chatham UNIVERSITY

Social Work 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 or staff:

Faculty Members	Office Location	Office Phone	E-Mail Address
Melissa Bell	Coolidge 227	412-365-2768	mbell@chatham.edu
Christine Sarteschi	Coolidge 223	412-365-2759	csarteschi@chatham.edu
Nichole Bayliss	Coolidge 229	412-365-1128	nbayliss@chatham.edu
Program Assistant			
Sheila Rodgers	Coolidge 235B	412-365-2766	srodgers@chatham.edu

LEAD in Social Work at Chatham University

Join Social Work to experience our **LEAD** in the world!

What is our **LEAD**?

Learn: Our Accredited Program offer courses that provides a common core of skillsets our students use to work better with vulnerable individuals and families.

Experience: As part of our world-class curriculum, students complete a 500-hours field placement that offers them the unique experience of learning while obtaining real-world, on-the-ground social work education.

Align: Guided by our Core Values and Ethics, a social work degree from Chatham prepares our students to connect with the world.

Do: A BSW from Chatham University readies our students for entry into the profession of social work practice with individuals and families from all walks of life, both locally and globally.

"The purpose of the social work profession is to promote human and community well-being. Guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, the purpose of social work is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally."

(Council on Social Work Education, 2015)

Faculty Biographies

Dr. Melissa Bell is an associate professor and program director of the Social Work and Criminology programs at Chatham University. She holds a Ph.D. in social work from the University of Pittsburgh and a Ph.D. certificate in the study of women, gender, and sexuality from the University of Pittsburgh. She is a licensed social worker in Pennsylvania with 10 years of post-master's experience in psychiatric social work. Dr. Bell received an undergraduate degree in psychology, with a minor in Women's Studies, from Indiana University of Pennsylvania. Upon completion of her undergraduate degree, she attended the University of Pittsburgh, earning an MSW with a concentration in direct practice mental health. She then completed a 12-month post-graduate fellowship at Yale University in intensive clinical services. She returned to the University of Pittsburgh for a Ph.D. in Social Work. While completing her doctoral coursework, she worked for Western Psychiatric Institute and Clinic within the outpatient Eating Disorders Clinic. She also worked in private practice before joining the faculty of Chatham University. Her research focuses on access to family planning, the influence of politics and religion on social work practice, emotion dysregulation in psychiatric treatment, and the transition of military service women to civilian life. She has participated in legislative action that focused on the assurance of access to emergency contraception in Pennsylvania hospital emergency rooms for survivors of sexual assault. Her research has appeared in *Social Work in Public Health, Journal of Baccalaureate Social Work, Journal of the Society for Social Work and Research, Journal of Religion and Spirituality in Social Work, and Social Work Education: The International Journal*. She has presented at several national conferences. She is a content advisor on gender issues for the documentary film, *Journey to Normal: Women of War Come Home.*

Dr. Christine Sarteschi is an associate professor of Social Work and Criminology. She teaches courses in behavioral science that cover a wide range of topics including: human behavior, juvenile justice, mental illness and crime, cold case research, problem solving courts, mass murder, and violent and predatory offenders. She is a Consulting Committee member of The American Investigative Society of Cold Cases (AISOCC), an "elite" organization of professional investigators whose sole mission is to "actively assist law enforcement, criminal justice and legal professionals in the development of cold case investigations..." Dr. Sarteschi's specialties include: the intersection of the mental health and criminal justice systems, mental health courts, involuntary hospitalization, severe mental illnesses, homicidal ideation and is actively working to develop intervention strategies to prevent mass violence. Her research has appeared in *The British Journal of Social Work, Research on Social Work Practice, the Journal of Forensic Social Work, the Journal of Criminal Justice*, among others. Dr. Sarteschi also has served as a peer reviewer for the National Science Foundation as well as several journals including: *Criminal Justice and Behavior, The Sociological Quarterly, The Journal of Forensic Social Work, Victims & Offenders, the Journal of Criminal Justice*, and others.

Dr. Nichole Bayliss is an assistant professor of Criminology, Psychology, and Social Work at Chatham University. She graduated from Chatham University in 2003 with an undergraduate degree in psychology and continued her studies at the University of Pittsburgh where she earned a MA and PhD in sociology (2007 and 2015, respectively). Her research interests focus on three themes: (1) developing an understanding of the historical, social, cultural, political, and economic foundations of social inequalities; (2) examining the impact of structurally-based social inequalities on life chances; and (3) examining the social construction of "evil" and the personal/societal preconditions for evil actions.

