



UNIVERSITY *of*
WEST FLORIDA

Student Handbook
Department of Social Work

Contents

Welcome!	4
University of West Florida Mission Statement	5
The Usha Kundu MD College of Health Mission Statement	5
Department of Social Work Mission Statement	5
BSW Mission Statement	5
MSW Mission Statement	6
2015 CSWE Competencies	6
Goals of the Department of Social Work	7
BSW Program Goals	7
MSW Program Goals	7
Profession's Purpose	8
National Association of Social Workers Code of Ethics: Preamble	8
Profession's Values	9
UWF Dept of Social Work Admission Requirements - BSW	9
UWF Dept of Social Work Admission requirements - MSW	10
Application Process	10
Admission Decisions	10
Credit for Life/Work Experience	12
Notifying the Applicant	12
University-level graduate admission requirements	12
Departmental MSW admission requirements	13
Admission Criteria for Advanced Standing (30-hour) MSW Program	13
Transfer Credits	14
Academic Advising	15
Professional Advising	15
Faculty Mentors	16
Faculty Supervisors and Graduate Assistants	16
BSW Social Work Program Requirements	16
Required Courses-in the BSW Program	17
Social Work Program Requirements	17
Liberal Arts Perspective	18

Foundation Curriculum	19
Generalist Practice Definition	19
Course Sequencing in MSW Program	20
Student Appeal of Social Work Program Policy - BSW and MSW	20
Academic Conduct	20
Academic Dishonesty and Plagiarism	21
Student Dismissal from the Program	22
Student dismissal based on non-academic performance	23
Student Grievance Procedure	25
Professional Conduct and Expectations in Class and Field	25
Evaluating Students' Academic Performance - BSW and MSW	25
Academic Performance Grievance	26
Non-Discrimination and Human Diversity	29
Policies and Procedures	29
Student Social Work Organization	30
Graduate Student Social Work Organization	30
Students' Rights to Participate in Academic and Student Affairs	31
Phi Alpha Honor Society - Omicron Chapter	32
Professional Organizations	33
Career Opportunities for BSWs and MSWs	33
Minor Areas/ Special Interests	34
Graduation procedures	34
Campus Resources	34

Welcome!

Welcome to the University of West Florida's Department of Social Work. The Department of Social Work offers a baccalaureate program and a master's program, both accredited by the Council on Social Work Education.

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.

Social workers engage, assess, intervene, and evaluate individuals, families, groups, organizations, and communities within an overarching framework of professional ethical standards centered on the principles of justice and the recognition of civil and human rights. Social work may take the form of, but is not limited to: Case management and resource allocation; direct clinical practice with individuals, families, and groups; policy practice; program evaluation and needs assessments; and community organizing and advocacy efforts that may include participatory action research.

For students earning their Bachelor of Social Work degree (BSW), they have professional opportunities related to case management in social service agencies and are eligible for the Advanced Standing MSW program. The Advanced Standing MSW program is a shortened degree track that allows students to complete their MSW more quickly.

Professional social work offers many career opportunities for those with a Master of Social Work degree (MSW). BSWs and MSWs practice in a wide variety of public and private settings, such as mental health/counseling, child welfare, youth services, schools, criminal justice programs, hospitals, in the military, with military families, and long-term care facilities, to name a few. Social Workers interact with diverse client populations and seek to improve the quality of life for their clients.

Here at the University of West Florida, we take great pride in our students and the preparation they receive to do great work in the community. If you want to join the profession that promotes social welfare, helps people of all backgrounds overcome their unique challenges, advocates for social and economic justice, and embodies a professional code of ethics, we welcome you to the path that will lead to a career in [Social Work](#).

University of West Florida Mission Statement

UWF delivers a learner-focused university education that enables students from varied backgrounds to meet their career and life goals. UWF research and community partnerships advance the body of knowledge and enhance the prosperity of the region and the state.

The Usha Kundu MD College of Health Mission Statement

The mission of the Usha Kundu, MD College of Health is to be community-engaged and actively working to improve the health and quality of life for all individuals and communities through learner-focused education and conducting collaborative and impactful research.

Department of Social Work Mission Statement

The mission of the social work program is to prepare social work practitioners who demonstrate and practice critical thinking skills, values, ethics, and knowledge delineated by the Council of Social Work Education (CSWE) guidelines and the National Association of Social Workers (NASW) Code of Ethics.

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 and competency-based education practice drive the program's 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.

MSW Mission Statement

The Mission of the MSW program is to prepare graduates to work with individuals, families, groups, communities, and organizations within medical and behavioral health settings, with a special focus on military populations. Our goal is to develop advanced practitioners who can demonstrate clinical and critical thinking skills necessary to assist clients in a broad range of dilemmas and settings. Guided by a diverse faculty, the department is committed to promoting human rights, social and economic justice, and respect for diversity to improve the lives of the individuals and communities we serve.

2015 CSWE Competencies

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

Goals of the Department of Social Work

1. Maintain excellent BSW and MSW programs that provide an educational program that prepares generalist practitioners at the BSW level and prepares MSW graduates to work with individuals, families, groups, communities, and organizations within medical and behavioral health settings, with a special focus on military populations.
2. Continue to promote a culturally diverse, student-centered, learning environment devoted to the needs and interests of our student body where students can integrate the knowledge, values, ethics and skills of the profession into their practice and to assume positions of leadership.
3. Collaborate with and serve the region, the university, the public, voluntary agencies, and the global community as a resource for current, relevant and quality social work education.
4. Contribute to the development and application of knowledge in social work practice by supporting the teaching, scholarship and community service of the faculty.

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. Maintain quality BSW programs that provide an educational experience which prepares generalist practitioners at the BSW-level who are prepared with an understanding of the profession's history, purpose, and philosophy, and are committed to the profession and to working with systems of various sizes, including individuals, families, groups, organizations, and communities.
2. Continue to promote a culturally diverse, student-centered learning environment devoted to the needs and interests of our student body, where students can integrate the knowledge, values, ethics, and skills of the profession into their practice and assume positions of leadership.
3. Collaborate with and serve the region, the university, the public, voluntary agencies, and the global community as a resource for current, relevant, and quality social work education.
4. Contribute to the development and application of knowledge in social work practice by supporting the teaching, quality scholarship, and community service of the faculty.

