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Dear Student:

Welcome to the University of West Florida Social Work Program in the Department of Social Work. This is a baccalaureate program accredited by the Council on Social Work Education. Graduates are awarded a Bachelor of Social Work, or BSW, which is recognized as the entry level preparation for the practice of professional social work by the National Association of Social Workers.

This handbook is intended to advise social work students about current policies, procedures, and program requirements. It is designed to acquaint you with the faculty and staff of the academic program you are entering and to provide helpful information about the general needs of Social Work students.

We hope that you will find the program to be a source of both personal and professional growth.

Faculty and Staff of Social Work
Department of Social Work
University of West Florida
History

The University of West Florida (UWF) has had a social work program since 1967. At its inception, Social Welfare, as the program was then known, was an option within a Sociology major. In 1969, a Program Coordinator was selected; this position was later elevated to Chair of an independent Department of Social Welfare in 1971. New faculty appointments were made as the program continued to grow. A milestone was reached in 1974 when the Council on Social Work Education (CSWE) was appointed to be the accrediting body for undergraduate social work programs, and the University of West Florida became one of the first schools to apply for accreditation through CSWE. Accreditation was received in 1975, and subsequently, the departmental name was changed to the Department of Social Work. This CSWE accreditation to offer the Baccalaureate Social Work (BSW) program remains current to date. One of the primary benefits of the accreditation process is awarding the Bachelor of Social Work (BSW) degree which appears on the graduate’s transcript. This degree is recognized by the National Association of Social Workers (NASW) as the first level of entry into the practice of professional social work and is generally recognized by social service agencies as the best preparation for entry into the human services. Additionally, the Department added the Master of Social Work (MSW) program in 2011 and this program is also accredited by CSWE.

The Department of Social Work is housed in the College of Education and Professional Studies (CEPS). Presently the Department is staffed by eleven faculty members, Department Chair, and an Office Administrator on UWF main campus and a Field Instructor and an Office Assistant located off campus at the UWF/Children & Families Field Unit. Approximately 200 students are currently enrolled as undergraduate social work majors, and many more benefit from course offerings and interdisciplinary minors housed in the department. The program follows a "generalist" model which prepares students for effective multilevel assessment, planning, implementation and advocacy with multiple systems in many fields of practice.

Social Work Mission Statement

Department of Social Work Mission Statement
The mission of the University of West Florida’s Department of Social Work is to prepare social work practitioners, guided by a person-in-the-environment framework, to empower individuals, families, groups, communities, and organizations within a geographic region of enormous need and promise. Drawing from a diverse faculty, the department is committed to human rights, social and economic justice, and respect for diversity to improve the quality of life of those we serve.

BSW Mission Statement
The Social Work Department draws upon the University of West Florida’s vision, mission and values. The mission of the BSW program is to prepare graduates for effective multi-level assessment, engagement, intervention, and evaluation of multiple systems in many fields of practice. Guided by a diverse faculty, the department is committed to promoting human rights, social and economic justice, and respect for diversity to improve the quality of life for those we serve. Social Work values, competency based education and practice drives the programs mission. This mission aligns with the profession’s purpose or quest to prevent “conditions that
limit human rights, the elimination of poverty and the enhancement of the quality of life for all persons locally and globally.” Implied within the mission of the program is student acquisition of knowledge, skills and values necessary to apply critical thinking to practice situations and standards of professional behavior.

**Social Work Values**

The BSW program at UWF adheres to the CSWE 2015 Educational Policy Accreditation Standards (EPAS) guidelines:

“Service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry are among the core values of social work. These values underpin the explicit and implicit curriculum and frame the profession’s commitment to respect for all people and the quest for social and economic justice.”

**BSW Program Goals**

The BSW program goals are derived from the Department’s Mission and Goals. The Department of Social Work is dedicated to integrating the following program goals throughout the curriculum:

1. Students will gain an understanding of the historical context of the social work profession and how ethical principles and values provide the framework for professional practice that embraces diversity, advances human rights and social and economic justice. (Competency 1,2,3,4,5,6,7,8,9)
2. Students will demonstrate the importance of culturally diverse practice-informed research and research-informed practice when engaging, assessing, intervening and evaluating individuals, families, groups, organizations communities and the world at large. (Competency 2,4,6,7,8,9)
3. Students will understand professional responsibility when identifying, assessing and applying social policy and its effect on service delivery at the local, state, and federal level in the efforts of advancing human rights and promoting social, economic and environmental justice. (Competency 1,2,3,5)
4. Using the social work profession’s knowledge, skills and values foundation students will engage, assess, and intervene and evaluate micro, mezzo and macro levels of practice. (Competency 1,4,5,6,7,8,9)

