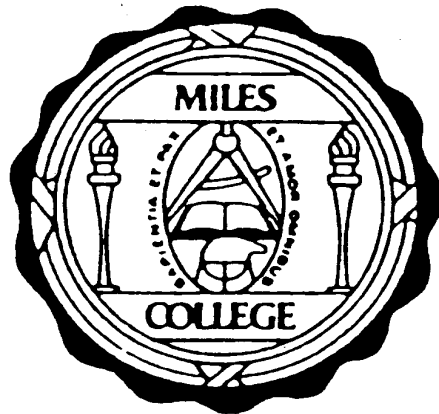


**MILES
COLLEGE**

**THE DEPARTMENT OF
SOCIAL WORK**



STUDENT HANDBOOK

Non-Discrimination Statement

Miles College is committed to the policy of providing equal opportunity for all persons and will not discriminate in admission, programs, or any other educational functions and services on the basis of sex, disability, age, race, nationality, sexual orientation or veteran status. No person will be subjected to discrimination or be excluded from participation in or denied the benefits of employment or any educational program activity based on sex, disability, age, race, nationality, sexual orientation or veteran status.

Continuous Efforts of the College and Program to Promote Equality

Miles College is resolutely committed to promoting a diverse community and creating conditions within the College that seek to provide everyone with an opportunity to reach their maximum potential. Miles College is therefore committed to the national policy of Equal Employment and Affirmative Action in all aspects of employment practice and services to students. The College has an Affirmative Action Plan.

The Social Work Program makes continuous efforts to ensure equality to faculty and staff in the recruitment, retention, promotion, tenure, assignments and re-numeration of program personnel including social work faculty, staff and to students through student recruitment, admission, retention and financial aid policies and procedures.

BSW Program Non-Discrimination Policy

The Miles College Social Work Program is committed to nondiscriminatory activities that insure access, equity, and fairness in educational programs, related activities, and employment for under-representative groups, women, persons with disabilities, and disabled veterans. The BSW Program's faculty and administrator are committed to educating social work students to develop knowledge, skills and values that promote strong beginning generalist social work practitioners who understands and respect diversity and who are leaders in the development and implementation of policies and services on behalf of the poor, oppressed, racial and ethnic minorities and other at risk populations.

WELCOME TO THE MILES COLLEGE SOCIAL WORK DEPARTMENT

Welcome to the Miles College Social Work Department. You have made an excellent choice. Social workers are in the forefront of efforts to change social problems such as child abuse, mental illness, homelessness, domestic violence and substance abuse. Social Workers make a difference in the lives of many people each day by helping them manage life's difficulties.

This is a Generalist Social Work Program. Upon completion of the requirements for the Bachelor of Social Work (BSW) degree you will have demonstrated the knowledge, skills, values and abilities to work with individuals, families, groups, organizations, and communities in a variety of settings. The Social Work Department has a commitment to excellence in the preparation of students as professional social workers. In the study of social work you will develop knowledge about the following areas:

- Human Behavior in the Social Environment
- Social Welfare Policy and Legislation
- Social Research
- Social Work Practice Methods
- Human Diversity
- Social Injustice

Your educational experience will culminate with an in-depth, educational directed internship in a social welfare agency that will allow you an opportunity to apply the above mentioned knowledge and skills.

This student handbook is intended to help guide you through your college experience as a social work major at Miles College. The handbook represents a collection of information, policies, procedures, resources and answers to frequently asked questions. It is our desire that the information in this handbook makes your educational experience easier. We encourage you to contact the Social Work Department if you need any additional information. Again, welcome to the Miles College Social Work Department.

Program Mission:

The mission of the BSW Program is

To prepare competent generalist social work practitioners who are committed to improving social, economic and political justice and enhancing the quality of well-being of vulnerable individual, families, groups and communities through education, service and leadership with a focus on issues related to African Americans and other diverse populations.

This mission is derived from the mission of Miles College and the purposes of the social work profession. In order to accomplish this mission, our BSW Program provides students with a liberal arts perspective, social science knowledge and an emphasis on the African American community along with professional social work knowledge, skills, values and ethics. Upholding this mission, our BSW Program graduates are prepared to work to alleviate poverty, oppression and discrimination, to enhance the quality of life for all at-risk populations, to improve social, economic and political justice and to provide leadership in the African American and other diverse communities.

BSW PROGRAM OBJECTIVES

Our BSW Program's fourteen (14) objectives are derived from our five goals and are integrated with the Foundation Objectives described in the CSWE's Education Policy Section 3.0.

Our fourteen BSW Program's objectives are to prepare students to:

1. Apply critical thinking skills within the context of the professional social work practice
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly.
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.

4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.
5. Understand and interpret the history of the social work profession and its contemporary structures and issues.
6. Apply knowledge and skills of generalist social work practice with systems of all sizes.
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and families, groups, organizations, and communities.
8. Analyze, formulate, and influence social policies.
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions.
10. Use communication skills differentially across client populations, colleagues and communities.
11. Use supervision and consultation appropriate to social work practice.
12. Function within the structure of organizations and the service delivery systems and seek necessary organizational change.
13. Understand issues relating to the African American and other diverse communities and utilize Social Work practice skills for service, advocacy, and leadership within the African American and other at-risk communities.
14. Students will participate in scholarship, continued learning, and community service.