MSW Program Goals

MSW program objectives are derived from the mission and goals of the Department and the MSW program itself and are consistent with the CSWE guidelines. Various curriculum content objectives and field education objectives are developed within the context of these overall objectives and are implemented throughout the program. They link the Department's mission

and goals with the graduate program's goals. Specific learning outcomes are linked to these objectives and contain the knowledge and skills a student should demonstrate upon graduation. They include demonstrations of the following professional abilities and competencies:

1. Demonstrate the range of skills required to practice competently in an agency setting serving vulnerable and at-risk populations, utilizing person-in-environment and strengths perspectives.
2. Incorporate into practice the use of cultural, psychological, social, biological, and spiritual frameworks.
3. Practice competently at an advanced level in the area of clinical and behavioral Healthcare, building on a generalist practice perspective, combined with a liberal arts foundation, and demonstrate in all settings an understanding of and respect for diversity and appropriate use of supervision.
4. Demonstrate an understanding of the historical context of the profession and the guiding ethical principles and values of professional practice.
5. Apply ethical decision-making, evidence-based knowledge, and critical thinking skills to an understanding of how health and well-being are influenced by families, groups, organizations, communities, and the world-at-large.
6. Utilize practice skills and advocacy strategies to influence policies and programs of social work agencies to benefit the populations served and to work toward improving the lives of individuals and populations-at-risk through access to services and the promotion of social and economic justice.
7. Make use of research methods and knowledge in developing intervention strategies, evaluating practice, and enhancing agency services.

The program's mission and goals reflect the profession's purpose and values.

Profession's Purpose

"The purpose of the social work profession is to promote human and community well-being. Guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social, racial, economic, and environmental justice; the creation of conditions that facilitate the realization of human rights; the elimination of poverty; and the enhancement of life for all people, locally and globally." ([CSWE 2022 EPAS](#), p 14.)

National Association of Social Workers Code of Ethics: Preamble

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's dual focus on individual well-being in a social

context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. “Clients” is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals’ needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession’s history, are the foundation of social work’s unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

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

Profession’s Values

“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, along with an anti-racist and anti-oppressive perspective, underpin the explicit and implicit curriculum and frame the profession’s commitment to respect all people and the quest for social, racial, economic, and environmental justice.” ([CSWE 2022 EPAS](#), p 14.)

UWF Dept of Social Work Admission Requirements - BSW

Entry into the Department of Social Work is determined by the 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 [Social Work Academic Undergraduate Catalog](#) for more information.

UWF Dept of Social Work Admission requirements - MSW

Applicants from a wide variety of academic backgrounds, including those with a Bachelor of Social Work (BSW) degree, are considered for enrollment in one of four MSW program options: (1) Face-to-face/ Traditional, (2) Face-to-face/ Advanced Standing, (3) Online/ Traditional, and (4) Online/ Advanced Standing. Each applicant's admission materials are evaluated through a holistic and merit-based review process.

Applicants do not need a BSW to be admitted into the MSW program. However, for consideration into the Advanced Standing option, applicants must have graduated with a BSW from a CSWE-accredited undergraduate program in social work. Alternatively, a BSW that was received from a non-CSWE-accredited university, either inside or outside of the United States, must undergo a review from CSWE to determine equivalency of the BSW program for the applicant to be considered for Advanced Standing. It is the applicant's responsibility to initiate and pay for the review by CSWE. Once the review is received by the applicant, the applicant should submit the findings by CSWE as part of the admissions process.

Application Process

- Applicants submit all required documentation to the UWF Enrollment Management Team; for the online program options (#3 and #4), applicants submit the required application materials to the MSW online program manager.
- UWF sends the completed application file to the SOW department admissions committee for review; the department admissions committee is composed of 4 full-time social work faculty, including the department coordinator, who serves as chair of the admissions committee.

Admission Decisions

- As part of the admissions decision process, the Admissions Committee receives the [Master of Social Work Field Practicum](#) Form submitted through the Dynamic Forms portal as a means to determine that the applicant will have a viable placement for internship.
- The admissions committee reviews each applicant's file and makes the admissions decision based on a global understanding of the applicant's GPA, resume, narrative statement, and letters of professional recommendation, BSW Final Internship Evaluation and the CSWE review when applicable. The Committee decides to either admit or deny the application and then forwards their decision to the Chair to review the application and make a final decision. If the decision is to be made, there are 4 admission options:

- Full Admission
- Express Admission ([Express Admission | University of West Florida \(uwf.edu\)](#)): Express admission is an exclusive admissions procedure to quickly admit UWF undergraduate students to our master's programs. Express admission allows for high-performing UWF undergraduate students to continue their graduate study at UWF by going through an expedited application process, eliminating the formal graduate admission application, application processing fee, and some, if not all, departmental admission requirements.
- Eligibility Requirements:
 - Applicants must be nominated by the department chairperson of the proposed master's program.
 - An applicant who has not yet graduated must be a candidate for graduation from UWF with an active [Application for Graduation](#).
 - Admission is provisional upon the awarding of the baccalaureate degree prior to commencement of graduate study.
 - An applicant is eligible to be express admitted to and begin a graduate program for up to four semesters after graduating from UWF (e.g., a student who graduates in the spring 2019 semester must be admitted with an entry term no later than the summer 2020 semester).
 - Enrolling at another institution of higher learning after graduating from UWF disqualifies an applicant from eligibility for express admission.
 - Applicants must meet published UWF graduate admission criteria and have a UWF institutional undergraduate GPA as specified by the proposed program/department.
 - The application for express admission must be completed and received by the Graduate School at least one month prior to the start of graduate classes for the requested semester. The application must be submitted via the admitting department or college to the Graduate School.
- Provisional Admission ([Admission Requirements | University of West Florida \(uwf.edu\)](#)): With approval from the department, students who do not have all application materials available at the time of admission may be granted provisional admission by the Graduate School. Provisional admission is appropriate for circumstances such as when the baccalaureate degree has been awarded but the undergraduate institution has not yet posted the degree, when the student submitted unofficial transcripts for the admission review process, when graduate admissions has not received the applicant's official standardized test score, or when information required by the department is incomplete. Students who are granted provisional admission must submit all application materials during the first semester of graduate study or risk removed by the Graduate School of their status to pursue graduate study.
- Conditional Admission ([Admission Requirements | University of West Florida \(uwf.edu\)](#)): Students who do not meet the minimum requirements for regular admission

may be admitted by a department on a conditional basis. In order to be considered for conditional admission, students must submit all required admission materials. Also, students who have graduated from a recognized, although non-accredited, institution may be admitted on a conditional basis at the department's discretion. Students admitted on a conditional basis may be permitted to register for up to 12 semester hours of graduate coursework, identified by the department as appropriate to the degree. In addition, the student must:

- 0 Earn at least a grade of “B” on each of those courses during the semester(s) where the student is admitted on a conditional basis, OR
- o Earn a semester grade point average above a 3.0, earning no less than a C+ on any given course, during the semester(s) where the student is admitted on a conditional basis.

