



THE UNIVERSITY of
MISSISSIPPI

School of Applied Science

Department of Social Work

Longstreet 211

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HANDBOOK for BSW MAJORS

2015 Edition

Introduction

This handbook is provided to inform social work majors at The University of Mississippi about the philosophy, standards, and procedures of the Department of Social Work. It is not to be used as a substitute for faculty-student interactions, which are strongly encouraged. In addition to this handbook, students should obtain a copy of *The M Book* that relates to students' academic and campus life. Students are also expected to abide by the policies and procedures of the University, this handbook and the University's *Undergraduate Catalog*.

New majors are advised to read the *Handbook for Social Work Majors* carefully. The published policies and procedures are designed to facilitate the student's effort to achieve a high level of academic performance that supports the mission, goals, and objectives of the Department of Social Work. Any questions should be addressed to the department chair, the student's faculty advisor, or any other available faculty member.

"Social work is the professional activity of helping individuals, families, groups, organizations or communities enhance or restore their capacity for social functioning and creating societal conditions favorable to that goal."

National Association of Social Workers, 1973

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Mission Statement

To prepare competent and ethical generalist social workers, for scientific inquiry, who are leaders, committed to diversity and social and economic justice and the enrichment of quality of life with systems of all sizes at all levels of society.

Departmental Educational Goals

Goals:

1. Prepare generalist social workers who are able to integrate the knowledge, values and skills of the social work profession for competent practice in settings with individuals, families, groups, organizations, institutions, and communities.
2. Acculturate students to the profession of social work through the study of its history, purposes, and philosophy.
3. Prepare students to practice ethically with diverse populations and systems of all sizes, to alleviate poverty and oppression and to provide social and economic justice for all citizens.
4. Provide students with content about social contexts of social work practice, the changing nature of those contexts, the behavior found in systems, and the dynamics of change.
5. Prepare students who will demonstrate a commitment to continue life-long learning and professional growth that may include graduate education in social work and other disciplines.

Departmental Educational Objectives

Upon the completion of this program, students will be able to:

1. Apply critical thinking skills within the context of professional social work practice.

Core competency #3: Educational Policy 2.1.3—Apply critical thinking to inform and communicate professional judgments.

Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information. Social workers

- distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom;
- analyze models of assessment, prevention, intervention, and evaluation; and
- demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues

2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.

Core Competency #2: Educational Policy 2.1.2—Apply social work ethical principles to guide professional practice.

Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant law. Social workers

- _recognize and manage personal values in a way that allows professional values to guide practice;
- _make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics² and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles;³
- _tolerate ambiguity in resolving ethical conflicts; and
- _apply strategies of ethical reasoning to arrive at principled decisions.

3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation.

Core Competency #4: Educational Policy 2.1.4—Engage diversity and difference in practice.

Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers:

- _recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power;
- _gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups;
- _recognize and communicate their understanding of the importance of difference in shaping life experiences; and
- _view themselves as learners and engage those with whom they work as informants.

4. Understand the forms and mechanisms of oppression and discrimination and the strategies of change that advance social and economic justice.

Core Competency #5: Educational Policy 2.1.5—Advance human rights and social and economic justice.

Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers

recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice. Social workers

- _understand the forms and mechanisms of oppression and discrimination;
- _advocate for human rights and social and economic justice; and
- _engage in practices that advance social and economic justice.

5. Understand and interpret the history of the social work profession and its contemporary structures and issues.

Core Competency #9: Educational Policy 2.1.9—Respond to contexts that shape practice.

Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively. Social workers

- _continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services; and
- _provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

6. Apply the knowledge and skills of a generalist social work perspective with systems of all sizes.

Core Competency #1: Educational Policy 2.1.1—Identify as a professional social worker and conduct oneself accordingly.

Social workers serve as representatives of the profession, its mission, and its core values. They know the profession's history. Social workers commit themselves to the profession's enhancement and to their own professional conduct and growth. Social workers

- _advocate for client access to the services of social work;
- _practice personal reflection and self-correction to assure continual professional development;
- _attend to professional roles and boundaries;
- _demonstrate professional demeanor in behavior, appearance, and communication;
- _engage in career-long learning; and
- _use supervision and consultation.

Core Competent #10 Educational Policy 2.1.10(a)–(d)—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. Social workers have the knowledge and skills to practice with individuals, families, groups, organizations, and communities. Practice knowledge includes identifying, analyzing, and implementing

evidence-based interventions designed to achieve client goals; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.

Educational Policy 2.1.10(a)—Engagement

Social workers

- _substantively and affectively prepare for action with individuals, families, groups, organizations, and communities;
- _use empathy and other interpersonal skills; and
- _develop a mutually agreed-on focus of work and desired outcomes.

Educational Policy 2.1.10(b)—Assessment

Social workers

- _collect, organize, and interpret client data;
- _assess client strengths and limitations;
- _develop mutually agreed-on intervention goals and objectives; and
- _select appropriate intervention strategies.

Educational Policy 2.1.10(c)—Intervention

Social workers

- _initiate actions to achieve organizational goals;
- _implement prevention interventions that enhance client capacities;
- _help clients resolve problems;
- _negotiate, mediate, and advocate for clients; and
- _facilitate transitions and endings.

Educational Policy 2.1.10(d)—Evaluation

Social workers critically analyze, monitor, and evaluate interventions.