These program goals are aligned with desired competency achievements set forth by The Council of Social Work Education:

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Engage Diversity and Difference in Practice
- Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
- Competency 4: Engage In Practice-informed Research and Research-informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and
Communities

- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

For more details on each competency, please use this link.
http://www.cswe.org/Accreditation/EPASRevision.aspx

UWF Department of Social Work Requirements

Entry into the Department of Social Work is determined by University of West Florida admissions policies, criteria and procedures. Completion of two years of liberal arts core courses of the university, or an acceptable AA degree from an accredited community college with a liberal arts foundation of courses. Please see the UWF Admissions for more information. Specific to the Department, applicants must complete 45 hours of general education requirements before entering the BSW program. Common prerequisite courses in the areas of psychology, sociology, human biology, political science, and economics must be completed prior to graduation.

Academic Advising

Program advising strives to build a partnership between student and advisors for the academic, professional and personal growth of each student. Advising provides an opportunity to address needs of students as they move through the program and also provides a forum for career advice and counseling.

It is important for students to establish early contact with an advisor. The Academic Advisor will assist with the following:

- Successful completion of the program by monitoring all University and Department requirements.
- Collaborate with students in planning a course of study.
- Provide students with campus and community information and resources.
- Help students identify options and possible solutions when academic or personal difficulties interfere with achieving educational goals.

Every effort is made to inform the student of the requirements and an individual's standing in relation to graduation. A degree program is outlined for the student upon entry. If a student is not enrolled for one full year, the degree plan will be revised to reflect any changes in University or Program policies.
Social Work Curriculum

The undergraduate social work curriculum is designed to prepare graduates for beginning social work generalist practice. Generalist practice means that social workers must be able to work with systems of various sizes: individual, family, small group, community, organization. Generalist practitioners use an eclectic theory base. This means that they are comfortable with multiple research based theories of practice and can apply these to best meet the needs of and empower the client system. Generalist practice uses a problem solving approach (engagement, assessment, planning, implementation, evaluation, termination and follow-up) and it is driven by systems theory. This means that the generalist practitioner is able to intervene with multiple systems on behalf of the client. Generalist practice knowledge and skills are transferable from one field of practice to another. Generalist practitioners use critical thinking skills, and practice lifelong learning. Social Work courses are designed to meet the student's needs in areas of theory, methods, and practice.

The degree requires a total of 120 semester hours. All social work majors must complete 36 semester hours of General Education requirements, 48 semester hours of Social Work courses, and 24 semester hours of electives to include one required Social Work elective. As of Fall 1995, all degree requirements must be met within 5 years of entering the program (normally in the Junior year). Students who withdraw from the University for more than three semesters must reapply to the University. Course credits older than 5 years many not be accepted.

Directed Independent Study courses are available on a limited basis according to the policy outlined in this manual. See a current UWF catalog for a more detailed description See UWF policy regarding Directed Independent Study.

Course Sequencing in BSW Program

The following courses are Social Work prerequisites: BSC1005 or BSC1085 (Biology for Non-majors or Anatomy & Physiology,), POS2041 (American Politics, or a national government course), PSY2013 (Introduction to Psychology), SYG2000 (Introduction to Sociology), and ECO2013 (Principles of Economics Macro).

The following is a list of courses that are offered by the Social Work Program. Your advisor will help you plan your schedule as you move through the program:

<table>
<thead>
<tr>
<th>BSW Curriculum 1st Semester Junior</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW3203 Introduction to Social Work</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SOW3103 Human Behavior and the Social Environment*</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SOW3350 Interviewing and Recording</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SOW3313 Work With Individuals and Families</td>
<td>3 credit hours</td>
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</tbody>
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<table>
<thead>
<tr>
<th>BSW Curriculum 2nd Semester Junior</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW3503 Introduction to Generalist Practice*</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SOW4403 Research Design*</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>SOW3322</td>
<td>Work With Groups</td>
</tr>
<tr>
<td>CLP3144</td>
<td>Abnormal Psychology (Required)**</td>
</tr>
<tr>
<td>PPE4003</td>
<td>Theories of Personality (Required)**</td>
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<tr>
<td>Elective**</td>
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**BSW Curriculum 1st Semester Senior**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW3113</td>
<td>Human Behavior in Organizations &amp; Communities</td>
<td>3</td>
</tr>
<tr>
<td>SOW4233</td>
<td>Human Diversity, Economic and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>Elective**</td>
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<td></td>
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<tr>
<td>Elective**</td>
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**BSW Curriculum 2nd Semester Senior**

