to review the policy early in their process of considering our programs of study.

2. This policy is reviewed during program orientation sessions that prospective students attend prior to applying to the BSW program as well as at MSW program orientation.
3. Students must address their commitment to the Policy Guidelines (delineated below) in their personal statements submitted with their applications.
4. Both the BSW and MSW application forms require that students sign off that they have read and understand the policy.
5. For undergraduate students, the SOCW 202 course reviews and reinforces the Academic and Professional Performance Standards Policy set forth by the Department of Social Work. It is strongly recommended that students take this course prior to being declared a social work major. For graduate students, this information is covered very early in their course of study.

It is the goal for students to know and understand the Academic and Professional Standards of Performance Policy for the SIUE Department of Social Work as early as possible in their process of considering and applying for the BSW or MSW program. If students do not feel as though they can uphold these standards, it is recommended that they consider pursuing other majors that may be a better fit.

Policy Guidelines

The table below outlines the major values and ethical principles of the social work profession as found in the NASW Code of Ethics. In addition, it outlines some of the behavioral expectations of students that demonstrate a sound understanding of and adherence to these values and ethical principles. Please note that the behavioral expectations identified below are not exhaustive, but should be interpreted as a foundation for broader considerations of how behaviors may or may not align with the values and ethical principles identified in the left-hand column.

Social Work Values and Ethical Principles	Academic and Professional Expectations
<i>Service</i> Social workers' primary goal is to help people in need and to address social problems	Social workers should: Familiarize and commit themselves to the NASW Code of Ethics and this policy, both in and outside of educational and practice settings (i.e., in their personal lives)
<i>Social Justice</i> Social workers challenge social	Social workers should: Not practice, condone, facilitate, or collaborate with any form of

<p>injustice</p>	<p>discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability (Code of Ethics, Section 4.02)</p> <p>Commit to learning about issues of oppression and social justice, particularly from the perspectives of those most impacted</p> <p>Show a willingness to examine, question, and/or change attitudes, beliefs, and/or behaviors in light of new information</p> <p>Commit to addressing issues of oppression and social justice as a future social work practitioner</p>
<p><i>Dignity and Worth of the Person</i> Social workers respect the inherent dignity and worth of the person</p>	<p>Social workers should:</p> <p>Show respect for the self-determination of clients, regardless of personal feelings and/or values, within practicum and/or agency settings</p> <p>Demonstrate a sound understanding of the above values and ethical principles in all course and program assignments and/or requirements</p>
<p><i>Importance of Human Relationships</i> Social workers recognize the central importance of human relationships</p>	<p>Social workers should:</p> <p>Demonstrate respectful communication with fellow students, faculty, practicum sites, employers, clients, and others</p> <p>Communicate effectively in a variety of settings with people from a wide variety of backgrounds</p>
<p><i>Integrity</i> Social workers behave in a trustworthy manner</p>	<p>Social workers should:</p> <p>Show honesty in communication with fellow students, faculty, practicum sites, employers, clients, and others</p> <p>Understand and practice academic honesty and the proper standards of academic citation</p> <p>Understand and practice professional honesty and give credit to others' work whenever appropriate</p> <p>Maintain appropriate professional boundaries with fellow students, faculty, and others</p>

<p><i>Competence</i> Social workers practice within their areas of competence and develop and enhance their professional experience</p>	<p>Social workers should:</p> <p>Not allow their own personal problems, psychological distress, legal problems, substance abuse, physical or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility (Code of Ethics, Section 4.05)</p> <p>Demonstrate responsibility and dependability by fully adhering to the academic and professional standards articulated through course syllabi and departmental policy and standards, by meeting deadlines on assignments and projects, keeping appointments, and being responsive in communications.</p> <p>Maintain the cumulative GPA in accordance with department requirements</p> <p>Maintain confidentiality of clients in all manners in accordance with practicum site or agency policy</p> <p>Properly use practicum and/or agency resources</p> <p>Be open and responsive to academic and professional evaluation, feedback, and constructive criticism</p> <p>Demonstrate a commitment to self-care and self-evaluation of academic and practice performance</p> <p>Follow all policies and protocols of the practicum site or agencies to which you are assigned or visit</p>
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Policy Implementation

There are two kinds of opportunities for faculty to evaluate students using the Policy Guidelines. The forms will be completed for the entire cohort, either by a faculty teaching key classes or by a group of faculty. Additionally, Faculty and Field Directors will fill out disposition forms when a violation occurs.

All dispositions forms are placed inside the file of the students. However, students who receive a “some concerns” and “does not meet” designation on one of the Policy Guidelines criteria receive a written remediation and follow-up discussion outlined more fully below.

If the person filling out the Disposition Form deems the violation of the Policy Guideline to be egregious s/he writes a detailed description and meets with the Chair and Program Director. At this point, the Chair also meets with the Associate Dean of Student Affairs in the College of Arts and Sciences to determine whether termination of the student from the program is justified. Otherwise, remediation proceeds as follows.