Failure to accomplish the above may result in the removal of his/her status to pursue graduate study. Admission on a conditional basis should not be routine. Departments may establish standards that exceed the University's conditional admission requirements. [Admission Requirements | University of West Florida \(uwf.edu\)](#)

Credit for Life/Work Experience

The department does not grant academic credit for previous work or volunteer experience that was not incorporated into a social work course offered by a CSWE-accredited program. The department does not offer credit for life experience. Transfer credit for required social work courses will be accepted only from programs accredited by the Council on Social Work Education (CSWE) for a maximum of six (6) credits.

Notifying the Applicant

- Graduate Admissions processes the admission decision and notifies the applicant
 - o All admission decisions are communicated to applicants by the UWF Enrollment Management via email. In addition, a hard copy of the admission letter is mailed to the applicant’s home address. If admission is granted on a provisional or conditional basis, the specific requirements will be outlined in the admission letter.

The department follows up with a welcome email to newly admitted students, outlining the required next steps leading up to their first appointment with their academic advisor.

Admission Criteria for Traditional (60-hour) MSW Program

University-level graduate admission requirements

1. An earned baccalaureate degree from a college or university accredited by a recognized regional accrediting association

Social Work Faculty Approved Date: 8/25/2025

2. Submission of a graduate degree-seeking application and processing fee
3. Official transcripts from all institutions attended for 15 or more credit hours
4. International students may have additional requirements, as determined by UWF's Graduate School

Departmental MSW admission requirements

1. A personal statement using the required [Social Work Personal Statement](#) instructions
2. A professional resume
3. A signed copy of the [MSW Criminal History Form](#)
4. Three [MSW Recommendation Forms](#), to be completed by individuals familiar with the applicant's ability to succeed in a graduate program
5. The [Master of Social Work Field Practicum](#) electronic form
6. A minimum undergraduate institutional GPA of 3.0 is recommended
7. The highest GPA from the highest degree obtained will be considered to meet this standard
8. Test scores (taken within the last 5 years) for either the Graduate Record Examination (GRE) *The test score requirement is waived for applicants who earned an institutional GPA of 3.0 or higher on their undergraduate degree or a previous graduate degree. For applicants who earned an institutional GPA of less than 3.0, the required GRE test scores will be considered as part of a holistic application review, and they may be considered for conditional admission.

GRE Requirement: The GRE is required for applicants with a GPA below 3.0, with minimum scores as follows: Verbal: 150 and Quantitative: 146

Test Validity: GRE scores must be from the last five (5) years to be considered.

Submission of Official Scores: Official GRE scores are required. Waivers for Advanced Degree Holders: Applicants with terminal degrees (e.g., Ph.D., Ed.D.) or advanced professional degrees (e.g., M.D., D.D.S., D.V.M., J.D., D.O., M.S., M.A.) from accredited programs who are licensed in the United States may request a waiver for the GRE requirement but must fulfill other admission requirements.

All of the aforementioned application materials must be submitted online through the UWF Graduate School. These specific requirements and instructions can be accessed via the following link: <http://uwf.edu/graduate/apply/how-to-apply/>

Admission Criteria for Advanced Standing (30-hour) MSW Program

Applicants earning a baccalaureate degree in social work from a CSWE-accredited program may apply for admission to the Advanced Standing MSW program at UWF. Admission is competitive and based on the following requirements:

Social Work Faculty Approved Date: 8/25/2025

- Professional Letters of Recommendation
 - Completed Graduate School Application
 - Official transcripts from all colleges attended (CSWE-accredited program)
 - Overall Minimum Grade Point Average (GPA) of 3.0
 - Submission of GRE *The test score requirement is waived for applicants who earned an institutional GPA of 3.0 or higher on their undergraduate degree or a previous graduate degree. For applicants who earned an institutional GPA of less than 3.0, the required GRE or MAT test scores will be considered as part of a holistic application review, and they may be considered for conditional admission.
 - GRE Requirement: The GRE is required for applicants with a GPA below 3.0, with minimum scores as follows:
Verbal: 150 / Quantitative: 146
 - Test Validity: GRE scores must be from the last five years to be considered.
 - Submission of Official Scores: Official GRE scores are required. Waivers for Advanced Degree Holders: Applicants with terminal degrees (e.g., Ph.D., Ed.D.) or advanced professional degrees (e.g., M.D., D.D.S., D.V.M., J.D., D.O., M.S., M.A.) from accredited programs who are licensed
 - All of the aforementioned application materials must be submitted online through the UWF Graduate School. These specific requirements and instructions can be accessed via the following link: <http://uwf.edu/graduate/apply/how-to-apply/>
- Applications for Advanced Standing follow the same process for review as other applications, but in addition include an evaluation of the BSW Field Placement. Applicants requesting admission to Advanced Standing must submit transcripts reflecting grades earned as noted earlier in this document.

All admissions decisions are communicated to applicants by UWF's Graduate School via email, and they will also receive a hard copy of the admission letter mailed to their home address. Any provisional or conditional admission requirements are stated in the letter offering admission.

Transfer Credits

Students in the BSW program should review the transfer credit policy at [UWF Undergraduate Catalog](#). The receipt and coordination of the evaluation of undergraduate transfer credits is the responsibility of the Office of Undergraduate Admissions. The Office of Undergraduate Admissions evaluates transfer credit for General Education, Gordon Rule, foreign language, civic literacy, and multicultural course requirements necessary for graduation with a baccalaureate degree. The Chair of the Department of Social Work has final authority in determining what courses will count towards transfer credits in compliance with UWF

requirements. In many instances, exact course equivalents are determined after consultation with the departments.

MSW students and applicants should review the transfer credit policy in the [UWF Graduate Catalog](#). Applicants may request transfer credits for coursework completed in another CSWE-accredited MSW program upon admission and their initial meeting with their academic advisor. Applicants must request transfer credits in writing. The transfer of credits into the MSW is, in part, subject to University policy. Transfer credit may be given for coursework if the course content is equivalent to a course offered in the MSW program. Only courses in which an applicant has earned a B or better will be considered for transfer credit. Applicants requesting transfer credit must present transcripts, syllabi, and copies of the course description from the external institution's catalog when applying. Transfer credit, achieved within the UWF guidelines for relevant timelines, will be considered on a case-by-case basis and will accept no more than six (6) semester hours of transfer credits for the Advanced Standing program and six (6) semester hours of transfer credits for the Traditional MSW program.