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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOW4232</td>
<td>Analysis of Social Service Policy*</td>
<td>3</td>
</tr>
<tr>
<td>CLP3144</td>
<td>Abnormal Psychology (Required)**</td>
<td>3</td>
</tr>
<tr>
<td>PPE4003</td>
<td>Theories of Personality (Required)**</td>
<td>3</td>
</tr>
<tr>
<td>Elective**</td>
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<td>Elective**</td>
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</table>

**Final Semester**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOW4510</td>
<td>Field Instruction</td>
<td>9</td>
</tr>
<tr>
<td>SOW4522</td>
<td>Senior Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

*Prerequisites are required
**One must be a Social Work elective
***Select either CLP3144 or PPE4003

**Course Descriptions**

**SOW3203 Introduction to the Field of Social Work** provides students content and learning experiences to understand the profession’s history, its mission and knowledge, skills, values and ethics necessary for generalist practice in contemporary society building competencies 1, 2, 3, and 5. Social welfare services, historical origins and policies are presented along with cultural competency and empathy exercises designed for students to understand the unique experiences of diverse and at-risk populations affected by various social problems. This course provides an overview of the range of public and private social services resources available for addressing problems and identifies social work roles, responsibilities, values, and ethics as well as the role of advocacy in the social work profession. This core course lays the foundation for following courses and through various instructional means students are expected to become acquainted to competencies required for successful generalist practice.

**SOW3103 Human Behavior in the Social Environment** is also taught during the first semester and requires a prerequisite of Biology for Non Majors or Anatomy and Physiology to enhance
students understanding of a systems approach while examining both the individual and the environment in which they reside. This course is designed to provide students’ with an understanding of social functioning throughout all phases of the human life cycle through an examination of the interaction between the biological determinants of growth and development and various systems of our social environment. Focus is on the interrelatedness and effects of individuals, families and groups and of genetics, societal systems and values that foster or impede social functioning. Content of the course lays a foundation from which students can critically apply the person-in-the-environment perspective, concepts of micro, mezzo and macro practices and teaches beginning skills necessary to bring about change on any of the three levels for assessment, intervention and evaluation as well as advocacy. Competencies addressed in this course include 2, 6 and 7.

**SOW3350 Interviewing and Recording**, also offered in the first semester of the program, is designed to enhance competencies 1, 2 and 4 by introducing students to basic interviewing skills, writing techniques and case record formats required for opening, transferring, updating and closing a social work client record. Using classroom instruction, classroom exercises and outside assignments students learn precise case recording as well as American Psychological Association (APA) writing guidelines.

**SOW3313 Individuals and Families** focuses on social, cultural, familial and environmental influences upon individuals and families and introduces skills and methods to improve social functioning. Emphasis is placed on ethics, values, knowledge, and skills necessary for effective assessment and intervention on the micro level and mezzo level which are reflected in several areas including the worker/client relationship, assessment, strategies and techniques, social worker's use of self, phases of the helping process, and evaluation further building on CSWE competencies 1, 2, 4, 6, 7, 8, and 9. Designated as a practice class, permission is required for student to enroll in this course.

**SOW3503 Introduction to Generalist Practice** the second semester of their Junior year after completing the required prerequisites Introduction to the Field of Social Work and Interviewing and Recording. Introduction to Generalist Practice is taught within a traditional classroom but also requires students to complete a beginning practicum of 120 hours within an agency setting. Course and field work are interwoven as students continue to build upon competencies 1, 2, 6, and 7. Within the classroom students are able to learn and share the goals and mission of their various agencies, relationship and safety issues, social work roles, the significance of licensure, professional values, eco-systems maps, engagement with clients, assessment, intervention and problem-solving, social work roles, termination and ethical issues. Within the agency students are introduced to a social service setting, the varying needs and vulnerabilities of clients served, the problem-solving process and further their understanding of foundation knowledge and skills necessary for professional helping relationships with systems of various sizes Through engagement with both classwork and beginning practice experience students develop self-awareness, beginning skills and knowledge, and a professional attitude.

