

Chatham University



Social Work Program Student Handbook

Introduction

Welcome to the Social Work Program at Chatham! This book contains important information about requirements and policies of the program. If you have a specific question that is not answered here, please contact a member of the social work faculty:

Faculty Member	Office	Phone	Electronic Mail
Deborah Rubin	Falk 11	365-1884	rubin@chatham.edu
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Careers in Social Work

A BSW prepares students for entry-level generalist social work practice. Social work offers a great variety of job opportunities and job settings. For example, social workers work in mental health agencies, child welfare agencies, schools, hospitals, research settings, community agencies, federal, local and state government, advocacy groups, nursing homes, employee assistance programs, colleges and universities, private practice, outpatient clinics, HMOs, and group homes.

Specifically, BSWs:

- Counsel rape victims, crime victims
- Work with foster families and foster children
- Provide crisis intervention services
- Provide information referrals, and coordination of resources for individuals and families to obtain resources they need or to make decisions about family members or life transitions (obtain meals on wheels so someone can live independently, help children with special needs, obtain in home tutoring or assistance with transportation)
- Work with troubled children and their families
- Work with communities or neighborhoods to assess needs and develop resources to meet those needs (help establish a playground, or community program for seniors, for instance)
- Do intake, assessment, and/or research at mental health centers.

Accreditation

Our program is fully accredited by the Council on Social Work Education. This means employers and colleagues nationwide will recognize that your degree has prepared you for professional social work practice. It also means that, should you choose to pursue a graduate degree in social work; you will be eligible for advanced standing in most MSW programs.

Chatham University Social Work Program

Program Mission

The mission of the social work program at Chatham University is to prepare students for strengths and evidence based beginning generalist practice. This includes the knowledge and skills necessary for work with diverse populations, for critical thinking, and for continued professional learning. The program seeks to enhance professional and personal development, promote awareness of and commitment to social and economic justice, and to prepare students, as appropriate, for graduate study in social work.

Building upon a liberal arts foundation that incorporates intercultural experiences, diversity, the arts, science, and citizenship and civic engagement, graduates of the social work program at Chatham will be prepared for beginning generalist social work practice. Possessing a common core of knowledge, skills, and values, graduates will be able to function in a broad range of settings and serve diverse client populations.

Program Goals

The overarching goal of the Social Work Program is to prepare social work practitioners for competent beginning generalist practice with diverse populations. As beginning generalists, they will approach the needs of client systems in an ethical manner, performing the roles of caseworker, group-worker, case manager, researcher, mediator, administrator, planner, advocate, and broker, among others. Utilizing the current knowledge base to direct and evaluate their practice, graduates will incorporate assessment, intervention, and evaluation on micro, mezzo, and macro levels, whether working with client systems of individuals, families, groups, or communities.

The goals listed below reflect the mission of undergraduate social work education and its intersection with the strengths and mission of Chatham University. The specific goals for student learning are consistent with Educational Policy, Section 1.1 Purposes of Social Work Education and to Educational Policy, Section 1.2 Achievement of Purposes.

- 1. Goal:** To develop generalist social work practitioners who utilize knowledge, values, and skills to serve client systems of diverse sizes and types.
- 2. Goal:** To develop generalist practitioners who value, understand and apply knowledge of diversity to all types to social work practice.
- 3. Goal:** To prepare practicing social workers who understand and appreciate the importance of the changing knowledge base of social work and related disciplines and utilize this knowledge base to inform practice decisions and evaluate outcomes.
- 4. Goal:** To prepare generalist practitioners who promote social justice and advocate on behalf of oppressed groups

- 5. Goal:** To develop generalist practitioners who are knowledgeable about issues relevant to women including the promotion of social and economic justice and women's status as a population at risk.