7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among and between individuals and families, groups, organizations, and communities.

Core Competency #7: Educational Policy 2.1.7—Apply knowledge of human behavior and the social environment.

Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development. Social workers

- _utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation; and
- _critique and apply knowledge to understand person and environment.

- Analyze, formulate, and influence social policies.

Core Competency #8: Educational Policy 2.1.8—Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

Social work practitioners understand that policy affects service delivery, and they actively engage in policy practice. Social workers know the history and current structures of social policies and services; the role of policy in service delivery; and the role of practice in policy development. Social workers

- _analyze, formulate, and advocate for policies that advance social well-being; and
- _collaborate with colleagues and clients for effective policy action.

- Evaluate research-informed practice, and apply practice-informed research findings to practice, and evaluate their own practice interventions.

Core Competency # 6: Educational Policy 2.1.6—Engage in research-informed practice and practice-informed research.

Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge. Social workers

- _use practice experience to inform scientific inquiry and
- _use research evidence to inform practice.

- Use communication skills differentially with a variety of client populations, colleagues, and communities.

Core competency #3: Educational Policy 2.1.3—Apply critical thinking to inform and communicate professional judgments.

Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information. Social workers

- _distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom;
- _analyze models of assessment, prevention, intervention, and evaluation; and
- _demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues

- Use supervision and consultation appropriate to social work practice.

Core Competency #1: Educational Policy 2.1.1—Identify as a professional social worker and conduct oneself accordingly.

Social workers serve as representatives of the profession, its mission, and its core values. They know the profession's history. Social workers commit themselves to the profession's

enhancement and to their own professional conduct and growth. Social workers

- _advocate for client access to the services of social work;
- _practice personal reflection and self-correction to assure continual professional development;
- _attend to professional roles and boundaries;
- _demonstrate professional demeanor in behavior, appearance, and communication;
- _engage in career-long learning; and
- _use supervision and consultation.

12. Function within the structure of organizations and service delivery systems, and seek necessary organizational change.

Core Competency #9: Educational Policy 2.1.9—Respond to contexts that shape practice.

Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively. Social workers

- _continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services; and
- _provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

The History of the Department of Social Work

The Department of Social Work (see <http://www.olemiss.edu/depts/socialwork/>) was established in the academic year 1969 -1970 as part of the Department of Sociology. In 1983 the Department of Social Work became an autonomous department within the College of Liberal Arts. Offering the Bachelor of Social Work (BSW) degree, the department has been accredited by the Council on Social Work Education since 1974. In 2000, the Department of Social Work was transferred from the College of Liberal Arts to the newly created School of Applied Sciences (www.olemiss.edu/depts/appliedsciences) where it currently resides with four other departments. In 2003, the Department of Social Work began offering courses on a part-time basis at the Desoto and Tupelo campuses. In the fall of 2006, the faculty began to offer a full-

time BSW program at the Tupelo Center and expanded the BSW program at the Desoto Center to a full-time program in August 2008.

In February 2007, the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) approved the University of Mississippi to offer the Master of Social Work (MSW) Degree. The faculty in the Department of Social Work began offering the MSW Program in August 2008. The MSW Program received Candidacy Status with the Council on Social Work Education (CSWE) in October 2008 and the program received Initial Accreditation from CSWE in October 2011.

The Department of Social Work Non-Discrimination Policy

The Department of Social Work's faculty or staff does not discriminate on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, sexual orientation, or Vietnam era veteran status in any of its activities, programs, or classes.

The Bachelor of Social Work Degree

The BSW degree is the entry-level degree to the social work profession. Graduates holding the BSW degree are eligible for membership in the National Association of Social Workers, for state licensure in many states including Mississippi and for advanced standing in certain graduate schools of social work provided the graduate meets the criteria specified by the school(s).

Philosophical and Ethical Perspective

The Department is guided by the *NASW Code of Ethics* of the National Association of Social Workers (NASW) and the *Educational Policy and Accreditation Standards* (EPAS) of the Council on Social Work Education (CSWE). The *NASW Code of Ethics* is integrated in

the social work curriculum and is available at www.naswdc.org/pubs/code/default.asp. The *Educational Policies and Accreditation Standards* of CSWE can be viewed at www.cswe.org.

Generalist Perspective Defined

Generalist social work practitioners work with individuals, families, groups, communities and organizations in a variety of social work and host settings. Generalist practitioners view clients and client systems from a strengths perspective in order to recognize, support, and build upon the innate capabilities of all human beings. They use a professional problem solving process to engage, assess, broker services, advocate, counsel, educate, and organize with and on behalf of client and client systems. In addition, generalist practitioners engage in community and organizational development. Finally, generalist practitioners evaluate service outcomes in order to continually improve the provision and quality of services most appropriate to client needs. Generalist social work practice is guided by the NASW Code of Ethics and is committed to improving the well being of individuals, families, groups, communities and organizations and furthering the goals of social justice (BPD 2006).

Faculty Defined

The faculty members are selected according to professional and equal opportunity guidelines of the University and The Council on Social Work Education. Diversity according to race, ethnicity, gender, education, and practice background is important. Professional social workers throughout Mississippi and in Memphis, Tennessee, serve as guest speakers, Field Instructors, and adjunct professors, thus bringing current research and practice information into the classroom. **Field Liaisons** are faculty members who work with the Field Instructors and students while they are in their Internships. **Field Instructors** are social workers who are

employed in the agencies where students complete their Internships; the Field Instructors supervise the students in these agencies. **The Field Education Director** is the social work faculty member who is responsible for the administration of the field education program.