Remediation Steps:

Step 1: Filling Out Disposition Forms

Disposition forms may be completed for all students enrolled in certain courses during matriculation through the BSW and MSW programs as a means of socializing students to the profession and providing feedback toward that end. Faculty members may also collaborate in completing such forms for all enrolled students periodically for this purpose. Copies of disposition forms will be emailed to student, placed in the student's file and kept in the program directors office.

In addition, Faculty and Field Directors who notice a violation of the Policy Guidelines will fill out a disposition form after a violation takes place.

Step 2: Remediation

When a student receives a "some concerns" and/or "does not meet" for any category on the disposition form, the student meets with the person who filled out the remediation form (if the Field Director opts out, the Chair of the department takes her/his place), the student's mentor and the student. Together, the three develop a plan of action to consider the behavior and how best the student can proceed in the future to work with the feedback. The plan of action is placed in the student's file. Copies of the plan of action will be emailed to student and their mentor, placed in the student's file and kept in the program director's office.

Step 3: Filling out Second Disposition Form

If the student receives a "some concern" and/or "does not meet" for any category (including one different than the first), the Program Director solicits feedback from departmental faculty to receive a more comprehensive view of the student. After soliciting feedback, the Director sets up a meeting with the student, the Program Director, Chair of the department and possibly the Associate Dean for Student Affairs in the College of Arts and Sciences to discuss remediation. A remediation plan is created and shared with the student and placed in the student's file.

Step 4: If the student receives a "some concern" and/or "does not meet" for any category (including one different than the first or second) in a third Disposition Form, the student is terminated from the program.

SIUE Department of Social Work
Academic and Professional Standards of Performance Policy

Student Contract

By initialing and signing below, I acknowledge the following:

1. I have read and understand the standards as outlined in the Academic and Professional Standards of Performance policy. _____ (Student initials)

2. I understand that I am accountable for demonstrating these standards in and outside of class, including but not limited to on SIUE property, in the wider community, at practicum placements, volunteer sites, and online. _____ (Student initials)

3. I understand that failure to properly adhere to these standards results in ameliorative actions as outlined in the policy, including possible dismissal from the social work program. _____ (Student initials)

Student signature

Date

Printed name

Disposition Form

Student: _____ Semester: _____ Course: _____

Person Completing Disposition Form: _____

Social Work Values and Ethical Principles	Academic and Professional Expectations	Ex-ceeds	Meets	Some con-cerns	Does Not Meet	NA
<i>Service</i> Social workers' primary goal is to help people in need and to address social problems	Is familiarized and committed to the NASW Code of Ethics and this policy, both in and outside of educational and practice settings (i.e., in their personal lives)					
<i>Social Justice</i> Social workers challenge social injustice	<p>Does not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability (Code of Ethics, Section 4.02)</p> <p>Is committed to learning about issues of oppression and social justice, particularly from the perspectives of those most impacted</p> <p>Shows a willingness to examine, question, and/or change attitudes, beliefs, and/or behaviors in light of new information</p> <p>Is committed to addressing issues of oppression and social justice as a future social work practitioner</p>					
<i>Dignity and Worth of the Person</i> Social workers	Shows respect for the self-determination of clients, regardless of personal feelings and/or values, within practicum and/or					

<p>respect the inherent dignity and worth of the person</p>	<p>agency settings</p> <p>Demonstrates a sound understanding of the above values and ethical principles in all course and program assignments and/or requirements</p>					
<p><i>Importance of Human Relationships</i> Social workers recognize the central importance of human relationships</p>	<p>Demonstrates respectful communication with fellow students, faculty, practicum sites, employers, clients, and others</p> <p>Communicates effectively in a variety of settings with people from a wide variety of backgrounds</p>					
<p><i>Integrity</i> Social workers behave in a trustworthy manner</p>	<p>Shows honesty in communication with fellow students, faculty, and others</p> <p>Understands and practices academic honesty and the proper standards of academic citation</p> <p>Understands and practices professional honesty and gives credit to others' work whenever appropriate</p> <p>Maintains appropriate professional boundaries with fellow students, faculty, and others</p>					
<p><i>Competence</i> Social workers practice within their areas of competence and develop and enhance their professional experience</p>	<p>Does not allow their own personal problems, psychological distress, legal problems, substance abuse, or physical and mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have a professional responsibility (Code of Ethics, Section 4.05)</p> <p>Demonstrates responsibility and dependability by fully adhering to the academic and professional standards articulated through course syllabi and departmental policy and standards, by</p>					

	<p>meeting deadlines on assignments and projects, keeping appointments, and being responsive in communications.</p> <p>Maintains the cumulative GPA in accordance with department requirements</p> <p>Maintains confidentiality of clients in all manners in accordance with practicum site or agency policy</p> <p>Properly uses practicum and/or agency resources</p> <p>Is open and responsive to academic and professional evaluation, feedback, and constructive criticism</p> <p>Demonstrates a commitment to self-care and self-evaluation of academic and practice performance.</p> <p>Follows all policies and protocols of the practicum site and other agencies.</p>					
<p><i>Comments</i></p>						

APPENDIX B

SIUE Department of Social Work Student-Faculty Conflict Resolution Policy

Effective Date: Fall 2008 (Final Version Approved by Full Faculty on October 20, 2008)

Preamble

The purpose of this policy is to lay out a clear path for both BSW and MSW students to follow when issues arise between a student and their classroom instructor or any other social work faculty member. While there is a formal grievance procedure at the university level, before engaging in a formal grievance, students must document prior attempts to resolve the issue informally within the department. This policy will provide guidelines for a department-level process. We believe that a clear department-level process will result in more effective working relationships and a more collegial learning environment for both faculty and students.