The Social Work Program

SOCIAL WORK REQUIREMENTS

General Education Requirements 56 hrs

Division of Social and Behavioral Sciences 12 hrs

SO 300 Introduction to Sociology	3
SS 301 Social Statistics	3
SS 303 Introduction to Anthropology	3
SS 403 Methods of Social Research	3

Major Requirements 51 hrs

SWK 300 Introduction to Social Work*	3
SWK 301 Social Work Practice I	3
SWK 302 Social Work Practice II	3
SWK 303 Social Work Practice III	3
SWK 304 Human Behavior and the Social Environment I	3
SWK 305 Human Behavior and the Social Environment II	3
SWK 306 Social Welfare Policy I	3
SWK 307 Social Welfare Policy II	3
SWK 319 Social Work with Diverse Populations	3
SWK 410 Applied Research	3
SWK 415 Eclectic Writing for Generalist Practitioners	3
SWK 416 Field Practicum and Seminar I	9
SWK 417 Field Practicum and Seminar II	9

(*Pre-BSW students and non-majors may enroll in this course)

Required Major Electives* 9 hrs

Select any three from the following:

SWK 308 Child Welfare	3
SWK 309 Social Services with Exceptional Children	3
SWK 310 Social Work with the Aged	3
SWK 312 Social Work in Health Care Settings	3
SWK 313 Substance Abuse	3
SWK 314 Social Work Practice in Mental Health	3

SWK 315 Introduction to Family Therapy	3
SWK 317 Social Services for People Living with HIV/AIDS	3
SWK 316 Family Violence	3
(*Pre-BSW students and non-majors may enroll in this course)	

Grading

The Social Work Program follows the grading policies outlined in the Miles College Catalog. The letter grades of A, B, C, D, and F represent a completed performance, numerical value and specific quality points as follows:

A	90-100	Excellent	4 quality points/credit hour
B	89-80	Good	3 quality points/credit hour
C	79-70	Fair	2 quality points/credit hour
D	69-60	Poor	1 quality points/credit hour
F	59-50	Failure	0 quality points/credit hour

Program Admissions

1. Students may choose to major in social work at the beginning of their enrollment at Miles College, or they may do so at any time during their course of study. When students decide to major in social work, they convey their decision to their general education advisor and fill in a Declaration of Major form. Subsequently, the office of Counseling, Testing, and Advising assigns students to advisors in the Division of Social and Behavioral Sciences. General education advisors counsel students who do not know which subject area to major in.
2. In order to be admitted into the BSW program students must complete all general core requirements and have a cumulative G.P.A of 2.5, earned a minimum grade of at least a “B” and not have repeated the following courses more than once: PSY 201, SO 300, EN 102, BY 101, EN 299 and SWK 300, and passed the English Proficiency Exam (E.P.E)
3. Students must also complete a program admission application,
4. Satisfactorily complete entrance interview.(conducted in the Fall and Spring) (see below)
5. Submit (2) two letters of recommendation from Miles College or transfer institution’s faculty.

Those students who do not successfully complete the admission process are referred for advisement and counseling. Students have the right to appeal any admission decision by submitting an appeal letter in writing within seven (7) days of an admission decision to the Social Work faculty. Only students that have successfully completed the BSW program admission process (BSW candidates) are allowed to enroll in upper division social work courses. Students are required to maintain a cumulative GPA of 2.5 throughout the program. BSW candidates who do not maintain a 2.5 G.P.A. will be placed on academic probation for one (1) semester. These students will work with their advisors to improve their cumulative G.P.A. Students who are unable to improve their cumulative G.P.A after academic probation will be referred for college advisement and counseling. These students will not be allowed to continue to enroll in upper level social work courses.

THE ADMISSIONS INTERVIEW

While students may declare social work as their major in their freshman or sophomore years, such declaration does not constitute official acceptance into the BSW Program. Students are to submit an application to the BSW Program Director no later than the end of their sophomore year for an admissions interview. This interview will be conducted by a committee of the Advisory Board, and / members of the BSW Faculty at a time to be selected. To set this interview in motion, the student is to submit the following to the Program Director:

- (1) a personal statement detailing why the student is interested in social work as a career,
- (2) two letters of reference (these may be from (a) teacher/s at Miles College, personal friend, high school teacher, or anyone having knowledge of the student,
- (3) a copy of the student's degree plan indicating the student's attainment of a 2.5 GPA in the core curriculum, and the passing of the English Proficiency Examination (EPE). In addition the student's degree plan must show that the following courses have or are being taken, and grades of "B" or better earned without repeating the following courses more than once: PSY 201, SO 300, EN 102, BY 101, EN 299 and SWK 300.

(Note: Any deviation (s) must be approved by the Program Director and the Division Chair.)

The Interview Committee completes an interview guide and formal recommendation form for each candidacy applicant. Following the interview and with recommendations coming from the Interview Committee, the Program Director and the social work faculty will review the recommendations and will select those students to be admitted to the BSW Program. Each interviewee shall receive a letter notifying them of their acceptance or non acceptance into the program.

Students accepted into the BSW Program will be formally recognized during Social Work week activities at the Phi Alpha Induction Ceremony. One of the advantages of a small college is that the faculty gets to know students in the program very well; owing to the fact that all of the social work faculty, including the Program Director and the Director of Field Practicum, teach all of the social work courses in the program, and advise every BSW student. Hence, through teaching, the advising process and contact with the student, the faculty is in position to continually evaluate the student's suitability for the profession.

CONDITIONAL OR PROBATIONARY ADMISSION POLICY

Special circumstances may mitigate causing a student to seek conditional or probationary status within the BSW program. Such status may be granted by the Program Director for

a period not to exceed two semesters, and may be granted when coursework remains to be completed, but only in very unusual circumstances such as acute illness or family crisis. Probationary status denotes a very serious concern such as low GPA and/course failure(s).