Department of Social Work Faculty
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9. Dr. Amy K. Fisher afisher@olemiss.edu
Assistant Professor
10. Dr. Yi Jin Kim
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11. Dr. Michele Kelly* mkelly@olemiss.edu
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15. Dr. Jo Ann O'Quin* joquin@olemiss.edu
Professor Emeritus
16. C. Shane Robbins * srobbins@olemiss.edu
Clinical Instructor, Tupelo Campus
17. Dr. Desiree Stepteau-Watson* dswatson@olemiss.edu
Associate Professor, Desoto Center

*Primary assignment is with the BSW Program.

Professional Advisory Committee

Regular consultation, with a committee of external professionals from the practice community, provides feedback about the quality of product (graduates) produced by the program and provides vital information about needs in the practice and client communities. Makeup of the committee varies from year to year, with due regard for racial, ethnic, gender, practice, and geographic diversity. The Social Work Advisory Committee meets at least one time per year.

Program Admission

Students wishing to become a social work major at The University of Mississippi engage in the following process:

- Become majors by choice, as per University requirements, signing a request with the School of Applied Sciences. Students must have a 2.0 GPA.
- Sophomore Status (Must have completed 30 hours of courses which includes ENG 101 English Composition, ENG 102 English Composition, SOC 101 Introduction to Sociology, PSY 201 General Psychology, BISC 102 Inquiry into Life/Human Biology and its lab BISC 103)
- Report to the Department of Social Work and meet with the Department Chair or the chair's designee (check with the Department's Secretary). At this time, students will be assigned a faculty advisor and be asked to read and sign a Contract for Social Work Majors stating that s/he will adhere to the *NASW Code of Ethics*, the Department's Advancement Policy, the University Policies, continue professional development, and that they understand the reasons that will keep them from becoming licensed in social work in Mississippi.

Advancement Policy

Students may progress in the major by accomplishing the following:

- (A) Receiving a minimum grade of "C" in SW 315: Introduction to Social Work, and SW 321: Human Behavior and the Social Environment I. These are the first courses that students are allowed to take beginning their sophomore year.
- (B) Achieving a minimum grade of "C" in all social work courses; no social work course may be repeated more than once.

- (C) Obtaining a minimum grade of “C” in prerequisite social work courses prior to enrolling in a social work course at the next level.
- (D) Completing all lower level graduation requirements prior to entering SW 436: Social Work Practice II, SW 437: Social Work Practice III, or SW 438: Social Work Practice IV.
- (E) Completing all other degree requirements including having a 2.0 GPA prior to entering SW 496: Social Work Internship.
- (F) Reading and adhering to the *NASW Code of Ethics*.
- (G) Interviewing with the Field Education Director while enrolled in SW 450: Fields of Social Work and prior to enrolling in SW 496: Internship Seminar and SW 496: Social Work Internship. At this time, students will again affirm their abilities to meet the requirements for becoming licensed in the State of Mississippi as set forth in Section 73-53-1-29, *Mississippi Code*.

CONTRACT FOR SOCIAL WORK MAJORS: All social work students review and sign this document as part of the admission process.

I have selected social work as a major. I agree to the following:

1. To read and adhere to the *NASW Code of Ethics*;
2. To adhere to the Advancement Policy of the Department of Social Work;
3. Read and adhere to the Department of Social Work Policy on Honesty and the U. of Mississippi's Expectation of Honesty & Fairness set forth in *The M Book*;
4. To adhere to the course requirements as set forth in the University's *Undergraduate Catalog, Handbook for BSW Majors*, all University Policies, and the course syllabi;
5. To continue my professional development through regular self-assessment of my academic performance and ethical conduct; and
6. I understand that the following will keep me from becoming licensed in the state of Mississippi as a social worker and that a social work license is required to practice social work after graduating with a degree in social work:
 - A conviction of a felony within the last ten years;
 - Being judged mentally incompetent with a decree of mental incompetence still standing in any court;
 - Dependency on alcohol or drugs, other substances, or any other type of addiction which would preclude my becoming licensed as a professional social worker in the State of Mississippi, as set forth in *Mississippi Code Annotated, 73-53-1-29*.

(Signed) _____

(Date) _____

Academic and Professional Reasons for Terminating Students Out of Social Work

1. Failure to maintain a minimum final grade of “C” in all social work courses.
2. Any student who makes less than a “D” grade in the same course more than 1 time.
3. Failure in Internship SW 495: Social Work Internship.
4. Students found to have cheated or plagiarized on papers, exams, or other schoolwork.
5. Falsifying student records.
6. A diagnosed disorder (uncontrolled) that significantly limits major life activities.

Transfer Course Policy:

No more than 62 hours will be accepted from a Community College. Students transferring from other colleges or universities must complete their last 30 hours of coursework at The University of Mississippi. Senior social work practice courses and the social work Internship must be completed at the University of Mississippi.

Social work courses will be accepted for transfer by the Department Chair if:

- (1) The course or courses were taken at another institution accredited by Council on Social Work Education, except the “Introduction to Social Work” course with approval and,
- (2) The catalog description or syllabus is consistent with the University of Mississippi courses.