Academic Advising

Program advising strives to build a partnership between students 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. Students need to establish early contact with an advisor.

The Academic Advisor will assist with the following:

- Successful completion of the program by monitoring University, Departmental, and Professional 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 the individual's standing with graduation. A degree program is outlined for the student upon admission into the program. Students who have not been enrolled in courses for three or more consecutive semesters (including summer semester) must complete the required readmission application and documentation.

Professional Advising

Full-time undergraduate and graduate social work faculty are titled as mentors, and each is assigned approximately 25 to 55 social work student mentees in their assigned program level. The faculty member is available to students during their period of enrollment and mentorship-related

tasks include, but are not limited to: modeling professional and ethical behavior; sharing important information about the program and the profession (e.g., state licensing information); fielding and directing program and policy questions; providing professional development opportunities, both volunteer-based and paid; and generally functioning as a sounding board for students to navigate their educational and professional plans within the context of their lived experiences.

Faculty Mentors

Faculty mentors reach out to the group of student mentees via an online communications platform at the beginning of each semester and throughout the year as needed to share contact and availability, as well as information about professional development opportunities.

Faculty Supervisors and Graduate Assistants

At the beginning of each academic year, the chair solicits applications from students who are interested in being a Graduate Assistant. The chair then works with the faculty to pair the Graduate Assistant. Graduate assistantships last for one semester with the possibility of renewal; graduate research assistants may split their time between two faculty; assistants may be social work graduate students or other graduate students enrolled within the College and University.

According to the [UWF Graduate Assistant Handbook \(pp. 4-6\)](#):

A Graduate Assistant (GA) is an admitted master level, specialist-level, or doctoral-level student assigned to teaching or research duties. A Graduate Assistant (9186) may assist with administrative, research, or teaching-related activities.

The student is responsible for assisting faculty members with research related to the student's degree program. GAs are required to observe ethical practices when conducting sponsored research (research funded by a grant). To comply with this policy, students must complete and provide certification for pertinent responsible conduct in research training.

[GA-handbook_2018.pdf \(uwf.edu\)](#)

BSW Social Work Program Requirements

The Bachelor of Social Work (BSW) 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, organization, and communities. Generalist practitioners use an eclectic theory base. This means that they are comfortable with multiple evidence-informed 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). 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.

The degree requires a total of 120 semester hours. All social work majors must complete 36 semester hours of General Education requirements, 51 semester hours of Social Work courses, which includes the field experience, and 24 semester hours of electives to include one required Social Work elective. [Program requirements are detailed in the UWF undergraduate catalog.](#)

Required Courses-in the BSW Program

The following courses are Social Work prerequisites: BSC1005 or BSC1085 (Biology for Non-majors) or BSC1085 (Anatomy & Physiology), POS2041 (American Politics, or a national government course), PSY2012 (General Psychology), SYG2000 (Introduction to Sociology), and ECO2013 (Principles of Economics Macro) or ECO2023 (Principles of Economics Micro). [Click this link](#) for a list of required BSW courses offered by the Social Work Program.

Social Work Program Requirements

The Master's of Social Work (MSW) program prepares graduates to work with individuals, families, groups, communities, and organizations within medical and behavioral health settings, with a special focus on military populations. The Master's of Social Work program at UWF develops advanced practitioners who can demonstrate clinical and critical thinking skills necessary to assist clients in a broad range of dilemmas and settings. Guided by a diverse faculty, the department is committed to promoting human rights, social and economic justice, and respect for diversity to improve the lives of the individuals and communities we serve.

The MSW program at the University of West Florida is a clinical program that is accredited by the Council on Social Work Education (CSWE). The UWF MSW program is designed to meet the needs of students who wish to pursue clinical social work licensure.

The Department of Social Work has two different options for earning the MSW graduate degree. The Traditional MSW program involves completion of 60-semester hours of graduate coursework and is intended for students who have earned an undergraduate degree in a field other than social work. The Advanced Standing MSW program requires 30-semester hours of graduate coursework and is intended for students who have obtained a baccalaureate degree in

social work from a CSWE-accredited program. All coursework should be completed within a maximum of four (4) years.

Liberal Arts Perspective

In adherence with CSWE accreditation standards, the MSW program, a liberal arts background is essential. Entering students must demonstrate that they have completed an undergraduate program based on the liberal arts by completing a program with a major in humanities, social science, the arts, or a comparable liberal arts education. We require students to complete undergraduate content in the social and behavioral sciences and human biology. A strong liberal arts perspective prepares students to express viewpoints clearly in written and oral form and to appreciate and apply basic scientific principles. This liberal arts perspective is also the starting point for learning about the person-in-environment perspective, an understanding and appreciation of a pluralistic society, a respect for diversity, and an understanding of values and ethics. The liberal arts perspective also gives students knowledge of diverse cultures, social problems, and the institutional structures of society. It is the expectation of the program that students apply their knowledge gained during their liberal arts undergraduate education to their graduate education.

The curriculum is divided into two integrated phases of study: a foundation curriculum, consisting of 30 credit hours of courses, which establishes a professional core utilizing a generalist perspective, and an advanced phase consisting of 30 credit hours. The advanced curriculum is based on an expanded clinical-behavioral health model of practice. The preparation of competent clinical-behavioral health social work practitioners who have a strong foundation in generalist practice is an overarching goal of the MSW program.

The foundation phase includes professional content in human behavior, social policy, research, professional ethics, generalist practice, and the field. The advanced curriculum builds on the foundation phase and consists of one concentration in clinical-behavioral health social work practice. The Clinical and Behavioral Healthcare approach to practice utilizes an expanded clinical role, building on a generalist perspective and a liberal arts base of knowledge that includes the following elements: Therapeutic and/or counseling interventions, as well as community action, policy, research, practice evaluation, program implementation, supervision, and administration. The advanced curriculum in clinical and behavioral health practice designates a set of required courses. The clinical and behavioral health concentration provides a solid understanding of assessment, treatment planning, intervention, and evaluation, and supports multiple perspectives in regard to theories, roles, and intervention strategies. This approach enhances students' ability to practice with a high degree of skill and autonomy and emphasizes that professional practice requires the ability to skillfully and flexibly utilize a broad range of interventions, roles, and strategies. A practice-based advanced curriculum addresses knowledge

and intervention skills that are generally applicable to various populations, configurations of service delivery systems, and agency settings.