Conditional or probationary acceptance may be used in any of the following circumstances : (1) insufficient grade point average either cumulative or in the major, (2) unsatisfactory performance in field placement, (3) inappropriate or unethical behavior inconsistent with professional social work, and (4) failure to adhere to established plan of study or contract.

In the event of a conditional or probationary admission or continuance in the program, a program/student shall be initiated to assure that the student clearly understands expectations/ requirements within the specified term, and may be signed by the student, the Program Director and/the faculty advisor, with each party to the contract receiving a signed copy. If, in the judgment of the Program Director and/faculty advisor, the student fails to live up to the terms of the contract within the specified time, the student shall not continue in the BSW program.

Transfer Admissions/ Transfer Credit

Students having attended a college(s) or university (ies) other than Miles College are admitted to Miles College upon acceptance of their credentials from prior institutions. Transfer credit is awarded when a grade of “C” or above has been earned at an accredited institution, and when earned in courses equivalent to courses offered at Miles College. A maximum of 64 semester hours may be from junior or community colleges. Requests for transfer of credits are evaluated by the Records Office of Miles College. The Records Office evaluates transfer credits for transfer students admitted to the college according to policies that govern such areas as minimum GPA, maximum transferable credit hours and limiting conditions, etc.

Criteria and procedures of the college transfer policy are written in the General Academic Information and Regulations section of the college catalog.

Any courses accepted for transfer to the Miles College BSW program must have been earned at a school accredited by the CSWE. Courses with less than a “C” grade in major or major supportive requirements are not acceptable.

Transfer students will meet with a social work faculty advisor to evaluate their transcript to determine progress toward the completion of the general education and social work program requirements. The BSW program strives to avoid duplication of academic content. General education course credit may be given for courses taken at another accredited institution provided they match the course description in the Miles College course catalog. The BSW program only accepts credits in social work courses from CSWE accredited programs. There is no academic credit given for life experience or previous work experience. The only upper level courses that can be accepted from an

accredited junior or community college are Introduction to Social Work (SWK 300) and Introduction to Sociology (SO 300).

No student is awarded academic credit for life experience or previous work experience.

Academic Advising

Academic advising is an integral part of the educational process at Miles College. Students are assigned an advisor among the social work faculty when they declare social work as a major. Advisors are assigned through the Counseling Advising and Testing Center. Students are encouraged to seek out their advisors for assistance in selecting their courses. The assigned faculty advisor is tasked with working with students to review and update semester schedules, check on the student's progress in their courses and to offer any other assistance deemed necessary.

As students are admitted to the BSW Program, they are provided assistance in assuring the proper sequencing of courses to assure the timeliness of courses taken. The faculty advisor is available to work with the Coordinator of Field Practicum and the student about appropriate field practicum opportunities

Transfer students are also assigned a social work faculty advisor by the Counseling Advising and Testing (CAT) Center when they declare social work as a major.

Our BSW Program encourages students to contact their faculty advisors regularly. Students are sent letters and e-mails reminding them to meet with advisors during pre-registration and mid-term. Meeting with students at times of registration helps to obviate student's emotional and general stress, and assures proper course selection in the program. Since social work faculty teach all students in the program there is the opportunity to counsel and to monitor student progress in the program. Records are kept of advising contacts. Small classes, regular contact and personable atmosphere in the program enhances the comfort perceived by most students in the program. Faculty advisors know their advisees well through contacts in the classrooms in hallways and in the social work building, and in faculty offices, where faculty meets with students when needed and often without appointments. The Social Work faculty hosts a faculty and students gathering at the start of every semester to encourage student and faculty dialogue.

Miles College monitors faculty contact with advisees through monthly advisee reports that are turned into the Counseling, Testing and Advising Center. Each faculty member is responsible for reporting the type and amount of contact made with each advisee. These reports are due at the beginning of each month from September- May.

Typically the advising load for the BSW faculty is approximately a 1:25 ratio, and ongoing contact between faculty advisor and student is maintained. All senior students who are in the field practicum are advised by the Coordinator of Field Practicum.

Faculty advisors make every effort to be accessible to their advisees via personal email, telephone and classroom contact. Office hours are posted on office doors of faculty

members, and every effort is made to attend to these hours. In addition to advising on course selection, our BSW faculty provides ongoing advice to student advisees in order to aid them in their career direction, selection of Field Practicum agencies, evaluation of their academic performance, and other problems and concerns that may arise in the college life of the student. Career advisement follows CSWE accreditation guidelines which call for professional advisement by designated faculty and professional staff.

Transfer students are assigned a faculty advisor by the CAT Center as they are admitted to the college. After declaring social work as a major transfer students are assigned a social work advisor.

Academic Dishonesty

The Miles College Social Work Program follows the Academic Honest Policy outlined in the College catalog. Academic dishonesty includes cheating on examinations, plagiarism, forgery, collusion and credential misrepresentation. Students that violate the academic honor code are subject to disciplinary action including loss of credit, suspension or immediate dismissal from the Social Work Program at any time.