Permission to take courses at other schools

Students who wish to take courses at other schools must clear with the academic advisor as to whether social work courses can be accepted for transfer. Clearance to take these and other courses must be obtained from the Office of the Dean of the School of Applied Sciences. In addition, students must have permission from the Office of the Dean of the School of Applied Sciences to be enrolled in another school, college, or university while enrolled at the University of Mississippi. **WITHOUT SUCH APPROVAL, TRANSFERRED HOURS WILL NOT BE ACCEPTED.**

Student Rights and Responsibilities

The Department of Social Work subscribes to the University's statements of student's rights and responsibilities as discussed in *The M Book*. These rights and responsibilities are listed below.

For further information, review *The M Book*.

Student Rights

- the right to privacy of personal information
- the right to be secure from unreasonable or unauthorized search and seizure
- the right to conduct social affairs within University guidelines
- the right to dissent (disagree)
- the right to an environment that is free of harassment or any other unreasonable interference with the student's performance
- the right to a smoke-free environment
- the right to display posters, proclamations, and flyers
- the right to hear opinions expressed by speakers from outside the University community
- the right to participate in a designated free speech area
- the right to file written complaints and expect a response

Student Responsibilities

- the responsibility to present University identification to authorized University officials upon request including campus police and resident assistants
- the responsibility to refrain from actions which deny other members of the community their rights as enumerated
- the responsibility to refrain from harassment of any individual(s) or group(s) on campus
- the responsibility to refrain from the use of force against a person or group, as in

forcible interference with another person's freedom of movement, and/or personal abuse of another person

- the responsibility to respect the confidentiality of personal information about members of the University community and to reserve that right of privacy
- the responsibility to refrain from disruption in the form of coercion or violence
- the responsibility to ensure that guests on campus will behave in a manner consistent with the "Student Statement of Rights and the Responsibilities" on *The M Book*.
- the responsibility to refrain from noise, disruption, and/or abusive behavior in the University community
- the responsibility to observe all duly established University, local, state, and federal regulations

Student Organizations

The Department of Social Work further recognizes the rights and responsibilities of social work students to organize into student groups that address social work concerns and/or that address special needs which they have as individuals or groups. For example, students are made aware of campus interest groups such as Habitat for Humanity, various political groups, various religious groups, and Parents and Friends of Lesbians and Gays (PFLAG).

Students also have rights and responsibilities to participate in modifying policies that affect academic and student affairs. This primarily occurs at two levels. At the University level, students are encouraged to participate in student government and various campus organizations and committees, either personally or through elected representatives. At the departmental level, students are encouraged to be involved in the Student Social Work Organization.

Student Social Work Organization (SSWO)

The Student Social Work Organization (SSWO) is a volunteer group through which students can develop a support network of peers; develop skills in organization, leadership, and volunteerism; and provide social work visibility in the Oxford-University and surrounding

community. SSWO also provides input into the Department of Social Work policies and offerings affecting students by serving on the advisory board and attending faculty meetings as requested. Members are encouraged to perform 20 hours of volunteer service each semester. Students at the Desoto and Tupelo campuses also have a branch of the SSWO with student officers.

Membership dues are nominal and are paid each semester. Additionally, the members elect new officers including the president, vice president, secretary, and treasurer each semester. Meetings are generally held every three to four weeks over a noon hour. The group decides upon academic enrichment, social, fundraising, and service events. Recent activities include service projects of fundraising for Angel Ranch and Christmas stockings for Head Start children. Social network activities included spring cookouts, an end of the semester study break breakfast, and holiday parties. Tupelo and Desoto students are invited to all meetings and activities on the main campus.

UM Department of Social Work Policies on Honesty, Attendance, Grading, and Written Work

Honesty

As a social work student, you are training for a very important role in this society. Social Workers are often called upon to make critical decisions in the lives of the people they work with, and they are frequently entrusted, as part of their jobs, with confidential information which could well destroy lives if it were to be revealed. For these and other reasons, the faculty of the Department of Social Work at the University of Mississippi considers honesty as one of the most crucial qualities students can possess. Earning the good will and respect of the faculty is vital to your future career. Students who cheat or lie will at the very least lose the respect of the faculty, and depending on the severity of the

offense, could be dismissed from the program and possibly from the University itself. Our clear expectation is that all social work majors will deal honestly with faculty, course work, other students, client contacts, and all other aspects of their social work educational experience.

Attendance

Since so much of the skills and knowledge base that you must possess must be acquired experientially from interactions with faculty and other students, attendance is a very important issue. **You are allowed four absences for which there will be no penalty for classes that meet three times per week, two absences plus 50 minutes for those classes that meet twice a week, and one absence plus 50 minutes for those classes that meet one time per week.** This includes absences for illness or family situations. Any additional absences for any reason will result in a deduction of two points from the final grade for each absence. Students who for any reason miss more than 1/3 of class sessions in any social work course will fail the course, regardless of their grades.