**SOW4403 Social Work Research Foundations** introduces students to scientific strategies used to evaluate social work practice and theory. The different strategies covered range from participant and observational techniques, to controlled experimentation. Ethical/value dilemmas
involved in social science research are also covered. Competencies 4, 9.

**SOW3322 Social Work with Groups** also taken during the second semester of the junior year prepares students to work on a mezzo and macro level with various types of groups as a generalist practitioner. Lectures and class activities in and outside of the classroom concentrate on students obtaining an understanding of the knowledge base, values and skills needed to apply the problem-solving approach in working with diverse populations within various types of groups. Course content includes the historical and theoretical development of group work: stages, dynamics, leadership styles, diversity composition, planning, facilitating, assessing, intervening, and evaluating. Competencies 2, 4, 6, 7, 8 and 9.

**SOW3113 Human Behavior in Organizations and Communities** introduces students to the concept of “change agent” within organizations, institutions and communities and speaks to the academic concepts of micro, mezzo, and macro assessment focusing on community organization and necessary skills to bring about change on any of the three levels. Students are required to engage in an experiential learning project to effect change via a community project. Emphasis is placed on the social worker’s ethical responsibility to the client, the organization, and the profession. Competencies built upon include 2, 4, 5, 6, 7, 8, and 9.

**SOW4233 Human Diversity, Social and Economic Justice**
This course is designed to examine the impact of social, economic and political environments on diverse populations specifically race, gender, age, ethnicity, culture, class, sexual orientation, religion, and physical and mental ability. This course integrates the key elements of the profession of social work through the filter/lens of social, political and economic justice, including: the history and philosophical foundations of social welfare, community organization and social action strategies and tactics, cultural and group differences and oppression, economic systems, social policies, and the impact and need for advocacy of these key areas on professional practice. Competencies 2, 3, 5.

**SOW4232 Introductory Analysis of Social Service Policy** examines social work as a policy-based profession and how social welfare policy is a central focus of the social work profession. Competencies 3, 5, and 9 are addressed within course content and learning opportunities outside of the classroom as students participate in National Association of Social Workers (NASW), Florida Chapter, Legislative and Advocacy Day (LEAD) with NASW advocating for various bills during exchanges with legislators. Policy practice roles such as planner, administrator, policy analyst, and program evaluator are discussed and students review ways to improve human services delivery systems through the application of problem-solving, critical thinking, and other necessary skills for policy analysis and change.

**SOW4510 Social Work Field Instruction**
This course, the signature pedagogy for social work, provides a field education experience in a social service agency with a qualified professional supervisor. A minimum of 400 hours is required. This course is restricted to social work majors. Students must be of senior status, and have a Social Work GPA of 2.5 and faculty approval. This course will provide the opportunity to integrate beginning generalist practice concepts, values, knowledge, attitudes and skills with purposeful application in a professional setting. Prerequisite: SOW 3103, SOW 3113, SOW3203,
SOW3313, SOW3322, SOW3350, SOW3503, SOW4232, SOW4403, SOW4233. Co-requisite: SOW 4522. Students are expected to demonstrate competencies 1-9.

**SOW4522 Senior Seminar**
This course is designed to integrate previously learned generalist practice concepts, values, knowledge, attitudes and skills with practice. Students must be of second semester senior status, and have a Social Work GPA of 2.5 and is restricted to social work majors. Prerequisite: SOW 3103, SOW 3113, SOW3203, SOW3313, SOW3322, SOW3350, SOW3503, SOW4232, SOW4403, SOW4233. Co-requisite: SOW4510. Students are expected to demonstrate Competencies 1-9.

**Transfer Credit**
The department cannot grant academic credit for previous work or volunteer experience that was not incorporated into a social work course offered by a CSWE accredited program. No credit will be granted for life experience. Transfer credit in required social work courses will only be accepted from programs accredited by the Council on Social Work Education.

**GPA Requirements**
Students are required to complete all Social Work required courses and one Social Work elective course with a minimum grade of “C” (2.0). Courses with less than a “C” must be retaken prior to graduation. Students must have earned a minimum of 2.5 GPA in required major courses as a prerequisite for entering Field Instruction (SOW4510). Current Field Instruction prerequisite courses are: SOW3103, SOW3113, SOW3203, SOW3313, SOW3322, SOW3350, SOW3503, SOW4232, SOW4233, SOW4403, and one Social Work elective course.