Definitions

- 1. Cheating on examinations:** Includes giving or receiving, offering or soliciting information on tests or written assignments; using notes or books other than those explicitly permitted by the Instructor during an examination
- 2. Plagiarism:** Failure to acknowledge the author of a passage one is quoting or paraphrasing, or failure to give credit to the source when one borrows any information not considered to be public knowledge
- 3. Forgery:** Willful misrepresentation or alteration of a document with intent to defraud; It is a crime punishable by law. Its most common occurrence among students includes, but is not limited to, the misrepresentation of signatures (especially that of an academic advisor) on official documents of the College, or the attempt to cash checks that are not lawfully their own
- 4. Collusion:** Includes cooperation of student(s) with staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by students or staff personnel to change examination grades and/or grade point averages; cooperative efforts by students and student assistants in gaining access to examinations for distribution; and resubmission of term papers and/or reports that have been submitted previously and graded, but have been secured and re-circulated among students
- 5. Credential misrepresentation:** Involves, but is not limited to, the use of untrue written statements regarding matters of fact in order to gain admission to or employment at Miles College; It also includes misstatements of fact, distribution of false printed materials, and conduct manifestly intended

to deceive or mislead

Disciplinary Action Procedures

When an instructor or staff member has substantial evidence that a student has engaged in dishonest conduct which requires action within the bounds of his jurisdiction (numbers 1 and 2 above), the instructor or staff member shall notify the student in writing of the violation and the action taken within forty-eight (48) hours. Copies of the report will be sent to the Dean of Academic Affairs and to the Dean of Students. If the conduct requires disciplinary action beyond the bounds of the faculty or staff member, a written report should be made to the Dean of Academic Affairs within forty-eight (48) hours with a copy to the student. The Dean of Academic Affairs will assign penalties for violations within forty-eight (48) hours of his receipt of the report based on the number of violations committed by the individual student and the severity of the violations; When deemed necessary, the Academic Dean will convene the Academic Judiciary Committee to decide the case and make recommendations to the President. The Dean will send copies to the student and faculty or staff member.

Penalties may include (but are not limited to) the following:

1. failing grade on work for which the violation was committed;
2. dropping the grade earned in a course by one letter grade;
3. failure of the course;
4. suspension from the course;
5. suspension from Miles College; or
6. permanent dismissal from Miles College.

Appeals

A student has the right to appeal the decision for disciplinary action assigned by an instructor, staff member, or the Dean of Academic Affairs. In a case where the decision is made by an instructor or a staff member, the appeal should be made to the Dean of Academic Affairs. Decisions of the Dean of Academic Affairs may be appealed to the Academic Judiciary Committee. A student who is dissatisfied with the decision of the Committee may appeal to the President.

All appeals must be in writing and made within two working days after the student has received notification of the decision.

Program Probation/ Suspension/ Termination

A student's enrollment can be placed on probation, suspension or terminated due to failure to meet academic or professional standards of the program. The NASW Code of Ethics is adhered to by our BSW Program and as such, serves as a guide to students with regard to their everyday conduct in the classroom and in the field. Behaviors that violate professional values and roles addressed by the Code of Ethics and which have been fully documented by instructor(s) may be addressed through recommendations for remedial action or a termination from the program.

Although it is the responsibility of the faculty advisor to monitor a student's progress, each student may also need to monitor his/her own behaviors and academic performance. In the event the faculty member becomes aware that a student is not progressing

appropriately, the BSW Program Director will request a meeting with the student to evaluate jointly the nature of the difficulty and to develop a plan to rectify the problem as quickly as possible. Students who experience difficulties may request a meeting with their faculty advisor to review and evaluate any existing problem. If a problem situation that has been identified is not corrected it is possible that the student may no longer be allowed to continue in the program.

ACADEMIC AND NONACADEMIC RETENTION STANDARDS

Academic and Nonacademic Retention Standards include, but are not limited to the following:

1. Failure to meet academic requirements or to progress satisfactorily in academics, examples of which include

Inability to maintain a minimum cumulative grade point average of 2.5

Failure to maintain a minimum grade point average in the required social work foundation courses

Receipt of a grade less than "C" in any Field Instruction and Seminar courses

2. Conduct that is not consistent with the NASW Code of Ethics, examples of which include:

Discriminatory behavior based in race, color, gender, creed, ethnic or national origin, sexual orientation or physical/mental disability,

Drug or alcohol use and/or abuse in the classroom or in the field

Abuse (mental, physical or sexual) of others,

Plagiarism or any other form of academic dishonesty

Breaching of professional confidentiality

Inability to develop the appropriate interpersonal skills necessary for effective social work practice, including relationships with peers, Field Instructors, faculty and/or clients

Misrepresentation of professional qualifications, education, experience or affiliations

Failure to meet generally accepted standards of professional conduct, personal integrity or emotional stability requisite for professional practice, or inappropriate or disruptive behavior toward colleagues, faculty or staff at the college or in field practicum agency.

Students may appeal decisions regarding probation, suspension and termination using the same procedures that are outlined for academic dishonesty.

Grade Appeals:

Students concerned about a grade received for social work course work must first meet with the professor who taught the course. If not satisfied with the response, the student may approach the Director of the Social Work Program. The program chair will arrange a meeting with the student and the faculty member. If there is no resolution. The Program Director, the student and the faculty member will submit written statements about the conflict and submit them to the Chair of the Division of Social Sciences. The Division Chair may ask to meet with the student and the faculty member. If there is no resolution the reports will submitted to the Academic Dean. The decision of the Academic Dean is final.