Grading

Grading for each course is discussed in the individual course syllabus. You have the right to request to see your grades and discuss them with your instructor. Students are encouraged to keep their own record of their grades in each course and to occasionally calculate their grades through the semester according to the grading system set forth in the syllabus. Grades may be appealed through the academic appeals process as set forth in *The M Book* at

Written Work

This department emphasizes good writing ability as a vital skill that social workers must possess. Accordingly, there are lots of written assignments, and students are held to high

standards in terms of proper grammar, structure, and punctuation. It is also the department's expectation that students complete all written work in a neat and timely manner. Students should consult individual instructors in regard to style and form for individual class assignments if they are unclear about these issues. **APA style is the norm for all assignments.**

Quoting or otherwise using material from books, journals, magazines or other printed or on-line sources, including the Internet, without providing proper credit to the source in the form of a reference within the paper is considered plagiarism. This is a serious offense that can lead to disciplinary action by the department and/or the University and could result in course failure and/or dismissal from the University. Plagiarism is an act of dishonesty. Please refer to *The M Book*.

The BSW Academic Experience

The Educational Policy and Accreditation Standards of the Council on Social Work Education can be found at www.cswe.org. An accredited Bachelor of Social Work Degree requires a well-designed, broad liberal arts base similar to that required of many other professional disciplines. In addition, courses are required in the following professional areas: Populations-at-Risk, Social and Economic Justice, Diversity, Social Work Values and Ethics, Human Behavior and the Social Environment, Social Policy, Social Research, and Generalist Social Work Practice, and Internship.

The Advising Process

Students should arrange appointments with their advisors as soon as the advisor is assigned, which is upon the student's declaration of social work as a major. Students should call the Department of Social Work at 662-915-7336 to get the name of their advisor. The advisor will maintain a permanent folder as a record of the student's

individualized course of study. This record is updated at each semester's advising period or as needed.

Advisors post office hours and are available by phone and e-mail. However, it is the student's responsibility to initiate appointments. As indicated in the University catalog, the ultimate responsibility for taking prescribed courses belongs to the student. Students who choose to make independent changes in schedules after having been advised are at-risk for late Internships and delayed graduations. Students generally meet formally with their advisors during pre-registration each semester. Students are required to see their advisor before the "student hold" on registration is lifted. The Department of Social Work's mailing address is:

Department of Social Work
University of Mississippi
P. O. Box 1848
Longstreet Hall (Second Floor)
University, MS 38677-1848
Website: www.olemiss.edu/depts/socialwork/

Academic Requirements

(See *The Undergraduate Catalog Bulletin of the University of Mississippi*) and see Specific Degree Requirements and Recommended Course of Study. Some basic academic requirements include:

- While some social work courses may be used as electives by non-majors, only social work majors may enroll in social work practice courses and the Internship.
- Social Work does not offer a minor.
- Students must secure a minimum final grade of "C" to progress to the next social work course. Any student who makes a final grade less than "C" on the first attempt can retake the course.
- Any student who fails a social work course with a final grade of "F" on two attempts,

will be dismissed from the Social Work Program.

- No social work course may be attempted until all prerequisites are completed.
- All lower division requirements must be met before one may enroll in SW 436 Social Work Practice II, SW 437 Social Work Practice III, or SW 438 Social Work Practice IV.
- All other degree requirements must be completed before enrolling in the Internship (SW 495 Social Work Internship); permission of faculty is also required.
- Many social work courses contain a great deal of experiential learning. Students are expected to be prepared for class by reading all assigned materials prior to the class session.
- Social work students are expected to demonstrate college level verbal and written communication skills. Writing skills will be considered in grading of all written assignments.
- Critical thinking is basic to social work education. Critical thinking is defined as a process that includes the analytical, systematic, creative, and reflective thinking that is focused on deciding what to believe or do. (Ennis 1991; Alter & Egan, 1997).
- Honesty and integrity are essential elements of the academic environment. Any dishonest conduct will be addressed by the course professor and **may** result in failure of the course, dismissal from the program, or dismissal from the University.

See the campus in *The M Book* for a complete statement of the policy on dishonesty.

- **No academic credit is given for life experiences, including volunteer or work experiences.**
- No social work courses (except SW 315: Introduction to Social Work) will be accepted from a non-accredited social work programs.

The BSW curriculum is purposely structured to provide a strong liberal arts base to support the professional courses. Sequencing of courses is designed to maximize the horizontal and vertical integration of the general education core and the professional core. It is therefore mandatory that courses be taken in appropriate sequence. Minimal flexibility is allowed at the discretion of faculty advisors. Students may use the department's "Checklist of Graduation Requirements" (obtained in the main Social Work office or online) sheets as checking devices to note progress through the curriculum. The student's transcript in the Office of the Registrar is the official record of progress toward graduation.

School of Applied Sciences,
The University of Mississippi
BACHELOR OF SOCIAL WORK

Applied Sciences Core Curriculum (37-38 hrs.)

Required Course	Course(s) Used to fulfill requirement	Number of Hrs.
ENGL 101 or HON 101		3
ENGL 102, LIBA 102 or HON 102		3
ENGL 250: APPLIED WRITING		3
Literature	ENGL 221, 222, 223, 224, 225, OR 226	3
Fine Arts	Art History 101, 102, 201 OR 202; Music 101, 102, 103, 104, or 105; Dance 200 or Theatre 201	3
Humanities or Fine Arts	Chosen from: African American studies (AAS); Classics (CLC); Gender Studies (G St); Philosophy (PHIL); Religion (REL); Southern Studies (SST); Literature; Modern Languages; or any of the fine arts listed above.	3
SOC 101: Intro to Sociology		3
PSY 201: Intro to Psychology		3
Math 121: College Algebra or more advanced		3
Statistics Course	Math 114, Econ 230, or Bus 230 OR PSY 202	3
Human Biology w/lab	BISC 102/103, 160/161, 206, OR 207	4
Additional Science w/lab	Chosen from: Biology, Chemistry, Geology, Physics or Astronomy	3-4

Additional Support Courses for Social Work Majors (18 hrs.)