**Introduction to Generalist Practice**
During the student’s junior year of enrollment, SOW3503 Introduction to Generalist Practice, one of four practice courses, incorporates a practicum in a social service agency. This course allows the student an opportunity to develop beginning practice skills and the opportunity to study the role and function of a professional in the helping system. Academic standards for successful completion of this course will include the student's demonstration of values, skills, knowledge, and attitudes consistent with the orientation of the professional social worker.

Students must have earned a satisfactory evaluation from the placement agency, as well as a minimum grade of C in the class, in order to proceed into Field Instruction (SOW 4510). The student must submit an application via Tk20 the semester prior to enrollment. See your academic advisor for application deadline.

**Field Instruction**
Field Instruction and Senior Seminar are co-requisites and must be completed the final semester. Students are placed within a social service agency for a supervised learning experience. Students must meet requirements for entry into these courses. In addition, students must demonstrate values, knowledge, and skills consistent with the Social Work Code of Ethics and be approved by the faculty for entry. Please see the following link for specific information.

**Instructional Standards**
Each of the Social Work faculty members and adjunct instructors set standards for course requirements and procedures. This information is included in the syllabus provided for the course. Should you have any specific questions in regard to course requirements, course assignments, grading or other procedures, it is the responsibility of the student to contact the individual faculty member in order to obtain further clarification.

**Completion of Required Courses**
Students majoring in Social Work and students declaring any minor housed in the Department of Social Work are required to satisfactorily complete all required courses with a minimum grade of C (2.0). Students who have made below a "C" in any required Social Work course are required to retake the course. Students must maintain a 2.5 GPA in all Social Work courses. In the case of the practicum components (SOW3503 and SOW4510/SOW 4522), application for subsequent placement must be approved by the Retention and Review committee prior to initiation of placement activities. It will require the student to petition the faculty for permission to reenter the placement process and will need to be accompanied by corroborating evidence of additional eligibility and readiness to enter the human service arena. It is the position of the department that at least average or above performance is necessary for these core courses.

**Directed Independent Study (DIS)**
Directed Independent Study (DIS) provides an opportunity with permission from the instructor, for the student to explore in depth an area of particular interest. DIS serves to extend the student's knowledge in a particular subject which may not have been included within the content of scheduled courses, or if covered in class, the topic interests and motivates the student sufficiently to want to pursue it in more detail. DIS may be appropriately used when the department as well as the student would derive benefit from a particular research study.

**DIS Policy:**
1. DIS may only be offered by permission of full-time faculty.
2. Although DIS is ordinarily taken by one student with one faculty member, on occasion more than one student may jointly participate in a study. When more than one student is involved in the project, students and faculty should clarify arrangements for meetings and should be clear about procedures to be followed with respect to grading.
3. No student may receive DIS credit from one faculty member and have as the content of the DIS any course being routinely taught by another faculty member unless agreed upon by both instructors concerned.
4. It is necessary that a written plan for the DIS be developed by the student and instructor.
5. Practice courses (SOW3313, SOW3322, SOW3503, SOW4332, SOW4522) may not be taken as a DIS.

**Student Appeal of Social Work Program Policy**
This petition procedure will apply to all special requests from the student to the Program. The petition procedure may be used to request a waiver in academic policy if unavoidable.
extenuating circumstances would make compliance impossible or difficult; for permission to vary from the normal academic course sequencing; or for other special, unforeseen and unanticipated circumstances which would require Program approval.

Students may appeal program policy through the following process:
1. The student petitions first through the academic advisor and then the BSW Program Director.
2. The BSW Program Director will review the petition, meet with the student, and present the petition to the faculty.
3. If desired, the student will have an opportunity to discuss the petition with the faculty. The faculty may also request or require the student to meet with the faculty to discuss concerns or needs for remediation.
4. The faculty will then make a final decision regarding the student's appeal.

**Academic Conduct**

The College of Education and Professional Studies has adopted as its official position the statement below. The Department of Social Work adheres to it as the official position of the University of West Florida in regard to cheating and plagiarism. For further clarification of plagiarism, see the UWF library tutorial at:
http://library.uwf.edu/Research/OnlineTutorials/Plagiarism

In addition to the statements specifically related to academic conduct, the student who aspires to the field of human service should demonstrate values, ethics, and attitudes consistent with that of the professional social worker as exemplified by the Code of Ethics of the National Association of Social Workers and by the UWF Student's Ethical Conduct Code. Non-academic issues related to the university’s code of conduct are handled by the university administration. Examples of such issues would include violent behavior or criminal misconduct.