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 survivors of sexual assault and violent crimes

- Work with children and their families such as providing services for out of home placements, juvenile justice or youth offenders in crime prevention, policy, and intervention

- Provide crisis intervention services

- Provide information on 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 communities or neighborhoods to assess needs and develop resources to meet those needs (help establish a playground, or community program for seniors, for instance)

- Conduct 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

Our mission is to prepare students to be competent generalist social workers and prepare students, as appropriate, for graduate study in social work. The program incorporates the core social work values of service, integrity, and human dignity throughout the curriculum and promotes the importance of human relationships, social and economic justice, human rights, and scientific inquiry. The values, knowledge and skills necessary for work with diverse populations, for critical thinking, and for continued professional development form the basis for student learning and professional competency.

The program builds upon Chatham University's long-standing liberal arts foundation that incorporates the humanities, the arts, science and technology. It prepares graduates to help improve the quality of life for the groups they serve and to identify, ameliorate and prevent conditions that contribute to poverty and limit human rights. In order to promote the well-being of individuals, groups and communities, a common core of knowledge, skills, and values enables graduates to function in a broad range of settings and serve diverse client populations. As beginning generalists, graduates will approach the strengths and needs of client systems in an ethical manner that considers the environmental context and utilizes research based interventions with client systems of individuals, families, groups, or communities.

Program Goals

The overarching goal of the Social Work Program is to prepare competent social work practitioners for beginning generalist practice with diverse populations. The eight goals listed below reflect the mission of undergraduate social work education and its intersection with the particular 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.

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.

1. **Goal:** To prepare generalist social workers who demonstrate professionalism informed by critical thinking in all aspects of their practice.
2. **Goal:** To develop generalist social work practitioners who demonstrate the appropriate professional knowledge, behavior, values, and skills to build on strengths and serve client systems of diverse sizes and types.

3. **Goal:** To prepare generalist social workers who integrate knowledge about how individuals, families, groups, communities, and organizations grow and change within the context of their environments.

4. **Goal:** To develop within generalist practitioners both an appreciation of the impact of the cultural context on social work practice and the human condition and the competencies necessary for respecting and engaging diversity and difference in practice.

5. **Goal:** To prepare generalist social work practitioners who utilize social work values and ethics, as stated in the NASW Code of Ethics, in their professional decision making throughout their professional practice and social work careers.

6. **Goal:** To prepare practicing social workers to respond to changing environmental contexts to help improve the quality of services through advocacy and policy based practice.

7. **Goal:** To prepare generalist practitioners who can conduct and use research to inform practice decisions and improve practice, policy and service delivery.

Chatham Social Work Program Competencies

The Social Work Program at Chatham seeks to prepare students to practice as generalist social workers. The curriculum is based on helping student develop these professional competencies:

1. Demonstrate Ethical and Professional Behavior

2. Engage Diversity and Difference in Practice

3. Advance Human Rights and Social, Economic, and Environmental Justice

4. Engage in Practice-informed Research and Research-informed Practice

5. Engage in Policy Practice

6. Engage with Individuals, Families, Groups, Organizations, and Communities

7. Assess Individuals, Families, Groups, Organizations, and Communities

8. Intervene with Individuals, Families, Groups, Organizations, and Communities

9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

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. Students interested in the major are welcome to select a member of the social work faculty as their advisor. Declared 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 Department of Social Sciences.

The social work curriculum focuses on the development of competency in 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:

- Professional behavior and communication

- Ethical principles

- Diversity

- Social and Economic Justice

- Human Behavior in the Social Environment

- Social Welfare Policy and Advocacy

- Social Work Practice

- Research

The Council on Social Work Education (CSWE) accredits social work programs. The CSWE Education Policy is included in this handbook, in the Field Manual, and is available from any social work faculty member.

Required Courses

Course Number	Title	Prerequisites	Credits
Required liberal arts courses			
BIO 135	Applied Human Biology or other approved biology course		3
PSY 101	General Psychology		3
Required pre-professional social work courses			
SWK 101	Introduction to Sociology		3
SWK 102	Introduction to Social Issues, Social Justice, and Social Work		3
PSY 213	Statistics and Research Design	PSY 101	3
Required professional courses			
PSY 314W	Foundations of Behavioral Research	PSY 213	3
SWK 201W	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 and Social Justice		3
SWK 322W	Social Welfare: Women and Policy		3
SWK 351	Interviewing and Assessment with Individuals	SWK 102	3
SWK 352	Interventions with Individuals and Families	SWK102	3
SWK 354	Working with Groups	SWK102	3
SWK 355	Working with Organizations and Communities	SWK102	3
SWK 451a-e	Field Placement	SWK 351, 2, 4, & 5, pre-or co-requisite	12 total
SWK 490	Integrative Capstone in Social Work	Field Placement, co-requisite	3