Chatham Social Work Program Objectives

The Social Work Program at Chatham seeks to prepare students who can:

1. Utilize a generalist social work practice model at the micro, mezzo, and macro levels of social work practice;
2. Utilize communication skills differentially with client systems, with professional colleagues, and members of the community;
3. Apply empirical knowledge and theories of individual behavior and human development to understand interactions among and between individuals, families, groups, organizations, and social systems;
4. Integrate knowledge about forms of diversity, oppression, and oppressed groups, particularly women, to inform advocacy and social change strategies;
5. Use social work values and NASW Code of Ethics to guide practice decisions and to provide competent practice;
6. Demonstrate the application of empirical research studies to select appropriate intervention strategies;
7. Demonstrate the ability to evaluate their professional practice;
8. Implement strategies that promote social and economic justice;
9. Demonstrate the application of strategies for analyzing, formulating, and influencing social welfare policy in generalist social work practice;
10. Identify current professional structures, issues and values within the context of social work history;
11. Apply critical thinking to generalist social work practice;
12. Identify organizational barriers to change and seek to ameliorate these barriers;
13. Demonstrate respect for all clients by practicing without discrimination as to age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, or sexual orientation;
14. Function within service delivery systems and a variety of organizations;
15. Use supervision and consultation to guide practice;
16. Demonstrate the use of the strengths based perspective in social work practice.

Advising

Students who are interested in the social work major are encouraged to meet with a member of the social work faculty to discuss any aspect of the major or the profession. Any student interested in the major is also welcome to select a member of the social work faculty as their advisor. Pre-social work majors are encouraged to choose an advisor in the program and social work majors must have an advisor who is a member of the social work faculty. Advisors meet with students at least once per term to review progress, address academic challenges and discuss course sequencing and requirements.

Curriculum

The Social Work Program is part of the Faculty of Psychology, Education, and Social Work which includes the Psychology, Social Work, Counseling, Forensics, and Education programs.

The social work curriculum focuses on the development of foundation knowledge about generalist social work practice, including the acquisition of social work practice skills for working with individuals, couples, families, groups, communities, agencies, and organizations. These skills are acquired first in the classroom and then in the field placement.

Curriculum areas include content on:

- Values and Ethics
- Diversity
- Populations-at-risk and Social and Economic Justice
- Human Behavior in the Social Environment
- Social Welfare Policy and Services
- Social Work Practice
- Research
- Field Education

The Council on Social Work Education (CSWE) accredits social work programs and mandates specific areas of curriculum content. The CSWE Curriculum Policy Statement included in this handbook, in the Field Manual, and is available from any social work faculty member.

Required Courses

Course Number	Title	Prerequisites	Credits
<i>Required liberal arts courses</i>			
BIO 135	Applied Human Biology or other approved biology course		3
PSY 101	General Psychology		3
<i>Required pre professional social work courses</i>			
SWK 101	Introduction to Sociology		3
SWK 102	Introduction to Social Work and Social Issues		3
PSY 213	Statistics and Research Design	PSY 101	3
<i>Required social work courses</i>			
PSY 214	Foundations of Behavioral Research	PSY 213	4
SWK 201	Human Behavior in the Social Environment I	PSY 101	3
SWK 202	Human Behavior in the Social Environment II	PSY 101	3
SWK 321	Social Welfare Policy I	POL 101	3
SWK 322	Social Welfare Policy II	SWK 321	3
SWK 351	Social Work Practice 1	SWK 102	3
SWK 352	Social Work Practice 2	SWK 351	3
SWK 354	Social Work Practice 3	SWK 351	3
SWK 355	Social Work Practice 4	SWK 351	3
SWK 451-455	Field Placement	SWK 351, 2, 4, & 5, pre-or co-requisite	12
SWK 460	Senior Integrative Seminar	Field Placement, co-requisite	3
SWK 498	Tutorial		4
SWK 499	Tutorial		4

Course Sequencing

In order to complete all requirements for the social work major in a timely manner, students should plan their courses carefully in consultation with their faculty advisors. A sample course sequence is shown below.