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Student Grievance Policy on Discrimination

The Director of the BSW Program should be contacted by students, employees and/or other program constituents with inquiries and/or complaints alleging violations of human rights or discrimination of any form. In the event of a complaint, the person alleging the violation should first attempt to resolve the issue with the alleged violator. Also, all efforts should be made to resolve violations first through regular departmental channels. If the grievance is not resolved within the department, then the College's grievance procedures will be implemented. The student can request that the Chair of the Division arrange a meeting within seven (7) calendar days. The next step will include a meeting with the Chair of Division, Director of BSW Program, faculty member, student, the representatives selected by the student. If the grievance is not resolved within the Division, then the student may arrange a meeting with the Dean of Academic Affairs. Following these meetings, the Academic Dean's decision will be provided in writing to the student in a timely manner. The decision of the dean is final and will be filed with the Office of the President.

Student appeals for discrimination and sexual harassment are outlined in the Miles College Student Handbook

BSW Field Program

Our BSW Program considers field education as an integral part of the total curriculum, which is embodied in our program's mission, goals and objectives. Since the primary purpose of our program is to prepare students to assume the responsibilities of a generalist social worker, a quality field education experience is essential. Field education is designed to provide students with an opportunity to learn within an agency setting and to integrate the knowledge, skills, and values acquired through our BSW curriculum into social work practice.

Our Field Education Manual describes the administrative process of field education, standards and criteria of qualified agencies, student's admission to field education and roles of each participant in field education. For example, when agencies are initially screened as potential field agencies/sites, they are assessed by the Director of Field Education during interviews for their abilities to meet these standards. This assessment is an ongoing process which is continued by a Field Instructor, who is generally teaching Field Seminar Class and serves in the role of field liaison. During site visits, a Field Instructor (or field liaison) is required to evaluate on an informal basis whether the agencies are providing an appropriate learning environment which meets the standards of our BSW Program. During a Field Instructor's orientation, the standards of our BSW Program and field practicum curriculum are further reinforced in oral presentations by the Director of Field Education.

When an agency enters into a written contract with the college to finalize the selection process of the field practicum site, the designate administrator of the field agency provides written agreement that the agency is both willing and capable of providing educationally directed learning experiences that are consistent with the mission, goals, and objectives of the program. Contracts between agencies and our BSW Program and specific learning contracts between Field Supervisor and student specifically articulate the required and suggested learning tasks that are expected by the program. These agreements, which are signed by all participants in the field practicum experience, cement the contractual commitment to meet the specified standards.

Field practicum experiences are evaluated by students, Field Instructors, and Field Supervisors. In these written evaluations, the accomplishment of tasks related to the stated program mission, goals, and objectives is assessed along with the mutual assessment of the effectiveness of the agencies and the program to meet the stated standards of our BSW curriculum and policies.

Our BSW Program requires our students to complete 500 hours of supervised field practicum for the required 12 credit hours in two semesters. Typically, students plan for the concurrent placement (August-May) which requires that students work at their agencies 24 hours per week for 16 weeks a semester. Generally the field practice is held on Tuesday, Wednesday and Thursday.

Our BSW Program has a policy containing specific criteria for admission to the field practicum. Students complete apply for admission into the field practicum during the second semester of their junior year. The detailed procedures are described below.

Criteria for Field Education

The purpose of the formal admission process to field is to evaluate a student's satisfactory completion of all program admission criteria as well as completion of prerequisites to field practicum in order to decide the qualification of a student's field practicum internship. Admission to field takes place after the second semester of the junior year and before the first semester of the senior year in order to register to the SWK 416 & 417 Field Practicum and Seminar I and II courses. In order to initiate this procedure, a student must complete an application to fields (see the BSW Field Education Manual) to the BSW Director of Field Education. Then, the BSW Director of Field Education will schedule a date for a meeting and inform the student of such date.

Criteria for Admission to the Field Program include:

1. Formal admission to the Social Work Program (completion of all general core requirements; passing the English Proficiency Exam; satisfactory performance on entrance interview; overall G.P.A of 2.5 and letter grade of at least a "B" in Introduction to Social Work, Introduction to Psychology and Introduction to Sociology
2. Completion of the following courses:
 - Human Behavior and the Social Environment I & II (SWK 305 & 305)
 - Social Work Practice I & II (SWK 301 & 302)
 - Social Policy I & II (SWK 306 & 307)
 - Eclectic Writing for Generalist Practitioners (SWK 415)
 - Methods of Social Research (SS 403)
 - Social Work with Diverse Populations (SWK 319)
 - Three (3) Social Work electives
3. Evidence of a cumulative minimum GPA of 2.5

CONDITIONAL OR PROBATIONARY ADMISSION POLICY

Special circumstances may mitigate causing a student to seek conditional or probationary status within the BSW program. Such status may be granted by the Program Director for a period not to exceed two semesters, and ma be granted when coursework remains to be

completed , but only in very unusual circumstances such as acute illness or family crisis. Probationary status denotes a very serious concern such as low GPA and/course failure(s).

Conditional or probationary acceptance may be used in any of the following circumstances : (1) insufficient grade point average either cumulative or in the major, (2) unsatisfactory performance in field placement, (3) inappropriate or unethical behavior inconsistent with professional social work, and (4) failure to adhere to established plan of study or contract.

In the event of a conditional or probationary admission or continuance in the program, a program/student shall be initiated to assure that the student clearly understands expectations/ requirements within the specified term, and may be signed by the student, the Program Director and/the faculty advisor, with each party to the contract receiving a signed copy. If, in the judgment of the Program Director and/faculty advisor, the student fails to live up to the terms of the contract within the specified time, the student shall not continue in the BSW program.

The Placement Process

Once a student has been accepted for the field practicum through Phase II, he/she receives materials from the Director of BSW Field Education to begin the student and agency matching process. The Director of Field Education assists students by answering questions or addressing concerns about their suitability for different fields of practice, preferences regarding the agency's geographical location, course scheduling conflicts, and other issues that may impact upon a student's success in the field education.