Required Course	Course(s) Used to fulfill requirement	Number of Hrs.
History	Any History Courses	3
History	Any History Courses	3
PSY 311: Abnormal Psychology		3
POL 101: Introduction to American Politics		3
Social Science	Chosen from: Anthropology, Economics, Political Science, Psychology, OR Sociology	6

SOCIAL SCIENCE. These courses may be chosen from anthropology, economics, political science, psychology, or sociology.

General Electives—21-22 credit hours (to bring total number of hours to 124)

Course	Hours

Professional Social Work Courses (minimum grade of “C” required each course) (46 hrs.)

Course Number	Number of Hrs.
SW 315: Intro. to Social Work	3
SW 316: Social Welfare Policy I	3
SW 321: Human Behavior and the Social Environment I	3
SW 322: Human Behavior and the Social Environment II	3
SW 335: Social Work Practice I	3
SW 326: Gerontology or SW 402: Child Welfare Policies	3
SW 340: Social Work Research	3
SW 417: Social Welfare Policy II	3
SW 436: Social Work Practice II	3
SW 437: Social Work Practice III	3
SW 438: Social Work Practice IV	3
SW 450: Fields of Social Work	1
SW 495: Social Work Internship	9
SW 496: Internship Seminar	3

Description of Applied Sciences Core Requirements

MATHEMATICS. Courses that meet the mathematics requirement are MATH 121, 123, 125, 261, 267.

STATISTICS. Courses that meet the statistics requirement are MATH 115, ECON 230, BUS 230 and PSY 202.

HUMAN BIOLOGY WITH LAB. UM courses that meet this requirement are BISC 102/103, 160/161, 206 or 207. Some **transfer courses** like Zoology and Botany may show up on the transfer equivalency as being equivalent to our BISC 102 or 160; however, the School of Applied Sciences will not accept those courses as meeting the human biology requirement.

ADDITIONAL SCIENCE WITH LAB. This course may be chosen from any of the following areas of science: Biology, Chemistry, Geology, Physics or Astronomy. ASTR 101 and 102 do not include laboratory work; ASTR 103 and 104 do include laboratory work and satisfy this requirement. A student cannot receive credit for taking ASTR 101 or 102 with either 103 or 104. In addition, students cannot receive credit for taking both BISC 102/103 and BISC 160/161 or BISC 104/105 and 162/163.

ADDITIONAL REQUIREMENTS FOR GRADUATION

In addition to the course requirements listed on the front side (or first page) of the degree checklist, the following requirements for graduation apply to all School of Applied Sciences 2008-2009 degree programs:

- Minimum of 124 credit hours need for degree (developmental studies courses and repeated courses do not count toward the total number of credit hours)
- At least one-third of the credit hours required for degree must be taken at the 300 level or above (42 hours)
- Minimum GPA of 2.0 in cumulative resident course work (UM courses only) as well as in overall cumulative GPA (includes transfer work)
- No more than half of the credit hours for degree can be from a junior or community college (62 hours)
- At least 25% of course work must be taken from The University of Mississippi (31 hours)
- 30 hours of course work applied to the degree must be taken in courses offered under the UM School of Applied Sciences (school residency requirement). At least 15 of those 30 hours in residence must be professional courses required in the major.

Specific Degree Requirements

Suggested Course of Study – Oxford Campus

Freshman Year (Fall)	Hrs.	Freshman Year (Spring)	Hrs.
Eng 101 English Composition or Hon 102	3	Eng102 English Composition or Hon 102	3
History elective	3	History elective	3
MATH 115 Statistics	3	BISC 102 Human Biology	1
SOC 101 Introduction to Sociology	3	BISC 103 Human Biology Lab	3
Humanities or Fine Art Elective	3	Electives	6
Total	15	Total	16
Sophomore Year (Fall)		Sophomore Year (Spring)	
ENGL 250 Applied Writing	3	Literature	3
POL101 Introduction to American Pol.	3	MATH 121 College Algebra or higher	3
Fine Art Elective	3	PSY 201 General Psychology	3
Science elective	3	Social & Behavioral Science Electives	6
Science elective Lab	1		
Elective	3		
Total	16	Total	15
Junior Year (Fall)		Junior Year (Spring)	
SW 315 Introduction to Social Work	3	SW 316 Social Welfare Policy I	3
SW 321 Human Behavior	3	SW 322 Human Behavior	3
PSY 311 Abnormal Psychology	3	SW 335 Social Work Practice I	3
Electives	6	SW 340 Social Work Research	3
		SW 326 Gerontology or	
		SW 402 Child Welfare Policies	3
Total	15	Elective	3
		Total	18
Senior Year (Fall)		Senior Year (Spring)	
SW 417 Social Welfare Policy II	3	SW 495 Social Work	9
SW 436 Social Work Practice II	3	SW 496 Internship Seminar	3
SW 437 Social Work Practice III	3		
SW 438 Social Work Practice IV	3		
SW 450 Fields	1		
Elective	3		
Total	16	Total	12