Fall Term	Spring Term	Maymester
First Year		
COR 105 College Seminar	COR115+L First-Year Science with Lab (3+1 credits)	Wellness and or elective for a total of 3 credits
COR 110 Arts First	SWK 102 Introduction to Social Work and Social Issues	
SWK 101 Introduction to Sociology	PSY 101 General Psychology	
Elective	Elective	
Wellness (1 credit)	Elective	
<i>13 credits</i>	<i>15 credits</i>	<i>3 credits</i>
Sophomore Year		
PSY 213 Statistics	COR 203 Citizenship and Civic Engagement	International/Intercultural Experience
SWK 201 Human Behavior in the Social Environment (HBSE) 1	SWK 202 HBSE 2	
BIO 135 Applied Human Biology	PSY 214 Foundations of Research (4 cr.)	
Elective	Elective	
Elective	Elective	
<i>15 credits</i>	<i>16 credits</i>	<i>3 credits</i>
Junior Year		
SWK 321 Social Welfare Policy 1	SWK 322 Social Welfare Policy 2	
SWK 351 Social Work Practice 1	SWK 352 Social Work Practice 2	
COR 304 Diversity and Identity in a Global Context	SWK 355 Social Work Practice 4	
Elective	Wellness (1 credit)	
Elective	Elective	
<i>15 credits</i>	<i>13 credits</i>	
Senior Year		
SWK 451-5 Field Placement 1 (6 credits)	SWK 451-5 Field Placement 1 (6 credits)	GRADUATION!
SWK 354 Social Work Practice 3	SWK 460 Integrative Seminar (3 credits)	
Tutorial (4 credits)	Tutorial (4 credits)	
COR 405 Core Integrative Seminar		
<i>16 credits</i>	<i>13 credits</i>	

Field Placement

Social work field placements constitute an important part of social work education in which students learn and work under the supervision of practicing social workers in real world settings. The field placement provides practical, hands-on experience in doing social work while integrating the knowledge, skills, and values learned in the classroom. A major component of professional education, the field experience provides a bridge between the classroom and employment or graduate school.

Students complete field placements, offered in a broad variety of settings, during the senior year. Generally, students are in field for two days and one half days per week. This schedule can be modified if necessary, at the discretion of the Director of Field Education and the agreement of the field supervisor although all students must complete a total of 500 hours at their placement. Field placements are graded on a Pass/Fail basis. Students also must take SWK 460 Integrative Seminar (3 credits) during the Spring term in order to share field experiences and help integrate academic preparation with practice.

The Director of Field Education meets with students during the spring of their junior year to assess student areas of interest and assign placement. Students prepare a résumé for the Director of Field Education to assist in this process. Prior to beginning field placement, the student visits the agency and meets with supervisory staff.

Students may complete field placements at family service agencies, medical settings, mental health agencies, community advocacy organizations, juvenile and criminal justice settings, child welfare agencies, and many other sites. The Social Work Program has contact with many local agencies that may be used for student placements. Agencies must be able to offer generalist social work experiences and training, and provide supervision of student work. The Director of Field Education maintains regular contact with both students in field placement and their field instructors.

The Social Work Program Field Education Manual is available from the program secretary or any social work faculty and describes the field experience in detail.

Child Abuse Clearances and Criminal Background Checks

Some agencies require that students complete a Pennsylvania State Police Request for Criminal Record Check (Act 34) and/or Pennsylvania Child Abuse History Clearance (Act 33) prior to beginning a field placement at their agency. The cost of each is \$10.00. These costs and any others associated with background checks are the responsibility of the student. Act 33 but not Act 34 clearances may be requested via the Internet. The program secretary has copies of the necessary forms and instructions about completing them.

Clearances obtained for previous work or internships **must** be less than one year old on the first day of field placement. Students also may be asked by their field placement agency to update their clearances during their placement. Students who have lived in Pennsylvania for less than five years may be required to be fingerprinted and obtain further clearance through the FBI. Many agencies have different policies regarding clearances but all students must abide by the policy at their agency.

While a history of criminal activity or a substantiated child abuse report will not preclude students from all field placements, it will limit the choices available. Please discuss any concerns with the Director of Field Education prior to your senior year.

Admissions Policies and Procedures

Students who are interested in pursuing a social work major may declare a pre-social work major at any time by completing the major declaration form available from the Registrar or on-line via My.Chatham→Forms→Student Services. Students are then identified as part of the social work program and receive information about issues and activities of interest to social work majors.