**INCOMPLETE GRADES**
Incompletes are used in cases of extenuating circumstances. The student may request the incomplete grade and the faculty member will arrange a plan for the students’ completion of the required course work and contract for the time of completion of the work. When the work required is not turned in within the university guidelines for incompletes the incomplete becomes a failing grade. See UWF Catalog for more detailed information.
http://catalog.uwf.edu/undergraduate/academicpolicies/grades/#gradesofincomplete

**PLAGARISM**
The Department views plagiarism as a serious offense and a violation of professional ethics. The Department’s policy on plagiarism is attached to all standardized course syllabi. This attachment describes and provides examples of plagiarism, as well as how it can be avoided. The penalty for plagiarism can range from failure on the assignment to dismissal from the program. Incidents of plagiarism are handled according to the Academic Integrity policy. Penalties for violations can range from failure on the assignment to dismissal from the program. For resources to avoid
STUDENT TERMINATION
The program has established policies for terminating a student’s enrollment. These policies include dismissal for reasons of academic and non-academic reasons. Academic reasons for termination relate to the students’ level of knowledge or skills that impede the students’ academic standing and deter their preparation for becoming competent social work practitioners. Policies related to student termination are in compliance with University policy. The procedures related to academic performance are outlined in the university catalogue and the UWF student handbook located at: http://uwf.edu/media/university-of-west-florida/offices/student-affairs/vp-office/documents/University-of-West-Florida-Student-Handbook-2016.pdf

The academic progress of students’ is reviewed at the end of each semester. Faculty advisors are responsible for knowing how their students are doing academically. At the end of each semester a list of students receiving grades below C and those receiving incompletes is generated and sent to all Department Chairs. It is the advisors responsibility to meet with the student and to come up with a plan that supports the students needs to be successful in the program. Students are not permitted to continue to the next level of courses until all deficiencies are corrected.

Grievance Process
Please refer to the College of Education and Professional Studies link for information on the grievance process. http://uwf.edu/ceps/academics/grievance-process/

Graduation Procedures
Graduation applications are generally available beginning the 5th week of the current term (not the graduation term) through Friday of the 4th week of the graduation term. Deadlines and applications for graduation are available online. http://uwf.edu/offices/registrar/graduation-guide/apply-to-graduate/


Students who have declared minors should ensure that all courses are completed. The minor will not be reflected on the diploma but instead on transcripts. If the declared minor will not be completed in time for graduation, students must delete the declared minor using the Major/minor Change form. The minor cannot be completed after graduation.

For all cap, gown, and commencement information, please refer to the UWF Commencement website http://uwf.edu/offices/commencement/
Graduate School Requirements

The University of West Florida Department Social Work has a Master of Social Work (MSW) program. For more information, please use the Social Work link for graduate information. http://uwf.edu/ceps/departments/social-work/graduate-programs/master-of-social-work-msw-overview/

Student Social Work Organization

The Student Social Work Organization (SSWO) is a student organization formed in 1974. The purposes of the organization are:

- To create and enhance a positive educational and professional atmosphere for students
- To unify Social Work Students and Students of Other Majors who have a passion to make a change
- To serve as a liaison between the UWF Department of Social Work and the community while promoting awareness of Social Work values within the community
- To provide opportunities for interaction between students, faculty, and social work practitioners; and,
- To serve as an advocate for students with faculty, the UWF Department of Social Work, and the community

Student Representation

The Student Social Work Organization (SSWO) elects a representative to the faculty who serves to:

- develop communication lines between faculty and students in a formalized manner;
- provide a means of student input into program decisions;
- provide a catalyst for the development of student organizations;
- develop a means of improving the quality of social work programs through student input;
- develop strategies for increasing the recruitment and retention of social work majors; and
- advise the faculty of the impact of policy on students.

Students eligible for nomination must be a declared Social Work major and in good academic standing. The student elected will serve for a period of one year. The designated student representative will be responsible for updating faculty of current activities and insuring that student issues and concerns are addressed at regular faculty meetings.