Foundation Curriculum

The first phase of the program is the foundation curriculum. This phase provides the basic professional content and prepares students for generalist practice, including a field practicum and integrative seminar. The foundation curriculum consists of 30 credits and covers human behavior, social policy, research, professional ethics, generalist practice, and field. The foundation field practicum with integration seminar of 4 credit hours is designed to give students the opportunity to apply foundation theory and knowledge in their practice. In addition, content related to diversity, social justice, and professional values and ethics is also included in all courses throughout the curriculum. The foundation curriculum is designed to provide students with the history, values, and goals of the social work profession. In addition, the foundation curriculum imparts the basic generalist social work practice skills and knowledge needed to function in the beginning level of practice. The foundation is designed to provide a solid basis for advanced clinical-behavioral health social work practice.

Generalist Practice Definition

The following definition of Generalist Practice is utilized in the MSW program:

“Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities, based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social, racial, economic, and environmental justice. They recognize, support, and build on the strengths and resilience of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice. ([CSWE 2022 EPAS](#), p 17.)

Course Sequencing in MSW Program

The Master of Social Work (M.S.W.) program prepares graduates to work with individuals, families, groups, communities, and organizations within medical and behavioral health settings, with a special focus on military populations. The Master of Social Work program at UWF develops advanced practitioners who can demonstrate clinical and critical thinking skills necessary to assist clients in a broad range of dilemmas and settings. Guided by a diverse faculty, the department is committed to promoting human rights, social and economic justice, and respect for diversity to improve the lives of the individuals and communities we serve. The MSW course catalog can be reviewed by [clicking this link](#).

Student Appeal of Social Work Program Policy - BSW and MSW

This procedure will apply to all special requests from the students 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. Students are encouraged to work directly with their instructor of record to reconcile concerns. If they are unable to reach a satisfactory result, then they can engage the escalation pathway starting with step two.
2. The student petitions first through the academic advisor and then the BSW or MSW Program Coordinator.
3. The BSW or MSW Program Coordinator will review the petition, meet with the student, and present the petition to the faculty.
4. 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.
5. The faculty will then make a final decision regarding the students' appeal.

Academic Conduct

The University of West Florida is dedicated to the highest principles and standards of academic integrity. An academic violation by a student can negatively impact a class, program, and/or college in ways that are unique to each discipline. Therefore, the University believes that the severity of an academic infraction is best evaluated by the faculty of the institution. The University seeks to offer students an opportunity to respond to allegations of academic misconduct before a decision is rendered.

Academic integrity is closely related to professional ethics and requires that students honestly acknowledge their use of the ideas, words, and written work produced by any other individual, institution or source. Failure to acknowledge properly the use of another's intellectual output constitutes a form of academic misconduct.

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 those 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 Code of Academic Conduct](#). 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.

Students are required to maintain acceptable university academic standards and to advance through the program. The criteria for evaluating student performance are included in the course syllabi prepared by the teaching faculty to supplement the standardized course syllabi. The course instructors determine the basis for grading in their courses. Evaluation of student performance in classroom courses is based on a combination of methods. Written papers, submitted at the midpoint of the semester and at the end of the semester, are commonly utilized. Examinations, class participation, and individual or group presentations are utilized. Role-plays and small group exercises provide both a teaching tool as well as an opportunity to evaluate student learning. Assignments and class participation are designated as a percentage of the total grade in most courses. Regular attendance throughout the semester is required to satisfactorily complete all courses.

Incompletes are used in cases of extenuating circumstances. The student requesting the incomplete and the faculty member must arrange a plan for the student's completion of the required coursework and a 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.

Academic Dishonesty and Plagiarism

The Department views academic dishonesty (such as plagiarism or inappropriate use of generative Artificial Intelligence) as a serious offense and a violation of professional ethics. The Department's policy on academic honesty is included in all standardized course syllabi. Incidents of academic dishonesty are handled according to the [Student Code of Academic Conduct](#). This policy describes and provides examples of plagiarism, as well as how it can be avoided. Penalties for violations can range from failure on the assignment to dismissal from the program.

Student Dismissal from the Program

Policies: The program has established policies for terminating a student's enrollment. These policies include dismissal for academic and non-academic reasons. Academic reasons for termination relate to the students' level of knowledge or skills that impede their academic standing and deter their preparation for becoming competent social work practitioners. Non-academic reasons relate to the students' behavior or personal integrity that is inconsistent with University rules, state and federal law, and the values and ethics of the profession.

Procedures: The procedures related to academic performance are outlined in the university catalog and the university code of student conduct. These documents are given to each student at the beginning of their program during orientation. Policies related to student termination are in compliance with university policy and have been approved by the university attorney.

The academic progress of students is reviewed at the end of each semester. It is the advisor's responsibility to meet with the student and to come up with a plan that supports the student's needs to be successful in the program. Students are not permitted to continue to the next level of courses until all issues are corrected. Students are not permitted to move into the advanced curriculum unless they maintain a minimum grade point average of 3.0.

The process for academic and professional concerns consists of three phases:

1. Consultation with the instructor of record to resolve concerns.
2. Meeting with the BSW or MSW Program Coordinator.
3. Appeal to the Department Chair.

Consultation occurs at the request of the student, advisor, or instructor of record. Examples of academic concerns include consistently being late with assignments, missing classes, demonstrating a lack of writing skills, being in danger of failing a course, or having questions related to possible plagiarism. The goal of consultation is a corrective action plan. The student, faculty, and/or advisor may wish to consult with the department chair to discuss a corrective action plan. Corrective actions may include course load reductions, referral to the writing lab, office of disability services, or the Student Counseling Center.

Incidents of suspected plagiarism and academic dishonesty are handled according to the [Academic Misconduct Policy](#). Penalties for violations can range from failure on the assignment to dismissal from the program. When the issue is related to field education performance, the faculty advisor will consult with the field education office. Corrective action may include revising the learning contract, changing the field instructor, or changing the field placement setting.

The second step in the process is a meeting with the BSW or MSW Program Coordinator. The advancement to the second step is indicated when the recommended course of action in the consultation was unsuccessful, in instances where unprofessional behavior occurs, or where

violations of the NASW Code of Ethics have occurred. The coordinator will meet with the student and a representative of his/her choice. When a student desires legal representation, the department chair must be advised 24 hours in advance of the meeting. Possible outcomes of the second step range from written assignments examining ethical issues to recommendations for suspension from the program. Every effort is made to work with a student and to retain them in the program.