Every effort is made to consider a student's requested placement; however, some specific placement requests may not be honored. Considerations in placement selection include student preferences regarding population choice and agency location (which are strongly considered); advisor recommendations regarding the suitability of an agency to meet the learning style and needs of the student under consideration; and availability of the agency and of Field Supervisor.

Students are responsible for scheduling an interview with the designated BSW Program field agency supervisor. All contact information is provided to the student. Once they agree, the Field Placement Site Agreement Form is completed and submitted to the BSW Director of Field Education. If a match is thought to be unsuitable by either party, the student contacts the BSW Director of Field Education to arrange for another agency match.

When students apply for field practicum, during the assignment process of students to field agencies, students are required to submit a proposal to the Director of Field Education that clearly states how mandatory requirements of the field curriculum will be met in worksite placements. Students will attest to the facts that potential Field Supervisors are not current supervisors and that they do not have dual relationships with potential supervisors, if students are employees of the prospective field agency. Students

must indicate that the potential field site is located in a different department from the one in which they currently work. The proposal must include detailed elaboration as to how the learning experiences of a student differ from the duties of an employee. Finally, students must submit a weekly schedule that explicitly states what hours will be in the workplace as an employee and what hours over and above those hours will be spent in the practicum. Signatures of the students, the current supervisor, and the potential supervisor must be obtained prior to the time of submission of this proposal to the Director of Field Education. The information in this proposal will be evaluated by the Director of Field Education to assess whether a worksite placement is educationally feasible and in compliance with the standards of the program.

Field Practicum Seminar Class

Students are required to attend a field practicum seminar class which is normally taught by either the Director of Field Education or a Field Instructor for an hour a week. The primary objective of the seminar is the integration of classroom knowledge with practice experience. Additional foci include processing of the field work experience, social work values and ethical concerns/issues in the field, topics which arise from the field work placement itself, and professional development.

Evaluation of Field Practicum

Our BSW Program believes that evaluating student's performance is a central component of our field education and is an on-going process which is not a formalized event that occurs only at the end of each semester. We expect that Field Supervisors and students are evaluating students' ability and practice performance applying the knowledge, values, and skills of the social work profession on an ongoing basis. Therefore, students will not be surprised by observations of the Field Supervisor at the time of the final evaluation at the end of each semester. Instead, the final evaluation serves as a benchmark for reviewing areas of strength and for targeting new goals for student's professional growth. The evaluation process is one that is intended to enhance growth and self-awareness and is to be used as a tool for learning as well as an aid for focusing the learning in the field so that it complies with the anticipated educational outcomes of the program. Hence, self-evaluation on the student's part is encouraged. The student and the Field Supervisor review the evaluation from the first week of the semester as part of the orientation process. This encourages a shared perception of performance expectations.

A student's performance is specifically evaluated at two points – midterm and at the end of the semester. A midterm evaluation is normally done six weeks or so after the beginning of the semester. This provides ample time for the student to work on those areas where there is a need for improvement. A narrative assessment is not required at midterm. However, at the end of each semester, in addition to ranking a student on the various items of the field evaluation, a Field Supervisor adds a narrative assessment of the student's performance. The narrative must include a summary of the activities in which the student has been engaged. Copies of the Field Practicum Evaluation Form are found in the BSW Field Education Manual that is distributed to students and Field Supervisors at the beginning of the first semester of each field practicum. The content of

the evaluation form and the expectations for the evaluation process are presented during student and Field Supervisor orientation.

The evaluations are sent to the Field Instructor and/or Director of Field Education. A copy is kept by the Field Supervisor. The due dates for the semester evaluations are communicated to the Field Instructor by the Director of Field Education.

In addition to the evaluation of field practicum, students conduct a research project and/or program evaluation from their specific setting during the last semester of senior year. Evaluation research is important in understanding the efficacy of professional work. The evaluation research can include, but is not limited to, direct service practices, program evaluation (both summative and formative), client satisfaction, and community needs assessment. This research is done in concert with the hosting agency and is presented as a Senior's Research Symposium.

Grading

Grades are recommended by the agency Field Supervisor based on the written evaluations submitted ([Field Practicum Evaluation Form attached in the BSW Field Education Manual](#)), and on the Field Instructor's knowledge of the student's performance in the seminar class. The Field Instructor is responsible for the letter grade and will use the Field Practicum Evaluation Form as 75 percent of the grade and the seminar class as 25 percent of the final grade

Although our BSW program requires CSWE-accredited MSW degree or BSW degree with post experiences as a Field Supervisor, we recognize that there are some knowledgeable persons who are very qualified as Field Supervisors but who do not hold the MSW or BSW degrees. An individual with no social work degree but with a related degree and a minimum of three years of experience in social services and with supporting supervision by an MSW or BSW is acceptable as task supervisors. The task supervisors are also expected to meet the same program standards as the regular Field Supervisor. When a task supervisor is assigned to perform such secondary field supervisor, it is assumed that the student's regular Field Supervisor maintains primary supervisor and evaluative responsibilities. A task supervisor provides the Field Supervisor with feedback, data, and an evaluation of the student's performance that the Field Supervisor then, in turn, incorporate into his/her regular student evaluation each semester. Also, our Director of Field Education may provide supporting supervision, as needed.