Student should make sure that their total hours completed equal 124

Suggested Course of Study – Tupelo and Desoto Centers

Freshman Year (Fall)	Hrs	Freshman Year (Spring)	Hrs.
ENGL 101 English Composition	3	ENGL 102 English Composition	3
History elective	3	History elective	3
MATH 115 Statistics	3	BISC 102 Human Biology	3
SOC 101 Introduction to Sociology	3	BISC 103 Human Bio Lab	1
Humanities or Fine Arts Elective	3	Electives	6
Total	15	Total	16
Sophomore Year (Fall)		Sophomore Year (Spring)	
ENGL 250	3	Literature	3
POL 101 American Politics	3	MATH 121 College Algebra or higher	3
Fine Art Elective	3	PSY 101 General Psychology	3
Science elective	3	Social & Behavior Science Electives	6
Science elective Lab	1		
Elective	3		
Total	16	Total	15
Junior Year (Fall)		Junior Year (Spring)	
SW 315 Introduction to Social Work	3	SW 316 Social Welfare Policy I	3
SW 321 Human Behavior	3	SW 322 Human Behavior	3
PSY 311 Abnormal Psychology	3	SW 335 Practice I	3
SW 326 Gerontology or		SW 340 Social Work Research	3
SW 402 Child Welfare Policies	3		
Elective	3		
Total	<u>15</u>	Total	12
Senior Year (Fall)		Senior Year (Spring)	
SW 417 Social Welfare Policy II	3	SW 437 Social Work Practice III	3
SW 436 Social Work Practice II	3	SW 438 Social Work Practice IV	3
Electives	6	SW 450 Fields of Social Work	1
		Elective	2
Total	12	Total	<u>10</u>
Senior Year (Summer)			
SW 495 Social Work Internship	9		
SW 496 Internship Seminar	3		
Total	<u>12</u>		

Students should make sure that their total hours equal 124.

Academic Support Services

The University adheres to the guidelines of the Americans with Disabilities Act. Services are offered through the Office of Disability Services for Students at 234 Martindale Hall on campus and the staff can be reached at 662-915-7128. Faculty members are able to make recommendations about obtaining assistance through the Academic Support Office and the Writing Center. For personal and confidential counseling, students should contact Student Health Services at 662-915-7274 or the Psychology Clinic at 662-915-7385.

Academic Appeals/Grievance Procedure

The Department of Social Work supports students' rights to appeal any grade that is believed to have been awarded arbitrarily or unjustly. The Department subscribes to the university's academic appeals procedure that is open to any student who receives a course grade, which is based on prejudice, discrimination, arbitrary or capricious actions, or other reasons not related to academic performance. Procedures and timetables are carefully detailed in *The M Book*.

The student, who holds responsibility for burden of proof, must first appeal the grade in writing, with the course instructor. If agreement is not reached at this level, the appeal may progress through the department chair and if necessary the process is continued with the Dean of the School of Applied Sciences. Either the student or the instructor may appeal a decision at the dean's level by making a written request for a review by an *Academic Appeals Committee*. The decision of the *Academic Appeals Committee* is final. *The M Book* specifies the process and time lines for each phase of the appeal. If either party fails to respond within the allotted time, the disposition of the case made in the previous step shall be final.

A final grade is the instructor's evaluation of the student's work and achievement

throughout a semester's attendance in a course. Factors upon which the grade may be based are attendance, participation, written and oral quizzes, reports, papers, final examinations, and other class activities as required in the course syllabus.

The BSW Internship

The final semester in the BSW experience is the Internship, SW 495: Social Work Internship (9 hours) and its companion seminar SW 496: Internship Seminar (3 hours). The Internship carries a Z or pass-fail grade; the seminar carries a letter grade. After collaborations among students, agency staff, and faculty, assignment of the grade is the responsibility of the Field Education Director and/or the Field Liaison.

INTERNSHIP IS FOR SOCIAL WORK MAJORS ONLY

Internship settings, throughout Mississippi and Shelby County in Tennessee, are chosen based upon the setting's compatibility with the mission, goals, and objectives of the Department of Social Work. The setting must provide an educationally directed field experience, directed by qualified field instructors who will facilitate the student's learning according to the student-university-agency learning contract.

Key points to remember about the Internship:

- All other degree requirements, including GPA of 2.0 must be met prior to beginning Internship.
- The Field Education Director will arrange for the placement; students **DO NOT** initiate their own placements.
- Internship is a thirteen-week, 40 hour per week experience, excluding the hours spent in the Internship Seminar, for a total of 480 hours.
- Internships may be completed in any approved setting in Mississippi or in Shelby County

in Tennessee, with consideration for the professional interests and geographic needs of the student.

- Oxford has VERY FEW placement opportunities. Priority for Oxford area is given to physically challenged students, non-traditional students with children, and other local residents.
- Having a lease in Oxford is not reason to merit a placement in Oxford.
- Malpractice insurance and automobile liability insurance are required (if auto is to be used in Internship). Malpractice insurance is available through National Association of Social Workers, but students must become members of the organization to be eligible to acquire the malpractice insurance. Acquiring insurance is explained, in SW 450 Fields of Social Work, prior to the Internship.