The final step in the process is an appeal to the Department Chair, initiated after an unsuccessful event(s) in the second stage. The Chair's decision is the final step in the process. The student may bring an advocate of his/her choice to this meeting.

Student dismissal based on non-academic performance

Policies: The program has established policies for terminating a student's enrollment. Non-academic reasons relate to the students' behavior or personal integrity that is inconsistent with the values and ethics of the social work profession. Students are expected to reflect professional values consistent with the NASW Code of Ethics, and in doing so are expected to demonstrate professionalism in attitude, behavior, and demeanor in the field agency and community. Concerns related to student performance, ethics, and professionalism should be addressed by the field instructor during supervision.

Non-academic issues relating to the university's code of conduct are handled by the university administration. Examples of such issues would include violent behavior or criminal misconduct.

Inevitably, some students will experience significant challenges in the development of professional behavior. On occasion, circumstances may arise in which students fail to adhere to professional expectations. An agency reserves the right to immediately suspend or terminate a student's placement due to unprofessional behavior on the part of the student, safety concerns related to clients, and or unethical behavior by the student.

Failure to adhere to these professional expectations can result in termination from the field agency and/or dismissal from the BSW/MSW program. These professional standards mandate students to:

- Demonstrate respect, empathy, and tolerance towards peers, colleagues, and clients;
- Utilize an assertive and direct style of communication, both verbally and nonverbally;
- Demonstrate an understanding of the student's role within the formalized structure of the agency or organization;
- Use established lines of authority appropriately within the Department of Social Work and agency or organization;

- Seek guidance from the student's identified field instructor and task supervisor if applicable, and prepare for supervision;
- Comply with Field Instructor's directives and utilize supervisor feedback;
- Dress and act in accordance with agency protocol;
- Respect the principle of confidentiality at levels within and outside of the agency or organization;
- Give precedence to professional responsibilities over personal concerns;
- Model a strengths-based perspective in professional interactions;
- Respect and use established protocol as outlined in the field manual;
- Practice in conformance with the NASW Code of Ethics; and
- Be truthful with information to clients, field instructor, task supervisor, if applicable, seminar instructor, and Field Director.

Termination from a field placement may result in a failing grade for the field, and in such cases, the student will not be permitted to continue the BSW or MSW program without undergoing further academic review.

Procedures: The advisor reviews a student's academic progress at the end of each semester. It is the advisor's responsibility to meet with the student and to develop a plan that supports the student's learning needs in order to facilitate successful degree completion.

The process for academic and professional concerns consists of three phases:

1. Consultation as defined below.
2. Meeting with the BSW or MSW Program Coordinator.
3. Appeal to the Department Chair.

Consultation occurs at the request of the student, faculty advisor, field director, or instructor of record. Examples of professional concerns include aggressiveness in the field agency, noncompliance with the NASW Code of Ethics, and/or acting against the agency's protocol. The goal of consultation is a corrective action plan. The student and faculty advisor or the student and faculty member may wish to consult with the department chair/director about the corrective action plan. The action plan may include referral to the Office of disability services or the Student Counseling Center.

The second step in the process is a meeting with the relevant BSW or MSW program coordinator. Advancement to the second step is indicated when the recommended course of action in the consultation was unsuccessful, in instances where unprofessional behavior occurs, or where violations of the **NASW** Code of Ethics have occurred. The coordinator will meet with the student and a representative of his/her choice. When a student desires legal representation, the department chair must be advised 24 hours in advance of the meeting. Possible outcomes of the second step range from written assignments examining ethical issues to recommendations for suspension from the program. Every effort is made to work with students and to retain them in the program.

The final step in the process is an appeal to the department chair, initiated after an unsuccessful event(s) in the second stage. The Chair's decision is the final step in the process. The student may bring an advocate of his/her choice to this meeting.

Student Grievance Procedure

The aforementioned policies follow that of the informal resolution process. However, students may elect and have the right to submit a formal grievance in writing. The Student Grievance Process is set forth by the University, and specific steps are detailed on p. 53 of the [UWF Student Handbook](#).

The Student Ombudsman is an employee of the University who is available to guide and assist students with concerns related to their experience as a UWF student. The role of the Student Ombudsman is to serve as a resource and designated neutral party for those who may have a University-related concern or grievance. Such problems may be related to grades, a difference of opinion with instructors, an interpretation of university policies, or other administrative issues. Students seeking guidance or assistance related to their University of West Florida (UWF) experience – both academic and nonacademic – should contact the [Student Ombuds Office](#).

Professional Conduct and Expectations in Class and Field

The UWF Department of Social Work is committed to facilitating the professional growth of each student. The Department views professionalism as a cornerstone of the social work profession. With that, standards of performance are both guided by and consistent with the [NASW Code of Ethics](#). In keeping with the [UWF Student Code of Conduct](#), students are expected to abide by the professional standards or ethics defined by each academic program. Therefore, students enrolled in the BSW and MSW programs are expected to abide by the NASW Code of Ethics in both field and classroom settings, and in any other representation of the Department.

Evaluating Students' Academic Performance - BSW and MSW

Students are required to maintain an overall B (3.0) average to advance through the program. The criteria for evaluating student performance are included in the course syllabi prepared by the instructor of record to supplement the standardized course syllabi. The course instructors determine the basis for grading in their courses. Evaluation of student performance in classroom

courses is based on a combination of methods. Regular attendance throughout the semester is required to satisfactorily complete all courses.

For the BSW program, all Social Work courses must be completed with at least a “C” to be counted toward completion of the degree requirements. No prior work or volunteer experience can be accepted for academic credit. For the MSW program, students earning less than a 3.0 cumulative GPA will be unable to advance to the advanced clinical courses.

Incompletes are used in cases of extenuating circumstances. The student requesting the incomplete and the faculty member must arrange a plan for the student’s completion of the required coursework and a 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.

The criteria for evaluating performance in the field are explicated in the field evaluation forms, which are available on the school’s website and as well as contained in the field education manual. Grades of satisfactory or unsatisfactory are given at the end of each semester of field education. Students are considered to be in good standing when a grade of satisfactory has been received for field instruction. A separate grade is not given for the field integration seminar, although active participation in the seminar is taken into consideration in the overall field education grade.