Social Work Program Awards and Scholarships

The Department of Social Work Foundation was endowed by a generous Social Work graduate. Through this endowment and contributions by alumni to the Social Work Foundation, the Department of Social Work is able to provide some scholarship assistance to social work majors in good standing. Scholarships are awarded to those who demonstrate the potential to make a significant contribution to the profession. Students will access applications via the College of Education and Professional Studies. The Scholarship Committee is composed of Social Work faculty and staff.
Scholarships may include, but are not limited to Pace, Merit, Minority, and Foundation. Each scholarships has standard criteria and final decision is determined by Scholarship Committee. 
http://uwf.edu/ceps/support-resources/scholarships/

**Phi Alpha Honor Society – Omicron Chapter**

Nationally, the Phi Alpha Honor Society promotes humanitarian goals and ideals through high standards of training and scholarships for both students and professionals.

The Omicron Chapter was established in 1971. Membership is open to all declared Social Work majors who meet the following criteria

- attained junior or senior status
- met the CLAST requirements
- met the Gordon Rule requirements
- successfully completed the UWF undergraduate General Education requirements
- successfully completed (with a C or better) a minimum of 24 credit hours in Social Work
- achieved an overall GPA of at least 3.50
- achieved a minimum GPA in Social Work of at least 3.50
- exemplifies the ethical and professional values, attitudes, and conduct
- expected of members of the profession of Social Work

Membership applications are available upon request from the Society Chair Dr. Cotton.

**Professional Organizations**

**National Association of Social Workers (NASW)** [www.socialworker.org](http://www.socialworker.org)

The National Association of Social Workers (NASW) is the national professional organization for social workers. NASW has over 130,000 members throughout the country. Florida has an active state chapter and the Northwest Unit serves the UWF region.

NASW is the organization which sets professional standards for the recognized levels of professional social workers--BSW, MSW, ACSW (Academy of Certified Social Workers) and diplomat. In addition, the Code of Ethics which has been adopted by the organization is considered to be the model for appropriate practitioner values, attitudes, and ethical standards. The NASW Code of Ethics is the foundation and guidelines for social work profession and is located at [https://www.socialworkers.org/pubs/code/default.asp](https://www.socialworkers.org/pubs/code/default.asp)

The organization is involved in and heavily committed to continuing education offerings and professional development for its members. Students are highly encouraged to participate in the activities of the local unit. The local NASW unit meets on the first Friday of every month at 7:30 a.m. at the Village Inn on Nine Mile Rd. Workshops are scheduled to provide members with opportunities for continuing education. The state chapter and the national organization each have an annual conference. Membership benefits include:

1. **Social Work** – the professional journal;
2. National and state newsletters that feature meeting dates, news of interest, and
employment possibilities;
3. Lower rates for continuing education workshops;
4. A chance to meet colleagues in the field;
5. Opportunities to enroll in group-rate insurance.

Membership dues for students and immediate postgraduates are significantly less than regular membership dues. Membership dues covers state and national membership. Applications for NASW are available online. [http://www.socialworkers.org/nasw/join/memberapplication.pdf](http://www.socialworkers.org/nasw/join/memberapplication.pdf)

**UWF Children & Families Field Unit**
The Department of Social Work has a contractual arrangement with District One Department of Children & Families to staff a Field Unit. This field unit provides an opportunity for our social work students to have a junior (Introduction to Generalist Practice) or senior (Field Instruction) placement experience in adoptions, foster care, or protective services.

**United States - Japan Social Welfare Symposium**
The Jikei College Group and the UWF Department of Social Work have an annual cultural exchange symposium on the UWF campus. UWF students have an opportunity to participate with Japanese college students from Tokyo and Saitama Colleges of Social Welfare. International speakers address social welfare issues in Japan and the United States. Social events are also planned. This effort is funded by the Jikei Group, and it is free to UWF students.

**Semester in Japan**
Annually, there are up to eight scholarships available for any UWF student to study in Japan for six weeks during the summer semester. These scholarships are provided by the Jikei Group which operates several schools of social welfare throughout Japan. The scholarship provides for travel, room and board, and tuition. Scholarships are very competitive and all students in the Florida SUS are eligible to apply. Preference is given to students who have some knowledge of the Japanese language and culture.

**Career Opportunities**
Career opportunities in the field of Social Work have expanded greatly in the past decade. One of the most significant changes is the number of positions that have opened for the baccalaureate level social worker. The BSW professional is offered better jobs, wider choices, and greater opportunity for advancement than ever before. These career opportunities cover a broad spectrum of social work activities related to people in need, to social and economic justice, and to social unrest.