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
First Year=31 credits	
ENG 105 First Year Writing (3 credits)	SWK 102 Introduction to Social Issues, Women, and Social Work (3 credits)
SDE 101 (1 credit)	SEE (3 credits)
SWK 101 Introduction to Sociology (3 credits)	Humanities (3 credits)
PSY 101 General Psychology (3 credits)	Social Science (3 credits)
Arts (3 credits)	Elective (3 credits)
Elective (3 credits)	PED (1 credit)
16 credits	*16 credits*
Sophomore Year=31 credits	
SWK 201W Human Behavior in the Social Environment (HBSE) 1 (3 credits)	SWK 202 HBSE 2 (3 credits)
BIO 135 Applied Human Biology with lab (4 credits)	Elective (3 credits)
EGR Course (3 credits)	PSY 213 Statistics (3 credits)
Elective (3 Credits)	GBL (3 credits)
Elective (3 credits)	Gen Ed Depth (3 credits)
16 credits	*15 credits*
Junior year = 31 credits	
SWK 321 Social Welfare and Social Justice (3 credits)	SWK 322W Social Welfare: Women and Policy (3 credits)
SWK 351 Interviewing and Assessment with Individuals (PRO) (3 credits)	SWK 352 Interventions with Individuals and Families (3 credits)
PSY 214W Foundations of Behavioral Research (3 credits)	SWK 354 Working with Groups (3 credits)
Gen Ed Depth (3 credits)	Gen Ed Depth (3 credits)
Job Skills Course (1 credits)	Elective (3 credits)
Elective (3 Credits)	
16 credits	*15 credits*
Senior Year= 26 credits	
SWK 451-5 Field Placement (6 credits)	SWK 451-5 Field Placement (6 credits)
SWK 355 Working with Organizations and Communities (3 credits)	SWK 490 Integrative Capstone Seminar (3 credits)
Elective (3 credits)	PED (1 credit)
PED (1 credit)	Elective (3 credits)
13 credits	*13 credits*

Field Placement

Field placements constitute a required and important part of social work education in which students are connected with 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 work with their field instructors to establish a schedule that will ensure the completion of 500 hours. This schedule will differ for students depending on their availability. For example, some students may have more hours per week during one semester than they do during another. Also, students who complete their field placement during the spring, summer, and fall will have fewer hours per week than students who complete their field placement during fall and spring. All students must complete a total of 500 hours at their placement. Field placements are graded on a Pass/Fail basis.

Students must apply for field placement during their junior year and demonstrate that they have developed the basic knowledge, skills and values to be successful at field placement and in the profession. The specifics of the application process may be found in the next section "Policies and Procedures." Once accepted for field placement, the Field Placement Coordinator meets with the student to assess student areas of interest and assign placement. 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 the student's work. The Field Placement Coordinator maintains regular contact with both students in field placement and their field instructors.

The Social Work Program Field Education Manual is available on the Brightspace course site SWK 451.

FBI, Child Abuse and Criminal Background Checks Clearances

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) and/or FBI Clearance prior to beginning a field placement at their agency. These costs and any others associated with background checks are the responsibility of the student.

Clearances obtained for previous work or internships must be less than one-year-old on the first day of field placement. Students may be required to update their clearances throughout 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 may have different policies regarding their clearances expectations. For this reason, 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 significantly limit the choices available. Please discuss any concerns with the Field Placement Coordinator prior to your senior year.

Admissions and Field Placement Policies and Procedures

Students who are interested in pursuing a social work major may declare a social work major at any time by completing the major declaration form available from the Registrar or on-line via My.Chatham→Documents & Forms→Student Services. **In order to complete the major, students must have a GPA of 2.25 at the beginning of their junior year and maintain that average until graduation. They must also earn a C- or higher in all courses required for the social work major.**

Social work majors must apply and be accepted for the 12-credit field placement that is completed during their senior year. In addition to grades, the process of evaluation will include other academic criteria such as the demonstration of professional behavior and the personal maturity to work in a professional social work environment.

Students eligible for spring graduation in current year: Applicants who meet the following criteria by the end of the fall semester in their junior year are ready to apply for field placement for the following fall.