The office of field instruction provides the student and the field instructor with an evaluation form to monitor and assess the student’s learning needs and progress. The field instructor completes a written evaluation on the student each semester. The student also has input into the evaluation process. The field education professor, with heavy reliance on the field instructor’s evaluation, renders the field education grade. Factored into the field education grade also includes the students’ participation in the seminar, information from conferences with the student, and information shared by the agency supervisor or other agency staff members.

The Department views plagiarism as a serious offense and a violation of professional ethics. Both are covered in the University of West Florida Academic Misconduct Policy. 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.

Academic Performance Grievance

Policies: Pursuant to the policies established by the University and published in the UWF Student Handbook, the Department of Social Work uses the following system for addressing student grievances.

Student grievances handled under this system can include the following:

- Problems with student or academic services;
- Contested grades for courses;
- Being placed on academic probation or suspension; ● Readmission actions; or
- Other academic matters.

A student may seek informal resolution of the complaint or dissatisfaction before filing a written grievance if the student wishes. A student may seek an informal resolution by:

- talking with the individual they believe has caused the complaint or dissatisfaction to see if informal resolution is possible and/or
- talking with the supervisor of the individual they believe cause the complaint of dissatisfaction to see if informal resolution is possible

The [ombudsperson](#) serves as an alternate resource for all students to complement other existing channels of communication and conflict resolution. The role of the ombudsperson is to serve as a resource and designated neutral party for those who may have a University-related concern or grievance. Such problems may be related to grades, difference of opinion with instructors, interpretation of University policies or other administrative issues. Students seeking guidance or assistance related to their University experience, both academic and nonacademic, should contact the UWF student ombudsperson.

Procedures: The following steps in the process must be adhered to by the Student and the University:

Step 1: Faculty Level - A student wishing to contest a final course grade must first contact the course instructor to initiate a verbal or written appeal. The student must initiate contact within 30 calendar days of the grade being available for the student to view online. The student must present a rationale for the appeal and a preferred resolution.

The course instructor receiving the verbal or written appeal shall respond in writing to the appeal within 10 calendar days. Should the course instructor agree with the appeal, he or she will process an appropriate grade change in a timely fashion.

If the course instructor is not available (e.g., no longer employed, on sabbatical, or other long-term absence from the workplace) to receive and respond to the grade appeal, the student shall move directly to Step 2.

Step 2: Chair Level - Students not satisfied with the course instructor's response at Step 1 may appeal to the Step 2 representative, who will be the department chair or school director. This second-level appeal must be submitted by the student in writing to the appropriate Dean's Office within 10 calendar days of receiving the Step 1 response, and must include the following:

- Date of the written complaint
- The student's name, local address, UWF e-mail address, and phone number
- The course instructor's name and course information

- A concise statement of the rationale for the grade change appeal
- A statement of any action previously taken to resolve the issue and the results of these actions
- The disposition desired by the student

The department chair, school director or the individual to whom the Step 2 review is designated ("designee") shall review the appeal, discuss it with the course instructor and/or other pertinent individuals and respond within 10 calendar days of receiving the appeal. The response may include requests for more information or requests to meet with the student bringing the appeal. The time needed for the response may be extended by the Step 2 representative. It will be the responsibility of the Step 2 representative to inform the student and the course instructor of any such extensions in response time.

The Step 2 representative will provide the student and course instructor with a written response with his or her findings and decision. If the Step 2 representative finds in favor of the student, the course instructor will be provided with an opportunity to submit a written rebuttal within 10 calendar days of the Step 2 decision. If the course instructor does not file a rebuttal, the Department Chair will process an appropriate grade change in a timely fashion. If the Step 2 representative does not find in favor of the student, the student may accept the decision or may appeal to the next level.

Step 3: Final Appeal by Student or by Course Instructor

- Student Appeal: If the student wishes to file an appeal of the Step 2 decision, it must be filed within 10 calendar days of the date of the Step 2 decision with the Office of the Dean of the College in which the course is taught. The student's appeal must be in writing and state the grounds for the appeal. Grounds for the student's appeal are limited to the following:
 - The student's rights, as outlined in this policy, were violated in the appeal process
 - New information is discovered that was not available at the time of the previous reviews, or
 - The information presented does not support the decision
- Course Instructor Rebuttal: If the course instructor wishes to file a rebuttal to the Step 2 decision, it must be filed within 10 calendar days of the date of the Step 2 decision with the Office of the Dean of the College in which the course is taught. The course instructor's rebuttal must be in writing and state the reasons why the Step 2 decision is believed to be incorrect or requires clarification.

The Dean (or designee) shall review the student's appeal and the course instructor's rebuttal, where applicable, and respond within 10 calendar days of the receipt of the latest filed document. Dean or designee's response may include any of the following:

- A request for more information
- A request to meet with the course instructor, chair or student involved

- Referral of the appeal to the College Academic Standards Committee for recommendation

The time needed for the response may be extended by the need to gather information, scheduling needs, etc. It will be the responsibility of the responding Dean (or designee) to inform the course instructor, chair, and student of any such extensions in response time. The Dean (or designee) will provide the course instructor, chair, and student with a written response with his or her findings and decision. This decision shall be the final decision of the University.

Students may also report any academic concern or complaint by email via studentgrievance@uwf.edu.

Non-Discrimination and Human Diversity

Policies and Procedures

Social Work students are made aware of the services provided by the [Student Accessibility Resources](#) (SAR). Any student who believes that they need disability services due to a disabling condition that might interfere with their ability to participate in the activities, course assignments, or examinations related to their coursework is encouraged to contact the SAR.

The Department of Social Work informs Field Agencies that CSWE requires social work education programs to operate within the policy that prevents discrimination based on race, color, age, sex, religion, ethnic origin, disability, political beliefs, or sexual orientation. Field Agencies are asked if they can operate under this policy in regard to accepting students. If a Field Agency indicates they can, they are deemed a viable field placement option. If Field agencies are unable to abide by this policy, they will not be a field placement for our students. Field agencies are also expected to make reasonable accommodations for students with disabilities to be placed in the agency. The Field Office works closely with agencies to help them accommodate students with disabilities.

The Department of Social Work is responsible for carrying out the university policies of non-discrimination and diversity. This role includes educating students, faculty, and staff regarding what constitutes prejudice, discrimination, and harassment, and about what steps to take to report and resolve such issues. The department makes the written policies readily available to all students, faculty, and staff, and insists on strict adherence to the policies. The Department Chair and all faculty and staff are available to assist any student who believes they have been the victim of discrimination or harassment.