If a student is employed in an agency where the field practicum takes place, the availability of release time for course and field instruction must be ensured. Student assignments and field practicum supervision should differ from those associated with the student's employment. It should also be demonstrated that there is no diminution of the program's established requirements in class and field practicum and that field instruction is educationally focused rather than solely centered on agency services. As one means of ensuring equal educational opportunity for all students, field practicum is administered in accordance with the pattern established by the program for all students. Agencies

involved in this type of field placement must meet the same criteria as other field agencies.

In such cases, students may greatly benefit from participating in a placement within another department of their workplace. To provide qualified field education, it is imperative that such agencies and Field Supervisors demonstrate a commitment to assist students in extending their knowledge beyond what they may already know as employees.

Potential Field Supervisors and field agencies/sites in the workplace of students who request worksite field placements are screened by our Director of Field Education according to the same minimal criteria and by identical process as all other potential Field Supervisors. However, to ensure that the educational requirements of the program are adequately met, additional measures are taken by the program so that there is no diminution of quality in this type of unique field practicum experience. Weeks prior to applying for a field placement, students who are interested in completing a practicum in the workplace will need to inform the Director of Field Education of the names of the agency and the Field Supervisor to whom the student wishes to be assigned for placement.

After the desire has been communicated and if there are no known restrictions on the agency or the Field Supervisor, the initial screening process begins, as time permits, according to the required criteria. If the agency and Field Supervisor are subsequently approved by the Director of Field Education, the names will be entered on the list of approved sites and Field Supervisors for students to select in the application process to field practicum.

Additionally, our BSW Program has developed specific policies for terminating field practicum which are as follows:

Student's request for termination: When, during the course of any semester, a student decides to terminate his/her enrollment in the field, notification should immediately be made to the Field Supervisor, Field Instructor and the BSW Director of Field Education so that a careful termination can be accomplished. Reasons for such might be related to issues of health, impairment, finances or other events. Prior to re-enrollment in the field, a student must demonstrate, to the satisfaction of the faculty, that the reasons for discontinuance have been adequately addressed and that the student is ready to carry out professional responsibilities at the BSW level.

Field Instructor or Field Supervisor Request for Termination:

Performance concerns or personal problems that interfere with performance expectations may be grounds for dismissal from Field Practicum. Disciplinary action may be taken in order to correct problem behaviors which students demonstrate in the practicum setting. The general policy is that action should be centered on correcting the problem behaviors rather than terminating the placement. However, as problems become more serious or

repetitive, disciplinary actions could carry more serious consequences, such as termination from field.

When rule violations are reported, the Field Director and the Agency Field Instructor should counsel with the student in order to identify the source of the problem and to suggest a corrective action. The Field Director makes a written summary of the meeting and provides the student and the Agency Instructor with a written copy of the correct action plan. This plan is signed by the student, Field Director and the Agency Instructor.

In the event the rules and violations are more serious or are repetitious of past violations where corrective action plans were not successful, the student may be placed on probation. Before placing the student on probation, The Field Director and the Agency Instructor should meet with the student regarding the problem and past corrective action plans. The Field Director makes a written summary of the probationary terms that were agreed upon by the student, the Field Director and the Agency Instructor. All parties sign the probationary summary. The student is also given a written statement notifying him/her of the terms of the probation and informing them that they may be terminated from the Field Practicum Program if future rule infractions occur.

Should rule violations occur when a practicum student is on probationary status, the practicum will be terminated. The student will be given a written statement of the reasons for termination from field.

Student Activities

Our BSW program has several student organizations: the Social Work Interest Club, the Phi Alpha Honor Society and the LGBT Str8 Alliance. Additional information on these student groups is provided below:

The Social Work Interest Club

The Social Work Club is run by elected representatives consisting of a President, Vice-President, Secretary and a Treasurer, and raises funds to conduct organizational activities. Student representatives play a role in the Social Work Career Fairs, which are held annually in the Spring semester on campus in connection with Social Work Week activities. Our students have organized and various programs relative to community concerns and have donated volunteer time to community organizations, and have solicited food for the poor at Thanksgiving and at Christmas time. Policy students attend Student Advocacy Day in Montgomery, Alabama where they attend legislative sessions and hear noted speakers on advocacy, including legislative advocacy. Elected student representatives from the Social Work Club regularly sit in on, and contribute to Advisory Board Meetings. Student officers act as a liaison between the student body and the faculty. They communicate student concerns to the faculty advisor who shares the information with the Program Director.

Mr. /Miss Social Work- The Social Work Interest Club is responsible for the selection Mr. and Miss Social Work. Mr. and Miss Social Work are responsible for representing the Social Work department during the homecoming parade and various campus and community events during the academic year. Mr. and Miss Social Work are selected during the Fall Semester.

Phi Alpha Honor Society

Our second student organization is the Phi Alpha National Honor Society for Social Work students. Inductees must meet the following requirements: declare social work as a major, achieve sophomore; junior or senior status; completed eight semester hours of required social work courses; and have achieved an overall 3.0 grade average in the core curriculum and a 3.25 grade point average in required social work courses. The Phi Alpha students organize the annual induction ceremony during social work week. They students also plan the parent and student reception that preceded the ceremony.

LGBT Str8 Alliance

The Miles College Social Work department hosts the campus wide LGBT Support Group called the LGBT Str8 Alliance. The support group is facilitated by BSW students. The BSW students and the social work faculty work with community partners in the LGBT community. The monthly meetings are held in the social work department.