Students eligible for spring graduation in next academic year; Students who wish to begin field placement in the spring semester (and plan to graduate the following December), must have met the following criteria by the end of the preceding spring term:

1. The applicant must be a junior (have completed at least 60 credits) to apply for field placement.
2. The applicant must have an overall GPA of 2.25 and a C- or higher in all social work courses.
3. The applicant must complete and submit this application to field placement to the Field Placement Coordinator by November 15 for the following fall placements and March 1 for the following spring placements.
4. The applicant must have read the Social Work Student Handbook and the Chatham University Social Work Field Manual prior to completing this application. The applicant's signature on the application confirms that they have done so. The manuals may be found on the Brightspace Field Site (SWK451).

Further details of the application process may be found in the Chatham University Social Work Field Manual.

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-" or higher. 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 field placement as outlined above.

Appeal Process

Students who are not accepted into field placement may appeal, in writing, within seven days, to the Dean of the School of Arts, Sciences, & Business. The Dean will respond, in writing, within two weeks.

Students may appeal the decision of the Dean of the School of Arts, Sciences, & Business 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 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 the student.

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

1. *Academic performance:*
    Students must maintain a GPA of at least 2.25 and a C- or higher in all social work courses. Students who do not have a minimum of a GPA of 2.25 at the completion of all 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:*
    Students demonstrating standards of professionalism report to class and field placements on time, ready and prepared for the day. They also demonstrate conscientiousness toward their academic work and in interactions with other students, faculty, and staff.

    Poor or tardy class or field placement attendance, failure to notify instructors or field supervisors of illness when unable to attend class or field placement, 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 race, color, religion, creed, gender, ethnic or national origin, disability, age, political affiliation, or sexual orientation. 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 his or 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 Department Chair. The Department Chair will respond, in writing, within two weeks.

Students may appeal the decision of the Department Chair, in writing, within seven days, to the Dean of the School of Arts, Sciences, & Business. The Dean will respond, in writing, within two weeks.

Students may appeal the decision of the Dean of the School of Arts, Sciences, and Business 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 (Cindy Kerr, 412-365-1611). 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. 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 the Academic Integrity Office) 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, 6th ed.* (2009).

Social Work Program
Chatham University
Woodland Road - Pittsburgh, Pennsylvania 15232

Student Application for Admission to Social Work Field Placement

Social work majors must apply and be accepted for the 12-credit field placement completed during the senior year. Applicants who meet the following criteria by the end of the fall semester in their junior year are ready to apply for field placement for the following fall. Students who wish to begin field placement in the spring semester (and plan to graduate the following December), must have met the following criteria by the end of the preceding spring term:

1. The applicant must be a junior (have completed at least 60 credits) to apply for field placement.
2. The applicant must have an overall GPA of 2.25 and a C- or higher in all social work courses.
3. The applicant must complete and submit this application to field placement to the Field Placement Coordinator by November 15 for fall placements and March 1 for January placements
4. The applicant must have read the **Social Work Student Handbook and the Chatham University Social Work Field Manual** prior to completing this application. The applicant's signature on this form confirms that she has done so. The manuals may be found on the Brightspace Field Site (SWK451a-e).

Students meeting these prerequisites should submit the **Application for Admission to Social Work Field Placement** with all other requested materials to the Field Placement Coordinator by November 15 for field placement starting the following fall term or March 1 for field placement starting the following spring term. Within two weeks, students will be notified about the results of their application. Once accepted, applicants will meet with the Field Placement Coordinator and begin the interview process at a cooperating agency.

In addition to academic grades, the process of evaluation will include other academic criteria such as the demonstration of professional behavior and the personal maturity to work in a professional social work environment. In cases where there is concern about a student's academic readiness to begin field placement, the student will meet with a member of the social work faculty to discuss the reasons for any concerns and develop an action plan. This plan will identify areas in need of remediation and include a timeline and tasks to help the student develop the competencies necessary to begin field placement.

The Social Work Faculty reserve 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 potential or actual performance in field instruction does not

meet expectations or whose performance is not consistent with the accepted standards for professional behavior. Students who are not accepted into field placement may appeal, in writing, within seven days, to the Dean of the School of Arts, Sciences, & Business. The Dean will respond, in writing, within two weeks. Students may appeal the decision of the Dean of the School of Arts, Sciences, & Business to the Vice President for Academic Affairs. The Vice President will respond within two weeks. Appeals received at times other than during regular academic terms may require a longer response time.