The Social Work Department recommends students utilize the Grievance Resolution Process if they feel they have experienced a problem regarding discrimination or harassment. Procedures

beyond the department level are described in the [University of West Florida Student Handbook and Code of Conduct](#).

Student Social Work Organization

The student social work organization is the avenue through which students participate in learning more about the professional practice of social work as well as participate in the department's policies. The student social work organization meets regularly throughout the year. Members of the organization serve as important liaisons between the students, faculty, and administration.

The UWF Student Social Work Organization (SSWO) was formed in 1974. The purposes of the organization are:

- To represent the ideas and feelings of students
- To foster support between the faculty and students of the Social Work Program
- To serve as an intermediary between the organization and the community of Pensacola and the surrounding area
- To enhance the relationship between the Social Work Department and the University.

The Student Social Work Organization 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 departmental 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
- Advise the faculty of the impact of policy on students.

It is recommended that students eligible for nomination be declared a 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 the faculty on current activities and ensuring that student issues and concerns are addressed at regular faculty meetings.

Graduate Student Social Work Organization

The Graduate Student Social Work Organization (GSSWO) is a student organization designed to provide students with the opportunity to participate in the governance of the department and to explore professional development opportunities. The purposes of the organization are:

- To represent the ideas and feelings of students;
- To foster support between the faculty and students of the Social Work Program;

- To serve as an intermediary between the organization and the community of Pensacola and the surrounding area; and
- To engage graduate students in the activities and communities of the larger university.

The GSSWO is a student-run organization created for networking purposes. Along with supporting students of the program, the GSSWO is involved in supporting the community. The group participates in volunteer projects; examples include the VA Stand Down and Angel Tree projects. Each member is encouraged to join, free of charge.

Students' Rights to Participate in Academic and Student Affairs

Policies: The program recognizes and affirms that students have a right to participate in the decision-making process that affects their learning environment. Student participation in the development and implementation of the department's policies and administration is seen as an essential aspect of social work education. It provides opportunities and encourages students to organize around their interests.

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.

Student Input: Any student or group of students may present a petition to the Chair of the Department. The information should preferably be written and will be placed on the faculty meeting agenda, if necessary.

Petitions: Any student or group of students can present a petition to the Chair of the Department or to the faculty via the student representative. Petitions will then be placed on the regular faculty meeting agenda.

Procedures Specifying Students' Rights to Participate in Academic and Student Affairs

Policymaking: Students may appeal a program policy through the following process:

- Student petitions first through the academic advisor and then the relevant BSW or MSW Program Coordinator.
- Relevant BSW or MSW Program Coordinator reviews the petition, meets with the student, and presents the petition to the faculty.
- If desired, the student will have an opportunity to discuss the petition with the faculty.
- Faculty may also request or require the student to meet with the faculty to discuss concerns or needs for remediation
- Faculty will then make a final decision regarding the students' appeal.

The student social work organization is notified when there is a faculty meeting scheduled. The student representative can share any considerations or concerns that the student social work organization has discussed.

Policies Specifying Students' Responsibilities to Participate in Academic and Student Affairs Policymaking:

Faculty Meetings: The student representative will be responsible for ensuring that students are represented at the regular faculty meetings. In accordance with the Department Bylaws, the student representative will be afforded the right to vote on issues concerning students at the regular faculty meetings or retreats. When possible, the agenda for faculty meetings will be given in advance to the student representative to solicit input on agenda items from fellow social work students.

The student social work organization is the avenue through which students participate in the policies of the department. The student social work organization meets regularly throughout the year. Members of the organization serve as important liaisons between the students, faculty, and administration. The student social work organization is encouraged to participate in the work of the department's committees. Members of the organization are expected to be available when called upon to participate in the admissions committee and the curriculum committee.

Procedures Specifying Students' Responsibilities to Participate in Academic and Student Affairs Policymaking: Students in the Student Social Work Organization are notified when a faculty meeting is scheduled and are encouraged to attend should they wish to share any concerns, changes, or have considerations for the staff and faculty.

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 graduate students in Social Work who meet the following criteria:

- completed the UWF graduate school requirements
- demonstrate leadership in leading graduate student activities and volunteer efforts
- achieved an overall GPA of at least 3.50
- exemplifies the ethical and professional values, attitudes, and conduct expected of members of the profession of Social Work

Professional Organizations

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 that sets professional standards for the recognized levels of professional social workers--BSW, MSW, ACSW (Academy of Certified Social Workers), and diplomats. 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 the social work profession. NASW 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. Workshops are scheduled to provide members with opportunities for continuing education. The state chapter and the national organization each have an annual conference.

Career Opportunities for BSWs and MSWs

Career opportunities in the field of Social Work have expanded greatly in the past decade. 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, and communities in both the public and private sectors 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 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;
- direct clinical practice with individuals, families, and groups;
- case management and resource allocation;
- policy practice;
- program evaluation and needs assessments;
- community organizing and advocacy efforts that may include, for example, participatory action research.

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 a signed form to the Registrar's Office. Major/Minor Change 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 offerings may change. Other electives may be substituted with approval from the Department Chair.

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.

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 in MyUWF. The minor cannot be completed after graduation. For all cap, gown, and commencement information, please refer to the [UWF Commencement website](#).

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 the availability of funds and demonstration of financial need unless otherwise noted.

Ask-a-Librarian

UWF Library staff, in the UWF John C. Pace Library, are available for help through our [Ask-a-Librarian Live Chat](#) monitored from 8:00 am to 6:00 pm Monday through Thursday, 8:00 am to 4:00 pm on Friday, 9:00 am to 4:00 pm on Saturday, and 1:00 pm to 6:00 pm on

Sunday. You can also email a librarian using the left-hand navigation in Canvas under Help or Library Tools or text a librarian at 850-483-0225.

[Counseling and Psychological Services](#)

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, and can be reached by calling 850.474.2420 or by emailing counselingservices@uwf.edu.

[Student Health Services](#)

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.

[Student Resources & Services](#)

You are our most important asset, and our academic advisors are here to help you with your course and career planning. We offer a wide variety of services and resources. Appointments are preferred but walk-ins are welcome.

[Career Development](#)

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 Veterans Affairs](#)

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

[Military & Veterans Resource Center \(MVRC\)](#) serves as the leading campus advocate for military, dependent, and veteran students.

[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 the 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.

[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 successfully enhancing the students' current skill level. Special individual tutorial assistance is available to all students through the Office of Student Success Programs on campus.

[Student Accessibility Resources](#)

Students with special needs regarding access to and completing exams and assignments must register with SDRC, which 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.