The process of arranging for the Internship is as follows

- Apply for NASW membership no later than second semester of the junior year.
(Applications are available in the Department of Social Work in Longstreet 211).
- First semester of the senior year, complete application for degree.
- Semester prior to Internship while enrolled in SW 450 Fields of Social Work, file request for field of practice and preferred geographic location, submit application for malpractice insurance and pay a \$50.00 Internship Lab fee (effective spring 2010).
- Toward end of semester prior to Internship, the Field Education Director will arrange for a pre-placement visit with the agency.
- Students are required to arrange an interview with the Field Instructor of the Internship assigned by the Field Education Director. This must be completed prior to the semester the students plan to enter Internship.

- Students will make all arrangements about relocation, living, paying of tuition, etc.

Process and Procedures for students during Internship - The Internship usually proceeds as follows:

- Pre-placement visit by the Field Education Director and signing of contract
- Agency orientation during the first two weeks (varies from agency to agency)
- Agency staff will model agency activity and procedures
- Student will gradually enter into agency activity
- Regular conferences with agency field instructor (1 hour per week required)
- Two evaluation conferences with field liaison
- Student will submit weekly written reports to field liaison
- Complete all written assignments as described in Internship Manual
- Periodic (40 hours) integrative seminars on campus
- Final evaluation of students and grading

Professional Development Opportunities

National Association of Social Workers (NASW)

NASW is the recognized professional group for social workers. Its primary functions include professional development and promotion and advocacy for sound social policies and programs.

Students receive substantial reductions in membership fees. Membership provides subscriptions to *Social Work Journal*, *NASW News*, and reduced cost subscriptions to other books and periodicals. Membership applications are available in the Department of Social Work main office. The discounted rate may be continued for two years past graduation, provided there has been no disruption in membership. Membership in NASW also provides research assistance

and literature reviews through the National Policy Center, which may be reached at the address and toll-free number below, or on-line. There is a charge for the research service. Student membership applications are available in the Social Work office.

National Association of Social Workers (NASW)
750 First Street, NW 1-800-638-8799 FAX (202)336-8310
Washington, DC 20002 (202) 408-8600
web page: <http://www.socialworkers.org>

Mississippi Chapter of NASW encourages student participation in board, committee, and legislative activity. Students usually attend the annual spring meeting to gain valuable educational and networking opportunities. The state chapter can be contacted at the following address:

National Association of Social Workers, Mississippi Chapter
P O Box 5599
230 St. Paul Street
Pearl, Mississippi 39206
Telephone: 601-936-0557
Fax: 601-936-0559
E-Mail: info@naswms.com
Web Page <http://naswms.com>

Alabama-Mississippi Conference on Social Work Education

The University of Mississippi cooperates with all undergraduate and graduate schools of social work in Alabama and Mississippi in conducting a professional conference each fall semester. Students are encouraged to make scholarly presentations, to network, and hear presentations from key professionals and students from other campuses. National leaders are invited as keynote speakers. Information about the organization may be obtained from faculty members.

Volunteer and Community Service Opportunities

Some social work courses require community service as part of the learning experience. All students are urged to seek some form of volunteer experience. The following is a partial list of opportunities that aid in professional development, whether accessed through an academic course or independently:

- Adopt-A-Friend Program at North MS Regional Center
- Assisting teachers and students at area schools
- Volunteer efforts at area nursing homes
- Tutoring and mentoring at Oxford Housing Authority
- Leapfrog After School Program (St. Peters Episcopal Church)
- Conversation/friendship with International Students
- Volunteer service at Department of Human Services
- Habitat for Humanity activity and fund-raising support
- Hospice volunteers
- Volunteer at various hospitals and retirement communities in the area

Awards for Student Achievement

At University Honors Day each spring, a social work student is recognized as the Outstanding Social Work Student for the year, based upon academic achievement and professional commitment. Each March the MS Chapter, NASW recognizes an outstanding social work student from each of the Council on Social Work Education accredited schools in Mississippi. This award is based on past academic and service performance and future promise to the profession.

From time to time social work majors have been recipients of the Taylor Medal, the

University's highest academic honor. Determination of recipients is made in the School of Applied Sciences.

Licensure, Graduate School and Employment

Application for Professional Licensure

In Mississippi and many other states, entry level social workers are required to be licensed. Because Mississippi utilizes the Association of Social Work Board's national exam, the license is transferable to most other states. At the beginning of the Internship faculty will share information about applying for the social work license. For more information students may contact:

Board of Examiners for Social Workers and Marriage and Family Therapists
P.O. Box 4508
Jackson, MS 39296-4508
(601) 987-6806
FAX (601) 987-6808
Website: msboeswmft.com

Students wishing to apply for licensure in other states should contact the Association of Social Work Boards at 1-800-225-6880 for information. Students going directly into graduate school may choose to bypass the BSW licensure and take the MSW exam following graduation, unless the student plans to work part time at the BSW level.

Applications for Graduate School

The Department of Social Work will begin to offer the MSW Program during the fall of 2008. Students must apply with the Graduate School at the University of Mississippi and with the Department of Social Work. For additional information, please view our website at <http://www.olemiss.edu/depts/socialwork/>.

Employment

The Department of Social Work has traditionally been very successful in assisting graduates in finding employment in Mississippi and in Memphis, through an informal professional network. Students should discuss their employment needs with Field Liaisons, Field Instructors and faculty advisors who will share opportunities with all interested students. The University operates an effective Career Center (see www.career.olemiss.edu/).