



THE UNIVERSITY of
MISSISSIPPI

School of Applied Sciences

Department of Social Work
Longstreet 211

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HANDBOOK for BSW MAJORS

2017 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.

Core Foundation Competencies and Practice Behaviors

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They

also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

Competency 2: Engage Diversity and Difference in Practice

Social workers understand how diversity and difference characterize and shape the human experience and are critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand 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 also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power. Social workers:

- apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;
- present themselves as learners and engage clients and constituencies as experts of their own experiences; and
- apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice

Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected. Social workers:

- apply their understanding of social, economic, and environmental justice to advocate for

- human rights at the individual and system levels; and
- engage in practices that advance social, economic, and environmental justice.

Competency 4: Engage in Practice-informed Research and Research-informed Practice

Social workers understand quantitative and qualitative research methods and their respective roles in advancing a science of social work and in evaluating their practice. Social workers know the principles of logic, scientific inquiry, and culturally informed and ethical approaches to building knowledge. Social workers understand that evidence that informs practice derives from multi-disciplinary sources and multiple ways of knowing. They also understand the processes for translating research findings into effective practice. Social workers:

- use practice experience and theory to inform scientific inquiry and research;
- apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings; and
- use and translate research evidence to inform and improve practice, policy, and service delivery.

Competency 5: Engage in Policy Practice

Social workers understand that human rights and social justice, as well as social welfare and services, are mediated by policy and its implementation at the federal, state, and local levels. Social workers understand 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 understand their role in policy development and implementation within their practice settings at the micro, mezzo, and macro levels and they actively engage in policy practice to effect change within those settings. Social workers recognize and understand the historical, social, cultural, economic, organizational, environmental, and global influences that affect social policy. They are also knowledgeable about policy formulation, analysis, implementation, and evaluation. Social workers:

- identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services;
- assess how social welfare and economic policies impact the delivery of and access to social services;
- apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers value the importance of human relationships. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand strategies to engage diverse clients and constituencies to advance practice effectiveness.

Social workers understand how their personal experiences and affective reactions may impact their ability to effectively engage with diverse clients and constituencies. Social workers value principles of relationship-building and inter-professional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate. Social workers:

- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies; and
- use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in the assessment of diverse clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of assessment with diverse clients and constituencies to advance practice effectiveness. Social workers recognize the implications of the larger practice context in the assessment process and value the importance of inter-professional collaboration in this process. Social workers understand how their personal experiences and affective reactions may affect their assessment and decision-making. Social workers:

- collect and organize data, and apply critical thinking to interpret information from clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;
- develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies; and
- select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations, and communities. Social workers are knowledgeable about evidence-informed interventions to achieve the goals of clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge to effectively intervene with clients and constituencies. Social workers understand methods of identifying, analyzing and implementing evidence-informed interventions to achieve client and constituency goals. Social workers value the importance of inter-professional teamwork and communication in interventions, recognizing that beneficial outcomes may require interdisciplinary, inter-professional, and inter-organizational collaboration. Social workers:

- critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies;
- use inter-professional collaboration as appropriate to achieve beneficial practice outcomes;
- negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies; and
- facilitate effective transitions and endings that advance mutually agreed-on goals.

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with, and on behalf of, diverse individuals, families, groups, organizations and communities. Social workers recognize the importance of evaluating processes and outcomes to advance practice, policy, and service delivery effectiveness. Social workers understand theories of human behavior and the social environment, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers understand qualitative and quantitative methods for evaluating outcomes and practice effectiveness. Social workers:

- select and use appropriate methods for evaluation of outcomes;
- apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes;
- critically analyze, monitor, and evaluate intervention and program processes and outcomes; and
- apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

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. In November 2016, the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) approved the University to offer the Ph.D. in Social Work. The faculty in the Department of Social Work began offering the Ph.D. Program in August 2017.

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.

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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 (Proposed – Under University Review)

Students may declare a major in social work without formal application to the program. Students declaring a major prior to formal admission to the program will be assigned an advisor in the social work department. At the initial advising meeting, majors will complete the social work contract, review the NASW Code of Ethics, and review the policy for progression through the program. After successful completion (successful completion is defined as earning a “C” or better) of SW 315, SW 321, and SW 330 the student makes formal application to the department for admission to the program prior to enrolling in SW 335, Practice I. Students who do not earn a “C” or better may repeat a course one time for credit. Students who do not make satisfactory academic progress will be advised to choose a different major. Requirements for formal admission include:

1. Overall GPA of 2.0 and successful completion of SW 315, SW 321, and SW 330.
2. Request for voluntary disclosure of misdemeanor, felony, or substantiated case of abuse of a child or vulnerable adult; the purpose is to discuss the possible impact of a felony or other legal misconduct on the ability to complete an internship, take the license examination or practice social work;
3. Completion of the application, including an essay/personal statement identifying why the student wants to be a social worker;
4. Completion of an interview with the admissions committee at the discretion of the committee;
5. Consensus of admissions committee for recommendation of unconditional admission, conditional admission (with clearly identified concerns with a plan developed for addressing the concerns), or no admission.
6. Submission of the complete application to:
University of Mississippi
Social Work Department
P.O. Box 1848
University, MS 38677-1848
7. Submission of the application after successful completion of SW 315, 321, and 330.
8. Deadlines for admission:
 - a. October 15, for admission the following spring semester.
 - b. March 1, for admission the following fall semester.

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 views our students as adult learners with rights to involvement in academic and student affairs and in decision making regarding the BSW Program. Faculty understand how students' input contributes to the quality of the BSW Program. The following section discusses the rights and responsibilities of students to participate in modifying policies impacting academic and student affairs.