Students must apply for admission to the social work major. This process is required to help to ensure that students possess both the academic ability and personal maturity necessary for successful beginning social work practice. It is not necessary to have been a pre-social work major in order to apply for admission to social work.

Instructions for Applying for the Social Work Major

1. Students may apply for admission to the major during the first semester at Chatham in which they are enrolled in a social work course.
2. A sample application form is included in this handbook. Application forms may be obtained from the Social Work Program Secretary (Sheila Johnston, Falk 5, x1704), or the Social Work Program Director (Deborah Rubin, Falk 11, x1884).
3. Students must read and understand this handbook and the statement on the application form prior to delivering completed applications to the Program Director.
4. Completed applications should be returned to the Social Work Program Director or Program Secretary, and must be accompanied by a current transcript. Students *must* have a grade point average (GPA) of 2.25 to be admitted to the program. If a student does not meet the GPA requirement, she *may* be admitted to the program on a conditional basis.
5. The Applicant will be interviewed by a member of the social faculty after the submission of the application.
6. Applicants will be notified of the outcome of their applications within 15 days of the interview.

Transfer students

Transfer students will be evaluated on an individual basis in relation to program admissions criteria. The University evaluates transfer credits and, in general, accepts liberal arts courses for transfer with a grade of at least a “C-”. The social work faculty will assess transferred courses for credit for liberal arts requirements, the pre-professional sequence, or the major. No major credit is given for experiential learning, life or work experience. Credit for life or work experience may be granted toward the pre-professional or liberal arts requirements.

Only courses from other CSWE-accredited social work programs will be considered for transfer for major requirements; such course work will be evaluated on a course-by-course basis. Field education will not be accepted in transfer.

Transfer students must also complete the application process for the major as outlined above.

Appeal Process

Students who are not accepted into the BSW program may appeal, in writing, within seven days, to the Dean of the Undergraduate College. The Dean will respond, in writing, within two weeks.

Students may appeal the decision of the Dean of the Undergraduate College to the Vice President for Academic Affairs. The Vice President will respond within two weeks.

Appeals received at times others than during regular academic terms may require a longer response time.

Criteria for Admission and Continued Enrollment in the Social Work Program

In addition to intellectual ability, professional social workers must be able to engage in constructive helping relationships with people. They must possess good judgment and a high degree of emotional stability. It is not in the best interest of the program and the profession that students who do not possess characteristics necessary for professional practice continue in the program. It is also not in the student's best interest to pursue a professional career path that is not appropriate for her.

Expectations for admission, continued enrollment, and graduation from the program include:

1. *Academic performance:*

Students must maintain a GPA of at least 2.25. Students who do not have at least a GPA of 2.25 after completion of their graduation and social work major requirements will not be permitted to graduate with a BSW. They will receive a BA and their designated major will appear on their transcript as *social services*. This degree will not qualify them for advanced standing in MSW programs nor will it be recognized as a professional social work degree. Students may also choose to complete or declare another major prior to graduation.

2. *Ability to develop constructive helping relationships:*

Students shall act in a manner that shows recognition of individual worth and dignity and must be willing and able to communicate clearly and effectively.

Students who have drug, alcohol, mental health, or criminal justice problems that consistently and significantly impact their performance may not be able to develop these constructive professional relationships.

3. *Standards of Professionalism:*

Poor or tardy class attendance, failure to notify instructors of illness when unable to attend class, and violations of the Chatham Honor Code are examples of unprofessional behavior and demonstrate a poor potential for successful social work practice.

4. *Upholding Social Work Values and Ethics:*

Students must exhibit an appreciation and respect for human diversity and a willingness to serve all people in need, regardless of age, race, ethnicity, religion, gender, handicap, or sexual preference. Students must uphold the NASW Code of Ethics.

Termination

Terminating a student from the program is a joint decision made by all social work faculty members and the student's field instructor, if appropriate. The faculty advisor will meet with any student whose performance jeopardizes her continued enrollment in the social work program. The student and advisor will develop a plan including specific expectations for the student. This plan will be reviewed within a specified time frame.