Course Descriptions

CORE COURSES

SWK 300 Introduction to Social Work

In this required introductory course, students learn the historical development of professional social work, social work values, ethics, practice principles and fields of practice. This course requires 30 hours of community services

SWK 301 Social Work Practice I

This is a content and laboratory course with learning experiences designed to facilitate the development of professional social work interviewing skills with individual and families including engagement, assessment, treatment planning and case recording. NASW code of ethics and theories toward practice will also be examined. Prerequisite: SWK 300, BSW Candidacy

SWK 302 Social Work Practice II

This is a content and laboratory course designed to train social work students to facilitate groups. The beginning, transitional and ending phases of the group process will be examined. Prerequisite: SWK 300 and 301

SWK 303 Social Work Practice III

This is a content and laboratory course designed to examine macro social work practice. This course will cover topics including: social work practice with large groups, communities and social organizations. Taken concurrently with SWK 416. Prerequisites: BSW Candidacy, Completion of all upper level Social Work courses (with the exception of SWK 417 & 410) and 2.5 GPA

SWK 304 Human Behavior and the Social Environment I

This course examines the major concepts and theories of the biological, social and psychological development from infancy to adolescence. This course also explores the

behavior and development of diverse populations through adolescence. Prerequisite: SWK 300, BSW Candidacy

SWK 305 Human Behavior and the Social Environment II

This course examines the major concepts and theories of the biological, social and psychological development from young adulthood through late adulthood. This course also examines the influence of gender roles and sexual orientation in human growth and development. Prerequisite: SWK 304

SWK 306 Social Welfare Policy and Services I

This course provides an analysis of the historical and philosophical development of social welfare, and its relationship to social, political, economic, and cultural institutions. Prerequisite SWK 300, BSW Candidacy

SWK 307 Social Welfare Policy and Services II

This course examines Social welfare policy development, program analysis, political and policy advocacy within the generalist social work practice framework. Prerequisite: SWK 307.

SWK 319 Social Work with Diverse Populations

Students learn culturally competent social work practice knowledge, methods, skills, and techniques for working with and assisting diverse cultural groups enhance their social, economic and political functioning. Students learn how to integrate their own personal values and professional social work values with client's own cultural values as a generalist social work practitioner. Prerequisite SWK 300, BSW Candidacy

SWK 410 Applied Research

Students enrolled in this course will be provided with the opportunity to apply the research process for generalist social work practice. Students will complete a proposal and thesis. Taken concurrently with SWK 417. Prerequisites: BSW Candidacy, Completion of all upper level Social Work courses.

SWK 415 Eclectic Writing

This course is a thorough examination of professional writing for students in Social Work. Students will exercise and enrich their written communication skills for professional practice in the field of social work including resumes, assessments, process recording and personal statements. Prerequisite SWK 300, BSW Candidacy

SWK 416 Field Practicum and Seminar I

This course is the application of social work knowledge, values, ethics and practice principles. Provides experience in social work practice in a community-based agency under supervision and instruction from agency staff. Involves providing agency services

while further developing and enhancing social work practice skills by supplementing and reinforcing classroom learning. Practicum includes spending a 250 clock hours in placement. Weekly seminar participation required. Taken concurrently with SWK 303. Prerequisites: BSW Candidacy, Completion of all upper level Social Work courses (with the exception of SWK 303 & 410) and 2.5 GPA

SWK 417 Field Practicum and Seminar II

This course is the application of social work knowledge, values, ethics and practice principles. Provides experience in social work practice in a community-based agency under supervision and instruction from agency staff. Involves providing agency services while further developing and enhancing social work practice skills by supplementing and reinforcing classroom learning. Practicum includes spending a 250 clock hours in placement. Weekly seminar participation required. Taken concurrently with SWK 410. Prerequisites: SWK 416

MAJOR ELECTIVES

SWK 308 Child Welfare

This course examines the historical development of child welfare as a field of social work practice. Students will study the federal, state and local policies designed to meet the needs of abused children and their families.

SWK 309 Social Services for Exceptional Children

This course provides an overview of physical, social, emotional and educational needs of children with developmental disabilities and their families. No prerequisites.

SWK 310 Social Work with the Aged

This course focuses on specific intervention techniques for generalist social work practice with the aged including an overview of theories, program and policies associated with the aging population. No prerequisites.

SWK 312 Social Work in the Health Care Settings

This course is designed for students interested in obtaining an overview of the field of medical social work. It will explore the service rendered by social workers that provide support to those living with physical and mental illness. The role of social workers in several health care settings and in multidisciplinary teams will also be examined. No prerequisites.

SWK 313 Substance Abuse

This course is designed to provide students with knowledge of substance abuse, addiction and its associated theories of causation. Special emphasis will be placed on socio-cultural aspects of alcohol and drug consumption, drug classifications, assessment and diagnosis, treatment, relapse and prevention. No prerequisites.

SWK 314 Introduction to Mental Health

Students will obtain knowledge of the theories and research regarding etiology of various mental disorders and the impact of these disorders on the client system. Students will be introduced to the Diagnostic and Statistical Manual of Mental Disorder. No prerequisites

SWK 315 Introduction to Family Therapy

This course is an examination of the history of family therapy. It focuses on systems theory and current theories and practice of family therapy. Video, oral and written case presentation will be utilized. Students will learn techniques of family therapy to use with their clients as they practice social work. No prerequisites

SWK 316 Family Violence

This course will provide the student with knowledge of the types, causes and effects of violence in the home, with a focus on intimate partner violence. The student will also examine societal responses to family violence, including medical, legal and treatment responses to these acts. No prerequisites

SWK 317 Social Services for People Living with HIV/AIDS

This course emphasizes Social Work Practice issues in the provision HIV/AIDS services. No prerequisites