University of Mississippi

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

- To present University identification to authorized University officials upon request including campus police and resident assistants.
- To refrain from actions which deny other members of the community their rights as enumerated.

- To refrain from harassment of any individual(s) or group(s) on campus.
- 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.
- To respect the confidentiality of personal information about members of the University community and to reserve that right of privacy.
- To refrain from disruption in the form of coercion or violence.
- 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*.
- To refrain from noise, disruption, and/or abusive behavior in the University community
- To responsibility to observe all duly established University, local, state, and federal regulations

Faculty Evaluation

Students have the right to make contributions to improving the quality of our program through faculty and program evaluation. All social work students have an opportunity to evaluate faculty each semester by completing the university faculty evaluation, and/or the faculty administered course evaluations. Student evaluations are submitted anonymously and confidentially. Faculty members are able to review the students' feedback constructively for the purpose of professional growth. In addition, these evaluations are reviewed by the Dean of the School of Applied Science and the Chair of the Department of Social Work on an annual basis to reinforce positive evaluations, identify areas of strengths and weakness, and to facilitate professional growth and development.

Faculty Hiring

The UM Department of Social Work seeks to assist students in understanding their rights and responsibilities by participating in the process of hiring new faculty members. Student participation in the hiring process was upheld to promote inclusion and in acknowledgement of the students' rights to participate in this process. Students are given opportunities to interact with prospective social work faculty and to provide feedback to the chair regarding each applicant invited for a campus visit.

All tenure-track candidates are required to lecture to a social work class and to present research findings to the department. Students are encouraged to rate the lecturer's presentation, share their perspectives, and offer any constructive feedback that might be useful in determining the candidate's acceptability for hire.

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. The procedures for student participation is that officers (president, vice president, secretary, and treasurer) from the BSW Student Social Work Organization (SSWO) represent the BSW students on the Social Work Advisory board, which meets one or more times annually, on faculty search committees, and for recruitment affairs. The Department Chair and/or the BSW Program Director will inform the SSWO officers of the times and dates of advisory board meetings. These opportunities are made available to the BSW student representatives for the purpose of allowing them to meet with and interact with alumni and have the opportunity to participate in formulating and modifying policies affecting academic and student affairs.

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.

Student representation in formulating and modifying policy which affect students' academic affairs is encouraged through student participation in departmental committees including: *BSW Committee, Faculty Search Committee, Field Education Committee and Diversity Committee*. The process of selecting BSW student representatives for Department of Social Work committees is described below:

BSW Student Participation on Department of Social Work Committees

At the beginning of each academic year, members of the Student Social Work organization (SSWO) on each campus are requested to select students to serve on Department of Social Work committees. Designated students will serve on the following committees: **BSW Committee**, **Field Education Committee**, **Faculty Search Committee**, and the **Diversity Committee**. Students who participate in these committees are expected to contribute ideas and suggestions from the student body, as well as report information back to the student body. Each campus will select one representative for each committee.

One SSWO President will be selected by SSWO Presidents from each campus to attend and participate in monthly Department of Social Work Faculty Meetings. Student representatives will be present for the portion of the meeting in which program and committee reports are given, and will be excused from any portion of the meeting in which private discussion/deliberation is required of faculty members. The **BSW Faculty Meeting Representative** is expected to contribute ideas and suggestions from the student bodies on each campus, and report information back to the student body.

See Appendix for application materials.

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 <http://studentaffairs.wp.olemiss.edu/wp-content/uploads/sites/14/2015/06/MBook14.pdf>

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 advisor as soon as the advisor is assigned, which is upon the student's declaration of social work as a major. Students can identify their advisor on their "myolemiss" site or by contacting the Department of Social Work at 662-915-7336. 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.
- Students enrolled in SW 450 Field Education will earn a passing grade of "Z", or a failing grade of "F".
- 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 330 Human Diversity and Social Work Practice	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
SW 330 Human Diversity	3	SW 335 Social Work Practice I	3
PSY 311 Abnormal Psychology	3	SW 340 Social Work Research	3
Electives	6	SW 326 Gerontology or	
		SW 402 Child Welfare Policies	3
		Elective	3
Total	18	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 330 Human Diversity	3	SW 340 Social Work Research	3
Elective	3		
Total	3		
	15	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	10
Senior Year (Summer)			
SW 495 Social Work Internship	9		
SW 496 Internship Seminar	3		
Total	12		

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 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).
- Students enrolled in the SW 450 Fields of Social Work course will receive a pass/fail grade of “Z”/”F”.
- 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.

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/).

APPENDIX

PERSONAL/PROFESSIONAL STATEMENT

The application process for admission to the social work major includes a two-page, double-spaced essay, in 12pt font and 1" margins to address the following:

1. Describe how you became interested in social work, and the personal or professional experiences that influenced your decision.
2. Describe your career goals and expectations/hopes for your first professional position after obtaining the BSW degree from the University of Mississippi.
3. What personal attributes do you possess which you believe might make you an effective social worker? What personal limitations might make it difficult for you to have a successful social work career? Talk about how you came to discover these things about yourself and how to you plan to improve these limitations.
4. Describe how your personal values are combatable with social work values and ethics. Discuss your personal values as they relate to working with diverse populations.
5. Describe the current activities in which you are involved (i.e. classes, clubs, organizations, and volunteer experiences) that you believe will benefit your future career in social work. Discuss these benefits and their impact on you.

The essay will be evaluated on the following criteria:

- Essay structure: begins with introduction, followed by a minimum of five paragraphs corresponding with numbers 1-5 above, and a conclusion.
- Quality of organization and clarity of ideas expressed
- Use of appropriate grammar and free of spelling errors/typos
- The use of at least one citation and reference in correct APA format