Social Work graduates are entering the field working with individuals, families, groups, communities, in both the public and private sector nationally and internationally. Some of the settings include:
- child protective services, adoptions, and foster care;
- teen pregnancy, family counseling, and family planning programs;
- schools, community centers, and day care centers;
- nursing homes, ACLFS, and other programs serving the elderly;
• mental health centers and mental health residential treatment facilities;
• home health care, hospitals, hospices, and clinics;
• alcohol and drug abuse prevention and treatment programs;
• developmentally delayed and/or the physically challenged;
• youth offenders, courts, and detention programs;
• adult probation and parole, prisons, and victim advocacy;
• leaders and planning groups in the community;
• city planning, urban renewal, and rural development;
• military and industrial settings;
• domestic violence shelters and prevention programs;

Minor Areas / Special Interests
The Department of Social Work offers those students who have an interest in a particular area of practice the opportunity to formally pursue a minor as a part of their degree program for the Bachelor of Social Work. These minors provide a preliminary basis for further study in the area of special interest and a general introduction to a field of practice. To declare a minor, the student must complete the Major/Minor Change form, meet with an advisor for course review and signature, and submit signed form to the Registrar’s Office. Major/Minor Change for can be found via the Registrar’s Form in MyUWF.

The Department of Social Work administratively houses four interdisciplinary minors, Social Welfare, Aging Studies, Child Welfare, and Substance Abuse. See the Catalog for a description of each minor. http://catalog.uwf.edu/undergraduate/socialwork/#minors Course offering may change. Other electives maybe substituted with approval by Department Chair.

Campus Resources

Financial Aid
The financial aid program at The University of West Florida is designed to permit attendance at this institution by students who cannot afford to pay the expenses themselves. In cases where the student demonstrates extensive need, a combination of several types of aid may be extended. A comprehensive program of scholarships, grants, part-time employment, and loans is available through Federal, State, and University funds. All awards are dependent upon availability of funds and demonstration of financial need unless otherwise noted.

Wellness Center
The Counseling Center provides individual and small group counseling services, testing, vocational information, and further referral services. These services are provided without charge to the student and his/her spouse or dependents. Information exchanged is confidential and does not become part of the student’s University records. Students experiencing difficulty in adjusting to university life, needing testing for academic learning disabilities or with related problems are highly encouraged to seek help from the Counseling Center. The student's academic advisor can refer students for specific needs or purposes and will be available to aid the student and the counselor in achieving the goal or result. The Counseling Center is open from 8:00 a.m. until 5:00 p.m., Monday through Friday.
**Health Center**
The Health Center provides medical treatment, services, and health information for all University students. Registered nurses are available 24 hours each day and the University physician holds a clinic during each class day. Limited inpatient care is provided when short-term confinement is required.

**Placement Center**
The University Placement Office provides a centralized placement service for students and alumni seeking employment. The staff also provides assistance in resume preparation, employment interview preparation, career advising, and information on employment possibilities.

**Office of Veteran's Affairs**
The Office of Veteran's Affairs is designed to aid the veteran student by providing information concerning Veteran's Administration educational assistance allowances and other veteran's benefits. It also provides a contact point for the veteran student. Assistance is available in the areas of financial aid, housing, counseling, and placement.

**Educational Research Center for Child Development**
Students, faculty, and staff with children between the ages of 6 months to kindergarten (5-6 years) are eligible to use the ERCCD (child care center) for a fee. The center is open Monday through Friday (contact Center for scheduled hours) and staffed by professionals in the field of education. It provides a broad range of learning experiences designed to develop in the child a positive attitude toward self and the school environment.

**Student Activities**
The University offers diverse opportunities for participation in an extracurricular activity program. The Student Activities Office encourages the development of student interest groups whose objectives are consistent with the goals and purposes of the University. It coordinates all campus activities and organizational programs and maintains a complete schedule of activities.

**Professional Studies Library /Writing Lab**
The University sponsors three tutorial labs for students with special needs or problems in the areas of mathematical competencies, speech and communication, and writing skills. These labs are available to students for help in particular coursework, meeting graduation competency requirements, and for successfully enhancing the student's current skill level. Special individual tutorial assistance is available to all students through the Office of Student Success Programs on campus.

**The Disabled Student Services Program (SDRC)**
Students with special needs regarding access and completing exams and assignments must register with SDRC, who will contact your instructors regarding your needs. The Disabled Student Services program provides students with needed support services. Services include auxiliary aids, note takers, tutors, and interpreters.