Termination Appeal Process

Students who are terminated from the BSW program may appeal, in writing, within seven days, to the Program Chair. The Program Chair will respond, in writing, within two weeks.

Students may appeal the decision of the Program Chair, in writing, within seven days, to the Dean of the Undergraduate College. The Dean will respond, in writing, within two weeks.

Students may appeal the decision of the Dean of the Undergraduate College to the Vice President for Academic Affairs. The Vice President will respond within two weeks.

Appeals received at times others than during regular academic terms may require a longer response time.

Other Department Policies

Affirmative Action

The social work program at Chatham University does not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, political affiliation, or sexual orientation in any aspect of its program. The program supports the equal opportunity and affirmative action policies of the University as a whole. This policy of nondiscrimination is applied to student admission and retention, as well as personnel decisions. In addition, the social work program promotes equal opportunity for all in its curriculum.

Policy against Harassment

The University provides an environment free from any form of sexual or discriminatory harassment. Each individual has the right to an environment that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment.

Specifically, the University expressly prohibits any form of harassment based on sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or veteran status. Sexual harassment and other forms of discriminatory harassment are unacceptable conduct, anywhere on the University campus, whether in the University's offices or in other work-related or educational settings, and will not be tolerated by the University. Discriminatory harassment in the workplace is also prohibited by law.

Students with Special Needs

Chatham University is committed to providing an environment that ensures that no individual is discriminated against on the basis of her/his disability. Students with disabilities, as defined under the Americans with Disabilities Act of 1990 (ADA), and who need special academic accommodations, should notify the director of the PACE Center as soon as possible (Janet James, X 1611). The PACE Center will work with the student and the course instructor to coordinate and monitor the provision of reasonable academic accommodations.

Honor Code and NASW Code of Ethics

Chatham University students pledge to maintain the Honor Code, which states in part: "Honor is that principle by which we at Chatham form our code of living, working and studying together. The standards of honor at Chatham require that all students act with intellectual independence, personal integrity, honesty in all relationships and consideration for the rights and well being of others." Information about the Honor Code may be found in the Chatham Student Handbook (available on the web at <http://www.chatham.edu/documents/studenthandbook.pdf>). Social work majors are also expected to uphold the NASW Code of Ethics as students and professionals (available on the web at <http://www.naswdc.org/pubs/code/default.asp>).

Plagiarism

Plagiarism is the use of another person's words or ideas without attribution. This includes using someone else's exact words, paraphrasing those words or using a person's ideas without a citation (a reference to the author and the article and/or web site). Plagiarism is stealing and it is a serious form of academic dishonesty. It violates both the Chatham Honor Code and the NASW Code of Ethics. Plagiarism will result in, at a minimum, a grade of zero for the assignment. Other penalties (such as referral to Judicial Board) may occur at the discretion of the instructor. It is the student's responsibility to understand what plagiarism is and to use the proper format for quotations and references. If in doubt, it is better to over reference. The format used in the Social Work Program is that of the *Publication Manual of the American Psychological Association*, 5th ed. (2001).

Chatham University
Woodland Road
Pittsburgh, Pennsylvania 15232

Sample Application for Admission to Social Work Major

Last Name	First Name	Middle Initial	Student ID #
Former Last Name(s), if applicable	Current Street Address or Residence Hall	Permanent Home Address	
Date of Birth	City	State	Zipcode
() -	() -		
Daytime Phone Number	Evening Phone Number	EMail Address	
Campus Box #	All Other Colleges/Universities Attended <i>(Please provide dates)</i>		
<input type="checkbox"/> F-Y <input type="checkbox"/> So. <input type="checkbox"/> Jr. <input type="checkbox"/> Other	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Expected Graduation Date	
Class Standing <i>(Check One)</i>	Current Status <i>(Check One)</i>		
Current Academic Advisor	<input type="checkbox"/> Yes <input type="checkbox"/> Currently enrolled <input type="checkbox"/> No	If "Yes," Term	
	Have you completed SWK 102? <i>(Introduction to Social Work and Social Issues)</i>		

Answer the following questions: *(Please attach a separate, type-written sheet)*

1. How and why did you become interested in social work?
*What experiences created this interest?
Were they personal, professional, educational, or a combination?*
2. How have your family life and experiences contributed to your interest in social work?
3. Why do you want to earn a degree in social work?
What do you anticipate your degree enabling you to do?
4. What personal qualities do you possess that will be helpful to you in a career in social work?
5. What areas in social work interest you and in which areas of practice would you like to pursue a career?
6. What present day social issues do you believe are pertinent to the practice of social work?
Discuss briefly why you think one of these issues might be relevant.