Policy

Students in the Department of Social Work will identify and work through issues and conflicts with faculty in a clear, systematic and respectful manner as outlined below. Each step of the problem-solving process should be done in a timely manner, making it possible for the student to take full advantage of their academic program. The student should document their efforts at each step of the process. As a preliminary step, before doing anything else, the student should always consult with their mentor to further help clarify issues before engaging in the procedure below.

Procedure

Step 1: Conference with faculty member: At the first sign of a problem or issue, the student should contact the professor, either in person or via email or voicemail and request a private consultation to address the issue or problem. Prior to meeting with the faculty member, the student should prepare written documentation which addresses the following: 1) What is the problem or issue? 2) What is the actual or potential impact on the student? 3) What resolution is the student requesting?

Step 2: Conference with BSW or MSW program director and then Chair: The student should consult with the relevant program director, informing the program director of the nature of the problem and the outcomes of the previous step. This consultation may include a conference with the faculty member and the program director if needed or requested by the student. The program director may also refer the issue to the BSW or MSW committee. If this conference or program committee recommendation does not resolve the issue, or the problem recurs, the student should go to the Department Chair. This step may involve a consultation between the faculty member, the student, program director and Chair. If this conference does not resolve the problem, the student should go to the next step.

Step 3: Conference with College of Arts & Sciences Associate Dean for Student Development: The student should consult with the Associate Dean, reviewing previous problem-solving attempts. This step could involve meetings with the student, Associate Dean, and faculty member. If this conference does not resolve the issue, the student may go to the next step.

Step 4: Filing a formal grievance (see below) <http://www.siue.edu/policies/3c3.shtml>

APPENDIX C

STUDENT GRIEVANCE PROCEDURE

Students may grieve either academic or professional performance evaluations using the following grievance procedure. The following description of the student grievance procedure is an abstract of steps in the process. Students are referred to the full outline of the SIUE student grievance procedure on the University website and to follow the requirements outlined. The website is: www.siu.edu/POLICIES. Once you are in the POLICIES section, click on [search](#) or [SIUE search](#) and type in grievance. Go to item 6. 3c2, the student grievance code. This site provides a full description of grievance process and procedure that students should comply with. **Note: the grievance search will also list a range of other specific grievance procedures including those for graduate assistants, persons with disabilities, etc.**

1. Grievances must be filed within 60 days of the occurrence or discovery of the occurrence. (However, students initiating grievance are urged to initiate the process as soon as feasible)
2. Students should file a full written statement of grievance with the Department Chair naming the person against whom the grievance is made, the charges, the time and date it occurred, the student right violated, a statement of the circumstances and evidence, names and addresses of witnesses, and the resolution sought. **(If the grievance is against the Chair of the Department of Social Work, the grievance should be filed with the Dean of the College of Arts and Sciences.)**
3. The Chair of the Department within five working days shall appoint a hearing officer, an additional faculty member and a student to serve as the grievance committee that will hear the grievance. If the grievant has concerns about the membership of the committee, concerns should be submitted in writing to the Chair. The Chair may reconstitute the committee or leave it as constituted.
4. The hearing officer should within five days of receipt of the grievance establish a date for the hearing and notify all parties. The hearing should occur no more than twenty days from their receipt of the written grievance.
5. The grievance hearing should be conducted according to procedures outline in the University's Student Grievance Procedure.
6. The hearing officer shall within five days after the hearing notify the parties in writing of the decision, the findings of fact, and reasons for the decision (a copy of the written decision and finding is filed with the Chair of the Department). The decision shall be limited to resolution of the dispute between the grievant and the respondent. The decision shall become effective five days after receipt by the parties unless either party files an appeal. All materials presented at the hearing are filed with the Chair and maintained for a period of five years.

7. If a student chooses to appeal the decision of the grievance committee, the student must file a written appeal within five days of the decision to the Chair of the Department.
8. The Chair should acknowledge in writing receipt of the appeal within five working days and notify in writing the parties of their decision within ten working days. The decision should go into effect within five days unless further appeals are initiated.
9. If either party wishes to appeal the Chair's decision, they may initiate appeals in turn to the Dean of the College of Arts and Science, the Provost and Vice Chancellor for Academic Affairs following the same procedures are outlined for appeals to the Chair of the Department.