Every effort is made to respond to student preferences for placement if possible. However, the Social Work Field Placement Coordinator and the Field Placement Agency will base the final decision for the placement upon the following criteria (**FLIP**):

1. **F**it between student's abilities, strengths, and weaknesses and agency's educational potential
2. **L**ocation of Agency
3. Cons**I**deration of specific student needs, agency need, and considerations as per this application
4. Agency/Student **P**reference

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SOCIAL WORK FIELD INSTRUCTION APPLICATION

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Instructions

Please complete the following pages and **attach a copy of your resume** and an **unofficial transcript** to the Field Placement Coordinator. In addition, please attach the completed **Field Placement Preference Worksheet, which can be found on the Field Placement Brightspace page.** All forms must be completed and received no later than November 15 for the following fall term placement and March 1 for the following spring term. A late application may result in delay of field instruction placement.

Section I

_____
Last Name   First Name   MI

_____
Former Last Name(s), if applicable   Current Street Address or Residence Hall   Permanent Home Address

_____
Student ID#   Date of Birth   City   State   Zip   City   State   Zip

_____
Cell Phone Number   Landline Phone Number   Campus Box #

_____
All Other Colleges/Universities Attended (Please provide dates)

☐ Full Time ☐ Part Time
Current Status *(Check One)*

_____
Expected Graduation Date   Current Academic Advisor

Act 33, Act 34 and FBI clearances Current Status *(Check One)*

☐ Student has current clearances   ☐ Student clearances are older than 1 year

☐ Student does not have clearances

Chatham University E-Mail_____

Other E-Mail Address _____

I wish to begin the Field Sequence in the _____ Semester, _____.
                                          Fall/Spring   Year

Section II

  • Will you have the regular use of an automobile during placement?
                         _____ Yes _____ No

  • Please list any priorities, needs or concerns which may impact the selection of your placement (i.e., geographic, family responsibilities, health issues, accommodations for disabilities, employment, etc.).
  Please list and explain:

  _____

  _____

  _____

  _____

As per the **Social Work Program Student Handbook** under the section *Child Abuse Clearances and Criminal Background Checks*: "While a history of criminal activity or a substantiated child abuse report will not preclude students from all field placements, it will significantly limit the choices available."

Please discuss any concerns regarding Section II with the Social Work Field Placement Coordinator.

Section III   Social Work Field Placement Readiness Essay Questions

Answer the following questions: *(Please attach your answers on a separate sheet. 2 pages total maximum length)*

1. What experiences have contributed to your interest in social work?

2. What do you hope to do with your social work degree upon graduation?

3. What areas in social work interest you and in which areas of practice would you like to pursue a career?

4. What current 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.

5. What are the strengths that you believe you will bring to field? What areas of weakness do you hope to work on during your field experience?

6. Do you foresee any difficulties in completing 500 hours of field placement during your senior year?

Section IV
In applying for Field Placement, I hereby agree to abide by the NASW Code of Ethics and the policies governing Chatham University Field Placements as explained in the Chatham University Social Work Field Manual. You can find the Field Manual on the Brightspace site for social work field placement (SWK451).

Please note: The Social Work Faculty reserve 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 potential or actual performance in field instruction does not meet expectations or whose performance is not consistent with accepted standards for professional behavior.

Your signature below certifies that you have read and understood the above statement, and read and understood the Chatham University Field Manual, the Social Work Program Student Handbook, and that all materials you have submitted for consideration are complete and accurate.

_____

Signature of Applicant   Date

Student Checklist for Application for Admission to Field Placement

_____ I have read and understood the *Chatham University Social Work Field Manual*

_____I have read and understood the *Social Work Program Student Handbook*

_____I have attached my resume to my completed application

_____I have attached my Social Work Field Placement Readiness Essay Questions

_____I have attached my unofficial Chatham University transcript

_____I have attached the Field Placement Preference Worksheet

Applicants will be notified of the outcome of their applications within 14 days of submission. Questions about the application process may be directed to any of the social work faculty.

Date Application Submitted _____

Date Acceptance Letter Sent_____

Signature indicates application approval

Reviewed by M. Bell   _____ Date _____
Reviewed by C. Sarteschi   _____ Date _____

Social Work Program Personnel

Melissa Bell, Associate Professor, Program Director
   B.A., Indiana University of Pennsylvania
   M.S.W., University of Pittsburgh
   Ph.D., University of Pittsburgh. LSW

Christine Sarteschi, Associate Professor
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   M.S.W., University of Pittsburgh
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