Please note: The Social Work faculty reserves the right, on the basis of an educational judgment, to recommend that an applicant be denied admission or to recommend dismissal of an admitted student whose academic record or performance in field instruction does not meet normal expectations or whose performance is not consistent with the accepted standards for professional behavior.

Your signature below certifies that you have read and understood the above statement, that you have received, read, and understood the Student Handbook, and that all material you have submitted for consideration is complete and accurate.

Signature of Applicant

Date

for Office Use Only			
<input type="checkbox"/> Interview Completed _____ <i>Date Application Received</i>	_____ <i>Date</i>	_____ <i>Status</i>	_____ <i>Registrar Notified (Date/Initials)</i>
<input type="checkbox"/> Interview Scheduled _____ <i>Date</i>	_____ <i>Interviewed by (Initials)</i>	_____ <i>Faculty Initials</i>	_____ <i>Notes:</i>
		_____ <i>Date</i>	

Council on Social Work Educational Policy

1. Purposes

1.0 Purposes of the Social Work Profession

The social work profession receives its sanction from public and private auspices and is the primary profession in the development, provision, and evaluation of social services. Professional social workers are leaders in a variety of organizational settings and service delivery systems within a global context. The profession of social work is based on the values of service, social and economic justice, dignity and worth of the person, importance of human relationships, and integrity and competence in practice. With these values as defining principles, the purposes of social work are:

- To enhance human well-being and alleviate poverty, oppression, and other forms of social injustice.
- To enhance the social functioning and interactions of individuals, families, groups, organizations, and communities by involving them in accomplishing goals, developing resources, and preventing and alleviating distress.
- To formulate and implement social policies, services, and programs that meet basic human needs and support the development of human capacities.
- To pursue policies, services, and resources through advocacy and social or political actions that promote social and economic justice.
- To develop and use research, knowledge, and skills that advance social work practice.
- To develop and apply practice in the context of diverse cultures.

1.1 Purposes of Social Work Education

The purposes of social work education are to prepare competent and effective professionals, to develop social work knowledge, and to provide leadership in the development of service delivery systems. Social work education is grounded in the profession's history, purposes, and philosophy and is based on a body of knowledge, values, and skills. Social work education enables students to integrate the knowledge, values, and skills of the social work profession for competent practice.

Council on Social Work Educational Policy - Continued

1.2 Achievement of Purposes

Among its programs, which vary in design, structure, and objectives, social work education achieves these purposes through such means as:

- Providing curricula and teaching practices at the forefront of the new and changing knowledge base of social work and related disciplines.
- Providing curricula that build on a liberal arts perspective to promote breadth of knowledge, critical thinking, and communication skills.
- Developing knowledge.
- Developing and applying instructional and practice-relevant technology.
- Maintaining reciprocal relationships with social work practitioners, groups, organizations, and communities.
- Promoting continual professional development of students, faculty, and practitioners.
- Promoting interprofessional and interdisciplinary collaboration.
- Preparing social workers to engage in prevention activities that promote wellbeing.
- Preparing social workers to practice with individuals, families, groups, organizations, and communities.
- Preparing social workers to evaluate the processes and effectiveness of practice.
- Preparing social workers to practice without discrimination, with respect, and with 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.
- Preparing social workers to alleviate poverty, oppression, and other forms of social injustice.
- Preparing social workers to recognize the global context of social work practice.
- Preparing social workers to formulate and influence social policies and social work services in diverse political contexts.

Social Work Program Personnel

Deborah Rubin, Social Work Program Director, Associate Professor.
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